

# CONSENT AGENDA

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## COUNTY of FREDERICK, VIRGINIA

DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS

1080 Coverstone Drive, Winchester, VA 22602

### MEMORANDUM

LeeAnna Pyles  
Director,  
Public Safety  
Communications

**TO:** Board of Supervisors

**FROM:** LeeAnna Pyles,  
Director Public Safety Communications

**SUBJECT:** Public Safety Committee Meeting.  
Report for November 16, 2017

**DATE:** December 7, 2017

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A meeting of the Public Safety Committee was held on Thursday November 16, 2017 at 8:30 a.m. at the Frederick County Public Safety Building, 1080 Coverstone Drive, Winchester, VA. Committee members present were: Committee Chairman Gene Fisher, Gary Lofton, Blaine Dunn, Helen Lake and Chuck Torpy. Member Walt Cunningham was not present. Also in attendance were Major Steve Hawkins, Deputy Chief Larry Oliver, Director of Communications LeeAnna Pyles, County Attorney Rod Williams, Fire Chief Linaburg, Volunteer Fire & Rescue President Dan Cunningham, Deputy County Administrator Jay Tibbs, Sheriff Lenny Millholland, Fire Marshal Jay Bauserman, Deputy Director of Emergency Management Chester Lauck, Lieutenant Fred Kinder, IT Director Scott Varner, Budget Analyst Jennifer Place, and Finance Director Cheryl Shiffler. The following items were discussed:

#### \*\*\*Discussion Items\*\*\*

1. **Departmental budget presentations for FY19 (see attachments):**

Director LeeAnna Pyles presented her proposed FY19 budget. She advised that her budget request reflected an \$80,000 increase. This money would go to replace and repair old and worn equipment at all tower sites, installation of cameras at all sites as well as other necessities within the Center. Director Pyles also mentioned that the yearly revenue from the 911 Wireless Board had gone up to \$249,588 (previously \$64,000) and she would like to earmark \$80,000 to be distributed into appropriate line items to cover expenses on repairs.

Chester Lauck has applied for a grant for a generator to be replaced at one of the tower sites and he will update the Committee with the process.

Chief Linaburg presented his departments FY19 budget request of \$18 million dollars to the Public Safety Committee. Operationally, he is requesting increased funding for 20 additional

personnel, vehicle replacement, equipment and gear. The Fire & Rescue Association is requesting an increase in training and fuel assistance, as well, Revenue Recovery is anticipating \$1.5 million dollars in expenses and revenues.

Sheriff Millholland requested a budget increase of \$4 million dollars for FY19. Many items requested by the Sheriff are over \$10,000 and range from additional personnel to vehicles to training and equipment. The biggest item on the list was the replacement and update of (147) portable radios. Sheriff Millholland discussed some of the radio issues his department has experienced over the past few years.

IT Director Scott Varner advised that he had been working on projects within the Sheriff's FY 19 budget request. First was the 130 MCT (mobile computer terminal) units in each deputy vehicle. These units are out of warranty. He noted that he had discussed 3 options with the IT Committee that would get them on a regular replacement program and was part of the IT budget. The other item being addressed was a new 50 mb internet "pipe" which would go from the Public Safety Building to the Kent Street building. This would allow the bodycam videos to be uploaded and obtained much faster for the Sheriff's office. The IT department would also budget this item.

## **2. Other business:**

The Public Safety Committee thanked and commended Chairman Gene Fisher for his service and dedication on the Committee during his tenure, as his term will end at the end of the year. Chairman Fisher in returned, thanked the Departments' for their outstanding services to the community and the citizens of Frederick County.

**Next Meeting: Thursday, January 18, 2018**

**Adjourn:** 10:30 a.m.

Respectfully submitted,

Public Safety Committee

Gene Fisher  
Denny Linaburg  
Sheriff Lenny Millholland  
Dan Cunningham

Gary Lofton  
Ann B. Lloyd  
Rod Williams  
Helen Lake

Chuck Torpy  
Walt Cunningham  
Blaine Dunn

By   
LeeAnna Pyles, Director Public Safety Communications

LP/sds







3506-3006-000	<b>Printing and Binding</b> <ul style="list-style-type: none"> <li>• VCIN cards, maps, stationary, required books/cards</li> </ul>	\$200	<b>\$200.00</b>
3506-3010-000	<b>Contractual Services</b> <ul style="list-style-type: none"> <li>• water cooler expenses (rental/bottle fees- cost varies on demand)</li> <li>• DTN weather contract (split with F&amp;R) raises yearly</li> <li>• ENS license fee- information provide for HyperReach</li> <li>• HyperReach contract</li> </ul>	\$900 \$1,854 \$500 \$11,500	    <b>\$14,754.00</b>
			<i>\$197,515.80</i>

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	PUBLIC SAFETY COMMUNICATIONS	DEPARTMENT CODE	3506
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3506-5101-000	<b>Electrical Services</b> <ul style="list-style-type: none"> <li>• Valley View, Timber Ridge, Brown Ln towers</li> </ul>	\$5,175	\$5,175.00
3506-5102-000	<b>Heating Services</b> <ul style="list-style-type: none"> <li>• Tank rental/ refills at Timber Ridge site</li> </ul>	\$690	\$690.00
3506-5204-000	<b>Telephone and Postage</b> <ul style="list-style-type: none"> <li>• 4 Verizon bills - varies</li> <li>• AT&amp;T - varies</li> <li>• Vita</li> <li>• Voiance - varies</li> <li>• Verizon (through Finance for bldg split/cost) varies</li> <li>• Comcast (IT billed)</li> <li>• Postage as needed</li> <li>• Various bills for other services</li> </ul> <p style="text-align: center;">(All invoices in this line fluctuate monthly)</p>	\$50,000 \$2,000 \$660 \$3,500 \$7,500 \$3,240 \$700	\$70,000.00
3506-5299-000 *** ↑	<b>Internet Access</b> <ul style="list-style-type: none"> <li>• Internet split with building . (raises \$400/yr)</li> <li>• RIOS (state radio)</li> <li>• Comcast (IT billing)</li> </ul>	\$4,760 \$1,174 \$924	\$6,858.00
3506-5401-000	<b>Office Supplies</b> <ul style="list-style-type: none"> <li>• Toner, paper cases, general office supplies (varies due to demand)</li> </ul>	\$6,000	\$6,000.00
			\$88,723

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	PUBLIC SAFETY COMMUNICATIONS	DEPARTMENT CODE	3506
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3506-5407-000 *** ↑	<b>Repair and Maintenance Supplies</b> <ul style="list-style-type: none"> <li>• Replace all DC power plants for the microwave back-haul system - they are 5 years old and leaking.</li> <li>• Replace all UPS's at all sites - over 3 years old</li> <li>• Tower, electrical, buidling supplies as needed</li> </ul>	\$500	<b>\$13,780.00</b>
3506-5410-000 *** ↑	<b>Uniform &amp; Wearing Apparel</b> <ul style="list-style-type: none"> <li>• Shirts, BDU pants, jackets. As needed</li> </ul>	\$1,500	<b>\$1,500.00</b>
3506-5411-000	<b>Books and Subscriptions</b> <ul style="list-style-type: none"> <li>• Winchester Star \$125/yr.</li> <li>• Miscellaneous publications needed</li> </ul>	\$40	<b>\$164.00</b>
3506-5413-000 *** ↑	<b>Operating Other</b> <ul style="list-style-type: none"> <li>• Headset/console items - varies</li> <li>• Safety fair/demo items - varies</li> <li>• Repeaters, equipment needed - varies</li> <li>• Purchase 4 additional cameras for Capon, Tasker, Brown sites</li> <li>• 2 laptop computers-replace old ones, small filing cabinet for VCIN work, fax stand, bigger refrigerator</li> <li>• Shredders, chairs, mats, miscellaneous supplies/items</li> </ul>	\$10,000	<b>\$23,400.00</b>



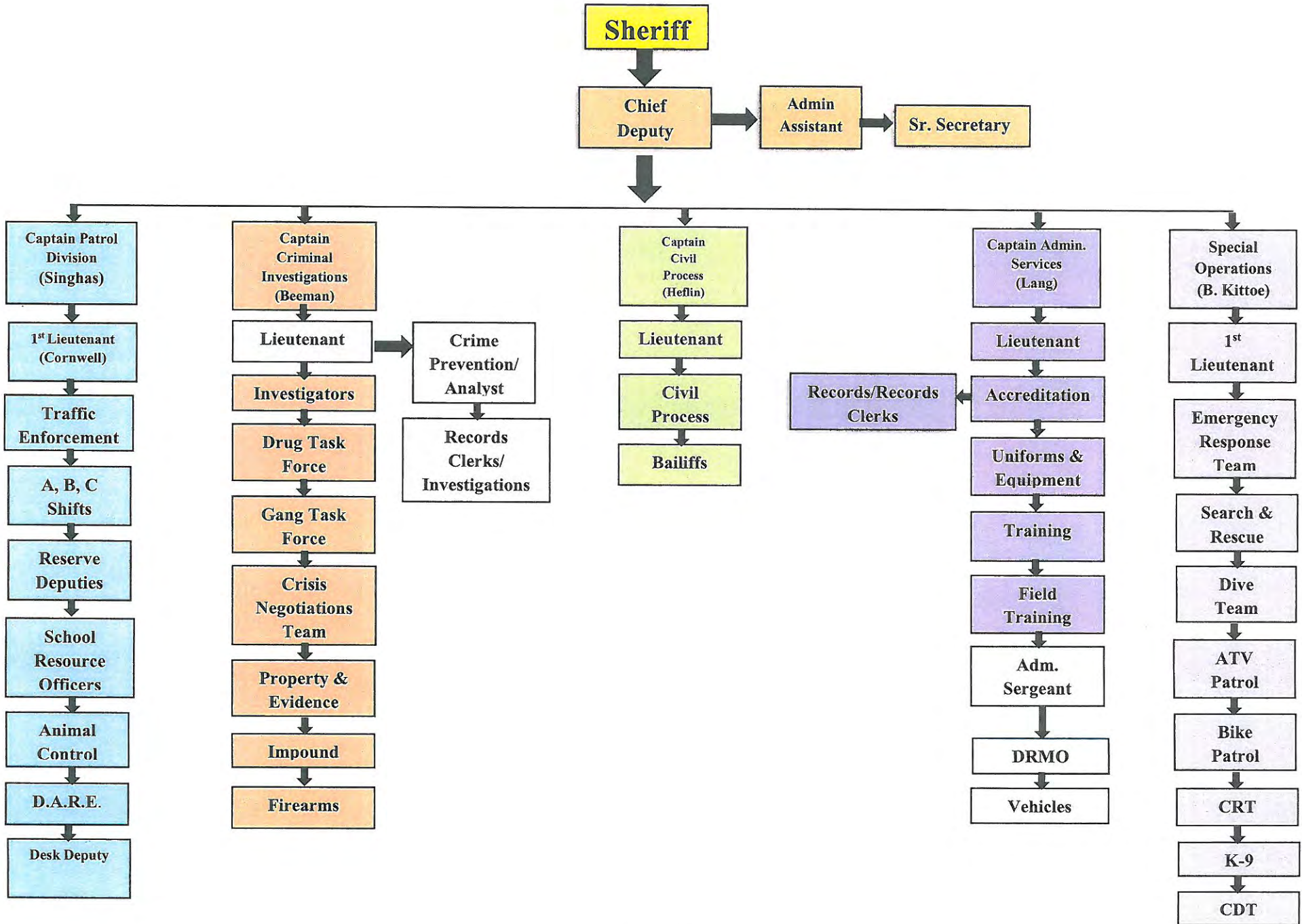
3506-5506-000	<b>Travel</b> <ul style="list-style-type: none"> <li>• Academy dues (increases yearly)</li> <li>• PSP Grant</li> <li>• Training classes/courses for re-certs/career development - varies</li> <li>• Reimbursements for travel to and from classes/conferences - varies</li> </ul>	\$9,310 \$2,000 \$10,400	\$21,710.00
3506-5801-000	<b>Dues and Association Memberships</b> <ul style="list-style-type: none"> <li>• APCO membership dues - 4 employees</li> </ul>	\$394	\$394.00
3506-9001-000 ***↑	<b>Lease/Rent of Equipment</b> <ul style="list-style-type: none"> <li>• Tower site fees (rises 4% yearly)</li> <li>• Konica copier +quarterly copy charge - varies</li> </ul>	\$11,240 \$2,800	\$14,040.00
		<i>pg 3 and 4 total</i>	<i>\$74,988.00</i>

<i>page 2</i>	<i>197,515.80</i>
<i>page 3</i>	<i>88,723.00</i>
<i>page 4</i>	<i>38,844.00</i>
<i>page 5</i>	<i>36,144.00</i>
<b>TOTAL</b>	<b>\$361,226.80</b>

## 2018-2019 BUDGET INFORMATION - REVENUES

DEPARTMENT	PUBLIC SAFETY COMMUNICATIONS				DEPARTMENT CODE	3506
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
3-010-024040-0042	9-1-1 Wireless Board (\$5600/mo) *↑		x			\$248,949/yr
3-010-015020-0001	FBI tower rental			x		\$680/yr.
3-010-035060-5506	PSAP grant		x			\$2,000/yr.
						<b>\$251,629.00</b>

# Sheriff's Office





## Items over \$10,000

Monthly expenditure of vehicles of \$26,000 - \$312,000

Refurbish crime scene van - \$15,000

Upgrade to mobile bus - \$15,000

SunGard contract - \$89,533

Taser Assurance Plan for tasers - \$ 25,569

BCP Smart plan cartridge for tasers \$ 10,000

Skyline Regional Academy - \$72,000

Sprint bill \$6600 per month - \$79,000

SunGard One Solution Police to citizen - \$ 13,000

SunGard MOBlan License - \$10,000

Navigation Software for GPS units (Search and Rescue) - \$10,700

Computers to replace that have met their life expectance 42 @ \$3000 - \$126,000

Supplies, bills etc. for 5 K9 - \$ 17,500

Equipment for 35 vehicles \$617,225

Outfit a deputy (for 8 positions) - \$ 16,000

Ammunition - \$ 35,000

2 Surveillance Camera - \$20,000

Camera for interview room - \$ 15,000

Boat with trailer - \$38,000

Chemical and Less Lethal Munitions - \$ 12,000

Night vision Goggles and Thermal imager - \$18,000

Simunition weapons for training - \$ 18,500

UTV (off road utility vehicle) - \$12,956

BDU's - \$12,550

Ballistic vests (18) - \$10,170

To completely outfit 8 new position at \$1682 - \$13,456

Quarterly reimbursement to DTF – Averaging \$2800 per quarter - \$11,200

DARE - \$10,000

National tactical officers conference - \$10,000

20 Police Interceptor Sedan @ \$28,000 - \$560,000

13 Police Interceptor SUV @ \$31,318 - \$407,134

2 F150 for animal control @ \$34,917 - \$69,834

Cargo van for Civil - \$50,774

1 Response vehicle (tactical team) - \$136,000

1 F-250 for Search and Rescue - \$34,000

Mobile and portable radios – includes all maintenance/contract/services/installation etc. \$2,378,538.43

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Sheriff's Office	DEPARTMENT CODE	3102
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
31020-3001-000-000	<b>PROFESSIONAL HEALTH SERVICES</b> Physicals and Psychological testing for 8 requested positions and to cover potential vacancies @ \$525.00 each x 16 Rabies vaccination for ACO's @ \$818 x2	8,400 1,636	10,036
31020-3002-000-000	<b>PROFESSIONAL SERVICES - OTHER</b> Medical Examiner @ \$20.00 x 75 cases Cellular Companies - Phone records for investigative purposes @ \$325.00 per record x 5	1,500 1,625	3,125
31020-3004-000-001	<b>REPAIR AND MAINTENANCE - EQUIPMENT</b> Service and inspect Dive Team equipment - tanks and regulators Service/maintenance for 40 HP out-board motor Annual tuning fork/lidar calibrations Lidar/Radar unit bench tests Lidar calibrations site setup/survey Repair and Maintenance to ATV trailer Repair and Maintenance to radios and portables Service to Fire extinguishers @ \$25.00 x 10 Service/repair to cameras used by patrol and investigations	3,250 250 2,000 1,000 400 200 500 250 100	7,950



## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Sheriff's Office	DEPARTMENT CODE	3102
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
31020-3004-000-002	<b>REPAIR AND MAINTENANCE - VEHICLE</b> Repair and maintenance costs for 170 vehicles which consists of patrol vehicles, investigators vehicles, animal control vehicles, special unit vehicles, such as Search and Rescue, Dive Team, Emergency Response Team, Box/Utility, Bus, NREP, Service and maintenance entails state inspections, oil changes, tires, repairs to engines, A/C units, cracked windshields, brakes pads/rotors. This line also covers any repairs for damages sustained in auto accidents. Based on current average monthly expenditure of \$26,000 x 12	312,000	
	Repair and maintenance to mobile radios/portables	1,000	
	Refurbish crime scene van to bring equipment to scenes	15,000	
	Upgrades to mobile bus to make into a command post. Fire & Rescue going in half	15,000	
			343,000
31020-3005-000-000	<b>MAINTENANCE SERVICE CONTRACTS</b> SunGard - we have been notified by the vendor of a 5% increase ID Networks, Inc. Computer Projects Virtual Graffiti Inc. IDU Insight Public Identification International SHI Corp AVG Technologies USA ASSESSDATA Crop Digital Persona Trebron Company Inc. Edgefx Forensic Start Light for 309 radios for 3 years	89,533 1,834 187 550 9,800 6,713 673 729 2,305 2,070 900 450 73,070	

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT Sheriff's Office

DEPARTMENT CODE

3102

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
31020-3005-000-000	MAINTENANCE SERVICE CONTRACTS (CONT)		
	NetMotion	9,850	
	Taser Assurance Plan (for tasers)	25,569	
	BCP SMART Plan (cartridge for tasers)	10,000	
	EDGEFX Forensic	3,000	
	Any other contacts that need to be paid	5,000	242,253
31020-3006-000-000	PRINTING AND BINDING		
	Printech - Virginia Uniform Summons \$5.50 ea ordering 144 books every 4 month plus \$38.00 shipping - \$830.00 x 3 = \$2,490.00	2,490	
	Letterhead/envelopes	1,000	
	Warrant Jackets - \$210 per 1000 x 4	840	
	Virginia State Police - Accident Reporting Form	900	
	Property Receipt forms \$170 per 1000 x 2	340	
	Unattended Vehicle Check Sticker \$1000 @ \$377.00	377	
	Animal Control notices	500	6,447
31020-3008-000-000	LAUNDRY AND DRY CLEANING		
	Dry cleaning of Honor Guard uniforms for special events	300	300
31020-3010-000-000	OTHER CONTRACTURAL SERVICES		
	Skyline Regional Academy - we are going to add 6% to cover any increase in dues	72,000	
	CFW Credit Reporting - reports needed during investigations involving fraud/identity theft. \$28 per report x 10 reports	280	
	Accurint/Lexis Nexis - Risk Management @ \$175.00 mo. X 12	2,100	

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Sheriff's Office	DEPARTMENT CODE	3102
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
31020-3010-000-000	OTHER CONTRACTURAL SERVICES (CONT)		
	EcoWater System \$10 month x 12	120	
	Johnny Blue - at impound lot \$63.00 x 12	756	
	Interpreters	500	
	Tow Companies	1,000	76,756
	<b>TOTAL PURCHASED SERVICES</b>		<b>689,876</b>
31020-4003-000-002	CENTRAL STORES - GASOLINE		
	Based on current average monthly expenditure of \$20,000 x 12	240,000	
	we are also asking for additional funding to cover new positions and any increase in the cost of gasoline.	35,000	275,000
	<b>TOTAL INTERNAL SERVICES</b>		<b>275,000</b>
31020-5101-000-000	UTILITIES		
	Electric service at the firing range/impound lot @ \$12 month	144	144
31020-5204-000-000	POSTAGE AND TELEPHONE		
	Sprint - cellular phone bill and air card bill \$6600 a month	79,200	
	Verizon - average monthly charge of \$88 for PSB lines	1,056	
	Comcast Voice Services @ \$271 month	3,252	
	Postage - monthly average of \$210 x 12	2,520	
	Federal Express/UPS charges - \$17 month x 12	204	
			86,232



## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Sheriff's Office	DEPARTMENT CODE	3102
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
31020-5299-000-000	INTERNET ACCESS Internet connectivity fee adding plus adding 11% to any additional charges Comcast - \$77 monthly	4,095 924	5,019
31020-5302-000-000	FIRE INSURANCE - amount provided by Finance	550	550
31020-5305-000-000	MOTOR VEHICLE INSURANCE - amount provided by Finance	85,200	85,200
31020-5306-000-000	SURETY BONDS - amount provided by Finance	172	172
31020-5309-000-000	LAW ENFORCEMENT - amount provided by Finance	1,500	1,500
31020-5401-000-000	OFFICE SUPPLIES Supplies needed for day to day operation; copy paper, paper clips, staples, note pads, file folders, storage boxes, mailing labels, ink, highlighters, staplers, label tape, tape, mailing envelopes, postage machine ink cartridges, desktop printer cartridges, supplies for accreditation. Additional supplies/software updates used by deputies & investigators CD-R 700J MB (20 count) DVD-R 4.7 GB (8 count) DVD-R Double Layered 8.5 GB (10 count) SD cards for digital cameras	8,000 400 300 600 1,250	

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT Sheriff's Office

DEPARTMENT CODE 3102

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
31020-5401-000-000	OFFICE SUPPLIES (cont.)		
	32 GB Flash Drives (40 count)	900	
	Shredder	1,000	
	The investigative division utilizes a wide variety of computer programs & software that are vital in investigating crimes.		
	The annual license fees/upgrades/support listed below are programs currently being used by the Investigations division. All license fees and software upgrades/support must be paid or we cannot utilize the programs:		
	FTK - annual license fee	2,238	
	Encase Software (Computer Forensics)	1,300	
	IEF Internet Evidence finder Software (Computer Forensics)	2,900	
	Cellbrite Cell Phone Software and upgrade (Phone Forensics)	5,000	
	SunGard ONE Solution Police-To-Citizen	13,000	
	Lantern through Katana Forensics - annual license fee	700	
	Susteen Secure View - annual license fee	1,175	
	ADF Preview - annual license fee	900	
	X-Ways - annual license fee and support	1,700	
	LOGICAL annual software upgrade and support	2,372	
	SunGard MOBian License	10,000	
	i2 software/annual upgrade	7,000	
	Navigation Software for GPS units (search and Rescue)	10,700	
	requesting funding for replacing computers that have met their life expectancy so vital information is not lost. \$3000 ea x42	126,000	
	Copsync	7,830	
	P25 Trunking Software for 157 radios x \$219	34,383	239,648



## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Sheriff's Office	DEPARTMENT CODE	3102
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3102-5409-000-000	<p>POLICE SUPPLIES</p> <p>Items used by deputies and investigators in the day to days operations of the Sheriff's Office. These items include but are not limited to:</p> <p>Evidence envelopes, nitrile gloves, body bag tags, ultra wipes, Tyves suits, Drug test kits, DNA swabs and holders, evidence tags, fingerprint kits, syringe tubes, pill box, jars, crime scene tape, bio hazard bags, shoe covers, brown bags, arson cans, rifle boxes, pistol boxes, knife boxes, dental stone, lumanall, paint containers, print lifters, batteries, mounting bases, PBT breath Tubes, rifles, pistols, handcuffs, flex ties, flashlights, microcassette tapes, range supplies/target, first aid kits and Honor Guard supplies</p> <p>To completely outfit 8 additional positions we are requesting , we need to budget \$2,000 per person</p> <p>Ammunition for required qualifications</p> <p>Radar unit (DMV grant) 6 units @ \$1,475 ea.</p> <p>Lidar unit (DMV grant) 7 units @ \$150</p> <p>Tuning Forks 80 sets. \$1000 each cycle. Once every 6 months</p> <p>Preliminary Breath Testing units 10 @ \$315</p> <p>LED Flare 3 @ \$105.00 not a fire hazard.</p> <p>Rechargeable Batteries for Jamar Radar 2 @ \$60 ea.</p> <p>Incident Command Boards 12 @ \$68.75</p> <p>Lock-out kits to keep weapons locked up while in vehicle when unoccupied. 10 @ 69.99 ea.</p> <p>Active Shooter Bag for all deputies to have on hand 153 @ \$26.00 ea.</p> <p>ID Arm Band for the deputies to wear when called out on special detail and aren't in uniform. 153 @ \$ 12 ea.</p>	<p>26,000</p> <p>16,000</p> <p>35,000</p> <p>8,850</p> <p>2,100</p> <p>2,000</p> <p>3,150</p> <p>315</p> <p>120</p> <p>825</p> <p>700</p> <p>3,978</p> <p>1,836</p>	

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Sheriff's Office	DEPARTMENT CODE	3102
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3102-5409-000-000	POLICE SUPPLIES (continued)		
	ACO equipment such as catch poles, tongs, ramps	1,500	
	Microchip Scanner to scan a lost animal to see if it has been chipped & return it back to it's owner verses taking it to the Shelter. 4 @ \$250	1,000	
	Freeman Cage Net 4 @ \$107.65	430	
	Soft Pet Stretcher Large 46"x70" to help transport injured animals and to avoid an animal bite 4. @ \$83.00	332	
	Uniform Garment Bags for the Honor Guard to keep all supplies together and uniform neat and clean. 12 @ \$60 ea	720	
	Replacement Badges for Honor Guard to be uniformed with all badges 12 @ \$80	960	
	Drone to get an area view before sending deputies out into an situation	5,000	
	Surveillance Camera 2 @ 10,000	20,000	
	Metal Detector	500	
	Metal Detector Probes 2 @ \$150	300	
	Camera for interview rooms to be able to have video documentation on file	15,000	
	Nikon 3200 DSLR Camera 4 @ \$500 to have advanced documentation of crime scenes	2,000	
	Nikon Coolpix Camera 20 @ \$110	2,200	
	Portable Rechargeable lights for crime scenes that exceeds into evening hours. 3 @ \$300	900	
	GPS tracker and 1 year subscription	1,000	
	Trac Phones for CNT	200	
	Rifle Slings to maintain firearm 100 @ \$40 ea	4,000	
	Apple Ipad for Forensic exams	800	
	Requesting for all new radios to replace the ones that we have. The ones		



## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT Sheriff's Office

DEPARTMENT CODE 3102

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3102-5409-000-000	POLICE SUPPLIES (continued) we have now are over 20 years old. We are placing parts that are needed for the ones that we have now with military supplies. APX 8000 Portable 149 @ \$4307.36 APX 8500 Mobile 160 @ \$3482.10 Equipment, hardward and installions for all the radios	   641,856 557,136 1,082,539	          2,439,247
3102-5409-000-001	POLICE SUPPLIES - DIVE TEAM Boat with trailer, engine and onboard radio. Current boat used is approximately 25 years old and needs replaced Equipment Maintenance yearly requirement to assure safety to divers Evidence Recovery Equipment Diving Regulator sets OTS SSB-2010 Underwater Radio - allow divers and personnel on land to communicate with each other during dive operations Seaquest Pro QD Buoyance Control Devices - assist diver's buoyance control while descending and ascending. Underwater lift bags 40 HP Mercury outboard motor maintenance - yearly maintenance on engine motor Suuto/Namo Vyper Dive computer Maintenance of 40 HP Mercury out-board motor - motor is 5 years old and has never been serviced.	                      38,000 4,000 5,100 1,368 2,250 450 1,225 300 695 250	                      53,638

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Sheriff's Office	DEPARTMENT CODE	3102
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3102-5409-000-002	<p>POLICE SUPPLIES - ERT TEAM</p> <p>Flex 9 body armor 15 @ \$550</p> <p>Mohoc-Ballistic Helmet Mounted Cameras - to provide video and audio documentation for tactical team members during critical incidents 15 @ \$405</p> <p>Equipment Maintenance - maintain current equipment</p> <p>Chemical and Less Lethal Munitions - has expired and to provide less lethal alternative in critical incidents and to be used by Civil Disturbance Team in the event of a riot</p> <p>Ballistic Helmets 3 @ \$700</p> <p>LMT 10.5 rifle with aimpoint optic and surefire light - equip new team members with an SBR for close quarters room entry and clearing 3 @ \$2500</p> <p>Night Vision Goggles and Thermal Imager - provide team members visibility during night time operations without giving away their position. This is a several year process to equip all team members</p> <p>Simunition weapons for training. Enhance team training capabilities</p> <p>Portable radio repeaters to equip special operations vehicles with repeaters so deputies have radio communication. 3 @ \$6166.66</p> <p>Entry Vests - to provide new team members with ballistic protection 3 @ \$2833</p> <p>Ballistic Shield to replace expired shield</p> <p>Gas masks and replacement filters - equip new members with gas masks and replace current filters. 15 @ \$233</p> <p>Mechanical Breaching Kits - tools for entry 2 @ \$438</p>	<p>8,250</p> <p>6,075</p> <p>3,000</p> <p>12,000</p> <p>2,100</p> <p>7,500</p> <p>18,000</p> <p>13,500</p> <p>18,500</p> <p>8,500</p> <p>2,400</p> <p>3,500</p> <p>876</p>	



## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Sheriff's Office	DEPARTMENT CODE	3102
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3102-5409-000-004	<p>POLICE SUPPLIES CIVIL DISTURBANCE &amp; CRT TEAM</p> <p>This team was formed in 2016. It's a team that's a specialized unit trained in active countermeasures to control and disperse both hostile and passive crowds.</p> <p>Nylon web gear - wearing riot protective equipment will not allow deputies to wear their current gear. 20 @ \$340</p> <p>Cold fire (fire suppressing agent) - equip each team member with a portable fire suppressant in the event a Molotov Cocktail or other device with intent to catch the deputy on fire is thrown at them. 20 @ \$150</p> <p>Gas Mask Filters - replace used filters 20 @ \$140</p> <p>Helmet Straps - replace current helmet straps 20 @ \$22.50</p> <p>Gas Mask replacement straps - replace current straps 20 @ \$15</p> <p>Aimpoint pro-optic sights - current weapons are not equipped with an optic sight</p> <p>Command Trunk Vault - used as a small command center in emergency incidents. Secures weapons, body armor and functions as a command center with pull out table, white board and options for radio installation on top of command center</p> <p>Ballistic Helmets - CRT executes search warrants and buy busts for with Drug Task Force and needs ballistic protection 3 @ \$734</p>	<p>6,800</p> <p>3,000</p> <p>2,800</p> <p>450</p> <p>300</p> <p>1,700</p> <p>3,800</p> <p>2,200</p>	21,050
3102-5409-000-005	<p>POLICE SUPPLIES E-SUMMONS</p> <p>This will be a carry forward amount based on remaining balance end of June 30, 2018</p>	<p>16,812</p>	

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Sheriff's Office	DEPARTMENT CODE	3102
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3102-5410-000-000	<p>UNIFORMS AND WEARING APPAREL</p> <p>Day to day wearing apparel/uniforms to include but not limited to duty pants, shirts, ties, hats, coats, hat covers, traffic vests, gun belt, belts belt keepers, badges, Honor Guard uniforms, leather gear, rank insignia, gloves, shoes/boots, uniform patches. Requesting funding to replace worn uniforms/wearing apparel and to outfit new hires for vacancies due to retirement, resignation or terminations.</p> <p>BDU winter uniforms - inclement weather 94 total. \$44.50 short sleeve, \$44.50 long sleeve and \$44.50 pants</p> <p>Ballistic vest have an expiration date and MUST be replaced. Projected estimate shows 10 vest that will need to be replaced @ \$565 ea., and 8 new vests for new positions being requested @ \$565 ea.</p> <p>to completely outfit 8 new positions \$1682 x 8</p> <p>Outer vest carriers \$194 ea x 50</p> <p>Outer vest equipment pouches/carriers \$68 total x 50</p> <p>Outer vest undershirts 1 pair each of long and short sleeve \$100 ea x 50</p> <p>Requesting uniforms for Bike Patrol, CDT, Search and Rescue &amp; CRT teams. The members on these teams do not have uniforms</p> <p>Lawpro Bike Patrol Shorts 20 @ \$32.99 per pair</p> <p>Lawpro Delux Bike Pants 7 @ \$37.99 per pair</p> <p>5-11 Sierra Bravo Duty Belt 7 @ \$38</p> <p>NP 847 Double Cuff Case 7 @ \$18</p> <p>NP562 Double Mag Pouch 7 @ \$32.25</p> <p>NP561 MK3 OC Pouch 13 @ \$22.99</p> <p>First Defense 360 MK3 OC Spray 13 @ \$12.99</p>	<p>21,000</p> <p>12,550</p> <p>10,170</p> <p>13,456</p> <p>9,700</p> <p>3,400</p> <p>5,000</p> <p>660</p> <p>266</p> <p>266</p> <p>126</p> <p>233</p> <p>299</p> <p>169</p>	



## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT Sheriff's Office

DEPARTMENT CODE

3102

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3102-5410-000-000	UNIFORMS AND WEARING APPAREL (continue)		
	LP550 Firearm Holster 7 @ \$89.99	630	
	Bike Helmet 13 @ \$45	585	
	Embroidered Polo with Reflective Lettering on back 26 @ \$53	1,378	
	LP550 Firearm Holster 7 @ \$89.99	630	
	Bike Helmet 13 @ \$45	585	
	Embroidered Polo with Reflective Lettering on back 26 @ \$53	1,378	
	Utility uniforms CDT - the 20 deputies assigned to this team do not have any uniforms. \$470 per deputy to fully outfit 20 deputies	9,700	
	Utility Uniforms for Search and Rescue - to outfit the current 25 members with uniforms to be worn during training and active searches. \$392 per member to fully outfit	9,800	
	Utility Uniforms CRT - to replace worn out uniforms for team members	1,800	
			103,781
3102-5410-000-001	UNIFORMS - DIVE/ERT		
	Crye Precision Uniforms 14 @ \$572	8,000	
	Dry and wet suits	3,000	
	Crye Precision Uniforms 15 @ \$647	9,700	
	5.11 Performance Short Sleeve Polo's 27 @ \$172	1,799	
	Salomon Boots 27 @ \$171.30	4,625	
			27,124

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Sheriff's Office	DEPARTMENT CODE	3102
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3102-5411-000-001	<p>BOOKS AND SUBSCRIPTIONS</p> <p>National Law Enforcement Directory @ \$183 x3</p>	555	555
3102-5413-000-000	<p>OTHER OPERATING SUPPLIES</p> <p>Quarterly reimbursement to DTF - Averaging \$2800 per quarter x 4 costs of repairs to impound lot; fencing, parking lot/driveway/road upkeep and maintenance.</p> <p>Awards, plaques and certifications presented during the year for retirement, appreciations and contributions/donations to the department.</p> <p>Refreshments provided for hosting training classes</p> <p>Confidential fund reimbursement</p> <p>Any expense that does not fall into a specific budget line: reimbursement for property damaged or lost, feeding livestock that has been seized by state code, boarding for seized animals, lodging and meals for out of area personnel assisting with department accreditation. DMV fees for abandoned vehicles sold at auction. Refreshments used during Search and Rescue, hostage/barricade situations.</p>	<p>11,200</p> <p>2,000</p> <p>1,000</p> <p>200</p> <p>1,000</p> <p>5,000</p>	20,400
3102-5413-000-001	<p>DRUG PROGRAM - DARE</p> <p>The Sheriff's Office relies on the generous donations from the public to fund the DARE program as well as numerous fundraisers during the year. Due to economical reasons, donations and fundraisers have fallen way short of the usual and we have had to transfer funds from other areas of the budget to cover the cost of DARE materials for the schools and</p>		

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Sheriff's Office	DEPARTMENT CODE	3102
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3102-5413-000-001	DRUG PROGRAM - DARE Continue the cost of the T-Shirts that are given to the students when they graduate from the DARE program. We are requesting funding in this budget to cover expected expenditures	10,000	10,000
3102-5413-000-004	CRIME PREVENTION PUBLIC RELATIONS/PUBLIC RELATIONS Funding requested to purchase items to hand out at public events and informational brochures to have available for the public when they visit the Sheriff's Office lobby. Purchase items to be used in conjunction with job fairs, recruiting events and any other community events to build positive image of the Sheriff's Office. Retractable Banner Stand Table cloth with custom imprint 72" tabletop hook and loop display board Recruiting Video	5,000   500 300 200 1,500	          7,500
3102-5413-000-007	STATE FORFEITED PROPERTY This is a carry forward budget line. Requesting funds remaining in revenue line 3010-024040-0045 at the end of current fiscal year be appropriated in this line	16,185	16,185
3102-5413-000-008	FEDERAL FORFEITED PROPERTY - DOJ This is a carry forward budget line. Requesting funds remaining in revenue line 3010-033010-0020 at end of current fiscal year be appropriated in this line.	1,549	1,549
3102-5413-000-013	FEDERAL FORFEITED PROPERTY - TREASURY This is a carry forward budget line. Requesting funds remaining in revenue line 3010-033010-0031 at end of current fiscal year be appropriated in this line.	1,822	1,822

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Sheriff's Office	DEPARTMENT CODE	3102
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3102-5506-000-000	<p>TRAVEL AND TRAINING</p> <p>The training listed is needed to maintain and enhance the skill level for deputies and investigators.</p> <p>Crime Analyst - Software training</p> <p>VACA annual conference</p> <p>National Tactical Officers Conference</p> <p>Virginia Crime Prevention Training</p> <p>D.A.R.E. Conference</p> <p>VALEC Conference</p> <p>Continued education/training in Forensic Computer Crimes - this training is mandatory for the required 160 hours of continued certification for the Investigators assigned to this division. If their certification lapses, the equipment cannot be utilized.</p> <p>Diver recertification for current members</p> <p>Diver certifications for new members</p> <p>Search &amp; Rescue recertification</p> <p>Port of Virginia Dive Conference</p> <p>SRO Training</p> <p>Firearms Training</p> <p>Tactical training for specialized units</p> <p>Virginia Forensic Science Academy</p> <p>Crisis Hostage Negotiation Training</p> <p>In-service training mandated by State Code of Virginia for all sworn personnel employed by the Sheriff's Office. Funding would be for registration, lodging, meals and vehicle expenses.</p> <p>Taser Training for additional 8 positions requested. \$1200 x 8</p> <p>Virginia School of Polygraph (for new polygraph examiner)</p>	<p>2,500</p> <p>1,500</p> <p>10,000</p> <p>2,000</p> <p>1,000</p> <p>2,000</p> <p>9,600</p> <p>5,000</p> <p>1,000</p> <p>1,500</p> <p>5,000</p> <p>1,000</p> <p>5,000</p> <p>5,000</p> <p>6,500</p> <p>5,000</p> <p>5,000</p> <p>9,600</p> <p>8,000</p>	

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Sheriff's Office	DEPARTMENT CODE	3102
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3102-5506-000-001	<p>TRAVEL - EXTRADITION TRANSPORTS</p> <p>As required by the State Code of Virginia, The Frederick County Sheriff's Office is responsible for transporting prisoners that have been charged with a crime in Frederick County, back to this jurisdiction to stand trail. Not all fugitives are located in bordering states, many have been located in states requiring several days of travel by car or transportation only feasible by airplane. There is no way to appropriately budget for expenditures in this line, guesstimate funding</p>	20,000	20,000
3102-5801-000-000	<p>DUES AND ASSOCIATE MEMBERSHIPS</p> <p>ROCIC - renewal</p> <p>American Society of Canine Handlers renewal</p> <p>VALEC renewal (Accreditation)</p> <p>Virginia Animal Control Association renewal</p> <p>National Tactical Officers Association renewal</p> <p>Virginia Crime Analyst Association renewal</p> <p>Virginia Sheriff's Association</p> <p>Mid-Atlantic Police Polygraph Cooperative renewal</p> <p>Virginia Polygraph License</p> <p>Forensic Association</p>	<p>300</p> <p>690</p> <p>100</p> <p>100</p> <p>100</p> <p>50</p> <p>6,000</p> <p>50</p> <p>55</p> <p>40</p>	7,485
3102-5802-000-000	<p>CLAIMS &amp; BOUNTIES</p> <p>reimbursement to owners of livestock killed by domestic dogs running at large. Reimbursement must be made at fair market value of stock lost - per State Code of Virginia</p>	1,000	1,000
	<b>TOTAL OTHER CHARGES</b>		<b>4,003,589</b>



## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT Sheriff's Office

DEPARTMENT CODE 3102

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3102-9001-000-000	LEASE/RENTAL OF EQUIPMENT & VEHICLES		
	Bowman Trailers - large container at impound @ \$65 x 12	780	
	NEOPOST - postage machine @ \$140 x 4	560	
	Virginia Business Systems - Konica Copiers (4) @ \$782 x 12 overage charges for copiers	9,389	11,429
	TOTAL OTHER USES OF FUNDS		11,429

## 2018-2019 BUDGET INFORMATION - REVENUES

DEPARTMENT <b>Sheriff's Office</b>		DEPARTMENT CODE <b>3102</b>				
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
1401-001	Court Fines (Circuit and General District)	314,970				314,970
1502-007	Share of Salvage - Sheriff's Sale	5,000				5,000
1601-013	Concealed Handgun Permits	34,129				34,129
1601-013	E-Summons Fees	16,812				16,812
1899-015	Drug Awareness - DARE Program	500				500
1911-002	DTF-Adm. Assistant - Reimbursement	42,339				42,339
2302-001	Compensation Board		1,747,880			1,747,880
2404-002	DMV Grant*		20,000			20,000
	*DMV - will not be notified of award until budget has been submitted					
2404-030	ICAC		40,000			40,000
		413,750	1,807,880			2,221,630

## 2018-2019 CAPITAL REQUESTS

DEPARTMENT	DEPARTMENT CODE		
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3102-8001-000			
3102-8005-000-000	<p><b>MOTOR VEHICLES AND EQUIPMENT</b></p> <p>Requesting 38 vehicles. 27 of the vehicles requested already have over 100,000 miles or will be over 100,000 miles within the next budget year. Average annual mileage for a department vehicle is 25,000-30,000 miles. 8 new vehicles are being requested for the new positions.</p> <p>1 new vehicle is being requesting for the Civil Division to help decrease wear and tear on current staff's vehicles. 1 response vehicle to provide the tactical team with a vehicle to respond to critical incidents and 1 vehicle to tow generators, boat and equipment during searches.</p>		
	Cost of vehicle: 20 Police Interceptor Sedan @ \$28,000	560,000	
	Cost of vehicle: 13 Police Interceptor SUV @ \$31,318	407,134	
	Cost of vehicle: 2 F150 (Animal Control) @ \$34,917	69,834	
	Cost of vehicle: 1 Ford one Ton Transit Cargo Van (civil)	50,774	
	Cost of vehicle: 1 Response vehicle (Tactical Team)	136,000	
	Cost of vehicle: 1 F-250 (Search and Rescue)	34,000	1,257,742
	<b>TOTAL CAPITAL OUTLAY</b>		<b>1,257,742</b>





# FREDERICK COUNTY FIRE AND RESCUE

FY19 Budget Overview





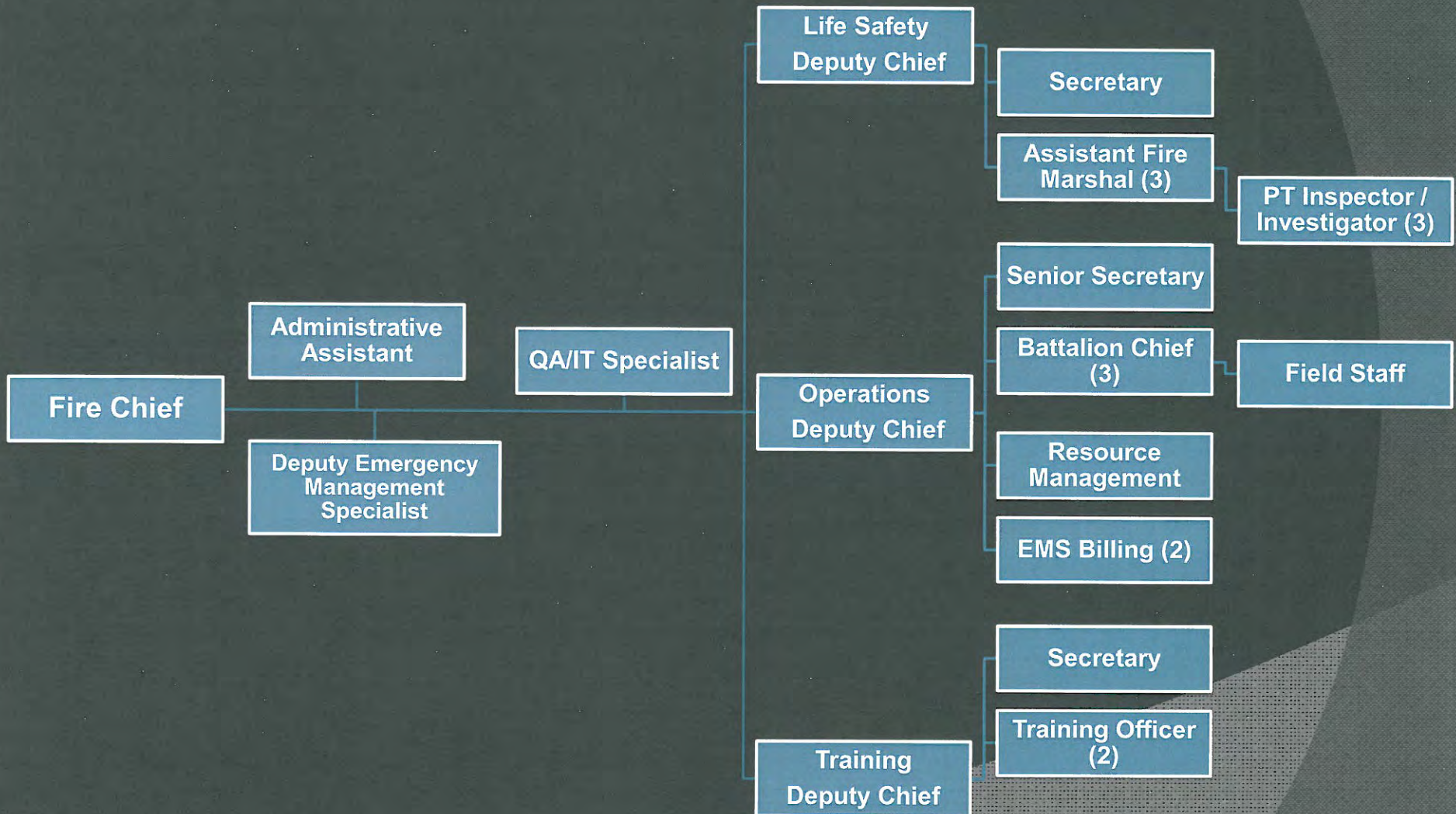
## Overview

Over the past few years, the County's growth and demands on emergency services has provided us with a very challenging mission. As our organization grows and changes to meet the new challenges within Frederick County, so do our budgetary needs. We are at a crossroads in the development of our Department and have critical decisions to make to determine which path will provide the necessary services to our community.

We are a unique organization to the county, as we encompass both career and volunteer staff, of which approximately 200 members are volunteer, 113 are career uniformed and 7 are civilian employees. In 1990, when career members were introduced to the system, it was to supplement the volunteer companies; now, in 2017, the volunteer organization supplements the career department.



# Department Organizational Chart



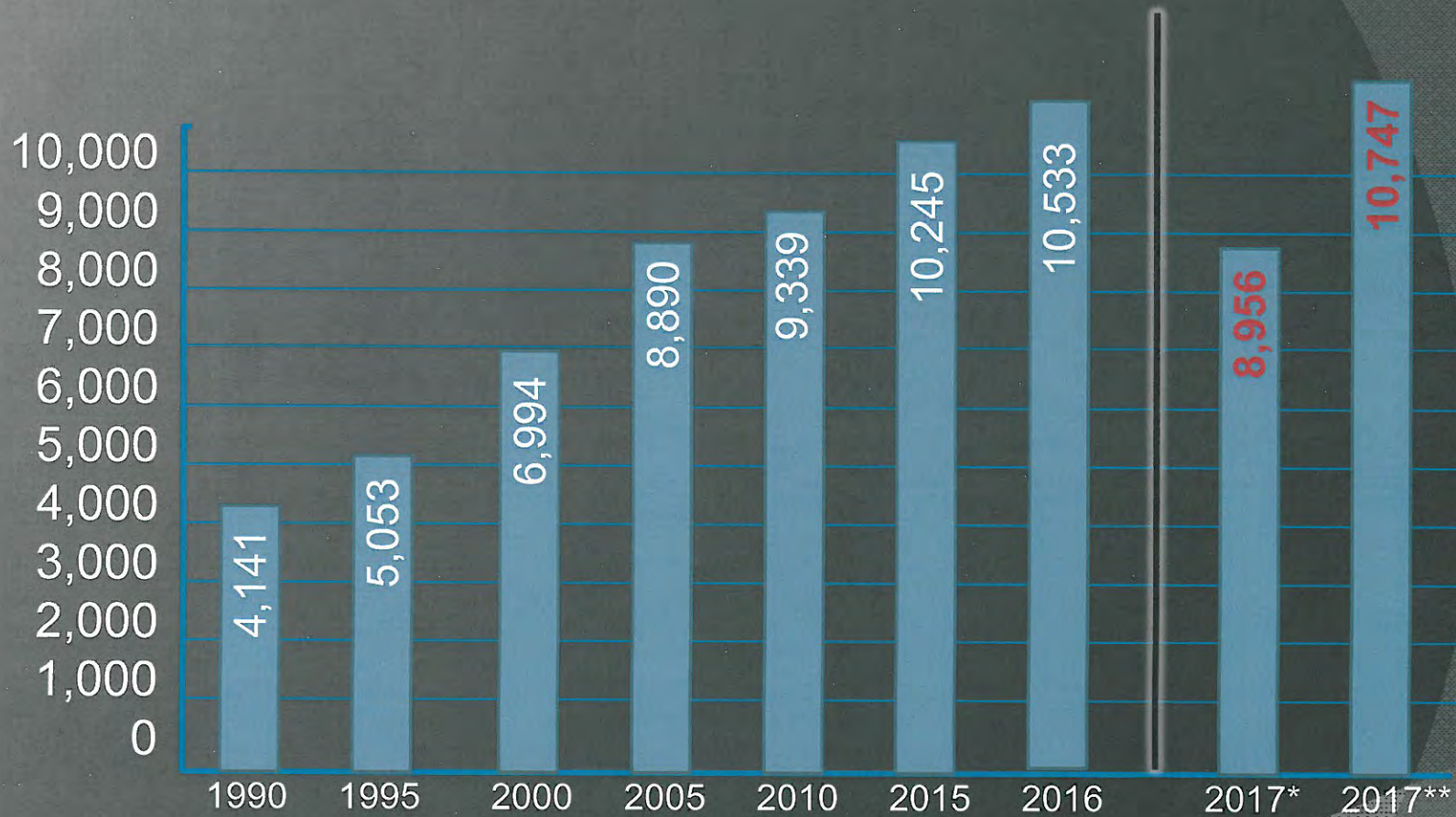


# Current Challenges

- Increased demands for services
  - General population & aging community increases
- Decrease in Operational Volunteers
- Minimum Staffing Needs
- Recruitment of Qualified Fire/EMS Providers
  - Attracting & Hiring personnel continues to be difficult
- Aging and failing equipment and apparatus



# Annual Incident Response



\* 2017 Response Data through 10/31/2017

\*\* 2017 Response Prediction based on to-date data



# FY19 Proposed Budget

	Amended Budget FY17	Approved Budget FY18	Proposed Budget FY19
<b>Salaries / Benefits</b>	\$7,932,246	\$10,806,681	\$12,729,460
<b>Operating Expenses</b>	\$885,438	\$1,188,234	\$1,509,793
<b>Capital</b>	\$46,150	\$3,019,564	\$1,501,242
<b>Total</b>	\$10,009,775	\$15,014,479	\$15,740,495

# Staffing Needs

- **14 Additional Firefighter/EMTs – Relief Staff**
  - Allow FY18 initiative to increase minimum staffing at Stephens City & Greenwood
    - Decrease response times within 1<sup>st</sup> Due areas
  - Allow for shift coverage while minimizing overtime
  - Address safety concerns due to understaffing
- **Two Additional Training Officers**
  - Redistribute workload for the current two Training Officers
  - Address state and federal mandates for student to instructor ratios
  - Reduce Training Division overtime
- **One Additional Assistant Fire Marshal**
  - Increase number of commercial Annual Fire Safety Inspections
  - Decrease on-call hours for current Assistant Fire Marshals
  - Allow for expansion of Public Education Program
- **EMS Shift Supervisor (1 per shift)**
  - Relieve the DC of Operations of protocol compliance and on-scene provider competency
  - Provide patient-care oversight, serve as day-to-day liaisons with hospital staff and the OMD
  - Redistribute Battalion Chief response areas



# Increase Staffing

New Position Requests	Expected Cost	Detail	
14 Full-Time Firefighter/EMTs Relief Staff	\$924,056 (\$66,004 / per position)		
2 Full-Time Training Officers	\$132,008 (\$66,004 / per position)	Starting Salary:	\$38,174
		Fringe Benefits:	\$19,457
		Uniforms/PPE:	\$ 7,373
		Physicals, Scheduling	\$1,000
1 Assistant Fire Marshal	\$66,004	Software, Office 365, etc.:	
		<u>Total Per Employee</u>	<u>\$66,004</u>
3 EMS Shift Supervisors	\$198,013 (\$66,004 / per Position)		
		<b>20 Position Requests - Total</b>	<b>\$1,320,080</b>

Increase minimum staffing at Stephens City & Greenwood during current FY18 budget; Address relief staffing in proposed FY19 budget; Increase minimum staffing at Round Hill & Millwood Fire and Rescue Stations in proposed FY20 budget.



# Proposed Staffing Levels

## An increase in Station Personnel will:

- Allow multiple units from one station to respond to calls for service;
  - Increase staffing at busiest stations
    - FY18: Stephens City & Greenwood
    - FY19: Relief Staff
    - FY20: Round Hill & Millwood Station
  - Decrease response time to emergencies;
  - Decrease the dependence of mutual aid resources;
- Address coverage for Vacation, Sick, Injury / FMLA & Training Leave
  - Alleviate Overtime coverage for unexpected leave;
- Address demands of current staffing model;
- Improve employee morale;
- Decrease employee injuries.





Station	A-Shift	B-Shift	C-Shift
Stephens City	2 - Firefighter/EMTs <b>2 – Firefighter/EMTs (FY18)</b>	2 - Firefighter/EMTs <b>2 – Firefighter/EMTs (FY18)</b>	2 - Firefighter/EMTs <b>2 – Firefighter/EMTs (FY18)</b>
Middletown	2 - Firefighter/EMTs	2 - Firefighter/EMTs	2 - Firefighter/EMTs
Clear Brook	2 - Firefighter/EMTs	2 - Firefighter/EMTs	2 - Firefighter/EMTs
Gore	2 - Firefighter/EMTs	2 - Firefighter/EMTs	2 - Firefighter/EMTs
Round Hill	2 - Firefighter/EMTs	2 - Firefighter/EMTs	2 - Firefighter/EMTs
Gainesboro	2 - Firefighter/EMTs	2 - Firefighter/EMTs	2 - Firefighter/EMTs
Star Tannery	2 - Firefighter/EMTs	2 - Firefighter/EMTs	2 - Firefighter/EMTs
Greenwood	2 - Firefighter/EMTs <b>2 – Firefighter/EMTs (FY18)</b>	2 - Firefighter/EMTs <b>2 – Firefighter/EMTs (FY18)</b>	2 - Firefighter/EMTs <b>2 – Firefighter/EMTs (FY18)</b>
N. Mountain	2 - Firefighter/EMTs	2 - Firefighter/EMTs	2 - Firefighter/EMTs
Reynolds Store	2 - Firefighter/EMTs	2 - Firefighter/EMTs	2 - Firefighter/EMTs
Millwood Station	2 - Firefighter/EMTs	2 - Firefighter/EMTs	2 - Firefighter/EMTs
Battalion Chief	1	1	1
<b>EMS Supervisor</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>MINIMUM STAFFING</b>	<b>30</b>	<b>30</b>	<b>30</b>
<b>Relief</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>Shift Totals</b>	<b>40</b>	<b>40</b>	<b>40</b>



# Proposed Staffing Levels

## An increase in Training Personnel will:

- Assist with facilitation of the Annual Fire & Rescue Training Plan for both Career and Volunteer members;
- Decrease the number of instructional hours for each current Training Officer, resulting in less overtime.
  - In FY17 there were 35 different courses taught, resulting in 2,332 instructional hours.
- Double the number of certified fire and EMS instructors available;
- Allow the Training Division to incorporate mandated specialized training programs currently not supported;
- Allow for better planning and coordination of the Basic Fire Academies, Basic EMS Academies, Career Recruit Schools, and required CE Hours for current staff.





# Proposed Staffing Levels

## **An increase in Life Safety/Fire Marshal Personnel will:**

- Assist in the prevention of emergency incidents by expanding Public Education;
- Increase availability of Investigators for fires, explosives & environmental incidents;
- Foster sustainable economic development through increased annual Fire Safety Inspections, improving the daily life safety of residents and visitors of Frederick County;
- Improve the Plans Review timeline & increase number of inspections conducted monthly;
  - By expanding inspection services, a Life Safety/Fire Prevention Permit Fee Schedule could be implemented, generating revenue to assist with additional staffing costs.





# Proposed Staffing Levels

## An increase in EMS Shift Supervision will:

- Provide patient-care oversight and monitor critical components of the EMS system
  - Monitor Protocol Compliance, ensuring positive EMS delivery systemwide.
- Establish quality program indicators to monitor provider quality and competence;
- Provide direct field observation during EMS responses to monitor delivery;
- Improve Medical Control while working with the Incident Commander allowing for seamless ICS results;
- Address span of control for current Battalion Chiefs;
- Work directly with EMS providers to improve skills and provide mentoring as needed.





# Vehicle Requests

## Replacement for FM10-6: 2017 Ford F250 Crew Cab 4WD or similar

- **\$31,500 / base**
  - Radio equipment
    - **\$17,250**
  - Emergency Lighting/Light Bar; Lettering/stripping; Cab/sliding unit/bed liner
    - **\$16,800**
  - Installation of equipment
    - **\$4,000**

## Replacement for TR10 : 2017 Ford F150 Crew Cab 4WD or similar

- **\$31,500 / base**
  - Radio Equipment
    - **\$37,300**
  - Emergency Lighting/Light Bar; Lettering/stripping; Brush Guard; Cab/sliding unit/bed liner
    - **\$19,500**
  - Installation of equipment
    - **\$4,000**

# Vehicle Requests Continued

## Replacement for TR10-1: 2017 Ford F250 Crew Cab 4WD or similar

- **\$31,500 / base**
  - Radio equipment
    - **\$17,250**
  - Emergency Lighting/Light Bar; Lettering/stripping; Cab/sliding unit/bed liner
    - **\$10,500**
  - Installation of equipment
    - **\$4,000**

## NEW Training Officers: 2017 Ford F250 Crew Cab 4WD or similar

- **\$31,500 / base**
  - Radio equipment
    - **\$17,250**
  - Emergency Lighting/Light Bar; Lettering/stripping; Cab/sliding unit/bed liner
    - **\$10,500**
  - Installation of equipment
    - **\$4,000**

# Vehicle Requests Continued

## NEW Assistant Fire Marshal: 2017 Ford F150 Crew Cab 4WD or similar

- **\$31,500 / base**
  - Radio equipment
    - **\$17,250**
  - Emergency Lighting/Light Bar; Cab/sliding unit;
    - **\$12,800**
  - Installation of equipment
    - **\$4,000**

## NEW EMS Shift Supervisor: 2017 Ford F150 Crew Cab 4WD or similar

- **\$31,500 / base**
  - Radio Equipment
    - **\$37,300**
  - Emergency Lighting/Light Bar; Lettering/stripping; Brush Guard; Cab/sliding unit/bed liner
    - **\$19,500**
  - Installation of equipment
    - **\$4,000**



# Vehicle Requests Continued

## Emergency Mngmt Coordinator: 2017 Ford F150 Crew Cab 4WD or similar

- **\$31,500 / base**
  - Radio Equipment
    - **\$17,250**
  - Emergency Lighting/Light Bar; Lettering/stripping; Brush Guard; Bed cover/liner
    - **\$7,000**
  - Installation of equipment
    - **\$4,000**

\*This vehicle likely to be funded through a Virginia Emergency Management Grant



# Capital Requests

In addition to the requested vehicle and radio equipment, the Department needs to update and replace necessary equipment for the safety of Fire and Rescue Personnel.

Request Detail	Detail Amount
Thermal Imaging Cameras (2)	\$16,000
Hydraulic Extrication Equipment	\$60,000
40LB Continental Washer/Extractor (3)	\$24,435
55LB Continental Washer/Extractor (3)	\$30,807
SCBA Replacement Phase 2	\$1,000,000



# Operating Increases

Request Detail	Detail Amount
<b>REPAIR AND MAINTENANCE – EQUIPMENT (3004-001)</b>	<b>\$120,425</b>
Annual Hose Testing	1,875
Generator Maintenance	250
Annual Maintenance of PPE Extractors (6 @ \$500)	3,000
Training Center Repairs & Maintenance	2,000
<b>REPAIR AND MAINTENANCE – VEHICLES (3004-002)</b>	<b>\$83,250</b>
1 - NEW Training Vehicle	1,250
1 - NEW FM Vehicles	1,250
1 - NEW OPS Vehicle	1,250
1 - NEW EM Vehicle	1,250
Installation of Equipment /4 New & 3 Replacement vehicles	28,000
<b>PRINTING AND BINDING (3006-000)</b>	<b>\$15,800</b>
Recruitment & Explorer Post Materials	6,000



# Operating Increases

Request Detail	Detail Amount
<b>OTHER CONTRACTUAL SERVICES (3010-000)</b>	<b>\$146,762</b>
Physicals/Stress/EKG - 113 @ 750	84,750
Physicals/Stress/EKG - 26 @ \$750 - Pre-Employment	19,500
Taser Assurance Plan (annually for 5yrs)	1,100
EMS Training Online Testing Platform Contract	500
EMS Academy Online Testing Platform (36 students)	1,728
Recruit School Online EMS Testing Platform (20 recruits)	1,152
Advanced EMT Online Testing Platform (20 students)	1,300
<b>POSTAGE AND TELEPHONE (5204-000)</b>	<b>\$20,004</b>
Comcast Digital Voice 12 x \$271	3,252
Verizon (F&R Listings) 12 x \$37	444
Verizon (1/3 split for non-PBX phone lines at PSB) 12 x \$138	1,656
BullEx Shipping Expenses for Repairs	660



# Operating Increases

Request Detail	Detail Amount
<b>OFFICE SUPPLIES (5401-000)</b>	<b>\$31,900</b>
Office Supplies for New Positions (6)	6,000
PC & Phones for New Positions (6)	12,000
<b>K-9 MAINTENANCE (5402-001)</b>	<b>\$3,600</b>
Cans and Bottles (increased \$500)	1,000
K9 Meds	500
<b>AGRICULTURAL SUPPLIES (54003-000)</b>	<b>\$500</b>
Treatment/care/shelter for animals during emergencies	500
<b>MEDICAL &amp; LAB SUPPLIES (5404-000)</b>	<b>\$22,750</b>
Manikin Supplies (increased \$1000)	4,000
Replacement of expiring equipment (increased \$2000)	3,000



# Operating Increases

Request Detail	Detail Amount
<b>VEHICLE &amp; POWERED EQUIPMENT SUPPLIES (5408-000)</b>	<b>\$139,000</b>
BATT10-2 Outfitting Equipment	23,300
FM10-6 Outfitting Equipment	17,250
NEW FM Vehicle Outfitting Equipment	13,550
TR10 Outfitting Equipment	23,300
TR10-1 Outfitting Equipment	11,250
NEW TR Vehicle Outfitting Equipment	11,250
NEW EM Vehicle Outfitting Equipment	7,750
<b>POLICE SUPPLIES (5409-000)</b>	<b>\$18,180</b>
Tasers (4)	5,000
Taser Data Port	180
Taser Cartridges	2,700
Police Supplies Necessary for NEW Assistant Fire Marshal	4,600



# Operating Increases

Request Detail	Detail Amount
<b>UNIFORMS &amp; WEARING APPAREL (5410-000)</b>	<b>\$452,938</b>
<b>NEW HIRES</b>	
20 Complete Station Uniforms @ \$1608	32,160
20 Complete Sets of PPE @ \$4975	99,500
20 Complete Class-A Uniforms @ \$790	15,800
New Assistant Fire Marshal Uniform	1,510
New Assistant Fire Marshal Body Armor	1,300
2 New Training Officer Uniforms @ \$891	1,782
<b>Hoods</b>	
2 x 113 employees @ 100	22,600
60 Replacement/Spare Hoods	6,000
Forest / Brush Fire Gear	1,147
PPE Gear & Class-A Uniform Contract Price Increase 5%	45,250



# Operating Increases

Request Detail	Detail Amount
<b>BOOKS &amp; SUBSCRIPTIONS (5411-000)</b>	<b>\$54,081</b>
VCIN Annual Subscription	1,008
Fire and E.M.S. Training Textbooks (Career)	15,000
Fire and E.M.S. Training Textbooks (Volunteer)	8,000
Fire and E.M.S. Training Textbooks (Combination)	4,000
<b>OTHER OPERATING SUPPLIES (5413-000)</b>	<b>\$125,391</b>
Treadmills 10 @ \$3,819	38,190
Fire Soap - Extractors	3,500
Camera for New Assistant Fire Marshal - Investigations	3,500
Scene Lighting & Tools for New Assistant Fire Marshal	6,300
LEMPG GRANT (Annual Award)	16,797



# Operating Increases

Request Detail	Detail Amount
<b>OTHER OPERATING SUPPLIES/EMER (5413-004)</b>	<b>\$3,000</b>
Emergency Management & Disaster expenses	1,000
<b>OTHER OPERATING CAREER STAFFING (5413-005)</b>	<b>\$11,000</b>
Funds used by career staff at the 11 volunteer fire and rescue stations to restock and/or replace household items used by career staff assigned to each station. <b>\$1000/station x 11 stations</b>	
<b>TRAVEL (5506-000)</b>	<b>\$55,066</b>
Fire Marshal Academy (New)	6,500
Fire Investigator Training (New)	2,500
Fire Inspector Training (New)	2,500



# Fire & Rescue Association

Company	Fire Contributions	EMS Contributions	Unit Supplement	Squad Trucks	TOTAL
11 – Stephens City	56,374	25,500		<b>5,950</b>	87,824
12 – Middletown	34,151	25,500	10,000	5,950	75,601
13 – Clear Brook	41,198	25,500			66,698
14 – Gore	32,407	25,500			57,907
15 – Round Hill	43,369	25,500		5,950	74,819
16 – Gainesboro	36,598	25,500	4,250		66,348
17 – Star Tannery	30,360	22,950			53,310
18 – Greenwood	50,057	25,500	4,250		79,807
19 – North Mountain	34,518	25,500			60,018
20 – Reynolds Store	32,065	22,950		5,950	60,965
21 – Millwood Station	35,742	25,500		5,950	67,192
<b>TOTAL</b>	<b>\$426,839</b>	<b>\$275,400</b>	<b>\$18,500</b>	<b>\$29,750</b>	<b>\$750,489</b>

Stephens City purchased a squad truck at the end of FY17.



# Fire & Rescue Association

Additional Expenditures	
Hospital / Medical Insurance	73,676
Lord Fairfax EMS	16,420
Length of Service	95,880
Capital Improvements	70,000
4-For-Life & Fire Programs	325,262
Training (increased from FY18 - \$13,200)	<b>26,400</b>
New Request for Fuel Assistance	<b>187,690</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>\$1,545,397</b>

Financial assistance with fuel costs will allow each company to focus on other operating outlays. The request for fuel assistance is based on the actual expense of \$187,690 during FY17:

Company 11: \$33,726

Company 12: \$16,813

Company 13: \$13,874

Company 14: \$11,539

Company 15: \$20,551

Company 16: \$22,797

Company 17: \$6,014

Company 18: \$20,772

Company 19: \$12,337

Company 20: \$9,756

Company 21: \$19,511



# EMS Revenue Recovery

The EMS Revenue Recovery Program continues to coordinate the patient care reports of approximately 6,000 emergency transports. The Program coordinates with a third party billing company for billing of insurance agencies for patients transported in Frederick County by volunteer and career licensed EMS units. The Program also coordinates the ordering of all EMS supplies and equipment for all participating agencies within Frederick County.





# EMS Revenue Recovery

Expense Detail	Detail Amount
<b>Salaries / Benefits</b>	\$128,582
<b>Operating Expenses</b>	\$411,036
<b>Volunteer Company Payouts – Mileage</b>	\$213,136
<b>Volunteer Company Payouts – 50/50 Split</b>	\$384,823
<b>FCFRD Payout – 50/50 Split</b>	\$384,823
<b>Anticipated FY19 Expenses</b>	<b>\$1,522,400</b>
<b>Anticipated FY19 EMS Revenues</b>	<b>\$1,522,400</b>



# Fire & Rescue System

	Amended Budget FY17	Approved Budget FY18	Proposed Budget FY19
<b>Fire &amp; Rescue Total</b>	\$10,009,775	\$15,014,479	\$15,740,495
<b>Association – Fire Total</b>	\$975,320	\$1,371,888	\$1,138,985
<b>Association – Rescue Total</b>	\$309,250	\$400,462	\$406,412
<b>Revenue Recovery Total</b>	\$1,657,269	\$1,593,084	\$1,522,400
<b>F&amp;R Systemwide Total</b>	\$12,951,614	\$18,379,913	\$18,808,292



# CONSENT AGENDA

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MEMORANDUM

**TO:** Landfill Oversight Committee Members and Board of Supervisors  
**FROM:** Joe C. Wilder, Director of Public Works *JCW*  
**SUBJECT:** Landfill Oversight Committee Report for Meeting of November 16, 2017  
**DATE:** November 29, 2017

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The Landfill Oversight Committee met on Thursday, November 16, 2017, at 11:00 a.m. All committee members were present except Stan Crockett, Eden Freeman and Justin Hall. The following items were discussed:

\*\*\*Items Not Requiring Action\*\*\*

1. Update on Existing Projects
  - a. We discussed some of the on-going projects at the Landfill. We are starting the design for our next MSW Landfill Cell, Phase 3, Cell A. This cell has a great deal of rock removal needed to achieve base grades of the cell. Our Landfill consultant, SCS Engineers, is working on a design for the rock removal needed along with a bid package. Our plan is to start rock blasting and removal in the spring of 2018 and continue that operation for about one (1) year or less.
  - b. We are studying some alternatives on dealing with processed sludges coming from the Opequon Wastewater Treatment Plant that are creating some major issues on the working face of the MSW Landfill. These sludges will not allow our equipment to properly compact the waste, thus creating issues with waste density and placement. We are planning to study a couple alternatives and then discuss the issues with the wastewater plant staff during the first part of 2018.
  - c. We discussed some future methane gas collection systems which are currently being studied and designed. It is our intent to increase the collection of Landfill gases to increase output from our waste to energy power plant.



# Landfill Oversight Committee Report

Page 2

November 29, 2017

## 2. Discussion of Future Projects

As shown on Page 1 of the budget packet, we have listed several major projects over the next four (4) to five (5) years. Most are related to the development of the next MSW Cell, Phase 3, Cell A. The total estimate for these future projects is over \$18,000,000.00.

## 3. Proposed Fiscal Year 2018-2019 Budget

We presented the draft FY19 Landfill budget. Earlier this year, staff presented a Pro Forma Analysis that looked at the entire Landfill operation, budget, capital projects, equipment needs, etc. over the life of our Landfill. The major conclusion of the analysis is that the Landfill Reserve needs to be built up to \$71,000,000.00 over the upcoming time period to ensure we can meet all the capital expenses, future cell development expenses, closures and post-closure expenses, etc. In order to meet those future expenses tipping fee scenarios were developed to determine where the fees should be set in the near future to achieve the financial requirements in the future. After discussions with the Landfill Oversight Committee, the Public Works Committee and the Finance Committee it was determined the course of action for FY19 was to have a modest tipping fee increase for all wastes at the Landfill for FY19. The following is a summary of the existing tip fee in FY18 and the proposed tip fee for FY19.

Waste Type	Current Tip Fee FY18	Proposed Tip Fee FY19
Municipal	\$18	\$20
Commercial	\$47	\$50
CDD	\$42	\$45
Sludge	\$36	\$38
Concrete/Rubble	\$12	\$15

If these tip fees are approved for FY19, we don't anticipate having to raise tip fees for several years. Staff will monitor our Fund Balance annually to see our progress on achieving the desired goal of \$71,000.00.

Within the budget package, we highlighted our proposed capital requests, future projects and proposed revenues. After some discussion, the committee endorsed the proposed budget and requested it be forwarded the Public Works Committee for further review.

JCW/kco

cc: Committee Members  
Kris Tierney, County Administrator  
Jay Tibbs, Deputy County Administrator  
Ron Kimble, Landfill Manager  
Andrew Clark, Environmental Manager  
Gloria Puffinburger, Solid Waste Manager  
file



MEMORANDUM

**TO:** Landfill Oversight Committee Members  
**FROM:** Joe C. Wilder, Director of Public Works *JCW*  
**SUBJECT:** Meeting of November 16, 2017  
**DATE:** November 9, 2017

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There will be a meeting of the Landfill Oversight Committee on Thursday, November 16, 2017 at 11:00 a.m. **in the conference room located on the second floor of the north end of the County Administration Building at 107 North Kent Street, Suite 200.** The agenda thus far is as follows:

1. Update on Existing Projects.
2. Discussion of Future Projects.  
**(Attachment 1)**
3. Proposed Fiscal Year 2018/2019 Budget.  
**(Attachment 2)**

JCW/kco

Attachments: as stated

cc: Committee Members  
Kris Tierney, County Administrator  
Jay Tibbs, Deputy County Administrator  
Ron Kimble, Landfill Manager  
Andrew Clark, Environmental Manager  
Gloria Puffinburger, Solid Waste Manager  
file



## Future Projects at Landfill

Projected during the 2018/2019 budget process

(Based on projected waste disposal of 160,000 – 175,000 tons per year)

FY 18/19	60, 000 Generator Service	\$900,000
FY 20/21	Partial Closure CDD Landfill (10 Acre)	\$2,000,000
FY 22/23	New (1) Megawatt Generator	\$1,500,000
FY 22/23	Upgrade Power line to Substation	\$1,500,000
FY 24/25	Closure MSW Phase 2 Cell A/B (20 Acre)	\$4,000,000
	 Future Cell Development	
FY 20/21	Rough Grading and Rock Crushing	\$4,500,000
FY 21/22	Leachate Stone 50,000 ton @ \$25/ton	\$1,250,000
FY 21/22	Cell Construction MSW Phase 3 Cell A 11 Acres	\$2,750,000
 Total		 \$18,400,000

# REFUSE DISPOSAL – LANDFILL

4204

## DESCRIPTION:

The Frederick County Sanitary Landfill provides non-hazardous solid waste disposal needs for Frederick and Clarke Counties and the City of Winchester. The landfill property includes 932 acres of which 90 acres have been permitted under Subtitle “D” Regulations as a municipal solid waste facility, and 50 acres permitted as a Construction Demolition Debris waste facility. The additional acreage is maintained as borrow area and buffer.

In addition to operating the two permitted landfills, the facility operates a fully equipped Citizen’s Convenience Center offering disposal options for several waste streams including: household municipal, construction demolition debris, household hazardous waste, electronics, and numerous other recycling opportunities.

A program to convert landfill gas to electricity was established in 2010. Currently two Jenbacher model 320 engines are fueled by the landfill gas and are capable of producing approximately two megawatts of power. This program is designed to expand as the landfill continues to grow.

In addition, the landfill operates and maintains a leachate pretreatment system designed to collect and provide treatment from all three of the permitted landfills located at the facility.

## GOALS:

- Maintain vegetative cover on exposed soils by overseeding and fertilizing, increase frequency of mowing established vegetation.
- Improve management of stormwater control features.
- Work with local wastewater treatment plants to improve sludge management procedures.
- Increase safety awareness of all landfill employees and continuing education of operators.
- Begin preliminary base grade excavation for construction Phase 3 Cell A MSW Landfill cell.
- Modify leachate system to better manage collection, treatment and disposal.
- Maintain and expand landfill gas collection system as needed to maximize collection efficiency.
- Expand landfill gas perimeter monitoring network around CDD landfill to maintain compliance.
- Conduct major overhaul of both Jenbacher engines to maintain manufacturer warranties.
- Maximize electrical production from landfill gas collected.
- Strive for waste reduction through recycling, composting, brush grinding, tire shredding, etc.

## PERFORMANCE INDICATORS:

	FY 2017 Actual	FY 2018 Projected	FY 2019 Projected
Tons of waste weighed and disposed	167,617	160,000	170,000
Megawatt/hours of power generated from Gas to Energy Plant	11,989	10,512	10,512
Gallons of pretreated leachate collected and discharged	16,492,000	20,000,000	20,000,000
Tons of scrap metal recycled	1,294	800	1000
Tons of household hazardous waste collected	67	100	100
Tons of tires processed to rubber chips	1,205	1,100	1,100
Tons of yard waste processed to mulch	5,778	7,500	6,000

## BUDGET SUMMARY:

	FY 2017 Actual	FY 2018 Approved Budget	FY 2018 Estimated Budget	FY 2019 Adopted Budget	Increase/Decrease FY 2018 App. To FY 2019 Amount	%
Costs:						
Personnel Operating	1,906,723	2,063,983			44,378	2.20%
Capital/Leases	2,087,508	2,857,258			-28,572	-0.99%
TOTAL	2,378,516	4,811,000			2,681,000	125.87%
	6,372,747	9,732,241	7,034,376	9,732,241	2,696,806	38.33%
Revenue:						
Fees						
State/Federal	7,338,267	6,734,695			345,225	5.40%
Local/Reserves	0	0			0	0.00%
TOTAL	0	2,997,546			2,351,581	364.04%
	7,338,267	9,732,241	7,034,376	9,732,241	2,696,806	38.33%
Full-time Positions	27	27			0	0.00%





11/01/2017 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2017/10	
FUND #012 FRED . WINC LANDFILL FUND							
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin
		FY/2016	FY/2017	Budget	2017/10	FY2019	Request
042040	LANDFILL						
042040 -000-000	REFUSE DISPOSAL						
042040-1000-000	PERSONNEL SERVICES						
042040-1001-000-001	COMPENSATION OF PUBLIC WORKS						
042040-1001-000-002	LANDFILL MANAGER	85,870	108,530	91,470	21,306	85,222	
042040-1001-000-003	ENVIRONMENTAL MANAGER	71,931	65,833	76,411	15,899	63,596	
042040-1001-000-004	ADMINISTRATIVE COSTS	142,955	170,175	151,566	32,010	128,040	
042040-1001-000-005	HEAVY EQUIPMENT MECHANIC	63,261	65,222	67,432	16,858	67,432	
042040-1001-000-036	SECRETARY III						
042040-1001-000-056	SCALE OPERATOR	57,689	38,839	39,072	9,768	39,072	
042040-1001-000-057	ADMINISTRATIVE ASSISTANT	42,099	43,714	45,195	11,299	45,195	
042040-1001-000-058	ASST.CONVENIENCE CENTER SUPER.	28,207	21,310	31,331	4,331	38,800	
042040-1001-000-066	SPOTTER	32,841	34,063	35,228	8,807	35,228	
042040-1001-000-067	MAINTENANCE MECHANIC ASSISTANT	15,425	32,930	34,015	8,504	34,016	
042040-1001-000-068	LABORER	7,225	29,705	30,711	7,678	30,712	
042040-1001-000-069	LANDFILL TECHNICIAN	35,311	31,293	36,786	8,977	33,506	
042040-1001-000-070	SR LANDFILL TECHNICIAN	39,202	40,460	41,861	10,465	41,861	
042040-1001-000-071	SR LANDFILL TECHNICIAN	43,323	27,138	44,923		44,923	
042040-1001-000-072	LANDFILL TECHNICIAN	36,795	38,212	39,463	9,866	39,464	
042040-1001-000-081	LANDFILL TECH	32,300	33,183	34,263	8,566	34,264	
042040-1001-000-082	LANDFILL TECHNICIAN	38,175	39,400	40,755	10,189	40,756	
042040-1001-000-083	LFG TO ENERGY PLANT OPER.	54,225	55,878	57,761	14,440	57,760	
042040-1001-000-084	LANDFILL TECHNICIAN III						
042040-1001-000-085	LABORER I 1/2						
042040-1001-000-086	LANDFILL OPERATIONS SUPV	58,244	60,084	62,151	15,538	62,151	
042040-1001-000-087	LABORER II						
042040-1001-000-088	LANDFILL TECHNICIAN	38,604	21,235	40,069	4,512	34,000	
042040-1001-000-089	SPOTTER	19,870	22,377	30,090	5,167	31,000	
042040-1001-000-090	CONVENIENCE SITE SUPERVISOR	29,111	46,537	48,136	12,034	48,136	
042040-1001-000-091	LABORER	27,009	27,761	28,676	7,169	28,676	
042040-1001-000-092	LABORER II						
042040-1001-000-093	SR LANDFILL TECHNICIAN	43,349	44,671	46,183	11,546	46,184	
042040-1001-000-094	ENVIRONMENTAL SAFETY TECH.	46,590	42,753	51,812	9,583	46,000	
042040-1001-000-095	LANDFILL TECHNICIAN	33,727	34,757	35,881	8,970	35,881	
042040-1001-000-096	LANDFILL TECHNICIAN	38,070	39,192	40,512	10,128	40,513	
042040-1001-000-097	LABORER	27,009	27,778	28,701	2,392	28,006	
042040-1001-000-098	LABORER						
042040-1003-000-000	PART TIME/EXTRA HELP	52,390	67,405	93,600	23,287	98,280	
042040-1005-000-000	OVERTIME	55,393	53,889	67,980	13,522	67,980	
042040-1005-000-001	OVERTIME - INVESTIGATIVE						
042040-1009-000-000	MERIT RESERVE						
042040-1099-000-000	CHANGE IN ACCRUED LEAVE	-8,341					
	PERSONAL SERVICE	1,287,859	1,364,324	1,472,034	322,811	1,426,654	



042040-2000-000-000	FRINGE BENEFITS						
042040-2001-000-000	F. I. C. A.	93,611	98,732	111,215	23,751	109,134	
042040-2002-000-000	RETIREMENT - V. S. R. S.	123,351	108,460	120,562	25,528	115,956	
042040-2005-000-000	HOSPITAL/MEDICAL PLANS	249,200	259,720	311,060	68,888	325,936	
042040-2006-000-000	GROUP INSURANCE	13,835	15,444	17,167	3,635	16,511	
042040-2007-000-000	ACCRUED VACATION PAY						
042040-2008-000-000	SHORT & LONG TERM DISABILITY	947	1,536	1,600	487	1,800	
042040-2011-000-000	WORKER'S COMPENSATION	54,001	57,463	62,762	12,270	47,688	
042040-2013-000-000	EDUCATION - TUITION ASSISTANCE						
042040-2099-000-000	FRINGE BENEFIT RESERVE						
	<b>FRINGE BENEFITS</b>	<b>534,945</b>	<b>541,355</b>	<b>624,366</b>	<b>134,559</b>	<b>617,025</b>	
042040-3000-000-000	CONTRACTUAL SERVICES						
042040-3001-000-000	PROFESSIONAL HEALTH SERVICES	229	1,400	1,500		1,500	
042040-3002-000-000	PROFESSIONAL SERVICES OTHER	309,849	433,315	440,000	71,452	500,000	
042040-3002-000-001	STATE PERMIT FEES	29,746	30,892	36,800	32,153	39,600	
042040-3002-000-002	PROFESSIONAL SVC - INVESTIGATI						
042040-3003-000-000	TEMPORARY HELP SERVICE FEES						
042040-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.	69,233	24,601	170,000	6,655	130,000	
042040-3004-000-002	REPAIR AND MAINTENANCE - VEHIC	7,642	9,096	12,000	455	12,000	
042040-3004-000-003	REPAIR AND MAINTENANCE - BUILD	30,682	20,758	35,000	165	30,000	
042040-3004-000-004	REPAIR AND MAINTENANCE-GENERATOR	114,997	91,108	120,000	3,268	80,000	
042040-3005-000-000	MAINTENANCE SERVICE CONTRACTS	15,598	17,028	25,350	573	25,350	
042040-3005-000-001	GENERATOR OIL SAMPLING	2,724	5,435	6,500		6,500	
042040-3007-000-000	ADVERTISING	2,152	2,214	3,000	383	3,000	
042040-3010-000-000	OTHER CONTRACTUAL SERVICES	278,172	295,710	418,020	31,950	510,020	
042040-3010-000-001	CONTRACTUAL SERV. - TIRE PROGRAM	51,404	79,878	110,000	14,409	142,500	
042040-3010-000-002	RTOP OPERATIONAL COSTS						
042040-3010-000-003	REGIONAL ELECTRONICS RECYCLING	78,500	83,600	66,000	11,400	91,200	
	<b>PURCHASED SERVICES</b>	<b>990,928</b>	<b>1,095,035</b>	<b>1,444,170</b>	<b>172,863</b>	<b>1,571,670</b>	
042040-4000-000-000	INTERNAL SERVICES						
042040-4001-000-000	DATA PROCESSING SERVICES						
042040-4003-000-001	CENTRAL STORES-COPIES						
042040-4003-000-002	CENTRAL STORES-GASOLINE						
042040-5100-000-000	UTILITIES						
042040-5101-000-000	ELECTRICAL SERVICES	34,013	37,439	45,000	2,624	45,000	
042040-5101-000-001	ELECTRICAL SERV.-INTERCONNECTION	20,368	24,071	26,000	1,840	26,000	
042040-5102-000-000	HEATING SERVICES	3,952	8,803	6,000		10,000	
042040-5204-000-000	POSTAGE AND TELEPHONE	13,452	13,026	18,060	3,156	18,060	
042040-5204-000-001	POSTAGE AND SHIPPING-GENERATOR	1,473	1,749	5,000	181	2,160	
042040-5301-000-000	BOILER INSURANCE	723	699	798	738	798	
042040-5302-000-000	FIRE INSURANCE	13,952	14,850	17,000	16,374	17,000	
042040-5305-000-000	MOTOR VEHICLE INSURANCE	4,826	6,049	6,250	5,118	6,250	
042040-5306-000-000	SURETY BONDS	24	29	40	29	40	
042040-5308-000-000	GENERAL LIABILITY INSURANCE	5,197	6,005	6,500	5,743	6,500	

042040-5401-000-000	OFFICE SUPPLIES	8,707	6,806	10,000	1,653	10,000
042040-5403-000-000	AGRICULTURAL SUPPLIES	1,361	1,739	10,000		15,000
042040-5404-000-000	MEDICAL AND LABORATORY SUPPL	1,445	1,883	2,500	401	2,500
042040-5405-000-000	LAUNDRY & JANITORIAL SUPPLIES	3,804	3,489	6,000	761	6,000
042040-5407-000-000	REPAIR AND MAINTENANCE SUPPL	26,415	23,492	30,000	441	30,000
042040-5408-000-000	VEHICLE AND POWERED EQUIPMENT	103,683	97,967	150,000	12,528	180,000
042040-5408-000-001	VEHICLES-TIRES AND PARTS	1,379	282	4,500	392	4,500
042040-5408-000-002	VEHICLE-FUELS AND LUBRICANTS	160,235	163,651	303,700	24,556	303,700
042040-5408-000-003	GENERATOR SPARE PARTS	343,849	61,664	150,000	473	100,000
042040-5408-000-004	GENERATOR LUBRICANTS	34,065	28,978	48,740	10,783	48,740
042040-5410-000-000	UNIFORMS	5,712	5,828	7,000	636	23,450
042040-5410-000-001	SAFETY EQUIPMENT		462	4,500		2,500
042040-5411-000-000	BOOKS & SUBSCRIPTIONS		535	1,500	551	1,500
042040-5413-000-000	OTHER OPERATING SUPPLIES	13,869	9,989	10,000	4,267	12,000
042040-5413-000-001	OTHER OPERATING SUPPLIES-GENERAT	5,755	2,072	60,612	30,843	40,000
042040-5506-000-000	TRAVEL	9,832	3,945	12,000	925	12,000
042040-5506-000-001	LANDFILL GAS GENERATOR TRAINING	3,712		10,000	276	10,000
042040-5604-000-000	OTH. PAYMENTS OR CONTRIBUTIONS	167,807	174,088	160,000		170,000
042040-5800-000-000	MISCELLANEOUS					
042040-5801-000-000	DUES AND ASSOC.MEMBERSHIPS	1,622	1,433	2,000	1,116	2,000
042040-5806-000-000	RESERVE FOR CONTINGENCIES					315,892
042040-5806-000-001	POST CLOSURE COSTS	283,092	291,450	320,000		320,000
042040-5806-000-002	CONTINGENCY-TIPPING FEE ADJUST					
042040-5806-000-003	PAYMENTS TO LOCALITIES					
042040-5810-000-000	PAYMENT OF UNEMPLOYMENT CLAIMS			10,000		10,000
042040-5810-000-001	EEOC CLAIMS					
	<b>OTHER CHARGES</b>	<b>1,274,324</b>	<b>992,473</b>	<b>1,443,700</b>	<b>126,405</b>	<b>1,751,590</b>
042040-8001-000-000	MACHINERY AND EQUIPMENT					
042040-8002-000-000	FURNITURE AND FIXTURES					
042040-8003-000-000	COMMUNICATIONS EQUIPMENT			5,000		15,000
042040-8005-000-000	MOTOR VEHICLES AND EQUIPMENT		26,658	95,000	31,094	35,000
042040-8006-000-000	CONSTRUCTION VEHICLES & EQUIP	1	651,874	961,000		630,000
042040-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMENT			5,000		5,000
042040-8009-000-000	MISCELLANEOUS EQUIPMENT		5,990	10,000		25,000
042040-8009-000-001	MISC.-LANDFILL GAS GENERATORS			20,000		10,000
042040-8700-000-000	LAND					
042040-8800-000-000	BUILDINGS					
042040-8900-000-000	IMPROVEMENTS OTHER THAN BUILDING		43,180	3,330,000		1,345,000
042040-8900-000-001	SITE DEVELOPMENT		1,650,776			
042040-8901-000-000	LOSS ON DISPOSAL					
042040-8999-000-000	INTEREST EXPENSE					
	<b>CAPITAL OUTLAY</b>	<b>1</b>	<b>2,378,478</b>	<b>4,426,000</b>	<b>31,094</b>	<b>2,065,000</b>
042040-9000-000-000	DEPRECIATION					
042040-9001-000-000	LEASE/RENT OF EQUIPMENT	621	38	40,000		40,000
042040-9500-000-000	DEPRECIATION OF EQUIPMENT	1,974,437		500,000		
042040-9500-000-001	DEPRECIATION OF EQUIP.-GENERAT			75,000		
	<b>OTHER USES OF FUNDS</b>	<b>1,975,058</b>	<b>38</b>	<b>615,000</b>		<b>40,000</b>



	TOTAL DEPARTMENT	6,063,115	6,371,703	10,025,270	787,732	7,471,939
093010 -000-000	TRANSFERS					
093010-2011-000-000	WORKER'S COMP FOR WELLNESS	77	44			
	FRINGE BENEFITS	77	44			0
093010-5807-000-001	MERIT RESERVE	1,970	1,000	-32,427		
093010-5807-000-002	MERIT RESERVE FRINGES					
	OTHER CHARGES	1,970	1,000	-32,427		0
	TOTAL DEPARTMENT	2,047	1,044	-32,427		0
	TOTAL FOR FUND	6,065,162	6,372,747	9,992,843	787,732	7,471,939

## 2018-2019 BUDGET INFORMATION - REVENUES

DEPARTMENT	LANDFILL	DEPARTMENT CODE				12-4204
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
1501-01	Interest on Bank Deposits	120,000				120,000
1502-01	Sale of Junk					75,000
	Scrap recycling	75,000				
1608-05	<b>Sanitary Landfill Fees</b>					6,562,000
	Based on Tonnage of 170,000					
	<b>Commercial/Industrial</b>					
	\$50/ton x 41% x 170,000 ton	3,485,000				
	<b>Municipal</b>					
	\$20/ton x 25% x 170,000 ton	850,000				
	<b>Construction Demolition Debris</b>					
	\$45/ton x 19% x 170,000 ton	1,453,500				
	<b>Municipal Sludge</b>					
	\$38/ton x 10% x 170,000	646,000				
	<b>Rubble/Concrete/Rock</b>					
	\$15/ton x 5% x 170,000	127,500				
<b>Subtotal</b>						<b>6,757,000</b>



## 2018-2019 BUDGET INFORMATION - REVENUES

DEPARTMENT	LANDFILL					DEPARTMENT CODE	12-4204
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL	
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES		
1608-08	<b>Tire Charges/Reimbursement</b> Based on 1,500 ton of tires delivered yearly NSVRC (RTOP) Members $\$80 \times 25\% \times 1500 = 30,000$  <b>Commercial</b> $\$100 \times 75\% \times 1500 = 112,500$	30,000				142,500	
1608-11	<b>E-Cycle Collections</b> Fees collected for the collection of electronics & unacceptable waste paid by haulers $\$3800 \times 2 \times 12 \text{ months}$	91,200				91,200	
1608-13	<b>Gas to Energy</b> $\$29.76/\text{mwh} \times 1.5\text{mwh}/\text{hr} \times 80\% \times 8760\text{hrs}$	312,837				312,837	
1608-14	<b>Renewable Energy Credit</b> $1.5 \times 8,760 \times 80\% \times \$16.02$	168,402				168,402	
					<b>Subtotal</b>	<b>714,939</b>	
					<b>TOTAL</b>	<b>7,471,939</b>	

8-Nov

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-1003	<b>Part Time Help / Convenience Center Staffing</b> Required extra help necessary for mowing, litter control, tire grinding and convenience center staffing. 6 people x 30 hr/week x \$10.50/hr x 52 weeks		98,280
12-4204-1005	<b>Overtime / Holiday Work</b> Overtime = 1716 hours/yr X \$30/hr = \$51,480 Holiday work = 550 hours/yr X \$30/hr = \$16,500	51,480 16,500	67,980
12-4204-3001-00	<b>Professional Health Services</b> Hepatitis B vaccinations for new hires		1,500
12-4204-3002-00	<b>Professional Services</b> 1. Surveying-Marsh & Legge 2. Environmental Monitoring, Sampling and CQA 3. Northern Shenandoah Valley Regional Commission 4. Gas Management Design Services-SCS Engineers 5. Leachate Treatment/Management Professional Services 6. Treasurer (credit Card Fees) 7. Engineering Services (Cell Construction)	50,000 125,000 20,000 150,000 20,000 10,000 125,000	500,000
		<b>Subtotal</b>	<b>667,760</b>



## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-3002-01	<b>State Permit Fees</b> Title V Annual permit fee Solid Waste permit #40 Solid Waste permit #591 Solid Waste permit #529, \$.14 X 140,000 tons of MSW Waste Tire Processing	7,000 1,500 5,500 19,600 6,000	39,600
12-4204-3004-01	<b>Repair and Maintenance - Equipment</b> Repairs that need to be made to equipment because of inadequate facilities or tools that prevent landfill heavy equipment mechanic from performing work. Anticipate additional expenses due to age of equipment.		130,000
12-4204-3004-02	<b>Repair and Maintenance - Vehicles</b> This figure reflects the amount for installation of new tires and miscellaneous repairs and maintenance of vehicles that landfill heavy equipment mechanic cannot perform.		12,000
12-4204-3004-03	<b>Repair and Maintenance - Buildings and Grounds</b> This figure reflects the anticipated work related to maintenance for electrical service and fencing, litter fence and upkeep. Expenses have increased due to electrical repairs for pumps and associated equipment.		30,000
		<b>Subtotal</b>	<b>211,600</b>

8-Nov

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-3004-04	<b>Repair and Maintenance - Generators</b> <b>(Gas to Energy)</b> This figure represents repairs to be made to generators and ancilliary equipment by others.	80,000	80,000
12-4204-3005-00	<b>Maintenance Service Contracts</b> PraxAir \$300/month X 12 (Tank & welding supplies since all work is performed in house) Scale maintenance: Calibrate scales 2 X year @ \$2,125 each Fire X \$5,000 X 2 Events (Service on fire supression systems on heavy equipment) OSHA Certification on overhead crane and forklift Leachate Line Flushing	3,600  4,250  10,000  2,500  5,000	25,350
12-4204-3005-01	<b>Generator Oil Samples</b> Annual Subscription for weekly sampling		6,500
12-4204-3007-00	<b>Advertising</b> Includes ads for Household Hazardous Waste Collections, E-Cycle, Holiday closings and other special events.		3,000
8-Nov		<b>Subtotal</b>	<b>114,850</b>

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>12-4204-3010-00</b>	<b>Other Contractual Services</b>		<b>445,320</b>
	Rags / Rug Rentals \$750/month X 12	<b>9,000</b>	
	<b>Water Coolers</b>	<b>3,120</b>	
	5 gallon water containers 10- per week X \$6.00 each X 52 weeks		
	<b>Leachate Treatment</b>	<b>41,600</b>	
	Costs for monitoring, testing and maintaining leachate system (includes laboratory testing) \$800/week X 52 weeks		
	<b>Brush Grinding</b>	<b>90,000</b>	
	Private contractor to grind brush (two times/year) Assume 6,000 tons x \$15/ton= \$90,000		
	<b>Household Hazardous Waste</b>	<b>120,000</b>	
	Costs for Environmental Company to Package and Remove these special wastes. Estimate \$10,000 / month		
	<b>Wastewater Disposal Fees</b>	<b>130,000</b>	
	Leachate pumped to Opequon Water Reclamation Facility, Based on 20,000,000 gal/year X \$6.50/1000 gal		
	<b>Septage Pump and Haul \$300/month X 12</b>	<b>3,600</b>	
	<b>Rock Crushing Aggregate</b>	<b>48,000</b>	
	*Separate approximately 4,000 tons concrete@ \$12/crushed ton		
	<b>Subtotal</b>		<b>445,320</b>

8-Nov



## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>12-4204-3010-00</b>	Office floor stripping and waxing ( 2x year @ \$750)	<b>1,500</b>	<b>64,700</b>
	Ductwork Cleaning 2x year (Office and maintenance shop)	<b>1,200</b>	
	CAT Subscription (To allow mechanic to work on equipment)	<b>3,000</b>	
	GPS Subscription - Trimble landfill module	<b>9,000</b>	
	Scrap Metal Hauling	<b>50,000</b>	
<b>12-4204-3010-01</b>	<b>Tire Grinding- Local Tires</b>		<b>142,500</b>
	Costs related to grinding tires by the Northern Shenandoah Planning Commission. Cost is offset by equal revenue reimbursement.		
<b>12-4204-3010-03</b>	<b>Regional Electronics Recycling Program</b>		<b>91,200</b>
	Costs related to disposal of wastes collected at E-Cycle programs		
	Estimate \$7,600/month x 12 months= \$91,200		
<b>12-4204-5101-00</b>	<b>Electrical Services</b>		<b>45,000</b>
	Increased based on the additional electrical load for stationary tire grinder		
<b>12-4204-5101-01</b>	<b>Electrical Services - Interconnection Fees</b>		<b>26,000</b>
	Fees paid to Rappahannock Electric Cooperative for use of power lines to transport power from GTE plant to utility substation.		
<b>12-4204-5102-00</b>	<b>Heating Services (LP)</b>		<b>10,000</b>
	Based on using LP gas rather than landfill gas		
		<b>Subtotal</b>	<b>379,400</b>

8-Nov

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-5204-00	<b>Postage and Telephone</b> AT&T \$21/month X 12 X 5 Long Distance: \$100/month X 12 Two Way Radio Repeater Tower Rental \$175 X 12  Mobile Telephone Average Monthly Charge \$50/month X 12 X 10  <b>Internet Fees</b> \$75/month X 12 x 5 cellular modems  <b>Postage</b> Average \$250/ month x 12 months = \$3,000	 1,260 1,200 2,100  6,000  4,500  3,000	18,060
12-4204-5204-01	<b>Postage and Shipping - Gas to Energy</b> Oil Analysis shipping 52 weeks X \$30 Ship GEM for calibration 2 times/year	 1,560 600	2,160
12-4204-5301-00	<b>Boiler Insurance</b> Air Compressors 3 X \$266	   	798
12-4204-5302-00	<b>Fire Insurance</b>	   	17,000
8-Nov		<b>Subtotal</b>	<b>38,018</b>

**2018-2019 BUDGET INFORMATION - EXPENDITURES**

DEPARTMENT		LANDFILL	DEPARTMENT CODE	
			12-4204	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)	
<b>12-4204-5305-00</b>	<b>Motor Vehicle Insurance</b>		<b>6,250</b>	
	1997 Chevy S-10 (Tag# 30-798L)	625		
	2000 Dodge Van (Tag# 179-640L)	625		
	2006 Chevrolet Colorado (Tag# 130-750L)	625		
	2012 Ford F250 4x4 (Tag# 105-202L)	625		
	2012 Ford F250 4x4 (Tag# 152-325L)	625		
	2015 Ford F350 4x4 (Tag # 187-463L)	625		
	2016 Ford F250 4x4 (Tag# 179-895L)	625		
	2017 Ford F-150 4x4 (Tag# 197-603L)	625		
	2017 Ford F-450 (Litter Buggy, Tag# )	625		
	2018 Ford F-150 (Tag# 201-126L)	625		
<b>12-4204-5306</b>	<b>Surety Bonds</b>		<b>40</b>	
<b>12--4204-5308-00</b>	<b>General Liability Insurance</b>		<b>6,500</b>	
<b>12-4204-5401-00</b>	<b>Office Supplies</b>		<b>10,000</b>	
	Computer paper, disks, scale tickets, etc.			
<b>12-4204-5403-00</b>	<b>Agricultural Supplies</b>		<b>15,000</b>	
	Seed, fertilizer and mulch to establish vegetation on disturbed areas			
<b>12-4204-5404-00</b>	<b>Medical and Laboratory Supplies</b>		<b>2,500</b>	
	To replenish existing first aid kits (Based on historical use)			
		<b>Subtotal</b>	<b>40,290</b>	

8-Nov



## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-5405-00	<b>Laundry and Janitorial Supplies</b> Average \$500/ month x 12 months = \$6,000		6,000
12-4204-5407-00	<b>Repair and Maintenance - Buildings and Grounds</b> Gravel, signs, road salt, etc. Based on previous year cost and projected in-house projects		30,000
12-4204-5408-00	<b>Repair and Maintenance - Powered Equipment</b> Parts: \$15,000/month X 12 months		180,000
12-4204-5408-01	<b>Miscellaneous (motor vehicles)</b> For licensed vehicles (Based on average of previous years spending)		4,500
12-4204-5408-02	<b>Fuels and Lubricants (Landfill)</b> Gas: 200 gal/wk. X \$2.25 X 52 weeks Diesel: 2,000 gal/wk. X \$2.50 X 52 weeks Lubricants: engine oil, hydraulic fluids, grease, diesel exhaust fluid Antifreeze: 220 gal/year X \$15.00	23,400 260,000 17,000 3,300	303,700
12-4204-5408-03	<b>Generator Spare Parts - Gas to Energy</b> Costs associated with maintenance of generators and associated equipment, including air compressor, gas treatment skid, and flare based on historical averages.		100,000
		<b>Subtotal</b>	<b>624,200</b>

8-Nov

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-5408-04	<b>Generator Lubricants - Gas to Energy</b> 6 oil changes/yr. 220 gal X \$16/gal X 2 units Glycol 500 gal/yr. X \$10 Misc Bearing Grease and Lubricants	 <b>42,240</b> <b>5,000</b> <b>1,500</b>	<b>48,740</b>
12-4204-5410-00	<b>Uniforms</b> 20 people x \$1000yr = \$20,000 23 people x \$150yr /boot allowance = \$3450	 <b>20,000</b> <b>3,450</b>	<b>23,450</b>
12-4204-5410-01	<b>Safety Equipment</b> Personal Protective Equipment including safety vests, respirators, gloves and other equipment	 <b>2,500</b>	<b>2,500</b>
12-4204-5411-00	<b>Books and Subscriptions</b> Safety Films	 <b>1,500</b>	<b>1,500</b>
12-4204-5413-00	<b>Other Operating Supplies</b> Includes miscellaneous specialty tools Based on 5 year average	 <b>12,000</b>	<b>12,000</b>
12-4204-5413-01	<b>Other Operating Supplies - Gas to Energy</b> Specialty Tools required to perform maintenance Siloxane removal media \$1000/ton X 30 tons	 <b>10,000</b> <b>30,000</b>	<b>40,000</b>
8-Nov		<b>Subtotal</b>	<b>128,190</b>

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-5506-00	<b>Travel / Training</b> Required training for maintaining landfill certification. Twelve people @ \$1000/ea. (Includes training costs, travel and per diem.)		12,000
12-4204-5506-01	<b>Gas to Energy - Travel - Training</b> Plant operator to attend Jenbacher training event and PJM certification training (2 operators @ \$2,500/class + travel expenses)		10,000
12-4204-5604-00	<b>Payments to other Municipalities</b> Distribution of recycling funds. Proportioned by Population Based on \$1/ton X 170,000 tons/year. Frederick County - 64.5% = \$109,650 Clarke County - 12.7% = \$21,590 Winchester - 22.8% = \$38,760	109,650 21,590 38,760	170,000
12-4204-5801-00	<b>Dues and Memberships</b> SWANA Membership (10 Members @ \$200/ea.)		2,000
12-4204-5806-00	<b>Reserve for Contingencies</b>		315,892
12-4204-5806-01	<b>Post Closure Financial Assurance</b> Financial Assurance required by State DEQ Estimated amount based on formula that is specified by DEQ		320,000
12-4204-5810-00	<b>Payment of Unemployment Claims</b> Estimated Amount		10,000
		<b>Subtotal</b>	<b>839,892</b>

8-Nov



## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-8003-00	<b>Communication Equipment</b> Funded at a minimum amount to replace radios as needed		15,000
12-4204-8005-00	<b>Motor Vehicles and Equipment</b> New F-150 Crew 4x4	35,000	35,000
12-4204-8006-00	<b>Construction Vehicles and Equipment</b> 35 ton Articulated off road truck Fork Lift - to replace unit @ convenience center	600,000 30,000	630,000
12-4204-8007-00	<b>Integrated Technology Equipment (A.D.P.)</b> Funded at minimum to replace equipment as needed		5,000
12-4204-8009-00	<b>Miscellaneous (Landfill)</b> New tools for shop New GEM gas meter	10,000 15,000	25,000
12-4204-8009-01	<b>Miscellaneous Equipment - Generators (Gas to Energy)</b> New specialty tools for gas plant	10,000	10,000
8-Nov		<b>Subtotal</b>	<b>720,000</b>

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-8900-00	<b>Improvements Other Than</b> Expand HHW Building Stormwater Improvements - Landfill Entrance Leachate Aeration Upgrade Block replacement & control upgrade for 2 Jenbacher engines  <b>Gas Wellfield Expansion</b> Extend gas collection header and add additional horizontal collectors in active cell. Gas collection system for CDD Landfill.	80,000 200,000 15,000 900,000  150,000	1,345,000
12-4204-9001-00	<b>Lease/Rent Equipment</b>		40,000
		<b>Subtotal</b>	<b>1,385,000</b>
		<b>Total Expenditures</b>	<b>5,594,520</b>

8-Nov

## 2018-2019 CAPITAL REQUESTS

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-8003-00	<b>Communication Equipment</b> Funded at a minimum amount to replace radios as needed		15,000
12-4204-8005-00	<b>Motor Vehicles and Equipment</b> New F-150 Crew 4x4	35,000	35,000
12-4204-8006-00	<b>Construction Vehicles and Equipment</b> 35 Ton Articulated offroad truck Fork Lift - to replace unit @ convenience center	600,000 30,000	630,000
12-4204-8007-00	<b>Integrated Technology Equipment (A.D.P.)</b>		5,000
12-4204-8009-00	<b>Miscellaneous (Landfill)</b> New tools for shop New GEM gas meter	10,000 15,000	25,000
12-4204-8009-01	<b>Miscellaneous Equipment - Generators (Gas to Energy)</b> New specialty tools for gas plant		10,000
		<b>Subtotal</b>	<b>720,000</b>



## 2018-2019 CAPITAL REQUESTS

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-8900-00	<b>Improvements Other Than</b>		<b>1,345,000</b>
	Expand HHW Building	80,000	
	Stormwater Improvements - Landfill Entrance	200,000	
	Leachate Aeration Upgrade	15,000	
	Block Replacement & Control upgrade for 2 Jenbacher engines	900,000	
	<b>Gas Wellfield Expansion</b>	<b>150,000</b>	
	Extend gas collection header and add additional horizontal collectors in active cell. Gas collection system for CDD Landfill.		
12-4204-9001-00	<b>Lease/Rent Equipment</b>		<b>40,000</b>
7-Nov		Subtotal	1,385,000
		<b>Total</b>	<b>2,105,000</b>

# CONSENT AGENDA

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MEMORANDUM

**TO:** Board of Supervisors  
**FROM:** Joe C. Wilder, Director of Public Works *JCW*  
**SUBJECT:** Public Works Committee Report for Meeting of November 28, 2017  
**DATE:** November 30, 2017

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The Public Works Committee met on Tuesday, November 28, 2017, at 8:00 a.m. All members were present except James T. Wilson and David Ganse. The following items were discussed:

**\*\*\*Items Not Requiring Action\*\*\***

1. Update on the new Stephenson Convenience Site

Staff presented an update on the project. We issued a contract with Kee Construction in the amount of \$1,221,294.00 to construct the improvements for the convenience site. A notice to Proceed has been issued and the date for substantial completion is May 31, 2018. The contractor has indicated they plan to mobilize to the site the week of December 4, 2017.

2. Review Proposed Fiscal Year 2018/2019 Budgets

Staff presented a general overview of the proposed Public Works budgets for FY19. A copy of the entire budget package along with a summary of the proposed personnel requests and capital requests have been included. The budget package was sent to the Finance Department for their review as well.

Within the department, we are requesting two (2) new full-time positions. In the Refuse Collection department, we are requesting an Assistant Site Supervisor position. This position will assist the Solid Waste Coordinator in managing the part-time staff and maintaining all the equipment for the 10 convenience sites located throughout the county. Also, we are requesting a new full-time position at the Animal Shelter. We are proposing an animal caretaker position to assist with multiple duties at the shelter. Both requests have been forwarded to the Human Resources Committee for further consideration within



# Public Works Committee Report

Page 2

November 30, 2017

the budget requests. All proposed capital requests have been clearly outlined within the budget package.

In conclusion, the Public Works proposed budget for FY19 have been prepared and submitted for further consideration.

3. Miscellaneous Reports:

- a) Tonnage Report  
**(Attachment 5)**
- b) Recycling Report  
**(Attachment 6)**
- c) Animal Shelter Dog Report  
**(Attachment 7)**
- d) Animal Shelter Cat Report  
**(Attachment 8)**

Respectfully submitted,

Public Works Committee

Gene E. Fisher, Chairman  
Robert W. Wells  
David W. Ganse, AIA  
Whitney "Whit" L. Wagner  
James T. Wilson

By 

\_\_\_\_\_  
Joe C. Wilder  
Public Works Director

JCW/kco

cc: Kris Tierney, County Administrator  
Jay Tibbs, Deputy County Administrator  
Ron Kimble, Landfill Manager  
Gloria Puffinburger, Solid Waste Manager  
Kathy Whetzel, Animal Shelter Manager  
file



MEMORANDUM

**TO:** Public Works Committee  
**FROM:** Joe C. Wilder, Director of Public Works *JCW*  
**SUBJECT:** Meeting of November 28, 2017  
**DATE:** November 20, 2017

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There will be a meeting of the Public Works Committee on Tuesday, November 28, 2017 at 8:00 a.m. **in the conference room located on the second floor of the north end of the County Administration Building at 107 North Kent Street, Suite 200.** The agenda thus far is as follows:

1. Update on the new Stephenson Citizen Convenience Site. (Replacement for the Clearbrook site)
2. Review Proposed FY18/19 Budgets (**Attachment 1**)
3. Miscellaneous Reports:
  - a. Tonnage Report: Landfill (**Attachment 2**)
  - b. Recycling Report (**Attachment 3**)
  - c. Animal Shelter Dog Report: (**Attachment 4**)
  - d. Animal Shelter Cat Report (**Attachment 5**)

JCW/kco

Attachments: as stated

cc: file


**COUNTY of FREDERICK**

Department of Public Works

540/665-5643

FAX: 540/678-0682

**MEMORANDUM**

**TO:** Public Works Committee  
**FROM:** Joe C. Wilder, Director of Public Works *JCW*  
**SUBJECT:** Fiscal Year 2018/2019 Budgets  
**DATE:** November 20, 2017

The following is a summary of the proposed Public Works budgets and the projected revenues for Fiscal Year 2018/2019 and the current amended Fiscal Year 2017/2018 budgets:

DISCIPLINE	FY 17/18 AMENDED BUDGETS	FY 18/19 BUDGETS (Proposed)	FY 18/19 PROJECTED REVENUES
Inspections - 3401	1,327,114	1,373,410	1,300,000
Building Appeals Board - 8106	561	561	0
Animal Shelter - 4305	716,490	725,795	81,995
Refuse Collection – 4203	2,958,558	1,669,423	277,782
Refuse Disposal – 10-4204	589,464	674,400	126,960
Litter Control - 4205	30,317	31,226	14,700
Engineering - 4201	405,936	425,782	154,500
<b>General Fund Total</b>	<b>6,028,440</b>	<b>4,900,597</b>	<b>1,955,937</b>
Landfill (12 fund) – 4204	9,992,843	7,471,939	7,471,939
Shawneeland - 8108 *	957,655	1,063,226	707,260
<b>Public Works Total Budget</b>	<b>16,978,938</b>	<b>13,435,762</b>	<b>10,135,136</b>

\*Balance from Shawneeland reserve account



**Summary of Capital Requests, New Personnel Requests and Revenues**

1. Inspections Budget 10-3401-000-000

We are requesting no new personnel during Fiscal Year 2019. We recently hired an additional Inspector in order to meet the demand for inspections.

We are requesting the replacement of two (2) pick-up trucks in Fiscal Year 2019. Both vehicles have over 130,000 miles and are in need of replacement. We have requested an amount of \$56,000 for both vehicles.

During Fiscal Year 2017, we had a revenue of \$1,808,357. This was due to several very large warehouse buildings and increased home construction. Our current Fiscal Year revenue projection is \$1,500,000. This was set by Administration during the Fiscal Year 2018 budget process and was not the budget estimate presented by the department. Even though Fiscal Year 2017 was a record year of revenue, we do not anticipate meeting the \$1,500,000 projection set for this year. In looking at Fiscal Year 2018 first quarter revenue, we are down from this same time frame in Fiscal Year 2017 and Fiscal Year 2016. In researching the budgets over the last few years based on current development trends and historical data, we have budgeted a projected revenue of \$1,300,000 for Fiscal Year 2019.

In conclusion, our projected expenditures for Fiscal Year 2019 are \$1,373,410. This is an increase of \$46,296 from Fiscal Year 2018 which is attributed to the request for two (2) replacement trucks.

2. Building Appeals Board 10-8106-000-000

No projected changes to this budget.

3. Animal Shelter 10-4305-000-000

We are proposing to add an additional fulltime Animal Caretaker position. We currently have several part-time Animal Caretakers but due to the increasing workload, animal outreach and increased public awareness of adopting animals, a full-time position is needed. We will coordinate with the Human Resources Committee for justification of the position.

In conclusion, our projected expenditures for Fiscal Year 2019 are \$725,795. This is an increase of \$9,305 over the current Fiscal Year 2018 budget.

4. Refuse Collection Budget                      10-4203-000-000

We have proposed to begin the process for finding a new location for the Albin Convenience Center. We included this request within the Frederick County Capital Improvement Plan (CIP). In Fiscal Year 2019, we are proposing to fund land acquisition (if land becomes available) of \$60,000 and engineering design work for a new site of \$75,000. We are proposing to purchase a new Packer container in the amount of \$9,400. We would also like to purchase a large building/pole barn to be placed at the new Stephenson Convenience Center for staff to be able to perform maintenance work on equipment.

We are proposing to create a new position titled Assistant Site Supervisor. Due to increasing time demands on our Solid Waste Coordinator, we are proposing to have a full-time assistant supervisor to assist with required maintenance work on all the equipment, manage the part-time convenience site workers and all other functions as required. We will be taking the position request to the Human Resources Committee for further review and provide the necessary justifications.

In conclusion, our projected expenditures for Fiscal Year 2019 are \$1,669,423. This is a decrease of \$1,289,135 from our current Fiscal Year 2018 budget amount. One note, the current Fiscal Year 2018 budget includes funds to construct the Stephenson Convenience Center.

5. Refuse Disposal Budget                      10-4204-000-000

We have proposed a Fiscal Year 2019 expenditure amount of \$674,400. This represents an increase of \$84,936 from the current Fiscal Year 2018 budget. This is attributed to the proposed tipping fee increase of \$2 per ton at the Frederick County Regional Landfill.

6. Litter Control                                      10-4205-000-000

We have proposed a Fiscal Year 2019 expenditure amount of \$31,226. This represents an increase of \$909 from the current Fiscal Year 2018 budget.

7. Engineering 10-4201-000-000

We are requesting to replace a 2004 4x4 pick-up truck driven by the Senior Project Manager. We requested to replace the vehicle in the Fiscal Year 2018 budget but the request was cut from the budget during the process of final approval. The vehicle has over 110,000 but due to driving over rough terrain, this vehicle has incurred high repair bills due to wear and tear. We are requesting \$30,000 to purchase a new 4x4 pick-up truck.

In conclusion, we are requesting Fiscal Year 2019 expenditures of \$425,782 which is \$19,846 over the Fiscal Year 2018 amended budget of \$405,936.

8. Landfill 12-4204-000-000

See detailed budget description attached.

9. Shawneeland 16-8108-000-000

We are not proposing any Sanitary District fee increases in Fiscal Year 2019.



3401

# INSPECTIONS

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# INSPECTIONS

**DESCRIPTION:**

The primary function of the Inspections Department is to administer provisions of the State Building and Local Land Development Codes. The Building and Inspections Department currently provides inspections for residential, commercial and industrial in the fields of general building, plumbing, mechanical, and electrical. The Department also enforces the provisions of the Virginia Property Maintenance Code and the Virginia Rehabilitation Code on existing structures.

This budget increase was due in large part to increase of vendor related cost and a request for two new vehicles for FY19.

**GOALS:**

- Inform contractors and the public of 2015 Virginia Construction Code Changes.
- Work with Region III of the VBCOA to conduct local training courses related to the Virginia Construction Code.
- Utilize part-time assistance with current staff to maintain work schedule with efficient response to inspections and permit issuance.
- Continue to cross train office staff to make the permitting process more efficient and to provide excellent customer service.
- Work to improve customer service by providing alternative payment methods for customers.

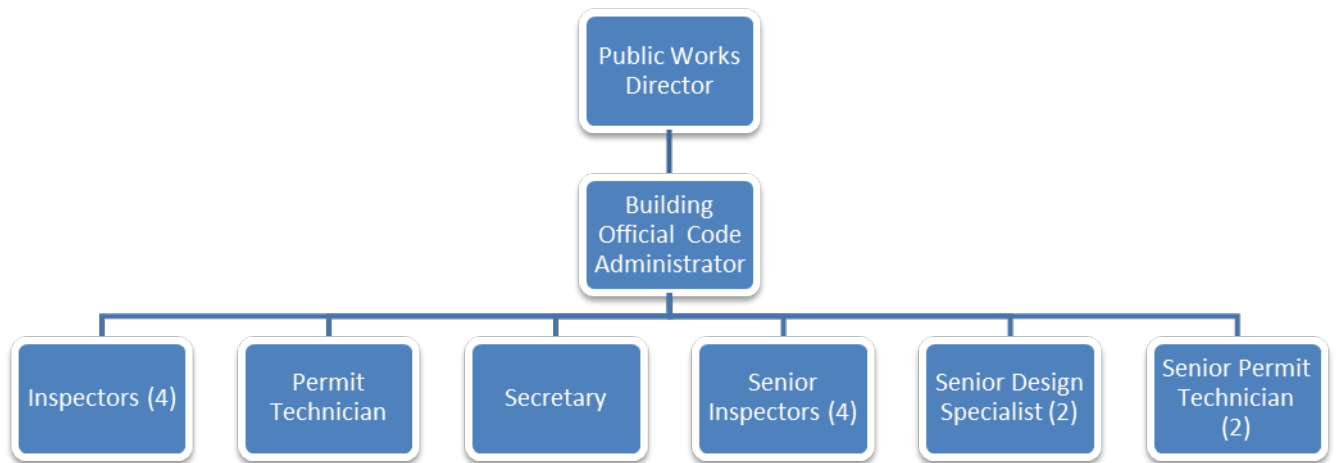
**PERFORMANCE INDICATORS:**

	FY 2017 <u>Actual</u>	FY 2018 <u>Projected</u>	FY 2019 <u>Projected</u>
Number of Inspections Performed	18,070	19,500	18,500
Number of building/zoning related permits issued	6,712	6,900	6,900
Number of failed inspections	4,503	4,700	4,700
Number of code-related FOIA inquiries per year	224	175	225
Number of code-related Property Maintenance and complaints received per year	118	150	150
Number of plans submitted for review	2,396	2,300	2,300

**BUDGET SUMMARY:**

	FY 2017 <u>Actual</u>	FY 2018 <u>Approved Budget</u>	FY 2018 <u>Estimated Budget</u>	<b>FY 2019 Adopted Budget</b>	Increase/Decrease FY 2018 App. To FY 2019	
					Amount	%
Costs:						
Personnel	1,089,309	1,204,420			75,681	6.70%
Operating	46,069	68,775			5,070	7.96%
Capital/Leases	76,445	30,880			27,346	773.80%
<b>TOTAL</b>	<b>1,211,823</b>	<b>1,304,075</b>	1,207,418	<b>1,304,075</b>	108,097	9.04%
Revenue:						
Fees	1,211,823	1,304,075			404,075	44.90%
State/Federal	0	0	0	0	0	0.00%
Local	0	0	0	0	-295,978	-100.00%
<b>TOTAL</b>	<b>1,211,823</b>	<b>1,304,075</b>	1,207,418	<b>1,304,075</b>	108,097	9.04%
Full-time Position	14	15			1	7.14%

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10/03/2017 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2017/10	
FUND #-010 GENERAL OPERATING FUND							
		Prior Years FY/2016	Prior Years FY/2017	Amended Budget	Actual On 2017/10	Dept Request FY2019	Admin Request
034010 -000-000	INSPECTIONS						
034010-1000-000-000	PERSONNEL SERVICES						
034010-1001-000-011	SR PERMIT TECHNICIAN	57,170	46,303	47,844	11,961	47,844	
034010-1001-000-012	SENIOR INSPECTOR	58,749	62,625	64,779	16,195	64,779	
034010-1001-000-013	INSPECTOR	59,470	61,247	63,303	15,826	63,303	
034010-1001-000-014	SR INSPECTOR	60,205	60,233	60,276	15,069	60,277	
034010-1001-000-015	PERMIT TECH. I						
034010-1001-000-016	PERMIT TECHNICIAN	38,160	36,616	37,812	9,453	37,812	
034010-1001-000-017	INSPECTOR			52,000	7,596	50,000	
034010-1001-000-018	INSPECTOR III						
034010-1001-000-019	PERMIT TECHNICIAN I						
034010-1001-000-031	SR PERMIT TECHNICIAN	44,849	48,179	49,836	12,459	49,837	
034010-1001-000-036	PERMIT TECHNICIAN II						
034010-1001-000-037	PERMIT TECHNICIAN I						
034010-1001-000-038	PERMIT TECH. I						
034010-1001-000-039	PERMIT TECH. I						
034010-1001-000-040	SECRETARY	28,296	30,039	30,801	7,700	30,802	
034010-1001-000-055	SENIOR DESIGN REVIEW SPECIALIS	58,977	60,769	62,859	15,715	62,859	
034010-1001-000-056	SENIOR DESIGN REVIEW SPECIALIS	48,759	53,110	56,947	14,237	56,948	
034010-1001-000-057	BLDG.OFFICIAL/CODE ADMINISTRAT	100,571	115,942	86,936	21,734	86,937	
034010-1001-000-058	INSPECTOR II						
034010-1001-000-059	SENIOR INSPECTOR	62,017	65,132	67,358	16,840	67,359	
034010-1001-000-060	INSPECTOR I						
034010-1001-000-071	SENIOR INSPECTOR						
034010-1001-000-072	INSPECTOR II						
034010-1001-000-073	SENIOR INSPECTOR	58,093	53,766	54,950	13,738	54,951	
034010-1001-000-074	INSPECTOR	51,000	46,748	51,030	12,758	51,031	
034010-1001-000-075	SR.INSPECTOR	58,203	60,546	62,628	15,657	62,628	
034010-1003-000-000	PART-TIME	14,063	5,238	20,000		20,000	
034010-1005-000-000	OVERTIME	127	2,607	20,000	905	20,000	
034010-1007-000-000	INCENTIVE PAY						
034010-1009-000-000	MERIT RESERVE						
	<b>PERSONAL SERVICE</b>	<b>798,709</b>	<b>809,100</b>	<b>889,359</b>	<b>207,843</b>	<b>887,367</b>	
034010-2000-000-000	FRINGE BENEFITS						
034010-2001-000-000	F. I. C. A.	58,121	59,112	68,036	15,144	67,884	
034010-2002-000-000	RETIREMENT - V. S. R. S.	82,392	71,131	78,141	18,723	77,958	
034010-2005-000-000	HOSPITAL/MEDICAL PLANS	121,217	123,559	161,700	35,984	178,020	
034010-2006-000-000	GROUP INSURANCE	9,239	10,128	11,126	2,666	11,101	
034010-2008-000-000	SHORT & LONG TERM DISABILITY	251	614	1,110	226	1,110	
034010-2011-000-000	WORKER'S COMPENSATION - COMMO	14,011	15,665	17,987	3,870	19,547	
034010-2013-000-000	EDUCATION - TUITION ASSISTANCE						

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	<b>FRINGE BENEFITS</b>	<b>285,231</b>	<b>280,209</b>	<b>338,100</b>	<b>76,613</b>	<b>355,619</b>	
034010-3000-000-000	CONTRACTUAL SERVICES						
034010-3002-000-000	PROFESSIONAL SERVICES-OTHER			8,000		8,000	
034010-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.						
034010-3004-000-002	REPAIR AND MAINTENANCE-VEHICLE	4,999	5,157	5,880	185	6,251	
034010-3005-000-000	MAINTENANCE SERVICE CONTRACTS			2,700		2,700	
034010-3006-000-000	PRINTING AND BINDING	384	1,344	500	1,009	1,500	
034010-3007-000-000	ADVERTISING						
034010-3010-000-000	OTHER CONTRACTUAL SERVICES						
	<b>PURCHASED SERVICES</b>	<b>5,383</b>	<b>6,501</b>	<b>17,080</b>	<b>1,194</b>	<b>18,451</b>	
034010-4000-000-000	INTERNAL SERVICES						
034010-4001-000-000	DATA PROCESSING SERVICES						
034010-4003-000-002	CENTRAL STORES - GASOLINE	11,460	10,319	16,490	2,055	16,677	
	<b>INTERNAL SERVICES</b>	<b>11,460</b>	<b>10,319</b>	<b>16,490</b>	<b>2,055</b>	<b>16,677</b>	
034010-5200-000-000	COMMUNICATION						
034010-5204-000-000	POSTAGE AND TELEPHONE	7,185	7,501	8,800	677	9,060	
034010-5300-000-000	INSURANCE						
034010-5305-000-000	MOTOR VEHICLE INSURANCE	4,826	5,499	6,600	5,630	6,600	
034010-5306-000-000	SURETY BONDS	24	23	60	23	60	
034010-5400-000-000	MATERIALS AND SUPPLIES						
034010-5401-000-000	OFFICE SUPPLIES	11,475	12,475	11,000	2,434	12,600	
034010-5408-000-000	VEHICLE AND POWERED EQUIPMENT						
034010-5410-000-000	UNIFORMS AND WEARING APPAREL	253	444	1,650		1,650	
034010-5411-000-000	BOOKS AND SUBSCRIPTIONS	1,016	848	2,490	18	2,490	
034010-5413-000-000	OTHER OPERATING SUPPLIES	647	279	1,500	228	500	
034010-5414-000-000	MERCHANDISE FOR RESALE						
034010-5506-000-000	TRAVEL	843	1,165	2,000	528	2,496	
034010-5800-000-000	MISCELLANEOUS						
034010-5801-000-000	DUES AND ASSOC. MEMBERSHIPS	1,180	1,015	1,105	350	960	
034010-5806-000-000	RESERVE FOR CONTINGENCIES						
	<b>OTHER CHARGES</b>	<b>27,449</b>	<b>29,249</b>	<b>35,205</b>	<b>9,888</b>	<b>36,416</b>	
034010-8002-000-000	FURNITURE AND FIXTURES						
034010-8003-000-000	COMMUNICATIONS EQUIPMENT						
034010-8005-000-000	MOTOR VEHICLES AND EQUIPMENT	52,780	50,250	28,000		56,000	
034010-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMEN		23,393				
	<b>CAPITAL OUTLAY</b>	<b>52,780</b>	<b>73,643</b>	<b>28,000</b>		<b>56,000</b>	
034010-9001-000-000	LEASE/RENT OF EQUIPMENT	2,053	2,802	2,880	478	2,880	
	<b>OTHER USES OF FUNDS</b>	<b>2,053</b>	<b>2,802</b>	<b>2,880</b>	<b>478</b>	<b>2,880</b>	
	<b>TOTAL DEPARTMENT</b>	<b>1,183,065</b>	<b>1,211,823</b>	<b>1,327,114</b>	<b>298,071</b>	<b>1,373,410</b>	

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## 2018-2019 Budget Information - Revenues

DEPARTMENT    Inspections		DEPARTMENT CODE    3401				
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
GF 1303-08	Building Permits	Building Permits				1,088,656
GF 1303-10	Electrical Permits	Elect. Permits				84,241
GF 1303-12	Plumbing Permits	Plumbing Permits				25,731
GF 1303-14	Mechanical Permits	Mech. Permits				96,492
GF 1303-19	Sign Permits	Sign Permits				4,880
	TOTAL					1,300,000

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Inspections	DEPARTMENT CODE	3401
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>3401-1003-000</b>	<p><b>Part Time</b></p> <p>Funds are utilized in times of staffing needs due to illness or increased workload. Previous history has shown the need for either office staff members or Inspectors. With the current increase in permit activity, we are seeking qualified individuals to be available to fill this need. Normal pay scale is \$25.00 per hour for certified Inspectors and \$12.00 to \$15.00 per hour for office staff.</p>	20,000	<b>20,000</b>
<b>3401-1005-000</b>	<p><b>Overtime</b></p> <p>Funds are utilized to cover wages earned in excess of 40 hour work week caused by heavy influx of plans or inspections scheduled.</p>	20,000	<b>20,000</b>
<b>3401-3002-000</b>	<p><b>Professional Services - Others</b></p> <p>Laserfiche Scanner Maintnenace (not contracted)</p> <p>Registered Design Professional Services if required - Reserve</p>	<p>500</p> <p>7,500</p>	<b>8,000</b>

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Inspections	DEPARTMENT CODE	3401
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>3401-3004-002</b>	<p><b>Repair and Maintenance Vehicle</b></p> <p>This money is used to maintain our fleet of 11 vehicles with an average fleet mileage of 74,000 or more at the end of FY18 with annual travel of 131,000 miles.</p> <p>22 oil changes at \$40 each; 3 sets of tires at \$ 500 each</p> <p>2 batteries at \$125 each; 5 tuneups at \$150 each</p> <p>2 brakes at \$200 each</p> <p>1 motor/transmission damage</p> <p>wiper blades and bulbs</p>	<p>2,380</p> <p>1,000</p> <p>400</p> <p>2,100</p> <p>371</p>	<b>6,251</b>
<b>3401-3005-000</b>	<p><b>Maintenance Service Contract</b></p> <p>This money is used to cover the maintenance contract for our Data Gate Web.Net with Bright.</p> <p>Scanner maintenance/scanner software maintenance annual average of \$1847 with a potential increase of 5%, IT will cover the maintenance of Laserfiche software</p>	<p>750</p> <p>1,950</p>	<b>2,700</b>

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Inspections	DEPARTMENT CODE	3401
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3401-3006-000	<p><b>Printing and Binding</b></p> <p>This money is used for printing business cards, letterhead, hard cards and envelopes.</p>	1,500	1,500
3401-4003-002	<p><b>Central Stores - Gasoline</b></p> <p>This money is used to supply gasoline to our fleet of 11 vehicles. Average MPG 18.8. Average total miles traveled by fleet is 11,951 miles per vehicle per year. (6,992gals with 6% increase = 7,412 gals. x \$2.25 = \$16,677 - Recommend \$16,677)</p>	16,677	16,677
3401-5204-000	<p><b>Postage and Telephone</b></p> <p>This money is used to pay for postage, office phones and cell phones. Cell Phones - 2 Regular &amp; 9 Smart Phones with hotspots \$544 per month.</p> <p>Comcast</p> <p>Postage</p>	6,720	9,060
3401-5305-000	<p><b>Motor Vehicle Insurance</b></p> <p>This money is used to insure our 11 vehicles at \$600 each</p>	6,600	6,600
3401-5306-000	<p><b>Security Bonds</b></p> <p>This money is used to pay for surety bonds of this department handling money.</p>	60	60

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Inspections	DEPARTMENT CODE	3401
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>3401-5401-000</b>	<b>Office Supplies</b> This money is used to cover our office supplies. Toners for Laser Jet Printers. Ink for Copier/Scanning Printers. Printed Permit Labels/ Correction Orders/ Stickers/ Permit Applications Copy Paper/ Folders/Pens/Pencils/Markers/Post-It Notes/ Clips/ Stamp Pads/Refills/ Staplers/Staples/	3,951 1,774 2,597 4,278	<b>12,600</b>
<b>3401-5410-000</b>	<b>Uniforms and Weating Apparel</b> This money is used to allow each field staff member \$150.00 for boots, shirts, etc. (11 staff members x \$150.00 each)	1,650	<b>1,650</b>
<b>3401-5411-000</b>	<b>Books and Subscriptions</b> This money is used to purchase code books and work related publications for staff members. (15 staff members @ \$166.00 each) Code book purchase for upcoming code change.	2,490	<b>2,490</b>
<b>3401-5413-000</b>	<b>Other Operating Supplies</b> Testers Batteries Flashlights, Filters Other Misc. Items	100 150 100 150	<b>500</b>

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Inspections	DEPARTMENT CODE	3401
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>3401-5506-000</b>	<b>Travel</b> This money is used to attend meeting and conferences pertaining to our jobs and code changes. This includes meals and hotels fees. 5 Field/Design Review Staff at \$250 each 3 Office Staff at \$150 each 4 Certification Tests at \$199 each	1,250 450 796	<b>2,496</b>
<b>3401-5801-000</b>	<b>Dues and Associated Memberships</b> State VBCOA - 8 members at \$40 each Region III VBCOA - 11 members at \$25 each VPMIA - 5 members at \$40 each NFPA	320 275 200 165	<b>960</b>

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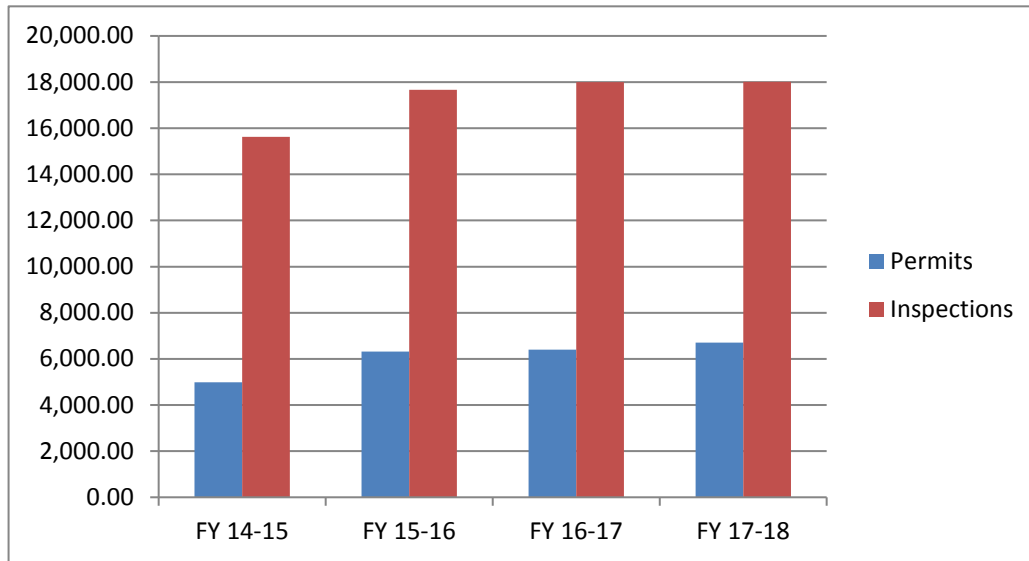
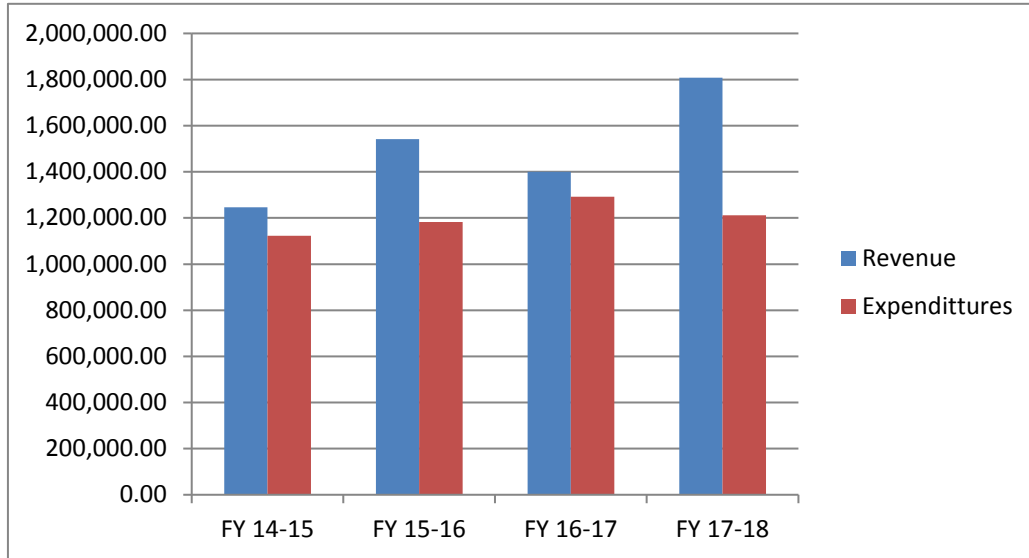
## 2018-2019 CAPITAL REQUESTS

DEPARTMENT	Inspections	3401	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3401-8005-00	<p><b>Motor Vehicles and Equipment</b></p> <p><b>2 - 4x4 Extended Cab Pickup Trucks at \$28,000 each</b></p> <p>(Replace 2006 truck - 11 years old with 132010 miles and 2007 truck - 10 years old with 134347 miles)</p> <p>(Note: 2014/2015 - 2019/2020 Capital Requests submitted)</p> <p>(Department is operating 3 vehicles in excess of 120,000 miles in FY18 and 2 of these vehicles will be in excess of 140,000 miles by the end of FY18)</p>	56,000	56,000
3401-9001-00	<p><b>Lease Equipment</b></p> <p>This money is requested for lease of our copier under state contract. This copier replaced our old copier with high maintenance.</p>	2,880	2,880

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	FY 14-15	FY 15-16	FY 16-17	FY 17-18
<b>Revenue</b>	1,246,834.00	1,541,885.00	1,400,500.00	1,808,357.00
<b>Expenditures</b>	1,122,692.00	1,183,065.00	1,292,464.00	1,211,823.00
<b>Permits</b>	4,992.00	6,311.00	6,400.00	6,712.00
<b>Inspections</b>	15,630.00	17,662.00	18,000.00	18,010.00



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8106

BUILDING

APPEALS

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# BUILDING APPEALS BOARD

**DESCRIPTION:**

The Frederick County Building Appeals Board is composed of five citizen members, each having a certain technical building background. This Board meets on an "as needed" basis. The Board is to review and rule on questions on interpretation of the Virginia Uniform Statewide Building Code as made by the County Building Official. This board is served by staff of the Planning and Inspections Departments.

**GOALS:**

- Completely understand the Uniform Statewide Building Code for correct interpretation.

**BUDGET SUMMARY:**

	FY 2017 Actual	FY 2018 Approved Budget	FY 2018 Estimated Budget	<b>FY 2019 Adopted Budget</b>	Increase/Decrease FY 2018 App. To FY 2019	
					Amount	%
Costs:						
Personnel	0	161	0		11	7.33%
Operating	0	400	0		0	0.00%
Capital/Leases	0	0	0	<b>0</b>	0	0.00%
<b>TOTAL</b>	<b>0</b>	<b>561</b>	<b>0</b>	<b>561</b>	11	2.00%
Revenue:						
Fees	0	0	0	<b>0</b>	0	0.00%
State/Federal	0	0	0	<b>0</b>	0	0.00%
Local	0	561	0		11	2.00%
<b>TOTAL</b>	<b>0</b>	<b>561</b>	<b>0</b>	<b>561</b>	11	2.00%
Full-time Positions	0	0	0	<b>0</b>	0	0.00%

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10/03/2017 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2017/10	
FUND #-010 GENERAL OPERATING FUND							
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin
		FY/2016	FY/2017	Budget	2017/10	FY2019	Request
081060 -000-000	BUILDING APPEALS BOARD						
081060-1000-000-000	PERSONNEL SERVICES						
081060-1006-000-000	COMPENSATION OF MEMBERS			150		150	
	PERSONAL SERVICE			150		150	
081060-2001-000-000	F.I.C.A.			11		11	
	FRINGE BENEFITS			11		11	
081060-3000-000-000	CONTRACTUAL SERVICES						
081060-3002-000-000	PROFESSIONAL SERVICES-OTHER			270		270	
081060-3007-000-000	ADVERTISING			50		50	
	PURCHASED SERVICES			320		320	
081060-4000-000-000	INTERNAL SERVICES						
081060-4003-000-001	CENTRAL STORES-COPIES						
081060-5200-000-000	COMMUNICATION						
081060-5204-000-000	POSTAGE AND TELEPHONE			30		30	
081060-5401-000-000	OFFICE SUPPLIES			50		50	
	OTHER CHARGES			80		80	
	TOTAL DEPARTMENT			561		561	

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4305

ANIMAL

SHELTER

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# ANIMAL SHELTER

**DESCRIPTION:**

The operation of the Frederick County Animal Care Facility is supervised by a Shelter Manager. The shelter handles about 1000 dogs per year and 2,000 cats per year. The shelter is cleaned and disinfected daily and is open six days a week. All stray animals are held a minimum of seven or twelve days as set forth by state law. If the animals are neither adopted nor reclaimed, they are disposed of by euthanasia.

**GOALS:**

- Promote spay/neutering of all animals (cats and dogs) at time of adoption.
- Increase adoptions, therefore, decreasing the number of animals to be destroyed.
- Continue to improve information technology.
- Provide humane education to the community.
- Provide staff career training in the animal care field.
- Open the shelter for adoptions on Sundays.

**PERFORMANCE INDICATORS:**

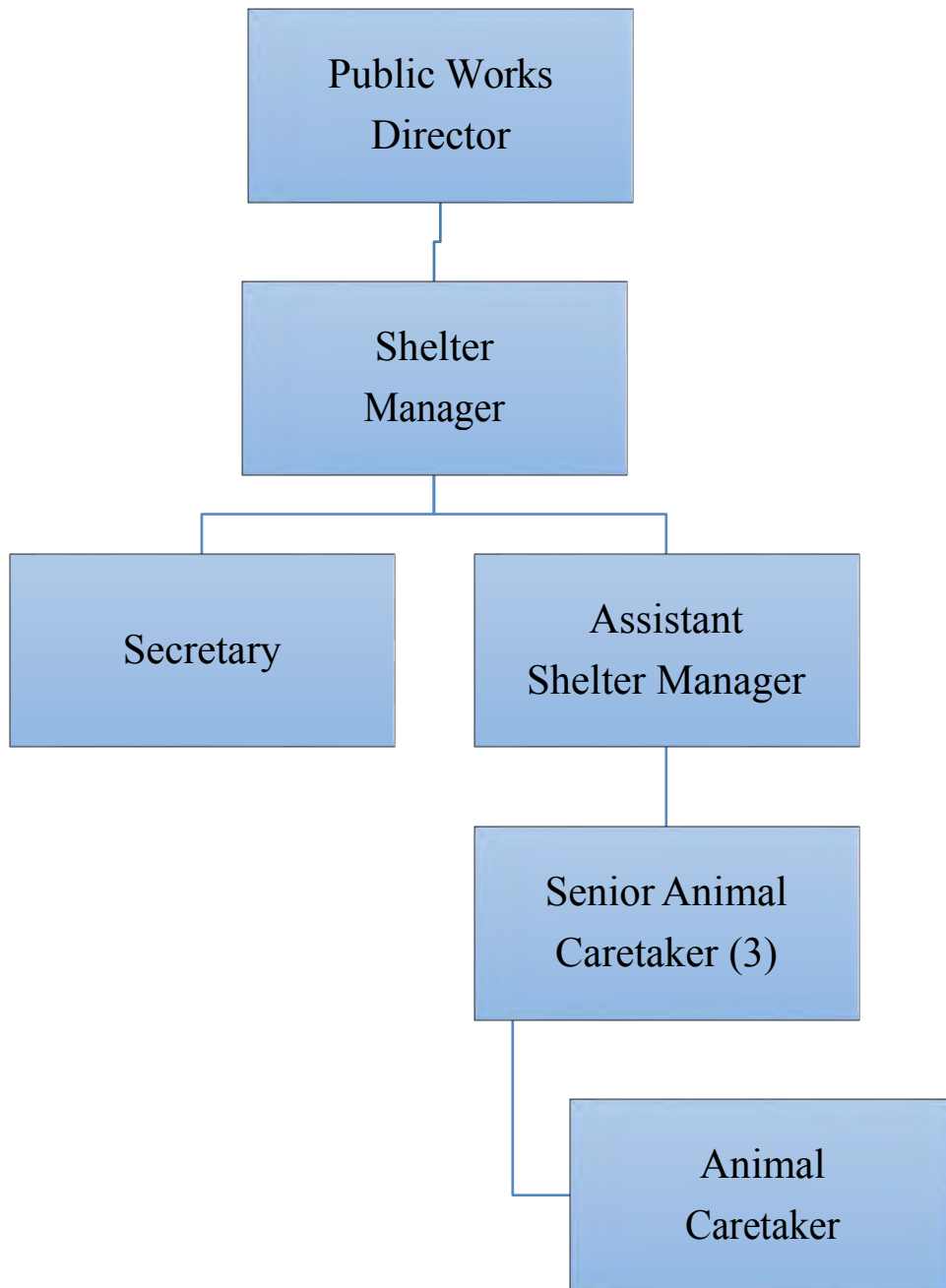
	FY 2017 Actual	FY 2018 Projected	FY 2019 Projected
Number of dogs adopted or reclaimed	841	750	800
Adoption and reclamation rate for dogs	89%	90%	90
Number of cats adopted or reclaimed	411	300	400
Adoption and reclamation rate for cats	23%	15%	20
Number of rabies clinics held	2	2	2
Number of animals vaccinated at rabies clinics	446	450	450
Business, community, and other public events attended	12	12	12

**BUDGET SUMMARY:**

	FY 2017 Actual	FY 2018 Approved Budget	FY 2018 Estimated Budget	<b>FY 2019 Adopted Budget</b>	Increase/Decrease FY 2018 App. To FY 2019	
					Amount	%
Costs:						
Personnel	425,565	492,155			29,287	6.33%
Operating	168,320	155,383			-3,740	-2.35%
Capital/Leases	0	0	0	<b>0</b>	0	0.00%
<b>TOTAL</b>	<b>593,885</b>	<b>647,538</b>	<b>597,387</b>	<b>647,538</b>	<b>25,547</b>	<b>4.11%</b>
Revenue:						
Fees	84,171	80,000			0	0.00%
State/Federal	2,236	2,010			210	11.67%
Local	507,478	565,528			25,337	4.69%
<b>TOTAL</b>	<b>593,885</b>	<b>647,538</b>	<b>597,387</b>	<b>647,538</b>	<b>25,547</b>	<b>4.11%</b>
Full-time Positions	7	7	7	<b>7</b>	0	0.00%

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# Animal Shelter



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10/03/2017 COUNTY OF FREDERICK		- B U D G E T -			E X P E N S E		ACCOUNTING PERIOD 2017/10	
FUND #-010 GENERAL OPERATING FUND								
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin	
		FY/2016	FY/2017	Budget	2017/10	FY2019	Request	
043050	-000-000	ANIMAL SHELTER						
043050-1000-000-000		PERSONNEL SERVICES						
043050-1001-000-002		ANIMAL SHELTER MANAGER	68,385	70,518	72,893	18,223	72,893	
043050-1001-000-003		ASST. ANIMAL SHELTER MANAGER	53,881	55,534	57,433	14,358	57,433	
043050-1001-000-004		SR ANIMAL CARETAKER	38,178	39,350	40,675	10,169	40,675	
043050-1001-000-006		SR SECRETARY	34,639	35,649	36,842	9,211	38,685	
043050-1001-000-092		SR ANIMAL CARETAKER	31,649	33,259	34,371	8,593	34,372	
043050-1001-000-093		SR ANIMAL CARETAKER	33,108	34,123	35,280	8,820	35,280	
043050-1001-000-094		ANIMAL CARETAKER	24,759	26,336	27,195	6,799	27,196	
043050-1001-000-		<b>ANIMAL CARETAKER NEW</b>					26,673	
043050-1003-000-000		PART TIME HELP	32,273	30,510	51,480	8,138	53,820	
043050-1005-000-000		OVERTIME	441	203	5,000	43	5,000	
043050-1009-000-000		MERIT RESERVE						
		<b>PERSONAL SERVICE</b>	<b>317,313</b>	<b>325,482</b>	<b>361,169</b>	<b>84,354</b>	<b>392,027</b>	
043050-2000-000-000		FRINGE BENEFITS						
043050-2001-000-000		F.I.C.A.	22,813	23,307	27,629	6,015	29,990	
043050-2002-000-000		RETIREMENT - V.S.R.S.	30,133	27,119	28,031	7,008	30,655	
043050-2005-000-000		HOSPITAL/MEDICAL PLANS	63,750	41,563	75,460	22,647	94,944	
043050-2006-000-000		GROUP INSURANCE	3,380	3,861	3,991	998	4,365	
043050-2008-000-000		SHORT & LONG TERM DISABILITY	89	155	200	40	318	
043050-2011-000-000		WORKER'S COMPENSATION	4,149	4,078	4,623	1,080	5,018	
		<b>FRINGE BENEFITS</b>	<b>124,314</b>	<b>100,083</b>	<b>139,934</b>	<b>37,788</b>	<b>165,290</b>	
043050-3000-000-000		CONTRACTED SERVICES						
043050-3001-000-000		PROFESSIONAL HEALTH SERVICES	14,277	18,751	18,000	4,012	24,500	
043050-3002-000-000		PROFESSIONAL SERVICES - OTHER	14,040	12,320	18,000	2,490	21,995	
043050-3004-000-000		REPAIR AND MAINTENANCE	10,854	6,243	6,900	391	8,000	
043050-3004-000-002		REPAIR AND MAINTENANCE - VEHIC	465	1,500	2,200		2,200	
043050-3004-000-003		REPAIRS AND MAINTENANCE-BUILDI	524	2,099	1,940	108	1,940	
043050-3005-000-000		MAINTENANCE SERVICE CONTRACTS	220	170	365		365	
043050-3006-000-000		PRINTING AND BINDING	711	753	1,000	120	1,000	
043050-3007-000-000		ADVERTISING	974	992	1,200		1,200	
043050-3010-000-000		OTHER CONTRACTUAL SERVICES	6,986	4,832	8,000	1,279	9,900	
		<b>PURCHASED SERVICES</b>	<b>49,051</b>	<b>47,660</b>	<b>57,605</b>	<b>8,400</b>	<b>71,100</b>	
043050-4000-000-000		INTERNAL SERVICES						
043050-4003-000-002		CENTRAL STORES-GASOLINE	807	786	1,125	118	1,125	
		<b>INTERNAL SERVICES</b>	<b>807</b>	<b>786</b>	<b>1,125</b>	<b>118</b>	<b>1,125</b>	
043050-5100-000-000		UTILITIES						
043050-5101-000-000		ELECTRICAL SERVICES	20,478	19,667	23,400	4,204	23,400	
043050-5102-000-000		HEATING SERVICES	5,422	6,663	9,840	247	9,840	
043050-5103-000-000		WATER AND SEWER	8,646	4,913	6,600	378	6,600	
043050-5204-000-000		POSTAGE AND TELEPHONE	135	137	200	12	200	

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043050-5300-000-000	INSURANCE						
043050-5301-000-000	BOILER INSURANCE	267	255	300	253	300	
043050-5302-000-000	FIRE INSURANCE	2,062	2,421	2,500	2,388	2,500	
043050-5305-000-000	MOTOR VEHICLE INSURANCE	1,448	1,650	1,800	1,535	1,800	
043050-5306-000-000	SURETY BONDS	42	40	55	40	55	
043050-5401-000-000	OFFICE SUPPLIES	687	2,759	1,980		2,780	
043050-5402-000-001	DOG FOOD	1,046	1,796	2,200		2,500	
043050-5402-000-003	CAT FOOD	947	522	1,800		1,800	
043050-5404-000-000	MEDICAL AND LABORATORY SUPPL	6,695	6,733	8,370	1,353	10,370	
043050-5405-000-000	LAUNDRY/HOUSEKEEPING AND JANIT	10,081	15,945	13,000	1,394	13,000	
043050-5407-000-000	REPAIR AND MAINTENANCE SUPPL	4,429	4,280	5,580	748	5,580	
043050-5410-000-000	UNIFORMS AND WEARING APPAREL			250		250	
043050-5413-000-000	OTHER OPERATING SUPPLIES	42,534	51,247	16,982	1,337	13,482	
043050-5506-000-000	TRAVEL	1,445	756	1,375		1,375	
043050-5801-000-000	DUES AND ASSOC. MEMBERSHIPS	90	90	421		421	
	OTHER CHARGES	106,454	119,874	96,653	13,889	96,253	
043050-8001-000-000	MACHINERY AND EQUIPMENT						
043050-8002-000-000	FURNITURE AND FIXTURES						
043050-8005-000-000	MOTOR VEHICLES AND EQUIPMENT						
043050-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMENT						
043050-8009-000-000	MISCELLANEOUS EQUIPMENT						
043050-8011-000-000	ALTERATIONS TO OLD BUILDINGS						
043050-8800-000-000	BUILDINGS						
	CAPITAL OUTLAY					0	
	TOTAL DEPARTMENT	597,939	593,885	656,486	144,549	725,795	

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## 2018-2019 BUDGET INFORMATION - REVENUES

DEPARTMENT ANIMAL SHELTER		DEPARTMENT CODE 4305				
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
16060-002	Donations, Adoption/Reclaim Fees	60,000				60,000
16060-003	Spay/Neuter Fees/State funds	20,000	1,995			21,995
	Total	80,000	1,995			81,995

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4305-1001-02	Animal Shelter Manager		72,893
10-4305-1001-03	Assistant Animal Shelter Manager		57,433
10-4305-1001-04	SR Animal Caretaker		40,675
10-4305-1001-06	SR Secretary		38,685
10-4305-1001-92	SR Animal Caretaker		34,372
10-4305-1001-93	SR Animal Caretaker		35,280
10-4305-1001-94	Animal Caretaker		27,196
New Position	Animal Caretaker Entry level caretaker position to allow flexibility in scheduling, free senior staff from caretaking duties to improve services		26,673
10-4305-1003-00	Part-time Salaries & Wages - Regular \$11.50/hr. x 90 hours x 52 weeks Includes a raise from \$11.00/hr. to \$11.50/hr.	53,820	53,820

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4305-1005-00	<b>Extra Help/Overtime</b> Accommodates overtime required during holidays, busy times and emergency situations		<b>5,000</b>
10-4305-2001-00	<b>F.I.C.A.</b>		<b>29,990</b>
10-4305-2002-00	<b>Retirement - V.S.R.S.</b>		<b>30,655</b>
10-4305-2005-00	<b>Hospital/Medical Plans</b>		<b>94,944</b>
10-4305-2006-00	<b>Group Insurance</b>		<b>4,365</b>
10-4305-2008-00	<b>Short and Long Term Disability</b>		<b>318</b>
10-4305-2011-00	<b>Workers Compensation</b>		<b>5,018</b>

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>10-4305-3001-00</b>	<b>Professional Health Services</b> Sick and injured animals requiring veterinary attention Based on FY17/18 spending Increased due to higher public expectations and VDACS mandates Vaccinations - 3 employees @ \$700.00 = \$2,100.00 Employee drug testing 10 employees @ \$40.00 = \$400.00	 <b>22,000</b>   <b>2,100</b> <b>400</b>	      <b>24,500</b>
<b>10-4305-3002-00</b>	<b>Professional Services</b> Spay/neuter deposit funds equals revenue Dog deposits 200 @ \$70.00 = \$14,000.00 Cat deposits 120 @ \$50.00 = \$6,000.00 State animal friendly tag revenue	   <b>14,000</b> <b>6,000</b> <b>1,995</b>	     <b>21,995</b>

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>10-4305-3004-00</b>	<b>Repair and Maintenance - Equipment</b> Yearly service generator contract = \$1000.00 Generator repairs Misc. repairs - freezer, washer/dryer, air exchange units Increased due to deteriorating roof top units	 <b>1,000</b> <b>2,000</b> <b>5,000</b>	<b>8,000</b>
<b>10-4305-3004-02</b>	<b>Repair and Maintenance - Vehicle</b> Oil Change (2 vehicles) 4 @ \$50.00 = \$200.00 Tires 4 @ \$250.00 = \$1,000.00 Misc. repairs - transmission, engine brakes, etc.	 <b>200</b> <b>1,000</b> <b>1,000</b>	<b>2,200</b>
<b>10-4305-3004-03</b>	<b>Repair and Maintenance - Grounds</b> Misc. repairs - roof, plumbing, and structure repairs Roto-Rooter 6 @ \$120.00 = \$720.00	 <b>1,220</b> <b>720</b>	<b>1,940</b>
<b>10-4305-3005-00</b>	<b>Maintenance Service Contract</b> Service contract for copier	 <b>365</b>	<b>365</b>
<b>10-4305-3006-00</b>	<b>Printing and Binding</b> Receipt books 2 @ \$300.00 = \$600.00 Adoption contracts Lost/found reports	 <b>600</b> <b>300</b> <b>100</b>	<b>1,000</b>

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>10-4305-3007-00</b>	<b>Advertising</b> Rabies clinic advertising \$300.00 per event x 2 = \$600.00 Adoption/event advertising \$100.00 per event x 6 = \$600.00	<b>600</b> <b>600</b>	<b>1,200</b>
<b>10-4305-3010-00</b>	<b>Other Contractual Services</b> Heating/Cooling maintenance contract Carcass disposal \$150.00 x 4 = \$600.00 Pump hair trap \$200.00 x 2 = \$400.00 Fire alarm system inspection and maintenance Snow removal \$350.00 X 6 = \$2,100.00 Pest control contract Duct cleaning \$2,500.00	<b>2,800</b> <b>600</b> <b>400</b> <b>500</b> <b>2,100</b> <b>1,000</b> <b>2,500</b>	<b>9,900</b>
<b>10-4305-4003-02</b>	<b>Central Stores - Gasoline</b> 500 gals. (2 Vehicles) @ \$2.25 per gal. = \$1,125.00	<b>1,125</b>	<b>1,125</b>
<b>10-4305-5101-00</b>	<b>Electrical Services</b> Assume \$1,950.00/month = \$23,400.00	<b>23,400</b>	<b>23,400</b>
<b>10-4305-5102-00</b>	<b>Heating Services</b> Assume \$820.00/month = \$9,840.00	<b>9,840</b>	<b>9,840</b>

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4305-5103-00	<b>Water and Sewer</b> Estimated \$550.00/month = \$6,600.00	6,600	6,600
10-4305-5204-00	<b>Postage and Telephone</b> Approximately \$10.00/month for one phone and one fax line Misc. repairs	120  80	200
10-4305-5301-00	<b>Boiler Insurance</b>		300
10-4305-5302-00	<b>Fire &amp; Property Insurance</b>		2,500
10-4305-5305-00	<b>Motor Vehicle Insurance</b>		1,800
10-4305-5306-00	<b>Surety Bonds</b>		55
10-4305-5401-00	<b>Office Supplies</b> General supplies (Paper, tape, staples, ink cartridges, etc.) Computer equipment Computer software Laser printer cartridges 4 @ \$70.00 = \$280.00 Laser printer color cartridges 1 @ \$200.00	800 1,000 500 280 200	2,780

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>10-4305-5402-01</b>	<b>Dog Food</b> Adult dog food 100 bags @ \$16.00 = \$1,600.00 Puppy food 36 bags @ \$20.00 = \$720.00 Canned food 12 cases @ \$15.00 = \$180.00 Assuming donations continue at present level	 <b>1,600</b> <b>720</b> <b>180</b>	<b>2,500</b>
<b>10-4305-5402-03</b>	<b>Cat Food</b> Adult cat food 60 bags @ \$25.00 = \$1,500.00 Canned food 30 cases @ \$10.00 = \$300.00 Assuming donations continue at present level	 <b>1,500</b> <b>300</b>	<b>1,800</b>
<b>10-4305-5404-00</b>	<b>Medical and Laboratory</b> Fatal Plus 20 vials @ \$60.00 = \$1,200.00 Dog vaccines 30 boxes @ \$80.00 = \$2,400.00 Cat vaccines 30 boxes @ \$80.00 = \$2,400.00 De-wormer 6 pints @ \$70.00 = \$420.00 Sedative, needles, and misc. supplies Microchips 400 @ \$5.00 = \$2,000 Includes free registration for owner	 <b>1,200</b> <b>2,400</b> <b>2,400</b> <b>420</b> <b>1,950</b> <b>2,000</b>	<b>10,370</b>

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>10-4305-5405-00</b>	<b>Laundry and Housekeeping</b> Bleach, paper towels, laundry soap and toilet paper Disinfectants 5 - 55 gal per year @ \$600.00 = \$3,000.00 Trash bags 50 cases per year @ \$49.00 = \$2,450.00 Misc. mops, cleaning brushes, light bulbs Misc. disinfectants, dish soaps and deodorizers Shipping/handling charges	<b>6,000</b> <b>3,000</b> <b>2,450</b> <b>600</b> <b>600</b> <b>350</b>	<b>13,000</b>
<b>10-4305-5407-00</b>	<b>Repair and Maintenance</b> Hoses, nozzles and accessories Trap and other misc. filters, pressure washer oil Maintenance and other supplies, repair items, tools Replace carbon filters 3 X per year @ \$500.00 = \$1,500.00 Duct work filters 6 x per year @ \$80.00 = \$480.00	<b>600</b> <b>1,000</b> <b>2,000</b> <b>1,500</b> <b>480</b>	<b>5,580</b>
<b>10-4305-5410-00</b>	<b>Uniforms and Wearing Apparel</b> Insulated gloves 6 pairs @ \$10.00 = \$60.00 Slip on boots 6 pairs @ \$15.00 = \$90.00 Safety glasses and protective clothing	<b>60</b> <b>90</b> <b>100</b>	<b>250</b>

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>10-4305-5413-00</b>	<b>Other Operating Supplies</b>		<b>13,482</b>
	Cat traps 6 @ \$60.00 = \$360.00	360	
	Disposable cat carriers 700 @ \$1.79 = \$1,253	1,253	
	Leashes 800 @ \$.64 = \$512.00	512	
	Kitty litter 1000 bags @ \$3.25 = \$3,250.00	3,250	
	Miscellaneous signs, plaques, tiles = \$300.00	300	
	Woven bags 600 per year @ \$ .70 = \$420.00	420	
	Scoopers 5 per year @ \$15.00 = \$75.00	75	
	Disposable litter boxes 9,000 @ \$ .45 = \$4,050.00	4,050	
	Feral cat handling boxes 5 @ \$80.00 = \$400.00	400	
	Road salt 20 – 50 lb. bags @ \$5.00 ea. = \$100.00	100	
	Promo items - t-shirts, event needs, marketing supplies	650	
	Small animal supplies	200	
	Miscellaneous supplies - keys, tools, pesticides, etc.	472	
	Chew proof dog benches 16 @ \$90.00 = \$1,440.00	1,440	

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4305-5506-00	Travel		<b>1,375</b>
	Miscellaneous local training courses	<b>250</b>	
	VA ACO seminar registration 2 @ \$250.00 = \$500.00	<b>500</b>	
	Hotel 4 nights @ \$100.00 = \$400.00	<b>400</b>	
	Meals/airfare, travel (tolls, etc.) = \$225.00	<b>225</b>	
10-4305-5801-00	Dues and Memberships		<b>421</b>
	State controlled substance permit = \$90.00	<b>90</b>	
	AHA Membership = \$127.00	<b>127</b>	
	DEA License = \$184.00	<b>184</b>	
	Virginia Animal Control Association membership = \$20.00	<b>20</b>	

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# 2018-2019 CAPITAL REQUESTS

DEPARTMENT ANIMAL SHELTER

DEPARTMENT CODE 4305

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)

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4203

REFUSE

COLLECTION

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# REFUSE COLLECTION

**DESCRIPTION:**

Refuse Collection is a contractual service provided to the county by an approved hauler through a one-year, option-to-renew contract. Refuse collection service is the collection and removal of Frederick County municipal solid waste from all county compactor and container sites. This service is also extended to all schools, parks, libraries, and other municipal facilities within Frederick County. The county owns or leases the sites and provides the labor and supervision necessary to maintain both appearance and function. The county provides and maintains the actual compactor and container equipment. The refuse hauler provides the dumpster units located at two sites in the western end of the county.

This budget also includes the county's recycling program.

**GOALS:**

- Minimize the number of pulls and maximize compaction densities from compactor sites to reduce collections costs.
- Maintain coverage at all sites to discourage illegal dumping and misuse.
- Continue to promote recycling program in order to encourage participation and increase waste diversion.
- Emphasize waste prevention as the most effective method of solid waste management.
- Continue to work with local businesses and industry regarding proper disposal options.
- Continue to maintain and upgrade services, facilities, and equipment.

**PERFORMANCE INDICATORS:**

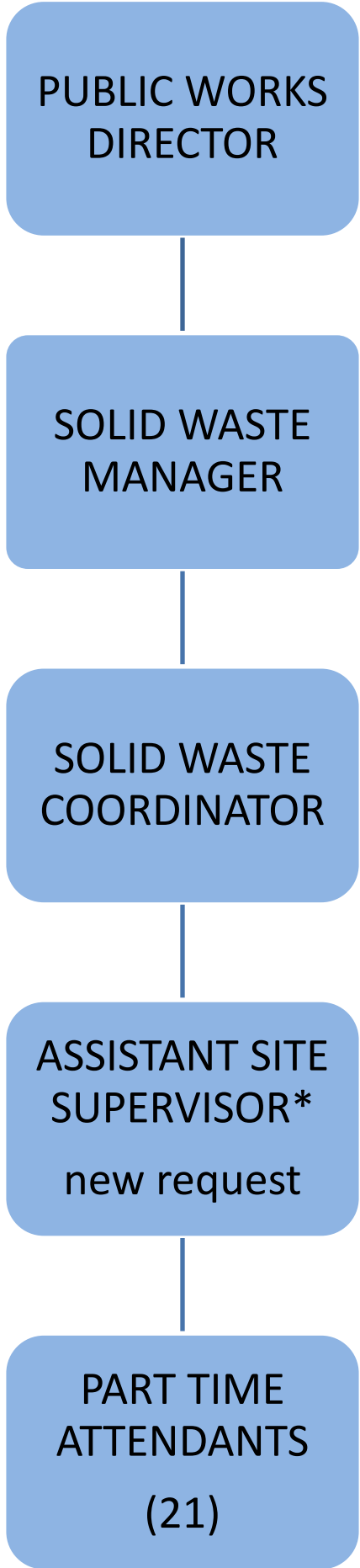
	FY 2017 <u>Actual</u>	FY 2018 <u>Projected</u>	FY 2019 <u>Projected</u>
Refuse collected and hauled (in tons)	18,166	28,246	19,256
Household material recycled (in tons)	3,092	5,540	3,100
Recycling Rate	52.5%	51%	51%
Business, community, and other public outreach audience members	5,630	2,900	3,000

**BUDGET SUMMARY:**

	FY 2016 Actual	FY 2017 Approved Budget	FY 2017 Estimated Budget	<b>FY 2018 Adopted Budget</b>	Increase/Decrease FY 2017 App. To FY 2018 Amount	%
Costs:						
Personnel	530,488	595,248			19,554	3.40%
Operating	650,632	790,784			-3,149	-0.40%
Capital/Leases	15,225	7,340			0	0.00%
<b>TOTAL</b>	<b>1,196,345</b>	<b>1,393,372</b>	<b>1,245,849</b>	<b>1,393,372</b>	<b>16,405</b>	<b>1.19%</b>
Revenue:						
Fees	301,912	272,660			-4,923	-1.77%
State/Federal	0	0			0	0.00%
Local	894,433	1,120,712			21,328	1.94%
<b>TOTAL</b>	<b>1,196,345</b>	<b>1,393,372</b>	<b>1,245,849</b>	<b>1,393,372</b>	<b>16,405</b>	<b>1.19%</b>
Full-time Positions	2	2	2	<b>2</b>	0	0.00%

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10/03/2017 COUNTY OF FREDERICK		- B U D G E T -			E X P E N S E		ACCOUNTING PERIOD 2017/10	
FUND #-010 GENERAL OPERATING FUND								
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin	
		FY/2016	FY/2017	Budget	2017/10	FY2019	Request	
042030 -000-000	REFUSE COLLECTION							
042030-1001-000-001	SOLID WASTE MANAGER	61,354	63,305	65,444	16,361	65,444		
042030-1001-000-002	SOLID WASTE COORDINATOR	53,076	54,560	56,381	14,095	56,381		
042030-1001-000-003	ASST. CONV. SITE SUPR.					33,506		
042030-1001-000-004	LABORER II							
042030-1003-000-000	COMPACTOR SITE - PART TIME	302,716	307,176	357,175	90,735	367,271		
042030-1005-000-000	OVERTIME	6,071	9,479	11,844	3,700	13,176		
042030-1009-000-000	MERIT RESERVE3							
	<b>PERSONAL SERVICE</b>	<b>423,217</b>	<b>434,520</b>	<b>490,844</b>	<b>124,891</b>	<b>535,778</b>		
042030-2000-000-000	FRINGE BENEFITS							
042030-2001-000-000	F.I.C.A.	31,907	32,729	37,549	9,430	40,987		
042030-2002-000-000	RETIREMENT - V.S.R.S.	12,141	10,844	11,208	3,480	14,290		
042030-2005-000-000	HOSPITAL - MEDICAL PLANS	22,802	30,066	33,560	8,422	35,604		
042030-2006-000-000	GROUP INSURANCE	1,362	1,544	1,595	496	2,153		
042030-2008-000-000	SHORT & LONG TERM DISABILITY							
042030-2011-000-000	WORKER'S COMPENSATION	18,694	20,785	24,058	6,008	25,262		
	<b>FRINGE BENEFITS</b>	<b>86,906</b>	<b>95,968</b>	<b>107,970</b>	<b>27,836</b>	<b>118,296</b>		
042030-3000-000-000	CONTRACTUAL SERVICES							
042030-3002-000-000	PROFESSIONAL SERVICES		23,939	39,000	23,881	75,000		
042030-3003-000-000	TEMPORARY HELP SERVICE FEES							
042030-3004-000-001	REPAIR & MAINTENANCE - EQUIP.	13,949	10,968	36,200	835	31,200		
042030-3004-000-002	REPAIR & MAINTENANCE - VEHICLE	12,179	3,905	5,136	445	5,136		
042030-3004-000-003	REPAIR AND MAINTENANCE -BUILD	20,215	2,316	70,134		100,925		
042030-3005-000-000	MAINTENANCE SERVICE CONTRACTS			450				
042030-3006-000-000	PRINTING AND BINDING	2,031	2,783	3,410	54	2,460		
042030-3007-000-000	ADVERTISING	5,132	4,724	5,712		5,712		
042030-3010-000-000	OTHER CONTRACTUAL SERVICES	559,011	545,766	627,037	47,276	633,565		
	<b>PURCHASED SERVICES</b>	<b>612,517</b>	<b>594,401</b>	<b>787,079</b>	<b>72,491</b>	<b>853,998</b>		
042030-4003-000-002	CENTRAL STORES - GASOLINE	4,586	4,013	7,877	825	5,101		
	<b>INTERNAL SERVICES</b>	<b>4,586</b>	<b>4,013</b>	<b>7,877</b>	<b>825</b>	<b>5,101</b>		
042030-5100-000-000	UTILITIES							
042030-5101-000-000	ELECTRICAL SERVICES	12,194	12,254	15,228	1,336	15,228		
042030-5204-000-000	POSTAGE AND TELEPHONE	1,302	1,806	1,580	154	1,936		
042030-5300-000-000	INSURANCE							
042030-5302-000-000	FIRE & PROPERTY INSURANCE	1,001	1,176	1,500	1,190	950		
042030-5305-000-000	MOTOR VEHICLE INSURANCE	1,930	2,200	2,300	2,047	3,000		
042030-5400-000-000	MATERIALS AND SUPPLIES							
042030-5401-000-000	OFFICE SUPPLIES	1,351	2,489	1,446	914	1,906		
042030-5405-000-000	LAUNDRY/HOUSEKEEPING SUPPLIES	967	2,422	3,128	24	3,073		
042030-5407-000-000	REPAIR AND MAINTENANCE SUPPL	5,867	10,004	15,015	197	11,035		
042030-5408-000-000	VEHICLE & POWERED EQUIP. SUPPL	2,097	3,280	1,000	120	1,000		

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042030-5408-000-002	VEHICLE FUELS & LUBRICANTS	7,438	6,471	10,500	31	9,780	
042030-5410-000-000	UNIFORMS	207	306	350		700	
042030-5411-000-000	BOOKS AND SUBSCRIPTIONS	128	129	130		140	
042030-5412-000-000	EDUCATIONAL & RECREATIONAL SUP	3,342	4,215	3,375	387	3,875	
042030-5412-000-001	EDUCATIONAL SUPPLIES - GRANT						
042030-5413-000-000	OTHER OPERATING SUPPLIES	7,071	4,342	7,835	456	5,012	
042030-5415-000-000	OTHER EXPENSES(RECYCLING GRANT	509					
042030-5416-000-000	POSTER COMPETITION						
042030-5506-000-000	TRAVEL	782	912	1,500		1,500	
042030-5801-000-000	DUES AND ASSOC. MEMBERSHIPS	362	212	375		375	
	<b>OTHER CHARGES</b>	<b>46,548</b>	<b>52,218</b>	<b>65,262</b>	<b>6,856</b>	<b>59,510</b>	
042030-8001-000-000	MACHINERY AND EQUIPMENT						
042030-8002-000-000	FURNITURE AND FIXTURES						
042030-8003-000-000	LEASE/RENT OF LAND						
042030-8005-000-000	MOTOR VEHICLES AND EQUIPMENT						
042030-8006-000-000	CONSTRUCTION VEHICLES AND EQUI	17,475	9,225	16,860	16,860	9,400	
042030-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMENT						
042030-8700-000-000	LAND					60,000	
042030-8800-000-000	BUILDINGS					20,000	
042030-8900-000-000	IMPROVEMENTS OTHER THAN BUILDING			540,000	54,030		
	<b>CAPITAL OUTLAY</b>	<b>17,475</b>	<b>9,225</b>	<b>556,860</b>	<b>70,890</b>	<b>89,400</b>	
042030-9001-000-000	LEASE/RENT OF EQUIPMENT	331		1,320		1,320	
042030-9003-000-000	LEASE/RENT OF LAND	6,000	6,000	6,020	6,000	6,020	
	<b>OTHER USES OF FUNDS</b>	<b>6,331</b>	<b>6,000</b>	<b>7,340</b>	<b>6,000</b>	<b>7,340</b>	
	<b>TOTAL DEPARTMENT</b>	<b>1,197,580</b>	<b>1,196,345</b>	<b>2,023,232</b>	<b>309,789</b>	<b>1,669,423</b>	

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## 2018-2019 BUDGET INFORMATION - REVENUES

DEPARTMENT		DEPARTMENT CODE				
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
1899-22	<b>From landfill budget 5604</b> \$1/ton @ 170,000 tons x 64.5%	109,650				109,650
1904-01	<b>Clarke Container Fees</b>  Stephenson (7%) \$438/mo x 12  Double Toll Gate (37%) \$2239/mo x 12  Landfill (13%) \$2100/mo x 12  Greenwood (4%) \$284/mo x 12	5,256				26,868
1904-03	<b>Winchester Container Fees</b> Landfill (23%) \$3716/mo x 12	25,200				3,408
						44,592

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## 2018-2019 BUDGET INFORMATION - REVENUES

DEPARTMENT		DEPARTMENT CODE				
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
1906-06	Recycling Credit - sale of commodities	50,000				50,000
	Recycling Reimburse/Clarke	8,600				8,600
	Sale of Rain Barrels/Composters resale to residents at cost	2,300				2,300
1904-12	Payments/Bowman Library \$159/mo x 12	1,908				1,908
						277,782

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-1001-00	<b>Solid Waste Manager</b>		65,444
10-4203-1001-02	<b>Solid Waste Coordinator</b>		56,381
10-4203-1001-03	<b>Assistant Site Supervisor; proposed new position request</b>		33,506
10-4203-1003-00	<b>Part-time Salaries and Wages -- regular</b> 29,692 hrs @ \$10.90/hr; one staff floater @ 1560 hrs @ \$11.50/hr; and one laborer/floater @ 1976 hrs @ \$13/hr		367,271
10-4203-1005-00	<b>Extra Help/Overtime</b> Allows for 300 hrs @ \$40.67/hr for unscheduled overtime, on-call duties by coordinator = \$12,201; also includes 50 hrs overtime for laborer @ \$19.50/hr = \$975		13,176
10-4203-2001-00	<b>F.I.C.A. Includes benefits for new position</b>		40,736
10-4203-2002-00	<b>Retirement - VSRS</b> Includes benefits for new position		14,016
10-4203-2005-00	<b>Hospital/Medical Plans</b>		35,604
10-4203-2006-00	<b>Group Insurance</b>		2,153

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-2011-00	<b>Workman's Compensation</b> Based on \$6.14/\$100 for compactor workers; 0.09 for solid waste manager and assistant; \$2.54 for solid waste coordinator		25,262
10-4203-3002-00	<b>Professional Services</b> Design/survey work for relocated Albin site; included in CIP request		75,000
10-4203-3001-01	<b>Repair/Maintenance -- Equipment</b> Assume can repair \$4200 x 4 cans = \$16,800; rollers/pins for cans \$700/set x 2 = \$1400; compactor repair x 10 units = \$8000; continue rehab paper cans @ \$500; prime/paint one hopper @ \$4500		31,200
10-4203-3004-02	<b>Repair/Maintenance -- Vehicle</b> Oil changes \$81 x 13 changes = \$1053; inspections vehicles (5) & trailer \$83; allowance for routine repairs @ 5 vehicles = \$4000; based on 16/17 avg monthly costs		5,136
10-4203-3004-03	<b>Repair/Maintenance -- Buildings and Grounds</b> Gravel @ \$275/load = \$1375; fence/gate repair @ \$650/occurrence = \$1950; pole lights \$495; spray for bag worms @ \$800/two sprays; update/replace metal signs \$87 x 15 = \$1305; replace culvert @ Round Hill site @ \$60,000; pave Round Hill site @ \$35,000		100,925

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-3006-00	<b>Printing and Binding</b> Signs, decals, brochures, flyers, banners to educate/promote programs; 9 banners @ \$95 = \$855; coroplast signs @ \$25 = \$400; can decals @ \$10 = \$550. Allowance for brochures, flyers and posters @ \$655		2,460
10-4203-3007-00	<b>Advertising</b> Promote Community Shred events; TreeCycle; Earth Day/Arbor Day; other recycling programs; environmental outreach; assume \$272 per insertion; based on FY 16/17 avg		5,712
10-4203-3010-00	<b>Other Contractual Services</b> Hauling contract with 3% anticipated increase based on FY 17/18 mo avg + 3% x 12 mo = \$51,171 x 12 mo; increase based on CPI as published by U.S. Bureau of Labor Statistic for Waste Hauling  Bowman Library (\$159 x 12) Portable toilet service (\$710/mo x 12) Snow removal (Gore, Star Tannery, emergency service) Fire extinguisher annual service Emergency kits; bi-annual re-stock	614,052       1,908 8,520 7,500 325 1,260	633,565

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-4003-02	<b>Central Stores</b> 2267 gal @ \$2.25/gal for five vehicles; based on fuel logs		5,101
10-4203-5101-00	<b>Electrical Services</b> Estimate for 10 sites @ \$1269/mo x 12; based on FY 16/17 avg		15,228
10-4203-5204-00	<b>Postage and Telephone</b> Mailing of correspondence @ \$200; includes cell phone for solid waste coordinator @ \$86/mo x 12 = \$1032; also includes data plan for tablet for manager @ \$42 x 12 = \$504; and reimbursement for personal cell use by manager @ \$200		1,936
10-4203-5302-00	<b>Fire and Property Insurance</b>		950
10-4203-5305-00	<b>Motor Vehicle Insurance</b>		3,000
10-4203-5401-00	<b>Office Supplies</b> Ink cartridges 8 @ \$70 = \$560; frames for recycling awards 12 @ \$25 = \$300; stationary 2 cartons @ \$125; color paper @ \$12/ream x 10=\$120 copier paper 2 cartons @ \$90; laminate/legal \$30; laminate/letter \$20; binders 3 @ \$36; rubber bands 25 bx @ \$5/bx = \$125; pre-printed educational booklets/brochures i.e. composting, i.d. theft @ \$300. Allowance for post-its, pens, folders, tape, note pads, etc. = \$200		1,906

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-5405-00	<p><b>Laundry and Housekeeping</b></p> <p>Hand tools 7 @ \$175; gloves 24 @ \$144; tarps 6 @ \$750; rain suits 5 @ \$85; garbage bags 15 bx @ \$285; 40 bx shop rags @ \$480; 3 cases paper towels @ \$288; 12 grabbers @ \$336; hand sanitizer @ \$300; pop-up wipes @ \$175; Tyvek suits @ \$55</p>		3,073
10-4203-5407-00	<p><b>Repair and Maintenance -- Buildings and Grounds</b></p> <p>Rodent blocks 18 lb @ \$100; ice melt \$7/bag @ \$910; #8 gravel @ \$300; patch filler \$14/bag @ 35 = \$490; 24D @ \$20/gal x 15 = \$300; RoundUp \$50/gal @ 15 = \$750; concrete 20 bags @ \$6 = \$120; resurfacer \$22/bag x 20 = \$440; compactor paint \$50/gal x 25 gal = \$1250; primer \$58/gal x 25 gal = \$1450; surfactant \$10/gal x 5 = \$50; 2 grease guns @ \$80; breakers @ \$200; screen doors 2 @ \$175 = \$350; 2 wall heaters @ \$250; Stay Dry absorbent 25 bags @ \$12 = \$300; degreaser 24 @ \$7/can = \$168; insect repellent 15 cans @ \$4 = \$60; K31 rye @ \$1/lb = \$100; straw bales @ 36 bales @ \$7/bale = \$252; a/c unit @ \$275; traffic cones 15 @ \$16 = \$240; steel/compactor rail replacement @ \$1800; misc flat steel for can repair/patch @ \$800; allowance for drill bits, grinding wheels, couplings, hoses, screws, lumber, nails, spray paint, wheel stops, etc.</p>		11,035

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-5408-00	<b>Vehicle and Powered Equipment Supplies</b> Parts, lubes, blades, filters, plugs, hoses, belts for mowers, trimmers, blowers, etc.; wiper blades, fuel filters, chains, etc. for vehicles; in-house compactor repair parts/oil filters @ \$70 ea		1,000
10-4203-5408-02	<b>Vehicle Fuels and Lubricants</b> Allowance for motor oil, antifreeze, fuel/mowers, oxygen/acetylene, kerosene, diesel @ \$2500; grease for compactors 6 tubes/wk = \$9 x 52/wk @ 10 units = \$4680; 4 drums hydraulic oil for compactors @ \$650/drum x 4 = \$2600		9,780
10-4203-5410-00	<b>Uniforms</b> Clothing allowance for 2 field staff @ \$350 ea		700
10-4203-5411-00	<b>Books and Subscriptions</b> Winchester Star @ \$140/yr		140
10-4203-5412-00	<b>Educational and Recreational</b> Promo/outreach materials for school programs, community events, America Recycles Day, Earth Day, Arbor Day, Community Shred events, rain barrel/compost bin sale, etc. Also includes costs of 300 18-gal recycling bins @ \$10 ea for residents = \$3000		3,875

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-5413-00	<b>Other Operating Supplies</b> Misc. fees and supplies, including bottled water for sites @ \$562/yr based on FY 16/17 consumption/mo; meals for trustees during snow removal events @ \$250; cost of direct buy rain barrels/compost bins for re-sale @ \$2300; metal textile donation bin @ \$1900		5,012
10-4203-5506-00	<b>Travel</b> Includes travel to annual Virginia Recycling Association Conference/Training by manager @ \$1,000; allowance for on-line training		1,500
10-4203-5801-00	<b>Dues and Association Memberships</b> Manager's dues to VRA @ \$150; Solid Waste Assoc of North America @ \$225		375
10-4203-8006-00	<b>Construction Vehicles and Equipment</b> Purchase one receiver can @ \$9400 for increased trash flow		9,400
10-4203-8700-00	<b>Land</b> Parcel for relocation of Albin site; included in CIP		60,000

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-8800-00	<b>Building and Fixed Assets</b> 30x60 shed/bay garage @ Stephenson site for solid waste work and repair space		20,000
10-4203-9001-00	<b>Lease/Rent of Equipment</b> i.e., hoe/Bobcat/roller/jackhammer; 4 rentals/mobilization @ \$330 x 4 = \$1320		1,320
10-4203-9003-00	<b>Lease/Rent of Land</b> Shawneeland @ \$20/yr Greenwood @ \$6000/yr		6,020

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## 2018-2019 CAPITAL REQUESTS

DEPARTMENT		DEPARTMENT CODE	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-8006-00	<b>Construction Vehicles and Equipment</b> One packer container for increased trash flow		9,400
10-4203-8700-00	<b>Land</b> Purchase two-acre parcel for relocation of Albin convenience site; included in CIP request		60,000
10-4203-8800-00	<b>Buildings</b> Storage area, lean-to and bay garage @ Stephenson site as work area for solid waste coordinator and staff; replaces multiple small wooden sheds currently in use		20,000
			89,400

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10-4204

CITIZENS'

REFUSE

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# REFUSE DISPOSAL

**DESCRIPTION:**

The operation of the Sanitary Landfill is described under the Frederick-Winchester Landfill Fund.

The budgeted amount is for an internal charge for disposal of the county trash collected from nine collection sites, plus the landfill citizen convenience area. This charge is based on the prevailing rate/ton and the charges are transferred to the Landfill Fund.

**GOALS:**

- Provide reliable, efficient and convenient refuse disposal options to the county's citizens.
- Curtail illegal dumping in Frederick County.
- Provide full-time staffing by part-time personnel.
- Secure site and construct new Clear Brook facility as mandated by quarry operations.
- Plan for relocation of citizen's convenience site in the Albin community.
- Convert Gore dumpster site to a compactor facility.
- Research potential lease agreement or purchase of former White Post Correction Facility property at location of Double Toll Gate convenience site.

**BUDGET SUMMARY:**

	FY 2017 Actual	FY 2018 Approved Budget	FY 2018 Estimated Budget	FY 2019 Adopted Budget	Increase/Decrease FY 2018 App. To FY 2019 Amount	%
Costs:						
Personnel	0	0	0	0	0	0.00%
Operating	519,821	589,464			20,304	3.57%
Capital/Leases	0	0	0	0	0	0.00%
<b>TOTAL</b>	519,821	589,464	441,468	<b>589,464</b>	20,304	3.57%
Revenue:						
Fees	107,515	106,020			9,756	10.13%
State/Federal	0	0			0	0.00%
Local	412,306	483,444			10,548	2.23%
<b>TOTAL</b>	519,821	589,464	441,468	<b>589,464</b>	20,304	3.57%
Full-time Positions	0	0	0	0	0	0.00%

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10/03/2017 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2017/10	
FUND #-010 GENERAL OPERATING FUND							
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin
		FY/2016	FY/2017	Budget	2017/10	FY2019	Request
042040 -000-000	REFUSE DISPOSAL						
042040-1009-000-000	MERIT RESERVE						
042040-3000-000-000	CONTRACTUAL SERVICES						
042040-3009-000-004	COUNTY PAYMENTS - CITIZENS COL	399,710	519,821	589,464	99,207		
042040-3010-000-000	OTHER CONTRACTUAL SERVICES						
	<b>PURCHASED SERVICES</b>	<b>399,710</b>	<b>519,821</b>	<b>589,464</b>	<b>99,207</b>	<b>674,400</b>	
042040-5810-000-001	EEOC CLAIMS						
	<b>OTHER CHARGES</b>					<b>0</b>	
042040-8001-000-000	MACHINERY AND EQUIPMENT						
042040-8002-000-000	FURNITURE AND FIXTURES						
042040-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMENT						
	<b>CAPITAL OUTLAY</b>					<b>0</b>	
	<b>TOTAL DEPARTMENT</b>	<b>399,710</b>	<b>519,821</b>	<b>589,464</b>	<b>99,207</b>	<b>674,400</b>	

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## 2018-2019 BUDGET INFORMATION - REVENUES

DEPARTMENT		DEPARTMENT CODE				
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
1904-04	<p><b>Clarke County (reimbursement)</b></p> <p>Stephenson (7%) \$260 x 12</p> <p>Double Toll Gate (37%) \$1000 x 12</p> <p>Landfill (13%) \$3320 x 12</p> <p>Greenwood (4%) \$140 x 12</p> <p><b>City of Winchester (reimbursement)</b></p> <p>Landfill (23%) \$5860 x 12</p>					<p>3,120</p> <p>12,000</p> <p>39,840</p> <p>1,680</p> <p>70,320</p> <p>126,960</p>

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4204-3009-00	<p><b>County Payments</b></p> <p>Based on FY 16/17 average for refuse disposal plus a factor for rate increase, population and waste flow increase of six percent.</p> <p>Tipping fee FY 17/18 = \$20/ton</p> <p>Three month average citizen disposal costs FY 16/17 = \$53,020</p> <p>Based on 2810 tons/month during FY 17/18</p> <p>2810 tons x 12 x \$20/ton = 674,400</p>		674,400

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# 2018-2019 CAPITAL REQUESTS

DEPARTMENT

DEPARTMENT CODE

EXPENDITURE  
LINE ITEM

DESCRIPTION

DETAIL  
AMOUNT

TOTAL AMOUNT  
(PER LINE ITEM)

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4205  
LITTER  
CONTROL

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# LITTER CONTROL

4205

## DESCRIPTION:

The litter control budget includes personnel costs associated with providing a part-time employee for the supervision of the county's trustee litter crew and associated operating costs.

In summary, the regional adult detention center provides labor at no charge through the Community Inmate Workforce Program. The crew collects litter from along the county's roads with a focus on roads leading to the landfill. The crew also assists in the mitigation of illegal dumps and unlawful accumulations.

## GOALS:

- Control litter along county roads, with an emphasis along the main roads leading to the landfill.
- Discourage illegal dumping and littering throughout the county.
- Increase volunteerism.
- Educate citizens regarding the costs and dangers of litter.

## BUDGET SUMMARY:

	FY 2017 Actual	FY 2018 Approved Budget	FY 2018 Estimated Budget	FY 2019 Adopted Budget	Increase/Decrease FY 2018 App. To FY 2019	
					Amount	%
Costs:						
Personnel	12,401	20,339			7,195	54.74%
Operating	9,516	9,978			-1,265	-11.25%
Capital/Leases	0	0	0	0	0	0.00%
<b>TOTAL</b>	<b>21,917</b>	<b>30,317</b>	<b>19,160</b>	<b>30,317</b>	<b>5,930</b>	<b>24.32%</b>
Revenue:						
Fees	750	0			0	0.00%
State/Federal	15,152	15,152			-448	-2.87%
Local	6,015	15,165			6,378	72.58%
<b>TOTAL</b>	<b>21,917</b>	<b>30,317</b>	<b>19,160</b>	<b>30,317</b>	<b>5,930</b>	<b>24.32%</b>
Full-time Positions	0	0	0	0	0	0.00%

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10/03/2017 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2017/10	
FUND #-010 GENERAL OPERATING FUND							
		Prior Years FY/2016	Prior Years FY/2017	Amended Budget	Actual On 2017/10	Dept Request FY2019	Admin Request
042050 -000-000	LITTER CONTROL - GRANT						
042050-1001-000-004	LITTER CREW - LABORER II						
042050-1003-000-000	LITTER CREW - PART-TIME	12,238	10,891	17,862	2,405		
042050-1005-000-000	OVERTIME						
042050-1009-000-000	MERIT RESERVE						
	<b>PERSONAL SERVICE</b>	<b>12,238</b>	<b>10,891</b>	<b>17,862</b>	<b>2,405</b>	<b>0</b>	
042050-2000-000-000	FRINGE BENEFITS						
042050-2001-000-000	F. I. C. A.	936	833	1,366	184		0
042050-2011-000-000	WORKER'S COMPENSATION	678	677	1,111	148		0
	<b>FRINGE BENEFITS</b>	<b>1,614</b>	<b>1,510</b>	<b>2,477</b>	<b>332</b>	<b>0</b>	
042050-3000-000-000	CONTRACTED SERVICES						
042050-3004-000-002	REPAIR AND MAINTENANCE-VEHICLE	2,150	1,138	2,000			
042050-3006-000-000	PRINTING AND BINDING	89	187	300			
042050-3007-000-000	ADVERTISING	981	750	1,140			
042050-3010-000-000	OTHER CONTRACTED SERVICES						
	<b>PURCHASED SERVICES</b>	<b>3,220</b>	<b>2,075</b>	<b>3,440</b>		<b>0</b>	
042050-4000-000-000	INTERNAL SERVICES						
042050-4003-000-002	CENTRAL STORES - GASOLINE	1,505	1,281	1,490	191		
	<b>INTERNAL SERVICES</b>	<b>1,505</b>	<b>1,281</b>	<b>1,490</b>	<b>191</b>	<b>0</b>	
042050-5204-000-000	POSTAGE AND TELEPHONE	40	135	100	84		
042050-5214-000-000	LITTERTHON PROGRAM						
042050-5214-000-001	WALK YOUR HUMAN PROGRAM		630				
042050-5300-000-000	INSURANCE						
042050-5305-000-000	MOTOR VEHICLE INSURANCE	965	550	575	512		
042050-5400-000-000	MATERIALS & SUPPLIES						
042050-5401-000-000	OFFICE SUPPLIES	23	81				
042050-5405-000-000	LAUNDRY/HOUSEKEEPING AND JANIT	1,928	3,660	2,573			
042050-5407-000-000	REPAIR & MAINTENANCE SUPPLIES	469	17	400			
042050-5408-000-000	VEHICLE AND POWERED EQUIPMENT	59		100			
042050-5410-000-000	UNIFORMS						
042050-5412-000-000	EDUCATIONAL SUPPLIES	575	480	675	266		
042050-5413-000-000	OTHER OPERATING SUPPLIES	490	607	625	55		
042050-5500-000-000	TRAVEL						
042050-5506-000-000	TRAVEL						
042050-5600-000-000	CONTRIBUTIONS TO CIVIC & COMMU						
042050-5604-000-000	OTHER PAYMENTS TO CIVIC ORGAN						
	<b>OTHER CHARGES</b>	<b>4,549</b>	<b>6,160</b>	<b>5,048</b>	<b>917</b>	<b>0</b>	
042050-8005-000-000	MOTOR VEHICLES AND EQUIPMENT						
	<b>CAPITAL OUTLAY</b>					<b>0</b>	
	<b>TOTAL DEPARTMENT</b>	<b>23,126</b>	<b>21,917</b>	<b>30,317</b>	<b>3,845</b>	<b>0</b>	

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## 2018-2019 BUDGET INFORMATION - REVENUES

DEPARTMENT		DEPARTMENT CODE				
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
2404-0007	Litter Control Grant/DEQ		14,700			14,700
						14,700

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4205-1001-00	<b>Litter Crew Leader</b> Part-time staff \$11.75/hr @ 1560 hrs = \$18,330 Monitors trustees during roadside litter cleanups; completes daily logs		18,330
10-4205-2001-00	<b>F.I.C.A.</b>		1,402
10-4205-2011-00	<b>Workman's Compensation</b> Based on \$6.14/\$100 for one 30/hr wk litter control crew supervisor		1,125
10-4205-3004-02	<b>Repair and Maintenance Vehicle</b> Tires, repair, routine maintenance of vehicle; based on FY 16/17 expenditures		2,000
10-4205-3006-00	<b>Printing and Binding</b> Brochures, posters, etc. for outreach		300
10-4205-3007-00	<b>Advertising</b> 4 ads/yr @ \$285/insertion; promote litter prevention and environmental awareness		1,140
10-4205-4003-02	<b>Central Stores</b> 747 gal @ \$2.25/gal; transport trustees to various work sites; Based on FY 17/18 consumption		1,681

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4205-5204-00	<b>Postage and Telephone</b> Postage for correspondence and mailings		100
10-4205-5305-00	<b>Motor Vehicle Insurance</b>		600
10-4205-5405-00	<b>Laundry and Housekeeping</b> Hand wipes @ \$25; refuse bags 30 bx @ \$58 = \$1740; 12 tick repellent \$80; first aid supplies \$50; gloves 12 @ \$4 = \$48; vests 9 @ \$20 = \$180; sign and stand @ \$450		2,573
10-4205-5407-00	<b>Repair and Maintenance Supplies</b> Allowance for rakes, tarps @ \$100; includes grabbers 12 @ \$25 = \$300		400
10-4205-5408-00	<b>Vehicle and Powered Equipment Supplies</b> Antifreeze, wiper blades, bulbs, seat protection, mats for van		200
10-4205-5412-00	<b>Educational Supplies</b> Promotional items for outreach, presentations; supplies for in-class activities relating to litter		675
10-4205-5413	<b>Other Operating Supplies</b> Drink mix @ 8 x \$23 = \$184; occasional fast food for trustees/ Sunday cleanups and holidays; cooler; ice pacs		700

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# 2018-2019 CAPITAL REQUESTS

DEPARTMENT

DEPARTMENT CODE

EXPENDITURE  
LINE ITEM

DESCRIPTION

DETAIL  
AMOUNT

TOTAL AMOUNT  
(PER LINE ITEM)

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4201

GENERAL  
ENGINEERING

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# GENERAL ENGINEERING

4201

**DESCRIPTION:**

Engineering is under the direct supervision of the Director of Public Works. Engineering performs many functions in support of the Public Works Department and Frederick County Administration. Engineering performs plan reviews for site plans, subdivision plans, stormwater, erosion and sediment control, master plans, rezoning, single family dwellings, etc. Engineering performs project management of capital improvements related to landfill and solid waste projects, new roads, buildings and other projects as necessary. Engineering responds to citizen complaints related to stormwater and drainage issues. Engineering serves as the program authority related to stormwater management and erosion and sediment control as administered by the Virginia Department of Environmental Quality (DEQ). Engineering assists the Planning and Development Department in assessing bonds for new development with the county. Engineering assists the County Administrator and all divisions of the county government with engineering support as deemed necessary (i.e. Buildings, dams, bridges, county facilities, schools, etc.).

**GOALS:**

- Manage capital improvement projects such as new buildings, building renovations, roads, and stormwater detention structures.
- Respond to citizen complaints related to stormwater problems.
- Provide engineering support to County Administration.
- Coordinate design of new landfill expansion and inspect new landfill construction.
- Review site, subdivision and erosion and sediment control plans.
- Program authority for issuance of DEQ Stormwater/Erosion and Sediment Control permits.
- Assist Planning Department in assessing bond and letter of credit amounts.
- Provide an initial stormwater permitting system under the direction of DEQ.

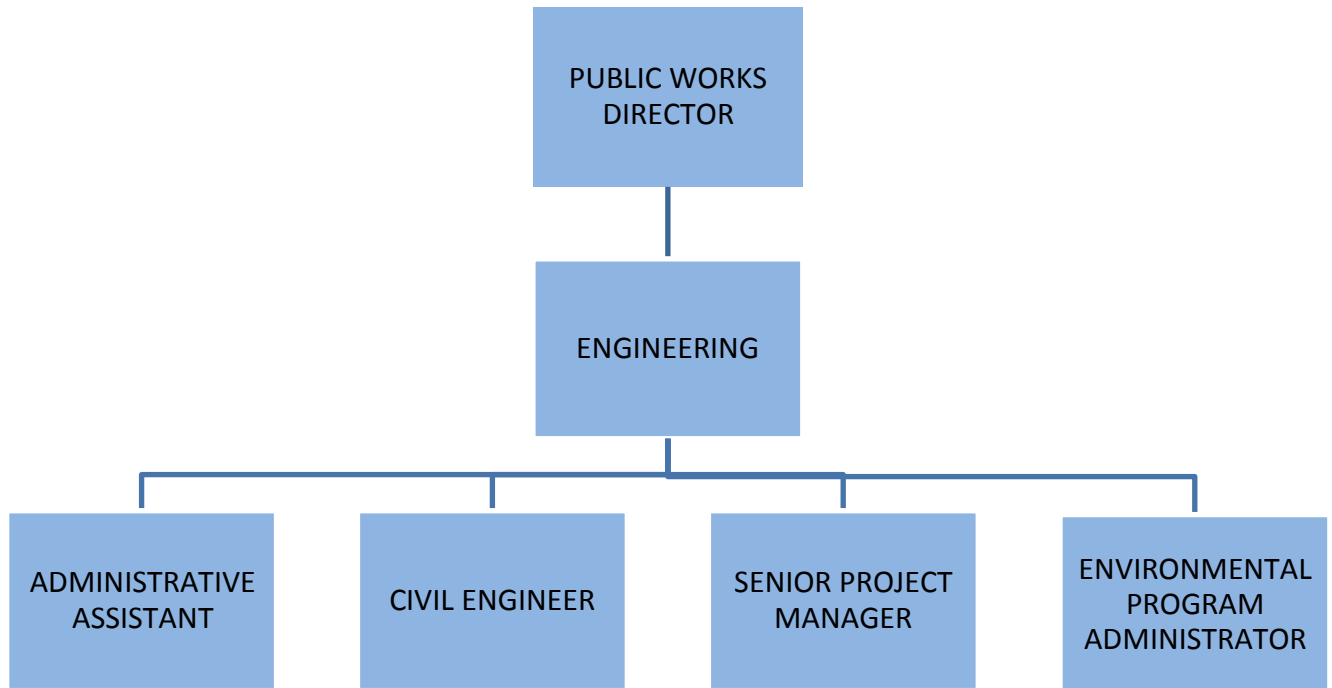
**PERFORMANCE INDICATORS:**

	FY 2017	FY 2018	FY 2019
Number of land disturbance permits issued	686	400	500
Number of final grading inspections performed	664	350	450
Number of residential permit applications reviewed	659	400	500
First submittal reviews (i.e., site, subdivision, rezoning, master development, stormwater plans and land disturbance permit applications, etc.) performed	108	50	100
Second submittal reviews (i.e., site, subdivision, rezoning, master development, stormwater plans and land disturbance permit applications, etc.) performed	31	25	25

**BUDGET SUMMARY:**

	FY 2017 Actual	FY 2018 Approved Budget	FY 2018 Estimated Budget	FY 2019 Adopted Budget	Increase/Decrease FY 2018 App. To FY 2019	
					Amount	%
Costs:						
Personnel	336,811	377,650			17,182	4.77%
Operating	23,861	23,031			-3,248	-12.36%
Capital/Leases	25,500	0			0	0.00%
<b>TOTAL</b>	386,172	400,681	411,219	<b>400,681</b>	13,934	3.60%
Revenue:						
Fees	181,644	126,150			13,450	11.93%
State/Federal	0	0			0	0.00%
Local	204,528	274,531			484	0.18%
<b>TOTAL</b>	386,172	400,681	411,219	<b>400,681</b>	13,934	3.60%
Full-time Positions	4	4	4	4	0	0.00%

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10/03/2017 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2017/10	
FUND #-010 GENERAL OPERATING FUND							
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin
		FY/2016	FY/2017	Budget	2017/10	FY2019	Request
042010 -000-000	GENERAL ENGINEERING/ADMIN						
042010-1000-000-000	PERSONNEL SERVICES						
042010-1001-000-002	SR PROJECT MANAGER	57,127	58,851	61,037	17,490	69,959	
042010-1001-000-003	ENVIRONMENTAL PROGRAM ADMIN	43,561	44,859	46,523	13,317	53,267	
042010-1001-000-004	CIVIL ENGINEER			60,817	4,567	75,000	
042010-1001-000-005	DEPUTY DIRECTOR	90,658	69,887	33,392			
042010-1001-000-006	ENVIRONMENTAL INSPECTOR I						
042010-1001-000-036	ADMINISTRATIVE ASST.	65,882	54,010	55,840	13,960	55,840	
042010-1001-000-037	SECRETARY I						
042010-1003-000-000	COMPACTOR OPERATOR						
042010-1005-000-000	OVERTIME	1,641	2,480				
042010-1009-000-000	MERIT RESERVE						
	<b>PERSONAL SERVICE</b>	<b>258,869</b>	<b>230,087</b>	<b>257,609</b>	<b>49,334</b>	<b>254,066</b>	
042010-2000-000-000	FRINGE BENEFITS						
042010-2001-000-000	F. I. C. A.	18,626	16,222	19,707	3,487	19,436	
042010-2002-000-000	RETIREMENT - V. S. R. S.	26,079	20,939	23,700	4,119	23,374	
042010-2005-000-000	HOSPITAL/MEDICAL PLANS	51,910	61,889	73,120	13,757	61,472	
042010-2006-000-000	GROUP INSURANCE	2,925	2,982	3,374	586	3,328	
042010-2008-000-000	SHORT & LONG TERM DISABILITY						
042010-2011-000-000	WORKER'S COMPENSATION	4,665	4,692	5,396	911	5,085	
042010-2013-000-000	EDUCATION - TUITION ASSISTANCE						
	<b>FRINGE BENEFITS</b>	<b>104,205</b>	<b>106,724</b>	<b>125,297</b>	<b>22,860</b>	<b>112,696</b>	
042010-3000-000-000	CONTRACTUAL SERVICES						
042010-3002-000-000	PROFESSIONAL SERVICES-OTHER						
042010-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.		150	300		600	
042010-3004-000-002	REPAIR AND MAINTENANCE-VEHICLE	2,794	3,535	2,700	65	3,800	
042010-3004-000-003	REPAIR AND MAINTENANCE BLDGS.&						
042010-3005-000-000	MAINTENANCE SERVICE CONTRACTS	153	153	250			
042010-3007-000-000	ADVERTISING						
042010-3010-000-000	OTHER CONTRACTUAL SERVICES						
	<b>PURCHASED SERVICES</b>	<b>2,947</b>	<b>3,838</b>	<b>3,250</b>	<b>65</b>	<b>4,400</b>	
042010-4000-000-000	INTERNAL SERVICES						
042010-4003-000-002	CENTRAL STORES - GASOLINE	3,107	2,826	5,000	456	5,000	
	<b>INTERNAL SERVICES</b>	<b>3,107</b>	<b>2,826</b>	<b>5,000</b>	<b>456</b>	<b>5,000</b>	
042010-5200-000-000	COMMUNICATION						
042010-5204-000-000	POSTAGE AND TELEPHONE	3,865	3,476	3,780	563	4,260	
042010-5300-000-000	INSURANCE						
042010-5305-000-000	MOTOR VEHICLE INSURANCE	1,448	2,200	2,500	2,047	2,400	
042010-5400-000-000	MATERIALS AND SUPPLIES						
042010-5401-000-000	OFFICE SUPPLIES	5,655	8,219	5,100	894	7,560	
042010-5407-000-000	REPAIR/MAINTENANCE SUPPLIES						

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042010-5408-000-000	VEHICLE AND POWERED EQUIPMENT						
042010-5411-000-000	BOOKS AND SUBSCRIPTIONS			250		250	
042010-5412-000-000	EDUCATIONAL SUPPLIES						
042010-5413-000-000	OTHER OPERATING SUPPLIES	554	725	750		750	
042010-5413-000-001	ROAD AND STREET MATERIALS						
042010-5506-000-000	TRAVEL	1,750	2,315	2,000	441	4,000	
042010-5800-000-000	MISCELLANEOUS						
042010-5801-000-000	DUES AND ASSOC. MEMBERSHIPS	342	262	400		400	
	OTHER CHARGES	13,614	17,197	14,780	3,945	19,620	
042010-8001-000-000	MACHINERY AND EQUIPMENT						
042010-8002-000-000	FURNITURE AND FIXTURES						
042010-8003-000-000	COMMUNICATIONS EQUIPMENT						
042010-8005-000-000	MOTOR VEHICLES AND EQUIPMENT	26,632	25,500			30,000	
042010-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMENT						
042010-8900-000-000	IMPROVEMENTS OTHER THAN BUILDING						
042010-8900-000-001	STORM WATER IMPROVEMENTS						
042010-8900-000-002	ROAD IMPROVEMENTS						
	CAPITAL OUTLAY	26,632	25,500			30,000	
	TOTAL DEPARTMENT	409,374	386,172	405,936	76,660	425,782	

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## 2018-2019 BUDGET INFORMATION - REVENUE

DEPARTMENT	Engineering	10-4201				DEPARTMENT CODE
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
1303-44	<b>Land Disturbance Permits</b> 500 homes @\$209/permit Commercial/Industrial permits	104,500				154,500
		30,000				
1907-02	<b>Reimbursement</b> Reimbursement from Shawneeland Sanitary District for a portion of the engineering services provided by the engineering staff.	20,000				

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4201-3002-00	<p><b>Professional Services</b> Contingency fees related to consulting for surveying, plan review and miscellaneous designs beyond capability of staff. This amount represents a contingency fund for emergency projects related to stormwater, etc.</p>		0
10-4201-3004-01	<p><b>Repair and Maintenance - Equipment</b> Includes minor repair costs for computer equipment. We have six (6) computers and six (6) printers for a total of 12 devices within the department. Consequently, we are recommending an amount of \$50 per device for miscellaneous repairs for a total of \$600.</p>		600
10-4201-3004-02	<p><b>Repair and Maintenance - Vehicles</b> This amount is for the costs associated with the maintenance of four (4) vehicles during Fiscal Year 2018-2019. The following is a summary of anticipated required maintenance.</p> <p>- Oil Change/Lubrication Four (4) times per year per vehicle @\$50 per visit Four (4) vehicles x four oil changes x \$50 per visit = \$800.</p>	800	3,800

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Engineering	DEPARTMENT CODE	10-4201
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4201-3004-02	<b>Repair and Maintenance - Vehicles (cont'd)</b> - All-terrain tires for each vehicle. Three vehicles x \$500 (set of four tires) one set per year = \$1,500  - Miscellaneous repairs for vehicle This amount is based on historical data of previous repairs = \$1,500	1,500   1,500	0   0
10-4201-3007-00	<b>Advertising</b> Cost to advertise in Winchester Star		0
10-4201-4001-00	<b>Information Technology Services</b>		0

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Engineering	DEPARTMENT CODE	10-4201
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4201-4003-00	<p><b>Central Stores - Gasoline</b></p> <p>Four (4) vehicles with a total of 40,000 miles per year average - 18 miles/gal.per vehicle - 2,222 gallons of fuel per year. 2,222 x \$2.25 per gallon = \$5,000</p>		5,000
10-4201-5204-00	<p><b>Postage and Telephone</b></p> <p>This item includes costs associated with telephone, mobile phones and postage (certified mail).</p> <p>General Postage, certified mail - \$25 per month = \$300</p> <p>Cellular Communication - 4 phones @ \$70 = \$280 per month = \$3,360</p> <p>Telephone and fax machine = \$50 per month = \$600</p>	<p><b>300</b></p> <p><b>3,360</b></p> <p><b>600</b></p>	4,260
10-4201-5305-00	<p><b>Motor Vehicle Insurance</b></p> <p>Includes insurance costs related to the department's four (4) vehicles.</p> <p>Four (4) vehicles x \$600 per vehicle = \$2,400</p>		2,400

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Engineering	DEPARTMENT CODE	10-4201
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>10-4201-5401-00</b>	<p><b>Office Supplies</b> Includes office supply costs and miscellaneous software under \$500 for the Engineering Department.</p> <p>Paper - 8 ½" x 11" - 20 cases per year @ \$40 per case = \$800</p> <p style="padding-left: 20px;">8 ½" x 14" - 4 reams per year @ \$8 per ream = \$32</p> <p style="padding-left: 20px;">11" x 17" - 2 reams per year @ \$15 per ream = \$30</p> <p style="padding-left: 20px;">Miscellaneous colored paper - 4 reams per year @ \$12</p> <p>Writing tablets</p> <p style="padding-left: 20px;">5" x 8" and 8 ½" x 11" - 10 dzn per year @\$20 per dzn = \$200</p> <p style="padding-left: 20px;">Post-It Notes 6 dzn per year @\$15 per dzn = \$90</p> <p>Letterhead</p> <p style="padding-left: 20px;">1,500 sheets @\$60 per 500 (costs associated with printing)</p> <p style="padding-left: 20px;">1,500 sheets @\$60 per 500 x 3 per year = \$180</p> <p style="padding-left: 20px;">one-half cost is split with refuse collection - total amount \$90</p> <p>Envelopes</p> <p style="padding-left: 20px;">-500 envelopes per box @\$75 per box (costs associated with printing) 4 boxes per year x \$75 per box = \$300</p> <p style="padding-left: 20px;">one-half cost is split with refuse collection - total amount \$150</p> <p style="padding-left: 20px;">-10" x 13" manila envelopes @\$17 per box</p> <p style="padding-left: 20px;">2 boxes per year x \$17 per box = \$34</p>	<p><b>800</b></p> <p><b>32</b></p> <p><b>30</b></p> <p><b>48</b></p> <p><b>200</b></p> <p><b>90</b></p> <p><b>90</b></p> <p><b>150</b></p> <p><b>34</b></p>	<b>7,560</b>



## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Engineering	DEPARTMENT CODE	10-4201
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>10-4201-5401-00</b>	<p><b>Office Supplies (cont'd)</b></p> <p>Phone message pads                      Three dozen pads per year @\$11 per pad = 36 x \$11 = \$392</p> <p>Folders                      Eight boxes per year @\$35 per box = \$280</p> <p>Miscellaneous labels for inspections/documentation                      Miscellaneous (I.e., pens, pencils, markers, highlighters, tape, staples, paperclips)</p> <p>Fax cartridge refills 10 packs per year @\$50 per pack = \$500</p> <p>Ink/Toner Cartridges for printers - five printers X \$200 per year \$1,000</p> <p>Mobile Precision 5520 - Xeon Processor (JWJ)</p> <p>AutoCAD LT 2018 (annual) + Advanced Support - 1 User (JWJ)</p> <p>Docking Station and Monitor (JWJ)</p> <p><b>**Computer and software would allow in-house design capability for the civil engineer**</b></p>	<p><b>392</b></p> <p><b>280</b></p> <p><b>600</b></p> <p><b>250</b></p> <p><b>500</b></p> <p><b>1000</b></p> <p><b>2500</b></p> <p><b>315</b></p> <p><b>250</b></p>	<b>250</b>
<b>10-4201-5411-00</b>	<p><b>Books and Subscriptions</b></p> <p>Includes costs for books, magazines and technical literature .                      for the department</p>		<b>250</b>

## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Engineering	DEPARTMENT CODE	10-4201
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>10-4201-5413-00</b>	<p><b>Other Operating Supplies</b> Includes costs for supplies for public works committee meetings, film processing, computer software and miscellaneous equipment for the department. \$62.50/ month x12 months = \$750</p>		<b>750</b>
<b>10-4201-5506-00</b>	<p><b>Travel</b> This item includes costs associated with attending seminars/courses related to stormwater management, erosion and sediment control and maintain erosion and sediment control certification and stormwater certification.</p> <p>Includes costs for lodging, meals and seminar fees for four (4) employees. Four employees @\$1,000 per person = \$4,000</p>		<b>4,000</b>
<b>10-4201-5801-00</b>	<p><b>Dues and Associated Memberships</b> Virginia Society of Professional Engineers, American Society of Civil Engineers, Professional Engineer Registration, and, International Erosion and Sediment Control Association.</p>		<b>400</b>



## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Engineering		DEPARTMENT CODE	10-4201
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)	
10-4201-8005-00	<p>One (1) crew cab 4x4 pickup truck *</p> <p>(Replace 2004 truck - with over 110,000 miles)</p> <p>(The existing vehicle has been used over rough terrain accessing new construction sites. Developing higher maintenance costs due to use on sites.)</p> <p>A replacement truck was requested in the current FY2018 budget, however, the request was cut from the budget during the process of final approval.</p> <p style="margin-top: 20px;">Original request made in Fiscal Year 2014-2015 budget. See attached request. Based on a recent purchase, a higher amount has been budgeted.</p>	30,000	30,000	





## 2014-2015 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Engineering	DEPARTMENT CODE	10-4201
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>Fiscal Year 2015-2016</b> <b>10-4201-8005-00</b>	One (1) crew cab pickup truck 4x4 (Replace 2006 truck - nine (9) years old with 150,000 miles)	25,000	<b>25,000</b>
<b>Fiscal Year 2016-2017</b>	One (1) crew cab pickup truck 4x4 (Replace 2004 truck - 12 years old with 120,000 miles)	26,000	<b>26,000</b>
<b>Fiscal Year 2017-2018</b>	One (1) crew cab pickup truck 4x4 (Replace 2007 truck - ten (10) years old with 140,000 miles)	27,000	<b>27,000</b>
<i>*It should be noted that all mileage is estimated based on current usage.</i>			

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16-8108

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# SHAWNEELAND SANITARY DISTRICT

8108

## DESCRIPTION:

The Shawneeland Sanitary District (SSD) was established by the Frederick County Board of Supervisors under the authority of the Code of Virginia. By designating this area a Sanitary District, the county can levy additional taxes on the residents and/or landowners. The Manager of the SSD is hired by and works for the Board of Supervisors. An active advisory committee within the Sanitary District makes recommendations to the Board of Supervisors through the SSD Manager.

## GOALS:

- Continue with snow removal, upgrading of main arterial roads and maintenance of existing roads.
- Improve and extend the recreational areas.
- Work with the Shawneeland Advisory Committee and subcommittees on long and mid-range plans.

## DEPARTMENTAL ACCOMPLISHMENTS:

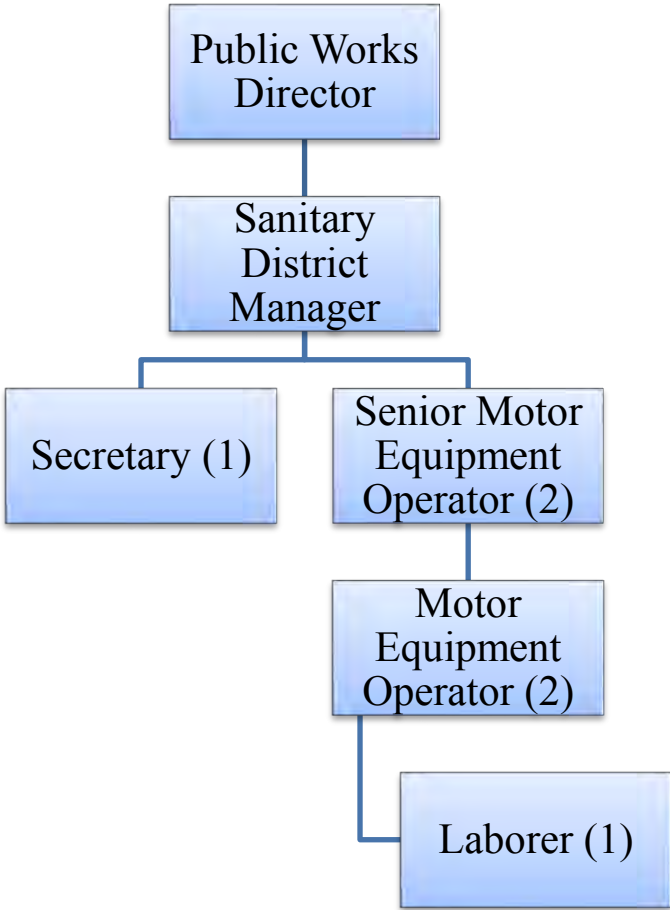
- Tar & Chip treatment on 7.41 miles of trails throughout Shawneeland.
- Staff has cut back trees, brush and intersections on 20 miles of roadway. The staff upgraded 25 miles of ditches and shoulders on the roadways. Also, about 990 tons of asphalt was placed on various trails to stabilize deteriorating roadways.
- Continued cutting dead trees along roadways to prevent trees from falling on roads or power lines.
- Cross-use of equipment and manpower between Frederick County and The Sanitary District continues to be an asset.
- Shawneeland staff continues to mow and trim the grounds to maintain the appearance the property owners have become accustomed to. Also maintained are two playgrounds, one ball diamond, Cherokee Lake, two ponds, Swan Lake, and two Mail Houses.
- Staff manufactured 200 new street signs.
- Staff monitors the level of the lake throughout the year and the area is mowed and seeded.
- Street signs and school bus shelters continue to be the biggest targets for the neighborhood vandals.

## BUDGET SUMMARY:

	FY 2017 Actual	FY 2018 Approved Budget	FY 2018 Estimated Budget	<b>FY 2019 Adopted Budget</b>	Increase/Decrease FY 2018 App. To FY 2019	
					Amount	%
Costs:						
Personnel	437,502	462,822		<b>453,656</b>	27,008	6.20%
Operating	387,754	491,838		<b>576,570</b>	-12,196	-2.42%
Capital/Leases	0	3,000		<b>33,000</b>	0	0.00%
<b>TOTAL</b>	<b>825,256</b>	<b>957,660</b>	913,920	<b>1,063,226</b>	14,812	1.57%
Revenue:						
Fees	759,453	697,180		<b>707,260</b>	7,280	-1.06%
State/Federal	0	0	0	<b>0</b>	0	0.00%
Local	65,803	260,480		<b>355,966</b>	7,532	2.98%
<b>TOTAL</b>	<b>825,256</b>	<b>957,660</b>	913,920	<b>1,063,226</b>	14,812	1.57%
Full-time Positions	7	7		<b>7</b>	0	0.00%

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# Shawneeland Sanitary District



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**Shawneeland (16-8108) Narrative  
2018-2019**

**Description:**

In 1987, the Frederick County Circuit Court ordered that a sanitary district be established for Shawneeland. The board of supervisors is responsible for all aspects of the operation of the Shawneeland Sanitary District (SSD). The SSD is financed from SSD taxes imposed only on property owners within the SSD. SSD taxes are not commingled with other funds in the county, are separately accounted for, and are used only within the sanitary district. To provide an interface between the citizens of the SSD and Frederick County a “Shawneeland Sanitary District Advisory Committee” was appointed by the Frederick County Board of Supervisors. The needs and wants of the advisory committee are directed through the SSD manager to the board of supervisors for approval.

The main priority for the SSD is the maintenance of existing roads. This task has increased in scope and complexity with time because of the aging road surfaces, poor drainage, and more traffic. As Shawneeland grows, the road network is exposed to more traffic and construction vehicles. The roads were not designed or built for vehicles of such size or weight. Therefore, although new homes add to our tax base, they also have a detrimental impact on the budget until the cost of damage repair is countered by tax collection.

In addition to road maintenance and snow removal, we maintain two lakes and two ponds. All are stocked with fish and treated to reduce algae’s growth. We fabricate and install our own street name signs. We are responsible for maintaining Cherokee Lake Dam. In addition, we maintain a beach on Cherokee Lake, the golf course, a ball diamond, 2 playgrounds, and picnic areas. We maintain about 40 acres of grass which is kept neatly groomed for the use of all property owners within the SSD.

**Operation and Maintenance:**

The daily operation of the SSD is performed under the supervision of the Frederick County Public Works Director by the following employees:

- One full-time Sanitary District Manager
- One full-time Secretary I
- Two full-time Senior Motor Equipment Operators
- Two full-time Motor Equipment Operators
- One full-time Laborer

The operation of the SSD requires the use of several different types of heavy equipment. The SSD currently owns:

- |                               |                           |                           |
|-------------------------------|---------------------------|---------------------------|
| 1-570B John Deere Grader      | 1-410J John Deere Backhoe | 1-2910 Ford Tractor       |
| 1-595 Case Tractor            | 1-773 Bobcat              | 1-Sakai Roller            |
| 2-GMC Dump Truck (10 ton)     | 1-955 Caterpillar         | 1-Freightliner Dump Truck |
| 1-924 Caterpillar Tire Loader | 3-Scagg Mowers            | 650-John Deere Dozer      |

Our miscellaneous equipment includes chainsaws, weed-eaters, etc. Most of our equipment repairs are done in-house by full time staff. For major repairs we contract with James River, Shade Equipment, Winchester Equipment, Alban Tractor, Brian Omps Towing and Repair, etc.

REVISED: November 20, 2017

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**Revenue:**

The SSD provides a maintenance and improvement service to the property owners of Shawneeland. The funding used to provide this service is derived from SSD taxes. The following figures reflect no increases for improved lots or unimproved lots.

Classification	Current Rate
Improved	\$560
Unimproved	\$190
External Users - Improved	\$560
External Users - Unimproved	\$190

For Fiscal Year 2018-2019, we are projecting revenues of \$707,260. To maintain roadways and equipment, a supplement of \$355,966 from the reserve fund will be necessary to meet all projected expenditures.

**Expenditures:**

A budget of \$1,063,226 is proposed for Fiscal Year 2018-2019. A detailed listing and description of each line item are shown on the expenditure summary. However, we would like to highlight and further explain the following line items:

**3002-00 Professional Services - Others**

Surveying and engineering costs related to road improvements and evaluation of Cherokee Dam and other capital projects.

Total Professional Services - Others \$2000

**3004-01 Repair and Maintenance - Equipment**

This line item is for maintenance service that we cannot perform in-house with our staff.

Total Repair and Maintenance – Equipment \$20,000



Equipment	Engine	Transmission	Rear	Hyd. Pump	Brakes	Hyd. Cyl each
Backhoe 410J	\$17,152	\$7,623	\$7,623	\$3,430	\$1,906	\$1,016
Grader 570B	\$16,517	\$16,771		\$4,066	\$4,447	\$1,016
Ford Tractor 2910	\$13,340	\$7,623	\$2,351			
Case Tractor 595	\$9,529	\$3,812			\$1,271	
Sakai Roller	\$15,881	\$18,422	\$8,258	\$4,447		\$462
Bobcat 773	\$7,623		\$5,717	\$2,541		
Ford CM274	\$4,447	\$3,176		\$1,906		
Scagg Mowers	\$2,541	\$1,906			\$420	
924 Caterpillar	\$19,058	\$11,689	\$8,004	\$3,811	\$2,541	\$1,271

**3004-02 Repair and Maintenance - Vehicle**

This line item is for services required to maintain our current level of maintenance and repair to our aging trucks if we cannot do the required repairs in-house with our staff.

Total Repair and Maintenance - Vehicle \$12,000

**3004-03 Repair and Maintenance – Buildings**

This line item covers the costs to maintain and repair all Functional Sanitary District owned buildings.

Total Repair and Maintenance - Buildings \$5,000



Vehicles	Engine	Transmission	Rear	Front Axle Assembly	Hubs Additional Each
'97 Ford F350	\$7,115	\$3,557	\$2,171	\$2,287	\$318
'95 Dump Tr F350	\$7,115	\$3,557	\$2,795	\$2,287	\$318
'10 GMC 3500	\$10,395	\$4,043	\$2,888	\$2,426	\$347
'89 Dump Tr GMC	\$9,529	\$3,176	\$7,623		
'05 Freightliner Dump Truck	\$11,550	\$5,775	\$6,930		
'00 Dump Tr GMC	\$12,070	\$5,336	\$9,148		
'03 Ford Ranger	\$5,198	\$4,043	\$2,310		\$289
'07 Ford F350	\$10,418	\$4,066	\$2,414	\$2,414	\$349
09 Dodge 2500	\$10,418	\$4,066	\$2,414	\$2,414	\$349
1993 Dodge	\$6,300	\$3,150	\$5,250	\$2,625	\$420
2015 Dodge	\$10,500	\$5,250	\$5,250	\$2,625	\$525

**3004-04 Repair and Maintenance: Roads**

To tar and chip 7.90 miles of trails throughout Shawneeland.  
74,151 square yards @ \$2.50 per square yard.

Total Repair and Maintenance - Roads \$185,378

**5103-00 Water and Sewage Services**

This line item covers the costs associated with Aqua Source's water availability fees for lots owned by the Sanitary District and annual pumping of the septic tank at maintenance office.

Septic Pumping at \$300 per Year  
9 Lots at \$20 a lot per Year

Total Water and Sewage Services \$480

**5302-00 Fire Insurance (Property Insurance)**

Includes property coverage for Cherokee Dam and fire insurance for the Maintenance Building, Council House, etc.

Total Fire Insurance \$4,500

REVISED: November 20, 2017



**5407-00 Repair and Maintenance Supplies**

This line item covers all in-house repair and maintenance supplies such as:

1. Lawn equipment - blades, bearings, gearboxes, belts, hoses, safety switches, oil filters, air filters, hydraulic filters, grease, oil gauges, lights, etc.
2. Farm tractors - belts, hoses, filters, grease, lights, etc.
3. Bush hogs - blades, spindles, gearboxes, hydraulic oil, drive line, etc.
4. Grader - cutting edges, teeth for rippers, hoses, gearboxes for the cradle, ring gaskets for controls, hydraulic oil, motor oil, filters (hydraulic, engine, transmission, fuel), lights, gauges, etc.
5. Backhoe - belts, hoses, filters (hydraulic, engine, transmission, fuel, air), teeth for rear digging bucket, cutting edge for front bucket, lights, gauges, etc.
6. Trucks - belts, hoses, spark plugs, wires, distributor caps, alternators, fuel filters, oil and air filters, brakes, fuses, etc.
7. All snow blade cutting edges, hoses, hydraulic pumps, hydraulic cylinders, etc.
8. Spreader boxes for ice control - engine repair, chain drive repair, clutch repair, auger repair, spindle shaft replacement, bearings, oil, grease, electrical wiring, etc.
9. Mechanic’s tools - socket wrenches set, screwdrivers, etc.
10. Carpenter’s tools for building maintenance and replacement of street signs including routers, table saws, circular saws, drills, blades and bits for all, etc.  
 Fences, cables, posts, etc.  
 Lumber and paint for repairs to buildings.  
 Welding rods  
 Steel to fabricate metal repairs as needed.  
 Cutting torches  
 Chain saws - bars, chain, sprockets, clutches, filters.
11. Nuts, bolts, screws, lights, wire, fuses, butt-connectors, wire ties, etc.

Total Repair and Maintenance Supplies \$13,000

**5408-00 Vehicle and Powered Equipment**

This line item is targeted for all necessary equipment parts required for in-house repairs to each piece of equipment from large to small (grader, backhoe, trucks, mowers, weed eaters, etc.).

Total Vehicle and Powered Equipment \$17,000

**3010-00-Other Contractual Services**

This line item is used for out sourcing contracts such as tree removal, snow removal, Combs Wastewater, etc. An amount of \$1,250 has been added for the additional Combs Wastewater service at the Cherokee Beach. An additional \$10,000 has been added for Stormwater permits and E and S permits. An additional \$12,000 was added for beach security and \$5,000 will be added for pipe replacement.

Total Other Contractual Services \$71,540



**SHAWNEELAND**  
**MAJOR ACCOMPLISHMENTS**  
**2018/2019**

**BUDGET:**

During this fiscal year, we accomplished our prime objectives. We maintained and repaired our equipment and road network with in-house forces, keeping the maintenance costs at a bare minimum.

**GENERAL REPAIRS:**

Our main objectives were to improve and maintain roadways and drainage ditches. We replaced and upgraded damaged and undersized drainage culverts.

**CLEARING RIGHT-OF-WAYS:**

Because the sanitary district is located in a wooded area, this has been and will continue to be an ongoing project to enhance sight distances for every motorist and also make the roads safer for pedestrian traffic. We have also been cutting dead trees along the roadways to prevent trees from falling on roads or power lines.

**RESOURCE SHARING:**

Cross-use of equipment and manpower between Frederick County and the sanitary district continues to be an asset.

**MAINTENANCE OF THE COMMON GROUNDS:**

The maintenance staff continues to maintain the appearance the property owners have become accustomed to. We also maintain two playgrounds, the ball diamond, Cherokee Lake, two ponds, Swan Lake, and two Mail Houses.

**CHEROKEE LAKE DAM:**

The staff monitors the level of the lake throughout the year. The crew mowed the dam and seeded grass to keep the dam maintained. The crew weed eats the dam four to five times per season.

**VANDALISM:**

Street signs and school bus shelters continue to be the biggest targets for the neighborhood vandals. However, the staff continues to fabricate and replace street signs and repair school bus stop shelters as necessary throughout the subdivision.



## 2018/2019 GOALS FOR SHAWNEELAND

- 1) Operate within the approved budget.
- 2) Maintain and improve all existing roads within the Shawneeland Sanitary District (SSD).
- 3) Will continue to use the equipment to complete each task as safe and cost effective as possible.
- 4) Maintain all common grounds and amenities within the SSD.
- 5) Maintain and repair all SSD-owned equipment in-house when possible to help reduce repair cost.
- 6) Upgrade or replace culverts throughout the SSD.

10/03/2017 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2017/10	
FUND #-016 SHAWNEELAND SANITARY DISTRICT							
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin
		FY/2016	FY/2017	Budget	2017/10	FY2019	Request
081080 -000-000	SHAWNEE-LAND SANITARY DISTRICT						
081080-1000-000-000	PERSONNEL SERVICES						
081080-1001-000-000	SHAWNEELAND DISTRICT MANAGER	61,069	63,054	65,241	16,311	65,243	
081080-1001-000-001	SR MOTOR EQUIPMENT OPERATOR	46,616	48,061	49,709	12,427	49,709	
081080-1001-000-002	SR MOTOR EQUIPMENT OPERATOR	33,133	37,605	40,592	10,148	40,593	
081080-1001-000-003	MOTOR EQUIPMENT OPERATOR	42,199	40,824	44,801	9,448	39,125	
081080-1001-000-004	MOTOR EQUIPMENT OPERATOR	37,488	38,555	39,829	9,957	39,830	
081080-1001-000-005	SECRETARY	30,270	31,224	32,285	8,071	32,285	
081080-1001-000-006	LABORER		25,720	27,162	6,791	27,162	
081080-1003-000-000	PART TIME/EXTRA HELP	24,508	5,030				
081080-1003-000-001	OFFICE ASST. II						
081080-1003-000-002	LIFEGUARDS						
081080-1005-000-000	OVERTIME	1,341	850	8,000		8,000	
081080-1009-000-000	MERIT RESERVE						
081080-1099-000-000	MERIT RESERVE						
	<b>PERSONAL SERVICE</b>	<b>276,624</b>	<b>290,923</b>	<b>307,619</b>	<b>73,153</b>	<b>301,947</b>	
081080-2000-000-000	FRINGE BENEFITS						
081080-2001-000-000	F.I.C.A.	19,664	20,342	23,533	5,085	22,487	
081080-2002-000-000	RETIREMENT - V.S.R.S.	26,607	25,815	27,565	6,730	27,043	
081080-2005-000-000	HOSPITAL/MEDICAL PLANS	67,192	84,117	95,460	24,202	87,076	
081080-2006-000-000	GROUP INSURANCE	2,984	3,676	3,924	958	3,851	
081080-2008-000-000	SHORT & LONG DISABILITY	623	719	850	148	600	
081080-2011-000-000	WORKER'S COMPENSATION	11,844	11,910	12,667	2,650	10,652	
081080-2013-000-000	EDUCATION-TUITION						
081080-2099-000-000	FRINGE BENEFIT RESERVE						
	<b>FRINGE BENEFITS</b>	<b>128,914</b>	<b>146,579</b>	<b>163,999</b>	<b>39,773</b>	<b>151,709</b>	
081080-3000-000-000	CONTRACTUAL SERVICES						
081080-3002-000-000	PROFESSIONAL SERVICES - OTHER	600		2,000		2,000	
081080-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.	2,782	3,899	20,000	466	20,000	
081080-3004-000-002	REPAIR AND MAINTENANCE-VEHICLE	11,947	7,213	12,000	728	12,000	
081080-3004-000-003	REPAIR AND MAINTENANCE - BUILD		831	5,000		5,000	
081080-3004-000-004	REPAIR & MAINTENANCE - ROADS		200,284	184,625		185,378	
081080-3006-000-000	PRINTING AND BINDING			1,200			
081080-3007-000-000	ADVERTISING						
081080-3010-000-000	CONTRACTUAL SERVICES	31,489	30,072	59,290	471	71,540	
	<b>PURCHASED SERVICES</b>	<b>46,818</b>	<b>242,299</b>	<b>284,115</b>	<b>1,665</b>	<b>295,918</b>	
081080-4000-000-000	INTERNAL SERVICES						
081080-4003-000-001	CENTRAL STORES-COPIES						
081080-4003-000-002	CENTRAL STORES - GASOLINE						
081080-5100-000-000	UTILITIES						
081080-5101-000-000	ELECTRICAL SERVICES	4,779	4,759	5,376	1,648	5,376	

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081080-5102-000-000	HEATING SERVICES	817	665	2,400		2,400	
081080-5103-000-000	WATER & SEWAGE SERVICES	162	362	480		480	
081080-5204-000-000	POSTAGE AND TELEPHONE						
081080-5204-000-001	POSTAGE			820		0	
081080-5204-000-002	TELEPHONE	3,397	3,647	5,076	265	5,076	
081080-5301-000-000	BOILER INSURANCE	37	36	100	35	100	
081080-5302-000-000	FIRE INSURANCE	3,182	3,726	4,500	3,686	4,500	
081080-5305-000-000	MOTOR VEHICLE INSURANCE	4,837	6,058	6,500	5,630	6,500	
081080-5306-000-000	SURETY BONDS						
081080-5307-000-000	PUBLIC OFFICIAL LIABILITY						
081080-5308-000-000	GENERAL LIABILITY INSURANCE	879	1,151	1,800	1,114	1,800	
081080-5310-000-000	BURGLARY INSURANCE						
081080-5401-000-000	OFFICE SUPPLIES	344	979	2,000	99	2,000	
081080-5403-000-000	ARGICULTURAL SUPPLIES	621	592	5,000	273	5,000	
081080-5404-000-000	MEDICAL & LABORATORY SUPPLIES	101	212	500		500	
081080-5405-000-000	LAUNDRY/HOUSEKEEPING AND JANIT	601	628	850		850	
081080-5407-000-000	REPAIR AND MAINTENANCE SUPPLIES	12,244	7,608	13,000	334	13,000	
081080-5408-000-000	VEHICLE AND POWERED EQUIPMENT	17,529	12,308	17,000	1,734	17,000	
081080-5408-000-001	VEHICLE - TIRES AND PARTS	5,141	11,149	5,000	58	5,000	
081080-5408-000-002	VEHICLE - FUELS AND LUBRICANTS	15,695	13,563	29,250	1,691	29,250	
081080-5410-000-000	UNIFORMS-CLOTHING	1,768	2,550	3,000	299	3,000	
081080-5413-000-000	OTHER OPERATING SUPPLIES	1,250	1,474	2,000	16	2,000	
081080-5413-000-001	ROAD AND STREET MATERIALS	83,230	70,170	99,221	23,856	172,820	
081080-5414-000-000	MERCHANDISE FOR RESALE						
081080-5415-000-000	OTHER EXPENSES	3,320	3,818	3,850	236	4,000	
081080-5415-000-001	OTHER EXPENSES-MAILBOXES						
081080-5506-000-000	TRAVEL						
081080-5800-000-000	MISCELLANEOUS						
081080-5806-000-000	RESERVE FOR CONTINGENCIES						
081080-5808-000-000	INTEREST						
081080-5810-000-000	PAYMENT OF UNEMPLOYMENT CLAIMS						
081080-5899-000-000	CAPITAL TRANSFER						
	<b>OTHER CHARGES</b>	<b>159,934</b>	<b>145,455</b>	<b>207,723</b>	<b>40,974</b>	<b>280,652</b>	
081080-8001-000-000	MACHINERY & EQUIPMENT						
081080-8002-000-000	LEASE/RENT OF BUILDINGS						
081080-8003-000-000	COMMUNICATIONS EQUIPMENT						
081080-8005-000-000	MOTOR VEHICLES	38,953					
081080-8006-000-000	CONSTRUCTION VEHICLES AND EQUIP						
081080-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMENT						
081080-8009-000-000	MISCELLANEOUS EQUIPMENT						
081080-8700-000-000	LAND						
081080-8800-000-000	BUILDINGS						
081080-8900-000-000	IMPROVEMENTS OTHER THAN BUILDING					30,000	
	<b>CAPITAL OUTLAY</b>	<b>38,953</b>				<b>30,000</b>	
081080-9001-000-000	LEASE/RENT OF EQUIPMENT	115		3,000		3,000	
081080-9500-000-000	DEPRECIATION OF EQUIPMENT						

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	OTHER USES OF FUNDS	115		3,000		3,000	
	TOTAL DEPARTMENT	651,358	825,256	966,456	155,565	1,063,226	
093010 -000-000	TRANSFERS						
093010-2011-000-000	WORKER'S COMP FOR WELLNESS						
093010-5807-000-001	MERIT RESERVE			-8,801			
093010-5807-000-002	MERIT RESERVE FRINGES						
	OTHER CHARGES			-8,801		0	
	TOTAL DEPARTMENT			-8,801		0	
	TOTAL FOR FUND	651,358	825,256	957,655	155,565	1,063,226	

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**I. Shawneeland Sanitary District**

The Sanitary District's priorities are road maintenance and upkeep of common properties. Our plans for Fiscal Year 2018/2019 are as follows:

- 1.) Roads
  - a.) Maintain and improve approximately 50 miles of roadway; tar and chip 7.90 miles of trails throughout Shawneeland
  - b.) Improve the shoulders and side-ditches
  - c.) Replace and upgrade culverts
  - d.) Prune trees and foliage at intersections and right-of-ways
  - e.) Manufacture, repair, and replace street name signs
- 2.) Common Properties
  - a.) Groom and maintain 40 plus acres of common area
  - b.) Improve and maintain Cherokee Lake
  - c.) Maintain the ball-field
  - d.) Maintain ponds and lakes; stock with fish
  - e.) Maintain two mail-house complexes
  - f.) Maintain two play ground areas
- 3.) Other Items
  - a.) Monitor water levels on Cherokee Lake and comply with state regulations
  - b.) Maintain the emergency siphoning system at Cherokee Lake
  - c.) Perform maintenance and repairs on all Sanitary District owned vehicles, equipment, and hand tools
  - d.) Maintain and repair all functional Sanitary District owned buildings

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## 2019 FISCAL YEAR PLAN

**DEPARTMENT: SHAWNEELAND SANITARY DISTRICT**

8108

**DESCRIPTION:**

The Shawneeland Sanitary District (SSD) was established by the Frederick County Board of Supervisors under the authority of the Code of Virginia. By designating this area a sanitary district, the county can levy additional taxes on the residents and/or landowners. The manager of the SSD is hired by and works for the Frederick County Board of Supervisors. An active advisory committee has been established within the sanitary district to make recommendations to the board of supervisors through the SSD manager.

**OBJECTIVES:**

**Short Term Objectives:**

1. Roads: Number one priority.
  - a) Maintenance and Repairs of existing roads.
  - b) Snow removal.
  - c) Upgrade main arterial roads.
2. Improve and extend recreational areas.
3. Work with the Shawneeland Advisory Committee and sub-committees on long and mid-range plans.

	FY 2017 BUDGET	FY 2018 BUDGET	FY 2019 BUDGET		FY 2017 BUDGET	FY 2018 BUDGET	FY 2019 BUDGET
<b>COSTS:</b>				<b>REVENUES:</b>			
Personnel	425,031	442,822	453,656	Fees	689,900	697,180	707,260
Operating	507,034	494,838	579,570	State/Federal			
Capital	0	0	30,000	SSD Reserve Fund	242,165	240,480	355,966
<b>TOTAL</b>	<b>932,065</b>	<b>937,660</b>	<b>1,063,226</b>	<b>TOTAL</b>	<b>932,065</b>	<b>937,660</b>	<b>1,063,226</b>

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**2018-2019 BUDGET INFORMATION - EXPENDITURES**

**DEPARTMENT SHAWNEELAND SANITARY DISTRICT**

**8108**

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
16-8108-1001-00	<b>Personal Services</b> Includes salaries of one Laborer position, two Motor Equipment Operator positions, two Senior Motor Equipment Operator positions, one full-time Secretary I position, and the SSD Manager position.		\$293,947
16-8108-1005-00	<b>Extra Help/Overtime</b> Includes overtime wages for emergency situations. a. Emergency Help	\$8,000	\$8,000
16-8108-2001-00	<b>F.I.C.A.</b>		\$22,487
16-8108-2002-00	<b>Retirement</b>		\$27,043
16-8108-2005-00	<b>Hospital/Medical Plans</b>		\$87,076
16-8108-2006-00	<b>Group Insurance</b>		\$3,851
16-8108-2008-00	<b>Short &amp; Long Disability</b>		\$600
16-8108-2011-00	<b>Workers Compensation</b>		\$10,652
16-8108-3002-00	<b>Professional Services</b> Surveying and engineering costs related to road improvements and evaluation of Cherokee Dam and other capital projects. Sources used outside of local government.		\$2,000

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**2018-2019 BUDGET INFORMATION - EXPENDITURES**

**DEPARTMENT SHAWNEELAND SANITARY DISTRICT**

**8108**

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
16-8108-3004-01	<p><b>Repair and Maintenance - Equipment</b>                      Heavy duty repairs that cannot be performed in-house (i.e., engine overhaul, transmission repair or flat tire on backhoe or grader).                      Line item increased due to aging equipment and high costs of major repairs.</p>		\$20,000
16-8108-3004-02	<p><b>Repair and Maintenance - Vehicle</b>                      This amount includes anticipated maintenance and repairs to vehicles which are essential to our snow removal plan as well as daily duties.</p>		\$12,000
16-8108-3004-03	<p><b>Repair and Maintenance - Buildings</b>                      This amount covers the cost for repairs to all functional Sanitary District owned buildings.</p>		\$5,000
16-8108-3004-04	<p><b>Repair and Maintenance - Roads</b>                      To Tar and Chip 7.90 miles of trails.74,151 sq. yds. @ \$2.50 per sq. yd.</p>		\$185,378
16-8108-3010-00	<p><b>Other Contractual Services</b>                      Drainage Culvert Replacement                      Equipment w/operator for snow removal (pick-up with plow/wheel loader).                      Tree Trimming and Tree Removal--                      an average of 52 trees per year @ \$125 per tree.</p>	<p><b>\$5,000</b>  <b>\$15,000</b>  <b>\$6,500</b></p>	\$71,540

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**2018-2019 BUDGET INFORMATION - EXPENDITURES**

<b>DEPARTMENT SHAWNEELAND SANITARY DISTRICT</b>		<b>DEPARTMENT CODE</b>	<b>8108</b>
<b>EXPENDITURE LINE ITEM</b>	<b>DESCRIPTION</b>	<b>DETAIL AMOUNT</b>	<b>TOTAL AMOUNT (PER LINE ITEM)</b>
<b>16-8108-3010-00-Cont'd</b>	Management reimbursement to Frederick County (Engineering Budget: 3010-019070-0002) for the services of the County staff for administration Pest Control--\$45 per month Combs Wasterwater Management-- 1 at the maintenance office for 12 months 2 at the beach and 1 at the playground for 6 months Stormwater/E and S Permits Lump Sum (State Requirement) Beach Security	<b>\$20,000</b>  <b>\$540</b>  <b>\$2,500</b>   <b>\$10,000</b>  <b>\$12,000</b>	
<b>16-8108-5101-00</b>	<b>Electrical Services</b> Electric service to maintenance building: lights to garage bays, heat/air conditioning, lights to the offices and meeting room. \$214 per month average for 12 months Outdoor security lighting: front entrance, 2 mailhouse complexes, the light on Bear Trail, and at the beach. \$234 per month average for 12 months	  <b>\$2,568</b>   <b>\$2,808</b>	<b>\$5,376</b>
<b>16-8108-5102-00</b>	<b>Heating Services</b> Fuel for the furnace that heats the garage area: 800 gals. X \$3.00 per gallon		<b>\$2,400</b>

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**2018-2019 BUDGET INFORMATION - EXPENDITURES**

DEPARTMENT SHAWNEELAND SANITARY DISTRICT		DEPARTMENT CODE 8108	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
16-8108-5103-00	<p><b>Water and Sewage Services</b></p> <p>Includes costs associated with Aqua Virginia's water availability fees for lots owned by Shawneeland.</p> <p>Pumping of the septic tank.</p> <p>9 Lots @ \$20 per Lot.</p>	<p align="right"><b>\$300</b></p> <p align="right"><b>\$180</b></p>	<b>\$480</b>
16-8108-5204-02	<p><b>Telephone</b></p> <p>Verizon - \$90 x 12 months. (Shawneeland Office Phone Monthly)</p> <p>MCI - \$8.00 x 12 months. (Shawneeland Office Long Distance Monthly)</p> <p>Verizon Wireless -7 mobile phones \$40.00 per month @ 12 months</p> <p>Each employee has a phone to communicate in the Sanitary District because 2 way radio's do not work.</p> <p>Verizon Wireless - internet \$45.00 per month @ 12 months</p>	<p align="right"><b>\$1,080</b></p> <p align="right"><b>\$96</b></p> <p align="right"><b>\$3,360</b></p> <p align="right"><b>\$540</b></p>	<b>\$5,076</b>
16-8108-5301-00	<p><b>Boiler Insurance</b></p>		<b>\$100</b>
16-8108-5302-00	<p><b>Fire Insurance</b></p> <p>Includes property coverage for Cherokee Dam and fire insurance for the maintenance building, council house, etc.</p>		<b>4,500</b>

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**2018-2019 BUDGET INFORMATION - EXPENDITURES**

DEPARTMENT SHAWNEELAND SANITARY DISTRICT		DEPARTMENT CODE 8108	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
16-8108-5305-00	<b>Motor Vehicle Insurance</b> 11 vehicles @ \$590.91/year.		<b>\$6,500</b>
16-8108-5308-00	<b>General Liability Insurance</b>		<b>\$1,800</b>
16-8108-5401-00	<b>Office Supplies</b> Ink cartridges for copier, fax, and printer. Paper supplies (copy paper, folders, mailing supplies, notepads). Pens/miscellaneous Computer programs (includes recordable cds).	<b>\$1,360</b> <b>\$220</b> <b>\$100</b> <b>\$320</b>	<b>\$2,000</b>
16-8108-5403-00	<b>Agricultural Supplies</b> The major portion of this amount is utilized for flowers and plants to landscape both entrances to Shawneeland, chemicals for the beach and ponds (plant growth controls), fertilizers, grass seed, and straw to stabilize shoulders and drainage ditches along roadways. Increase due to new Stormwater and E & S Regulations.		<b>\$5,000</b>
16-8108-5404-00	<b>Medical Laboratory Supplies</b> To restock the first aid kits.		<b>\$500</b>

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**2018-2019 BUDGET INFORMATION - EXPENDITURES**

DEPARTMENT SHAWNEELAND SANITARY DISTRICT		DEPARTMENT CODE 8108	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
16-8108-5405-00	<b>Laundry/Housekeeping and Janitorial Supplies</b> To maintain cleanliness of office and meeting rooms.		<b>\$850</b>
16-8108-5407-00	<b>Repair and Maintenance Supplies</b> This line item includes lumber, posts, and plants for all buildings, bus stop shelters, street signs, etc. Because we perform most of our vehicle and small equipment maintenance and repairs in-house, we need to replace tools, parts, and supplies.		<b>\$13,000</b>
16-8108-5408-00	<b>Vehicle and Powered Equipment</b> This line item is targeted for all necessary equipment parts required to perform in-house repairs to each piece of equipment from large to small (grader, backhoe, trucks, mowers, weed eaters, etc). Line item has increased due to aging equipment.		<b>\$17,000</b>
16-8108-5408-01	<b>Vehicle - Tires and Parts</b> To purchase new tires for equipment (as needed). (Pick-up Truck, Motor Grader, Wheel Loader, Lawn Mower, Etc.)		<b>\$5,000</b>
16-8108-5408-02	<b>Vehicle - Fuels and Lubricants</b> 4,000 gallon of Gasoline @\$2.25 per gallon 6,000 gallons of Diesel @\$2.50 per gallon 375 gallons of Hydraulic and Motor Oil @\$14.00 per gallon	<b>\$9,000</b> <b>\$15,000</b> <b>\$5,250</b>	<b>\$29,250</b>

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**2018-2019 BUDGET INFORMATION - EXPENDITURES**

DEPARTMENT SHAWNEELAND SANITARY DISTRICT		DEPARTMENT CODE 8108	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
16-8108-5410-00	<p><b>Uniforms and Clothing</b></p> <p>6 Employees at \$350 each per year to purchase safety boots, pants, shirts, and winter protection clothing.</p> <p>The remainder will purchase safety protection apparel.</p> <p>These items are required to be worn while doing assigned job duties.</p> <ul style="list-style-type: none"> <li>hard hats</li> <li>safety vest</li> <li>gloves</li> <li>eye protection</li> <li>hearing protection</li> <li>chaps</li> <li>rubber boots</li> </ul>	<p align="right"><b>\$2,100</b></p> <p align="right"><b>\$900</b></p>	<b>\$3,000</b>
16-8108-5413-00	<p><b>Other Operating Supplies</b></p> <p>To purchase industrial chemicals, manufacturing supplies, electrical supplies, ADP supplies, and other operating supplies not provided for in the foregoing accounts.</p>		<b>\$2,000</b>
16-8108-5413-01	<p><b>Road and Street Materials</b></p> <p>For general maintenance of approximately 50 miles of roads, along with culvert replacements and upgrades. This line item also covers salt, calcium, and #8 stones for snow and ice control.</p> <p>Stones 21A, #10, #8, 3" x 8".</p> <p><b>21A -800 tons x \$10.75 per ton equals \$8,600.</b></p> <p><b>#10 -50 tons x \$12.00 per ton equals \$600.</b></p>	<b>\$16,850</b>	<b>\$172,820</b>



**2018-2019 BUDGET INFORMATION - EXPENDITURES**

DEPARTMENT SHAWNEELAND SANITARY DISTRICT		DEPARTMENT CODE 8108	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
16-8108-5413-01-Cont'd	<p>#RRAL-OGB-300 tons x \$13.00 per ton equals \$3,900.</p> <p>#8- 300 tons x \$12.50 per ton equals \$3,750.</p> <p>Delivery of stone \$7.00 per ton @ 80 tons/mo. = \$560 x 12 mos.</p> <p>Asphalt:1,500 tons @ \$70/ton.</p> <p>Calcium: 20 tons @\$700/ton.</p> <p>Salt: 50 tons @\$200/ton.</p> <p>Culverts: (15 inch to 42 inch diameter \$10-\$35/foot) estimate to upgrade and replace culverts</p> <p>Cold Patch: 50 tons @ \$145 per ton.</p>	<p align="right">\$6,720</p> <p align="right">\$105,000</p> <p align="right">\$14,000</p> <p align="right">\$10,000</p> <p align="right">\$13,000</p> <p align="right">\$7,250</p>	
16-8108-5415-00	<p><b>Other Expenses</b></p> <p>To cover purchase and replacement of road signs.</p> <p>50 stop signs @ \$35/ea.</p> <p>10 Children at Play signs @\$30/ea.</p> <p>10 Speed limit signs @\$50/ea.</p> <p>5 Handicap signs @\$30/ea.</p> <p>To purchase trout for fishing derby</p>	<p align="right">\$1,750</p> <p align="right">\$300</p> <p align="right">\$500</p> <p align="right">\$150</p> <p align="right">\$1,300</p>	\$4,000
16-8108-8800-00	<p><b>Buildings</b></p> <p>Addition to Shawneeland Office</p>		\$30,000



**2018-2019 BUDGET INFORMATION - EXPENDITURES**

<b>DEPARTMENT SHAWNEELAND SANITARY DISTRICT</b>		<b>DEPARTMENT CODE 8108</b>	
<b>EXPENDITURE LINE ITEM</b>	<b>DESCRIPTION</b>	<b>DETAIL AMOUNT</b>	<b>TOTAL AMOUNT (PER LINE ITEM)</b>
<b>16-8108-9001-00</b>	<b>Lease - Rental of Equipment</b> Covers rental equipment due to breakdown of in house equipment.		<b>\$3,000</b>
<b>TOTAL</b>			<b>\$1,063,226</b>

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**2018-2019 CAPITAL REQUESTS**

**DEPARTMENT SHAWNEELAND SANITARY DISTRICT**

**DEPARTMENT CODE 8108**

<b>EXPENDITURE LINE ITEM</b>	<b>DESCRIPTION</b>	<b>DETAIL AMOUNT</b>	<b>TOTAL AMOUNT (PER LINE ITEM)</b>
16-8108-8006-00	Construction Vehicles and Equipment		0
16-8108-8800-00	Buildings		30,000
			30,000

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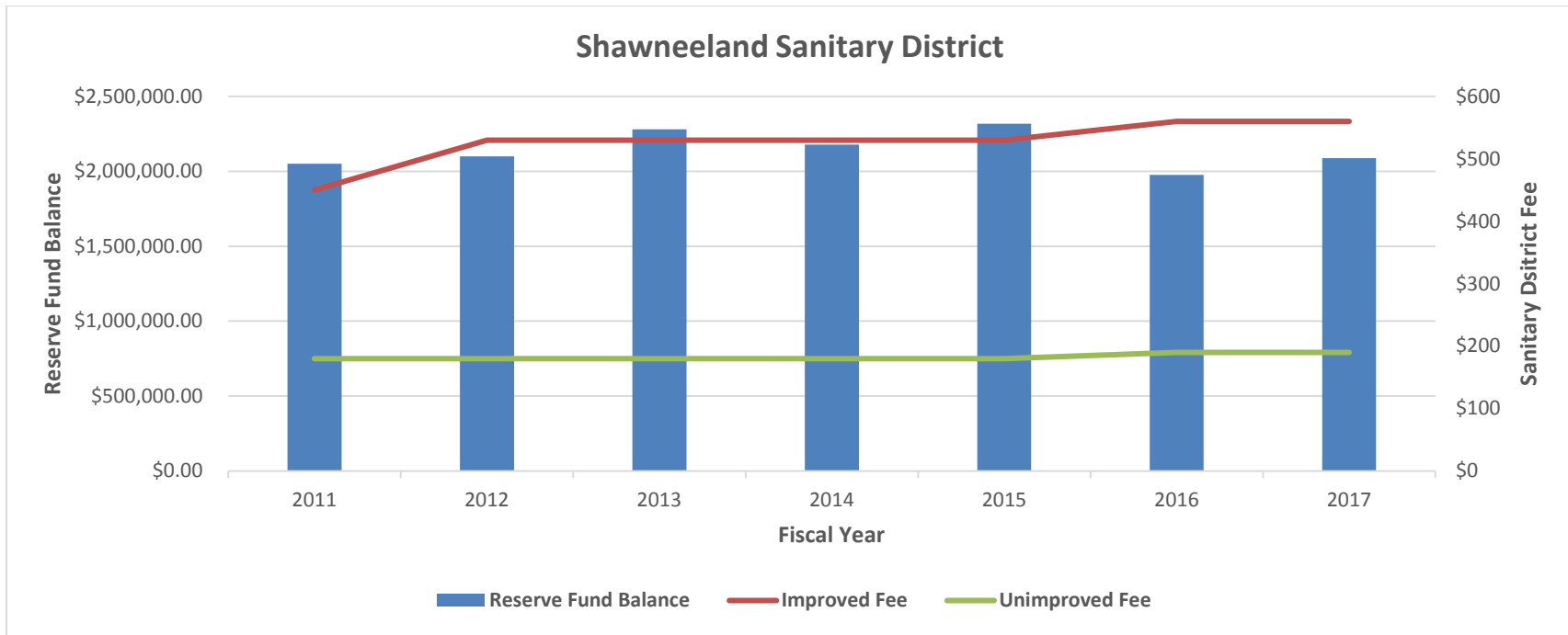
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**2018-2019 BUDGET INFORMATION - REVENUES**

DEPARTMENT SHAWNEELAND SANITARY DISTRICT		DEPARTMENT CODE 8108				
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
16-1101-01	<b>CURRENT SANITARY DISTRICT TAX</b>					
	Unimproved lots \$190/year x 1000 lots					<b>\$190,000</b>
	Improved lots \$560/year x 833 lots					<b>\$466,480</b>
	External Users \$190/year x 50 lots					<b>\$9,500</b>
	\$560/year x 13 lots					<b>\$7,280</b>
16-1501-01	<b>REVENUE FROM USE OF MONEY</b>					<b>\$8,000</b>
	<b>Back taxes paid</b>					<b>\$25,000</b>
16-1911-07	<b>REVENUE FROM CULVERT INSTALL.</b>					<b>\$1,000</b>
					<b>Total</b>	<b>\$707,260</b>

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FY. End	Reserve Fund Balance	Improved Lot Fee	Unimproved Lot Fee
2011	\$2,050,685.63	\$450	\$180
2012	\$2,100,633.75	\$530	\$180
2013	\$2,280,834.98	\$530	\$180
2014	\$2,179,095.32	\$530	\$180
2015	\$2,317,140.21	\$530	\$180
2016	\$1,976,207.52	\$560	\$190
2017	\$2,088,778.05	\$560	\$190

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12-4204  
LANDFILL

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# REFUSE DISPOSAL – LANDFILL

4204

## DESCRIPTION:

The Frederick County Sanitary Landfill provides non-hazardous solid waste disposal needs for Frederick and Clarke Counties and the City of Winchester. The landfill property includes 932 acres of which 90 acres have been permitted under Subtitle “D” Regulations as a municipal solid waste facility, and 50 acres permitted as a Construction Demolition Debris waste facility. The additional acreage is maintained as borrow area and buffer.

In addition to operating the two permitted landfills, the facility operates a fully equipped Citizen’s Convenience Center offering disposal options for several waste streams including: household municipal, construction demolition debris, household hazardous waste, electronics, and numerous other recycling opportunities.

A program to convert landfill gas to electricity was established in 2010. Currently two Jenbacher model 320 engines are fueled by the landfill gas and are capable of producing approximately two megawatts of power. This program is designed to expand as the landfill continues to grow.

In addition, the landfill operates and maintains a leachate pretreatment system designed to collect and provide treatment from all three of the permitted landfills located at the facility.

## GOALS:

- Maintain vegetative cover on exposed soils by overseeding and fertilizing, increase frequency of mowing established vegetation.
- Improve management of stormwater control features.
- Work with local wastewater treatment plants to improve sludge management procedures.
- Increase safety awareness of all landfill employees and continuing education of operators.
- Begin preliminary base grade excavation for construction Phase 3 Cell A MSW Landfill cell.
- Modify leachate system to better manage collection, treatment and disposal.
- Maintain and expand landfill gas collection system as needed to maximize collection efficiency.
- Expand landfill gas perimeter monitoring network around CDD landfill to maintain compliance.
- Conduct major overhaul of both Jenbacher engines to maintain manufacturer warranties.
- Maximize electrical production from landfill gas collected.
- Strive for waste reduction through recycling, composting, brush grinding, tire shredding, etc.

## PERFORMANCE INDICATORS:

	FY 2017 Actual	FY 2018 Projected	FY 2019 Projected
Tons of waste weighed and disposed	167,617	160,000	170,000
Megawatt/hours of power generated from Gas to Energy Plant	11,989	10,512	10,512
Gallons of pretreated leachate collected and discharged	16,492,000	20,000,000	20,000,000
Tons of scrap metal recycled	1,294	800	1000
Tons of household hazardous waste collected	67	100	100
Tons of tires processed to rubber chips	1,205	1,100	1,100
Tons of yard waste processed to mulch	5,778	7,500	6,000

## BUDGET SUMMARY:

	FY 2017 Actual	FY 2018 Approved Budget	FY 2018 Estimated Budget	FY 2019 Adopted Budget	Increase/Decrease FY 2018 App. To FY 2019 Amount	%
Costs:						
Personnel Operating	1,906,723	2,063,983			44,378	2.20%
Capital/Leases	2,087,508	2,857,258			-28,572	-0.99%
TOTAL	2,378,516	4,811,000			2,681,000	125.87%
	6,372,747	9,732,241	7,034,376	9,732,241	2,696,806	38.33%
Revenue:						
Fees						
State/Federal	7,338,267	6,734,695			345,225	5.40%
Local/Reserves	0	0			0	0.00%
TOTAL	0	2,997,546			2,351,581	364.04%
	7,338,267	9,732,241	7,034,376	9,732,241	2,696,806	38.33%
Full-time Positions	27	27			0	0.00%

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11/01/2017 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2017/10	
FUND #012 FRED . WINC LANDFILL FUND							
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin
		FY/2016	FY/2017	Budget	2017/10	FY2019	Request
042040	LANDFILL						
042040 -000-000	REFUSE DISPOSAL						
042040-1000-000	PERSONNEL SERVICES						
042040-1001-000-001	COMPENSATION OF PUBLIC WORKS						
042040-1001-000-002	LANDFILL MANAGER	85,870	108,530	91,470	21,306	85,222	
042040-1001-000-003	ENVIRONMENTAL MANAGER	71,931	65,833	76,411	15,899	63,596	
042040-1001-000-004	ADMINISTRATIVE COSTS	142,955	170,175	151,566	32,010	128,040	
042040-1001-000-005	HEAVY EQUIPMENT MECHANIC	63,261	65,222	67,432	16,858	67,432	
042040-1001-000-036	SECRETARY III						
042040-1001-000-056	SCALE OPERATOR	57,689	38,839	39,072	9,768	39,072	
042040-1001-000-057	ADMINISTRATIVE ASSISTANT	42,099	43,714	45,195	11,299	45,195	
042040-1001-000-058	ASST.CONVENIENCE CENTER SUPER.	28,207	21,310	31,331	4,331	38,800	
042040-1001-000-066	SPOTTER	32,841	34,063	35,228	8,807	35,228	
042040-1001-000-067	MAINTENANCE MECHANIC ASSISTANT	15,425	32,930	34,015	8,504	34,016	
042040-1001-000-068	LABORER	7,225	29,705	30,711	7,678	30,712	
042040-1001-000-069	LANDFILL TECHNICIAN	35,311	31,293	36,786	8,977	33,506	
042040-1001-000-070	SR LANDFILL TECHNICIAN	39,202	40,460	41,861	10,465	41,861	
042040-1001-000-071	SR LANDFILL TECHNICIAN	43,323	27,138	44,923		44,923	
042040-1001-000-072	LANDFILL TECHNICIAN	36,795	38,212	39,463	9,866	39,464	
042040-1001-000-081	LANDFILL TECH	32,300	33,183	34,263	8,566	34,264	
042040-1001-000-082	LANDFILL TECHNICIAN	38,175	39,400	40,755	10,189	40,756	
042040-1001-000-083	LFG TO ENERGY PLANT OPER.	54,225	55,878	57,761	14,440	57,760	
042040-1001-000-084	LANDFILL TECHNICIAN III						
042040-1001-000-085	LABORER I 1/2						
042040-1001-000-086	LANDFILL OPERATIONS SUPV	58,244	60,084	62,151	15,538	62,151	
042040-1001-000-087	LABORER II						
042040-1001-000-088	LANDFILL TECHNICIAN	38,604	21,235	40,069	4,512	34,000	
042040-1001-000-089	SPOTTER	19,870	22,377	30,090	5,167	31,000	
042040-1001-000-090	CONVENIENCE SITE SUPERVISOR	29,111	46,537	48,136	12,034	48,136	
042040-1001-000-091	LABORER	27,009	27,761	28,676	7,169	28,676	
042040-1001-000-092	LABORER II						
042040-1001-000-093	SR LANDFILL TECHNICIAN	43,349	44,671	46,183	11,546	46,184	
042040-1001-000-094	ENVIRONMENTAL SAFETY TECH.	46,590	42,753	51,812	9,583	46,000	
042040-1001-000-095	LANDFILL TECHNICIAN	33,727	34,757	35,881	8,970	35,881	
042040-1001-000-096	LANDFILL TECHNICIAN	38,070	39,192	40,512	10,128	40,513	
042040-1001-000-097	LABORER	27,009	27,778	28,701	2,392	28,006	
042040-1001-000-098	LABORER						
042040-1003-000-000	PART TIME/EXTRA HELP	52,390	67,405	93,600	23,287	98,280	
042040-1005-000-000	OVERTIME	55,393	53,889	67,980	13,522	67,980	
042040-1005-000-001	OVERTIME - INVESTIGATIVE						
042040-1009-000-000	MERIT RESERVE						
042040-1099-000-000	CHANGE IN ACCRUED LEAVE	-8,341					
	PERSONAL SERVICE	1,287,859	1,364,324	1,472,034	322,811	1,426,654	

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042040-2000-000-000	FRINGE BENEFITS						
042040-2001-000-000	F. I. C. A.	93,611	98,732	111,215	23,751	109,134	
042040-2002-000-000	RETIREMENT - V. S. R. S.	123,351	108,460	120,562	25,528	115,956	
042040-2005-000-000	HOSPITAL/MEDICAL PLANS	249,200	259,720	311,060	68,888	325,936	
042040-2006-000-000	GROUP INSURANCE	13,835	15,444	17,167	3,635	16,511	
042040-2007-000-000	ACCRUED VACATION PAY						
042040-2008-000-000	SHORT & LONG TERM DISABILITY	947	1,536	1,600	487	1,800	
042040-2011-000-000	WORKER'S COMPENSATION	54,001	57,463	62,762	12,270	47,688	
042040-2013-000-000	EDUCATION - TUITION ASSISTANCE						
042040-2099-000-000	FRINGE BENEFIT RESERVE						
	<b>FRINGE BENEFITS</b>	<b>534,945</b>	<b>541,355</b>	<b>624,366</b>	<b>134,559</b>	<b>617,025</b>	
042040-3000-000-000	CONTRACTUAL SERVICES						
042040-3001-000-000	PROFESSIONAL HEALTH SERVICES	229	1,400	1,500		1,500	
042040-3002-000-000	PROFESSIONAL SERVICES OTHER	309,849	433,315	440,000	71,452	500,000	
042040-3002-000-001	STATE PERMIT FEES	29,746	30,892	36,800	32,153	39,600	
042040-3002-000-002	PROFESSIONAL SVC - INVESTIGATI						
042040-3003-000-000	TEMPORARY HELP SERVICE FEES						
042040-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.	69,233	24,601	170,000	6,655	130,000	
042040-3004-000-002	REPAIR AND MAINTENANCE - VEHIC	7,642	9,096	12,000	455	12,000	
042040-3004-000-003	REPAIR AND MAINTENANCE - BUILD	30,682	20,758	35,000	165	30,000	
042040-3004-000-004	REPAIR AND MAINTENANCE-GENERATOR	114,997	91,108	120,000	3,268	80,000	
042040-3005-000-000	MAINTENANCE SERVICE CONTRACTS	15,598	17,028	25,350	573	25,350	
042040-3005-000-001	GENERATOR OIL SAMPLING	2,724	5,435	6,500		6,500	
042040-3007-000-000	ADVERTISING	2,152	2,214	3,000	383	3,000	
042040-3010-000-000	OTHER CONTRACTUAL SERVICES	278,172	295,710	418,020	31,950	510,020	
042040-3010-000-001	CONTRACTUAL SERV. - TIRE PROGRAM	51,404	79,878	110,000	14,409	142,500	
042040-3010-000-002	RTOP OPERATIONAL COSTS						
042040-3010-000-003	REGIONAL ELECTRONICS RECYCLING	78,500	83,600	66,000	11,400	91,200	
	<b>PURCHASED SERVICES</b>	<b>990,928</b>	<b>1,095,035</b>	<b>1,444,170</b>	<b>172,863</b>	<b>1,571,670</b>	
042040-4000-000-000	INTERNAL SERVICES						
042040-4001-000-000	DATA PROCESSING SERVICES						
042040-4003-000-001	CENTRAL STORES-COPIES						
042040-4003-000-002	CENTRAL STORES-GASOLINE						
042040-5100-000-000	UTILITIES						
042040-5101-000-000	ELECTRICAL SERVICES	34,013	37,439	45,000	2,624	45,000	
042040-5101-000-001	ELECTRICAL SERV.-INTERCONNECTION	20,368	24,071	26,000	1,840	26,000	
042040-5102-000-000	HEATING SERVICES	3,952	8,803	6,000		10,000	
042040-5204-000-000	POSTAGE AND TELEPHONE	13,452	13,026	18,060	3,156	18,060	
042040-5204-000-001	POSTAGE AND SHIPPING-GENERATOR	1,473	1,749	5,000	181	2,160	
042040-5301-000-000	BOILER INSURANCE	723	699	798	738	798	
042040-5302-000-000	FIRE INSURANCE	13,952	14,850	17,000	16,374	17,000	
042040-5305-000-000	MOTOR VEHICLE INSURANCE	4,826	6,049	6,250	5,118	6,250	
042040-5306-000-000	SURETY BONDS	24	29	40	29	40	
042040-5308-000-000	GENERAL LIABILITY INSURANCE	5,197	6,005	6,500	5,743	6,500	

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042040-5401-000-000	OFFICE SUPPLIES	8,707	6,806	10,000	1,653	10,000
042040-5403-000-000	AGRICULTURAL SUPPLIES	1,361	1,739	10,000		15,000
042040-5404-000-000	MEDICAL AND LABORATORY SUPPL	1,445	1,883	2,500	401	2,500
042040-5405-000-000	LAUNDRY & JANITORIAL SUPPLIES	3,804	3,489	6,000	761	6,000
042040-5407-000-000	REPAIR AND MAINTENANCE SUPPL	26,415	23,492	30,000	441	30,000
042040-5408-000-000	VEHICLE AND POWERED EQUIPMENT	103,683	97,967	150,000	12,528	180,000
042040-5408-000-001	VEHICLES-TIRES AND PARTS	1,379	282	4,500	392	4,500
042040-5408-000-002	VEHICLE-FUELS AND LUBRICANTS	160,235	163,651	303,700	24,556	303,700
042040-5408-000-003	GENERATOR SPARE PARTS	343,849	61,664	150,000	473	100,000
042040-5408-000-004	GENERATOR LUBRICANTS	34,065	28,978	48,740	10,783	48,740
042040-5410-000-000	UNIFORMS	5,712	5,828	7,000	636	23,450
042040-5410-000-001	SAFETY EQUIPMENT		462	4,500		2,500
042040-5411-000-000	BOOKS & SUBSCRIPTIONS		535	1,500	551	1,500
042040-5413-000-000	OTHER OPERATING SUPPLIES	13,869	9,989	10,000	4,267	12,000
042040-5413-000-001	OTHER OPERATING SUPPLIES-GENERAT	5,755	2,072	60,612	30,843	40,000
042040-5506-000-000	TRAVEL	9,832	3,945	12,000	925	12,000
042040-5506-000-001	LANDFILL GAS GENERATOR TRAINING	3,712		10,000	276	10,000
042040-5604-000-000	OTH. PAYMENTS OR CONTRIBUTIONS	167,807	174,088	160,000		170,000
042040-5800-000-000	MISCELLANEOUS					
042040-5801-000-000	DUES AND ASSOC.MEMBERSHIPS	1,622	1,433	2,000	1,116	2,000
042040-5806-000-000	RESERVE FOR CONTINGENCIES					315,892
042040-5806-000-001	POST CLOSURE COSTS	283,092	291,450	320,000		320,000
042040-5806-000-002	CONTINGENCY-TIPPING FEE ADJUST					
042040-5806-000-003	PAYMENTS TO LOCALITIES					
042040-5810-000-000	PAYMENT OF UNEMPLOYMENT CLAIMS			10,000		10,000
042040-5810-000-001	EEOC CLAIMS					
	<b>OTHER CHARGES</b>	<b>1,274,324</b>	<b>992,473</b>	<b>1,443,700</b>	<b>126,405</b>	<b>1,751,590</b>
042040-8001-000-000	MACHINERY AND EQUIPMENT					
042040-8002-000-000	FURNITURE AND FIXTURES					
042040-8003-000-000	COMMUNICATIONS EQUIPMENT			5,000		15,000
042040-8005-000-000	MOTOR VEHICLES AND EQUIPMENT		26,658	95,000	31,094	35,000
042040-8006-000-000	CONSTRUCTION VEHICLES & EQUIP	1	651,874	961,000		630,000
042040-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMENT			5,000		5,000
042040-8009-000-000	MISCELLANEOUS EQUIPMENT		5,990	10,000		25,000
042040-8009-000-001	MISC.-LANDFILL GAS GENERATORS			20,000		10,000
042040-8700-000-000	LAND					
042040-8800-000-000	BUILDINGS					
042040-8900-000-000	IMPROVEMENTS OTHER THAN BUILDING		43,180	3,330,000		1,345,000
042040-8900-000-001	SITE DEVELOPMENT		1,650,776			
042040-8901-000-000	LOSS ON DISPOSAL					
042040-8999-000-000	INTEREST EXPENSE					
	<b>CAPITAL OUTLAY</b>	<b>1</b>	<b>2,378,478</b>	<b>4,426,000</b>	<b>31,094</b>	<b>2,065,000</b>
042040-9000-000-000	DEPRECIATION					
042040-9001-000-000	LEASE/RENT OF EQUIPMENT	621	38	40,000		40,000
042040-9500-000-000	DEPRECIATION OF EQUIPMENT	1,974,437		500,000		
042040-9500-000-001	DEPRECIATION OF EQUIP.-GENERAT			75,000		
	<b>OTHER USES OF FUNDS</b>	<b>1,975,058</b>	<b>38</b>	<b>615,000</b>		<b>40,000</b>

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	TOTAL DEPARTMENT	6,063,115	6,371,703	10,025,270	787,732	7,471,939
093010 -000-000	TRANSFERS					
093010-2011-000-000	WORKER'S COMP FOR WELLNESS	77	44			
	FRINGE BENEFITS	77	44			0
093010-5807-000-001	MERIT RESERVE	1,970	1,000	-32,427		
093010-5807-000-002	MERIT RESERVE FRINGES					
	OTHER CHARGES	1,970	1,000	-32,427		0
	TOTAL DEPARTMENT	2,047	1,044	-32,427		0
TOTAL FOR FUND		6,065,162	6,372,747	9,992,843	787,732	7,471,939

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## 2018-2019 BUDGET INFORMATION - REVENUES

DEPARTMENT	LANDFILL	DEPARTMENT CODE				12-4204
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
1501-01	Interest on Bank Deposits	120,000				120,000
1502-01	Sale of Junk					75,000
	Scrap recycling	75,000				
1608-05	<b>Sanitary Landfill Fees</b>					6,562,000
	Based on Tonnage of 170,000					
	<b>Commercial/Industrial</b>					
	\$50/ton x 41% x 170,000 ton	3,485,000				
	<b>Municipal</b>					
	\$20/ton x 25% x 170,000 ton	850,000				
	<b>Construction Demolition Debris</b>					
	\$45/ton x 19% x 170,000 ton	1,453,500				
	<b>Municipal Sludge</b>					
	\$38/ton x 10% x 170,000	646,000				
	<b>Rubble/Concrete/Rock</b>					
	\$15/ton x 5% x 170,000	127,500				
					<b>Subtotal</b>	<b>6,757,000</b>

8-Nov

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## 2018-2019 BUDGET INFORMATION - REVENUES

DEPARTMENT	LANDFILL					DEPARTMENT CODE	12-4204
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL	
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES		
1608-08	<b>Tire Charges/Reimbursement</b> Based on 1,500 ton of tires delivered yearly NSVRC (RTOP) Members $\$80 \times 25\% \times 1500 = 30,000$	<b>30,000</b>				<b>142,500</b>	
	<b>Commercial</b> $\$100 \times 75\% \times 1500 = 112,500$	<b>112,500</b>					
1608-11	<b>E-Cycle Collections</b> Fees collected for the collection of electronics & unacceptable waste paid by haulers $\$3800 \times 2 \times 12 \text{ months}$	<b>91,200</b>				<b>91,200</b>	
1608-13	<b>Gas to Energy</b> $\$29.76/\text{mwh} \times 1.5\text{mwh}/\text{hr} \times 80\% \times 8760\text{hrs}$	<b>312,837</b>				<b>312,837</b>	
1608-14	<b>Renewable Energy Credit</b> $1.5 \times 8,760 \times 80\% \times \$16.02$	<b>168,402</b>				<b>168,402</b>	
					<b>Subtotal</b>	<b>714,939</b>	
8-Nov					<b>TOTAL</b>	<b>7,471,939</b>	

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-1003	<b>Part Time Help / Convenience Center Staffing</b> Required extra help necessary for mowing, litter control, tire grinding and convenience center staffing. 6 people x 30 hr/week x \$10.50/hr x 52 weeks		98,280
12-4204-1005	<b>Overtime / Holiday Work</b> Overtime = 1716 hours/yr X \$30/hr = \$51,480 Holiday work = 550 hours/yr X \$30/hr = \$16,500	51,480 16,500	67,980
12-4204-3001-00	<b>Professional Health Services</b> Hepatitis B vaccinations for new hires		1,500
12-4204-3002-00	<b>Professional Services</b> 1. Surveying-Marsh & Legge 2. Environmental Monitoring, Sampling and CQA 3. Northern Shenandoah Valley Regional Commission 4. Gas Management Design Services-SCS Engineers 5. Leachate Treatment/Management Professional Services 6. Treasurer (credit Card Fees) 7. Engineering Services (Cell Construction)	50,000 125,000 20,000 150,000 20,000 10,000 125,000	500,000
		<b>Subtotal</b>	<b>667,760</b>

8-Nov

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>12-4204-3002-01</b>	<b>State Permit Fees</b>		<b>39,600</b>
	Title V Annual permit fee	7,000	
	Solid Waste permit #40	1,500	
	Solid Waste permit #591	5,500	
	Solid Waste permit #529, \$.14 X 140,000 tons of MSW Waste	19,600	
	Tire Processing	6,000	
<b>12-4204-3004-01</b>	<b>Repair and Maintenance - Equipment</b>		<b>130,000</b>
	Repairs that need to be made to equipment because of inadequate facilities or tools that prevent landfill heavy equipment mechanic from performing work.		
	Anticipate additional expenses due to age of equipment.		
<b>12-4204-3004-02</b>	<b>Repair and Maintenance - Vehicles</b>		<b>12,000</b>
	This figure reflects the amount for installation of new tires and miscellaneous repairs and maintenance of vehicles that landfill heavy equipment mechanic cannot perform.		
<b>12-4204-3004-03</b>	<b>Repair and Maintenance - Buildings and Grounds</b>		<b>30,000</b>
	This figure reflects the anticipated work related to maintenance for electrical service and fencing, litter fence and upkeep. Expenses have increased due to electrical repairs for pumps and associated equipment.		

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Subtotal

211,600

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-3004-04	<b>Repair and Maintenance - Generators</b> <b>(Gas to Energy)</b> This figure represents repairs to be made to generators and ancilliary equipment by others.	<b>80,000</b>	<b>80,000</b>
12-4204-3005-00	<b>Maintenance Service Contracts</b> PraxAir \$300/month X 12 (Tank & welding supplies since all work is performed in house) Scale maintenance: Calibrate scales 2 X year @ \$2,125 each Fire X \$5,000 X 2 Events (Service on fire supression systems on heavy equipment) OSHA Certification on overhead crane and forklift Leachate Line Flushing	<b>3,600</b>          <b>10,000</b>          <b>2,500</b>          <b>5,000</b>	<b>25,350</b>
12-4204-3005-01	<b>Generator Oil Samples</b> Annual Subscription for weekly sampling		<b>6,500</b>
12-4204-3007-00	<b>Advertising</b> Includes ads for Household Hazardous Waste Collections, E-Cycle, Holiday closings and other special events.		<b>3,000</b>

8-Nov

Subtotal

114,850

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-3010-00	<p><b>Other Contractual Services</b></p> <p>Rags / Rug Rentals \$750/month X 12</p> <p><b>Water Coolers</b></p> <p>5 gallon water containers 10- per week X \$6.00 each X 52 weeks</p> <p><b>Leachate Treatment</b></p> <p>Costs for monitoring, testing and maintaining leachate system (includes laboratory testing) \$800/week X 52 weeks</p> <p><b>Brush Grinding</b></p> <p>Private contractor to grind brush (two times/year) Assume 6,000 tons x \$15/ton= \$90,000</p> <p><b>Household Hazardous Waste</b></p> <p>Costs for Environmental Company to Package and Remove these special wastes. Estimate \$10,000 / month</p> <p><b>Wastewater Disposal Fees</b></p> <p>Leachate pumped to Opequon Water Reclamation Facility, Based on 20,000,000 gal/year X \$6.50/1000 gal</p> <p><b>Septage Pump and Haul \$300/month X 12</b></p> <p><b>Rock Crushing Aggregate</b></p> <p>*Separate approximately 4,000 tons concrete@ \$12/crushed ton</p>	<p><b>9,000</b></p> <p><b>3,120</b></p> <p><b>41,600</b></p> <p><b>90,000</b></p> <p><b>120,000</b></p> <p><b>130,000</b></p> <p><b>3,600</b></p> <p><b>48,000</b></p>	<p><b>445,320</b></p>
8-Nov		<b>Subtotal</b>	<b>445,320</b>

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-3010-00	Office floor stripping and waxing ( 2x year @ \$750) Ductwork Cleaning 2x year (Office and maintenance shop) CAT Subscription (To allow mechanic to work on equipment) GPS Subscription - Trimble landfill module Scrap Metal Hauling	1,500 1,200 3,000 9,000 50,000	64,700
12-4204-3010-01	<b>Tire Grinding- Local Tires</b> Costs related to grinding tires by the Northern Shenandoah Planning Commission. Cost is offset by equal revenue reimbursement.		142,500
12-4204-3010-03	<b>Regional Electronics Recycling Program</b> Costs related to disposal of wastes collected at E-Cycle programs Estimate \$7,600/month x 12 months= \$91,200		91,200
12-4204-5101-00	<b>Electrical Services</b> Increased based on the additional electrical load for stationary tire grinder		45,000
12-4204-5101-01	<b>Electrical Services - Interconnection Fees</b> Fees paid to Rappahannock Electric Cooperative for use of power lines to transport power from GTE plant to utility substation.		26,000
12-4204-5102-00	<b>Heating Services (LP)</b> Based on using LP gas rather than landfill gas		10,000
		<b>Subtotal</b>	<b>379,400</b>

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204	
EXPENDITURE LINE ITEM	DESCRIPTION		DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-5204-00	<b>Postage and Telephone</b>			18,060
	AT&T \$21/month X 12 X 5		1,260	
	Long Distance: \$100/month X 12		1,200	
	Two Way Radio Repeater Tower Rental \$175 X 12		2,100	
	Mobile Telephone		6,000	
	Average Monthly Charge \$50/month X 12 X 10			
	<b>Internet Fees</b>			
	\$75/month X 12 x 5 cellular modems		4,500	
	<b>Postage</b>		3,000	
	Average \$250/ month x 12 months = \$3,000			
12-4204-5204-01	<b>Postage and Shipping - Gas to Energy</b>			2,160
	Oil Analysis shipping 52 weeks X \$30		1,560	
	Ship GEM for calibration 2 times/year		600	
12-4204-5301-00	<b>Boiler Insurance</b>			798
	Air Compressors 3 X \$266			
12-4204-5302-00	<b>Fire Insurance</b>			17,000

8-Nov

Subtotal

38,018

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-5305-00	<b>Motor Vehicle Insurance</b> 1997 Chevy S-10 (Tag# 30-798L) 2000 Dodge Van (Tag# 179-640L) 2006 Chevrolet Colorado (Tag# 130-750L) 2012 Ford F250 4x4 (Tag# 105-202L) 2012 Ford F250 4x4 (Tag# 152-325L) 2015 Ford F350 4x4 (Tag # 187-463L) 2016 Ford F250 4x4 (Tag# 179-895L) 2017 Ford F-150 4x4 (Tag# 197-603L) 2017 Ford F-450 (Litter Buggy, Tag# ) 2018 Ford F-150 (Tag# 201-126L)	625 625 625 625 625 625 625 625 625 625	6,250
12-4204-5306	<b>Surety Bonds</b>		40
12--4204-5308-00	<b>General Liability Insurance</b>		6,500
12-4204-5401-00	<b>Office Supplies</b> Computer paper, disks, scale tickets, etc.		10,000
12-4204-5403-00	<b>Agricultural Supplies</b> Seed, fertilizer and mulch to establish vegetation on disturbed areas		15,000
12-4204-5404-00	<b>Medical and Laboratory Supplies</b> To replenish existing first aid kits (Based on historical use)		2,500
		<b>Subtotal</b>	<b>40,290</b>

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-5405-00	<b>Laundry and Janitorial Supplies</b> Average \$500/ month x 12 months = \$6,000		6,000
12-4204-5407-00	<b>Repair and Maintenance - Buildings and Grounds</b> Gravel, signs, road salt, etc. Based on previous year cost and projected in-house projects		30,000
12-4204-5408-00	<b>Repair and Maintenance - Powered Equipment</b> Parts: \$15,000/month X 12 months		180,000
12-4204-5408-01	<b>Miscellaneous (motor vehicles)</b> For licensed vehicles (Based on average of previous years spending)		4,500
12-4204-5408-02	<b>Fuels and Lubricants (Landfill)</b> Gas: 200 gal/wk. X \$2.25 X 52 weeks Diesel: 2,000 gal/wk. X \$2.50 X 52 weeks Lubricants: engine oil, hydraulic fluids, grease, diesel exhaust fluid Antifreeze: 220 gal/year X \$15.00	23,400 260,000 17,000 3,300	303,700
12-4204-5408-03	<b>Generator Spare Parts - Gas to Energy</b> Costs associated with maintenance of generators and associated equipment, including air compressor, gas treatment skid, and flare based on historical averages.		100,000
		<b>Subtotal</b>	<b>624,200</b>

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-5408-04	<b>Generator Lubricants - Gas to Energy</b> 6 oil changes/yr. 220 gal X \$16/gal X 2 units Glycol 500 gal/yr. X \$10 Misc Bearing Grease and Lubricants	 <b>42,240</b> <b>5,000</b> <b>1,500</b>	<b>48,740</b>
12-4204-5410-00	<b>Uniforms</b> 20 people x \$1000yr = \$20,000 23 people x \$150yr /boot allowance = \$3450	 <b>20,000</b> <b>3,450</b>	<b>23,450</b>
12-4204-5410-01	<b>Safety Equipment</b> Personal Protective Equipment including safety vests, respirators, gloves and other equipment	 <b>2,500</b>	<b>2,500</b>
12-4204-5411-00	<b>Books and Subscriptions</b> Safety Films	 <b>1,500</b>	<b>1,500</b>
12-4204-5413-00	<b>Other Operating Supplies</b> Includes miscellaneous specialty tools Based on 5 year average	 <b>12,000</b>	<b>12,000</b>
12-4204-5413-01	<b>Other Operating Supplies - Gas to Energy</b> Specialty Tools required to perform maintenance Siloxane removal media \$1000/ton X 30 tons	 <b>10,000</b> <b>30,000</b>	<b>40,000</b>
		<b>Subtotal</b>	<b>128,190</b>

8-Nov

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-5506-00	<b>Travel / Training</b> Required training for maintaining landfill certification. Twelve people @ \$1000/ea. (Includes training costs, travel and per diem.)		12,000
12-4204-5506-01	<b>Gas to Energy - Travel - Training</b> Plant operator to attend Jenbacher training event and PJM certification training (2 operators @ \$2,500/class + travel expenses)		10,000
12-4204-5604-00	<b>Payments to other Municipalities</b> Distribution of recycling funds. Proportioned by Population Based on \$1/ton X 170,000 tons/year. Frederick County - 64.5% = \$109,650 Clarke County - 12.7% = \$21,590 Winchester - 22.8% = \$38,760	<b>109,650</b> <b>21,590</b> <b>38,760</b>	170,000
12-4204-5801-00	<b>Dues and Memberships</b> SWANA Membership (10 Members @ \$200/ea.)		2,000
12-4204-5806-00	<b>Reserve for Contingencies</b>		315,892
12-4204-5806-01	<b>Post Closure Financial Assurance</b> Financial Assurance required by State DEQ Estimated amount based on formula that is specified by DEQ		320,000
12-4204-5810-00	<b>Payment of Unemployment Claims</b> Estimated Amount		10,000
		<b>Subtotal</b>	<b>839,892</b>

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204	
EXPENDITURE LINE ITEM	DESCRIPTION		DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-8003-00	<b>Communication Equipment</b> Funded at a minimum amount to replace radios as needed			15,000
12-4204-8005-00	<b>Motor Vehicles and Equipment</b> New F-150 Crew 4x4		35,000	35,000
12-4204-8006-00	<b>Construction Vehicles and Equipment</b> 35 ton Articulated off road truck Fork Lift - to replace unit @ convenience center		600,000 30,000	630,000
12-4204-8007-00	<b>Integrated Technology Equipment (A.D.P.)</b> Funded at minimum to replace equipment as needed			5,000
12-4204-8009-00	<b>Miscellaneous (Landfill)</b> New tools for shop New GEM gas meter		10,000 15,000	25,000
12-4204-8009-01	<b>Miscellaneous Equipment - Generators (Gas to Energy)</b> New specialty tools for gas plant		10,000	10,000

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Subtotal

720,000

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## 2018-2019 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-8900-00	<b>Improvements Other Than</b> Expand HHW Building Stormwater Improvements - Landfill Entrance Leachate Aeration Upgrade Block replacement & control upgrade for 2 Jenbacher engines  <b>Gas Wellfield Expansion</b> Extend gas collection header and add additional horizontal collectors in active cell. Gas collection system for CDD Landfill.	80,000 200,000 15,000 900,000  150,000	1,345,000
12-4204-9001-00	<b>Lease/Rent Equipment</b>		40,000
		<b>Subtotal</b>	<b>1,385,000</b>
		<b>Total Expenditures</b>	<b>5,594,520</b>

8-Nov

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## 2018-2019 CAPITAL REQUESTS

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-8003-00	<b>Communication Equipment</b> Funded at a minimum amount to replace radios as needed		15,000
12-4204-8005-00	<b>Motor Vehicles and Equipment</b> New F-150 Crew 4x4	35,000	35,000
12-4204-8006-00	<b>Construction Vehicles and Equipment</b> 35 Ton Articulated offroad truck Fork Lift - to replace unit @ convenience center	600,000 30,000	630,000
12-4204-8007-00	<b>Integrated Technology Equipment (A.D.P.)</b>		5,000
12-4204-8009-00	<b>Miscellaneous (Landfill)</b> New tools for shop New GEM gas meter	10,000 15,000	25,000
12-4204-8009-01	<b>Miscellaneous Equipment - Generators (Gas to Energy)</b> New specialty tools for gas plant		10,000

7-Nov

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Subtotal

720,000

## 2018-2019 CAPITAL REQUESTS

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-8900-00	<b>Improvements Other Than</b>		<b>1,345,000</b>
	Expand HHW Building	80,000	
	Stormwater Improvements - Landfill Entrance	200,000	
	Leachate Aeration Upgrade	15,000	
	Block Replacement & Control upgrade for 2 Jenbacher engines	900,000	
	<b>Gas Wellfield Expansion</b>	<b>150,000</b>	
	Extend gas collection header and add additional horizontal collectors in active cell. Gas collection system for CDD Landfill.		
12-4204-9001-00	<b>Lease/Rent Equipment</b>		<b>40,000</b>

7-Nov

Subtotal  
Total                      1,385,000  
   2,105,000

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## Future Projects at Landfill

Projected during the 2018/2019 budget process

(Based on projected waste disposal of 160,000 – 175,000 tons per year)

FY 18/19	60, 000 Generator Service	\$900,000
FY 20/21	Partial Closure CDD Landfill (10 Acre)	\$2,000,000
FY 22/23	New (1) Megawatt Generator	\$1,500,000
FY 22/23	Upgrade Power line to Substation	\$1,500,000
FY 24/25	Closure MSW Phase 2 Cell A/B (20 Acre)	\$4,000,000
	Future Cell Development	
FY 20/21	Rough Grading and Rock Crushing	\$4,500,000
FY 21/22	Leachate Stone 50,000 ton @ \$25/ton	\$1,250,000
FY 21/22	Cell Construction MSW Phase 3 Cell A 11 Acres	\$2,750,000
Total		\$18,400,000

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**COUNTY of FREDERICK**

Department of Public Works

540/665-5643

FAX: 540/678-0682

**MEMORANDUM**

**TO:** Public Works Committee  
**FROM:** Joe C. Wilder, Director of Public Works *JCW*  
**SUBJECT:** Monthly Tonnage Report - Fiscal Year 16/17  
**DATE:** November 20, 2017

The following is the tonnage for the months of July 2017, through June 2018, and the average monthly tonnage for fiscal years 03/04 through 17/18.

<b>FY 03-04:</b>	<b>AVERAGE PER MONTH:</b>	<b>16,348 TONS (UP 1,164 TONS)</b>
<b>FY 04-05:</b>	<b>AVERAGE PER MONTH:</b>	<b>17,029 TONS (UP 681 TONS)</b>
<b>FY 05-06:</b>	<b>AVERAGE PER MONTH:</b>	<b>17,785 TONS (UP 756 TONS)</b>
<b>FY 06-07:</b>	<b>AVERAGE PER MONTH:</b>	<b>16,705 TONS (DOWN 1,080 TONS)</b>
<b>FY 07-08:</b>	<b>AVERAGE PER MONTH:</b>	<b>13,904 TONS (DOWN 2,801 TONS)</b>
<b>FY 08-09:</b>	<b>AVERAGE PER MONTH:</b>	<b>13,316 TONS (DOWN 588 TONS)</b>
<b>FY 09-10:</b>	<b>AVERAGE PER MONTH:</b>	<b>12,219 TONS (DOWN 1,097 TONS)</b>
<b>FY 10-11:</b>	<b>AVERAGE PER MONTH:</b>	<b>12,184 TONS (DOWN 35 TONS)</b>
<b>FY 11-12:</b>	<b>AVERAGE PER MONTH:</b>	<b>12,013 TONS (DOWN 171 TONS)</b>
<b>FY 12-13:</b>	<b>AVERAGE PER MONTH:</b>	<b>12,065 TONS (UP 52 TONS)</b>
<b>FY 13-14:</b>	<b>AVERAGE PER MONTH:</b>	<b>12,468 TONS (UP 403 TONS)</b>
<b>FY 14-15:</b>	<b>AVERAGE PER MONTH:</b>	<b>13,133 TONS (UP 665 TONS)</b>
<b>FY 15-16:</b>	<b>AVERAGE PER MONTH:</b>	<b>13,984 TONS (UP 851 TONS)</b>
<b>FY 16-17:</b>	<b>AVERAGE PER MONTH:</b>	<b>14,507 TONS (UP 523 TONS)</b>
<b>FY 17-18:</b>	<b>AVERAGE PER MONTH:</b>	<b>16,456 TONS (UP 1,949 TONS)</b>

<b>MONTH</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>
<b>JULY</b>	13,391	15,465
<b>AUGUST</b>	15,724	17,694
<b>SEPTEMBER</b>	14,649	16,813
<b>OCTOBER</b>	14,160	15,853
<b>NOVEMBER</b>	13,834	
<b>DECEMBER</b>	16,821	
<b>JANUARY</b>	12,520	
<b>FEBRUARY</b>	12,542	
<b>MARCH</b>	13,216	
<b>APRIL</b>	14,252	
<b>MAY</b>	16,105	
<b>JUNE</b>	16,873	

JCW/gmp

RECYCLING REPORT - FY 17/18

<u>MONTH</u>	<u>GLASS</u>	<u>PLAST</u>	<u>AL</u> <u>CANS</u>	<u>STEEL</u> <u>CANS</u>	<u>PAPER</u>	<u>OCC</u>	<u>SHOES/TEX</u>	<u>ELEC</u>	<u>SCRAP</u>	<u>TOTAL</u>
JUL		34,060	3,410	7,330	76,060	89,540	6,560	85,340	289,600	591,900
AUG		37,820	4,370	7,770	100,380	95,140		40,420	269,640	555,540
SEP		35,820	2,205	4,175	69,480	83,597	4,860	37,520	333,060	570,717
OCT		33,620	3,760	8,870	78,340	82,240		39,960	242,741	489,531
NOV										0
DEC										0
JAN										0
FEB										0
MAR										0
APR										0
MAY										0
JUN										0
<b>TOTAL</b>	0	141,320	13,745	28,145	324,260	350,517	11,420	203,240	1,135,041	2,207,688
<b>FY 16-17</b>	372,600	430,435	41,002	89,976	1,082,737	1,009,153	37,220	495,500	2,687,241	6,245,864
<b>FY 15-16</b>	919,540	428,300	52,077	97,252	1,275,060	974,493	48,820	480,400	2,376,344	6,652,286
<b>FY 14-15</b>	895,600	407,703	40,060	97,515	1,272,660	893,380	49,440	532,283	1,890,729	6,079,370
<b>FY 13-14</b>	904,780	417,090	39,399	99,177	1,281,105	902,701	37,800	611,580	1,639,225	5,932,937
<b>FY 12-13</b>	913,530	410,338	45,086	102,875	1,508,029	878,450	39,700	502,680	1,321,938	5,722,626
<b>FY 11-12</b>	865,380	398,320	43,884	99,846	1,492,826	840,717	37,920	484,600	1,432,678	5,696,171
<b>FY 10-11</b>	949,185	378,452	42,120	98,474	1,404,806	824,873	41,700	467,920	1,220,107	5,427,637
<b>FY 09-10</b>	1,123,671	370,386	42,844	96,666	1,235,624	671,669	21,160	435,680	1,348,398	5,346,098
<b>FY 08-09</b>	762,810	322,928	23,473	55,246	1,708,302	564,957	28,780	404,760	1,097,151	4,968,407
<b>FY 07-08</b>	794,932	284,220	15,783	40,544	1,971,883	545,692	0	498,110	1,172,880	5,324,044
<b>FY 06-07</b>	600,464	200,720	11,834	29,285	1,684,711	441,321	0	382,574	550,070	3,900,979
<b>FY 05-06</b>	558,367	190,611	12,478	28,526	1,523,162			381,469	204,220	2,898,833
<b>FY 04-05</b>	549,527	193,224	11,415	27,525	1,552,111			273,707	25,080	2,632,589
<b>FY 03-04</b>	541,896	174,256	11,437	31,112	1,443,461			156,870	336,230	2,695,262
<b>FY 02-03</b>	413,627	146,770	9,840	23,148	1,381,195			62,840	171,680	2,209,100
<b>FY 01-02</b>	450,280	181,040	10,565	25,553	1,401,206			54,061	58,140	2,180,845
<b>FY 00-01</b>	436,615	198,519	10,367	24,988	1,759,731				9,620	2,439,840
<b>FY 99-00</b>	422,447	177,260	10,177	22,847	1,686,587				44,180	2,363,498
<b>FY 98-99</b>	402,192	184,405	9,564	22,905	1,411,950				48,810	2,079,826
<b>FY 97-98</b>	485,294	136,110	13,307	29,775	1,830,000					2,494,486
<b>FY 96-97</b>	373,106	211,105	23,584	46,625	1,690,000					2,344,420
<b>FY 95-96</b>	511,978	167,486	28,441	44,995	1,553,060					2,305,960
<b>TO DATE</b>	14,247,821	6,009,678	548,737	1,234,855	33,150,206	8,547,406	342,540	6,225,034	17,634,721	87,941,078



## FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2017-2018

## DOG REPORT

MONTH	ON HAND AT FIRST OF MONTH	RECEIVED AT KENNEL	BROUGHT IN BY ACO	BITE CASES	BORN AT KENNEL	ADOPTED	RECLAIMED	DISPOSED	DIED AT KENNEL	ESCAPED/ STOLEN	CARRIED OVER NEXT MONTH
JULY	50	28	47	4	0	38	39	8	0	0	44
AUG	44	25	51	2	0	43	44	7	0	0	28
SEP	28	21	38	1	0	24	32	3	1	0	28
OCT	28	36	43	2	0	39	30	3	0	0	37
NOV											
DEC											
JAN											
FEB											
MAR											
APR											
MAY											
JUN											
TOTAL	150	110	179	9	0	144	145	21	1	0	137

In the month of October - 103 dogs in and out of kennel.

## FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2017-2018

## CAT REPORT

MONTH	ON HAND AT FIRST OF MONTH	RECEIVED AT KENNEL	BROUGHT IN BY ACO	BITE CASES	BORN AT KENNEL	ADOPTED	RECLAIMED	DISPOSED	DIED AT KENNEL	ESCAPED/ STOLEN	CARRIED TO NEXT MONTH
JULY	101	135	23	2	6	28	2	143	0	0	94
AUG	94	183	24	2	8	43	1	150	2	0	115
SEP	115	171	28	1	0	24	4	152	2	1	132
OCT	132	153	14	1	0	26	3	167	2	0	102
NOV											
DEC											
JAN											
FEB											
MAR											
APR											
MAY											
JUN											
TOTAL	442	642	89	6	14	121	10	612	6	1	443

In the month of October - 300 cats in and out of shelter.

# CONSENT AGENDA

J



**MEMORANDUM**

**TO:** Board of Supervisors  
**FROM:** John A. Bishop, AICP, Assistant Director - Transportation *JB*  
**RE:** Transportation Committee Report for Meeting of November 27, 2017  
**DATE:** November 29, 2017

The Transportation Committee met on Monday, November 27, 2017 at 8:30 a.m.

Members Present

Gary Lofton Chairman (voting)  
Judith McCann-Slaughter (voting)  
James Racey (voting)  
Gene Fisher (voting)  
Kevin Kenney (liaison PC)

Members Absent

Mark Davis (liaison Middletown)  
Barry Schnoor (voting)  
Lewis Boyer (liaison Stephens City)

The Committee submits the following:

**\*\*\*Items Requiring Action\*\*\***

None

**\*\*\*Items Not Requiring Action\*\*\***

**1. Designation of Critical Freight Corridors (see attached):**

Staff presented a brief overview on VDOT updating statewide inventory of Critical Urban and Critical Rural Freight Corridors. This is a federal designation and criteria for designating these corridors, which are outlined in Section 1116 of the FAST Act. According to the Act, Virginia has an allotment of 166.69 miles of Critical Rural Freight Corridors and 83.35 miles of Critical Urban Freight Corridors. Designation makes projects eligible for National Highway Freight Program funds. Staff has recommended the areas below for inclusion as VDOT considers final designations.

- Route 522 South from Exit 313 to the Virginia Inland Port
- Route 277 from I-81 to Route 522
- Future Route 37 from I-81 Exit 310 to Route 522
- Route 11 South from the Winchester City Limits to Route 37

- Route 522 North from Route 37 to Indian Hollow Road
- Route 11 North from Route 37 to Old Charlestown Road
- Hopewell and Brucetown Roads from I-81 to the Carmeuse Entrance
- Rest Church Road from I-81 to Route 11
- Route 11 North from Rest Church Road to Woodbine Road

Mr. Lofton asked that Renaissance Drive be extended to the Route 11 South and to include Renaissance Drive, since this area will become a major freight area. Mr. Tierney suggested adjusting the 522 North area to show from Route 37 to Crossroads Grocery (Route 654).

A motion was made to endorse the Staff's recommendations with the amendments by Mr. Fisher and seconded by Ms. McCann-Slaughter. Motion passed unanimously.

## **2. Old Charlestown Road Bridge Discussion (see attached):**

Mr. Keith Harrop, Design Engineer for VDOT was present to update and explain the four (4) options in discussion on the Old Charlestown Road Bridge replacement with the Committee. The project is currently funded at \$4.356 million in Clarke County's program. Staff noted that Clarke County was in favor of options 2 and option 4 of the attached.

By consensus, the Committee chose to table this recommendation until the December committee meeting.

## **3. County Project Updates**

### **Tevis Street Extension/Airport Road/I-81 Bridge:**

The full bridge plans are in review for final comments. The Airport Road and the Roundabout are at 60% and have been submitted to VDOT. Environmental surveys are complete. Geotech report is expected by the end of the week.

### **Renaissance Drive:**

TPOF agreement has been executed. Also, the pending Carbaugh rezoning application has a potential to impact this project with matching funds for revenue sharing. This rezoning is proceeding to the Board of Supervisors.

### **Coverstone Drive:**

No activity at this time.

### **Jubal Early Drive Extension and Interchange with Route 37:**

Communication was sent to the Applicants noted that the County could make no further moves forward on the project until a revenue sharing agreement is in place. A meeting was held at which the agreement was discussed. Staff is awaiting feedback from the Applicant. Staff has reached out to the Applicant's engineer and no update was provided. No new action as of this agenda

## **4. Upcoming Agenda Items:**

### **December**

MPO Route 11 South Stars Study

**December/January**

Oakdale Crossing Traffic Calming Study  
SmartScale Applications Discussion

**5. Other Business:**

Eastern Road Plan Progress – Staff noted that the Planning Commission recommended approval and the Board of Supervisors will see the item on December 13.

Transportation Forum follow up that will be held on December 5, 2017.

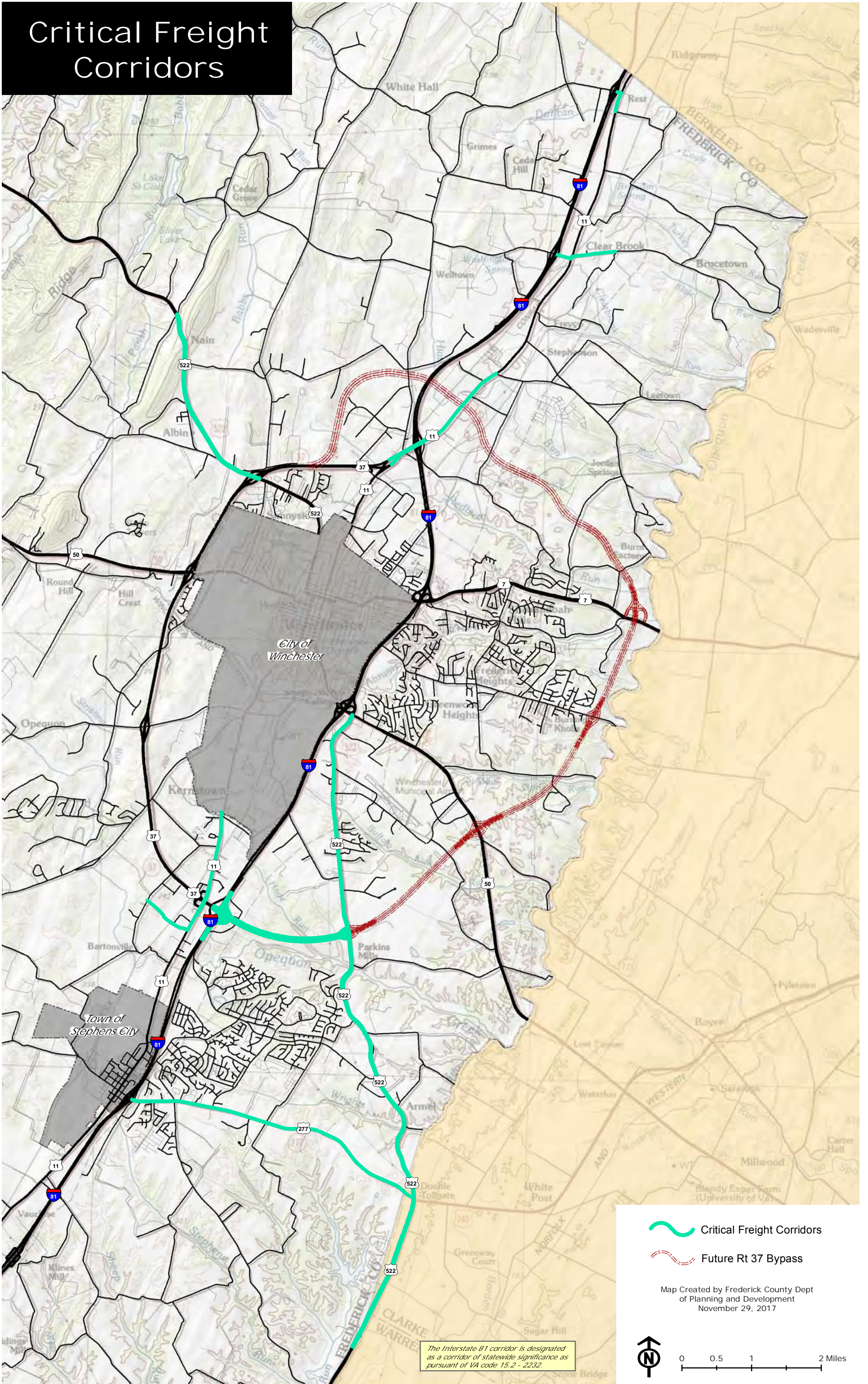
Supervisor McCann-Slaughter mentioned the concern with the speed limit on Greenspring Road. A study by VDOT traffic engineering regarding a potential reduction in the speed limit will be conducted. A formal request for this item will be presented to the Committee in December.


The Committee meeting date for December has been rescheduled to **Monday, December 18, 2017 at 8:30 a.m. Time will be 8:30 in the first floor conference room.**

JAB/ks



# Critical Freight Corridors



 Critical Freight Corridors

 Future Rt 37 Bypass

Map Created by Frederick County Dept  
of Planning and Development  
November 29, 2017

The Interstate 81 corridor is designated  
as a corridor of statewide significance as  
pursuant of VA code 15.2 - 2232.



0 0.5 1 2 Miles



K



## COUNTY of FREDERICK

Parks and Recreation Department


540/665-5678

Fax: 540/665-9687

E-mail: fcprd@fcva.us

www.fcprd.net

# MEMO

**To:** Jay Tibbs, Deputy County Administrator for Human Services  
**From:** Jason L. Robertson, Director, Parks & Recreation Dept.   
**Subject:** Parks and Recreation Commission Action  
**Date:** November 15, 2017



The Parks and Recreation Commission met on November 14, 2017. Members present were: Randy Carter, Christopher Fordney, Natalie Gerometta, Gary Longerbeam, Ronald Madagan, Guss Morrison, Charles Sandy, Jr., Amy Strosnider, and Robert Wells (Board of Supervisors' Non-Voting Liaison). Members absent: None

### Items Requiring Board of Supervisors Action:

1. Right of Way Donation – Abrams Creek – A property owner of land needed for Abrams Creek Trail right of way has requested assurance the County would accept the property as a donation should he choose to donate. The attached resolution provides this assurance and additionally allows for the acceptance of the property in the event it is donated. The Buildings and Grounds Committee recommended the resolution, second by Mr. Fordney, motion carried unanimously (8-0). Please see attached Resolution Authorizing Acceptance of Real Property.
2. Rose Hill Memorandum of Understanding – The Buildings and Grounds Committee recommended to approve the 2014 Rose Hill Park Memorandum of Understanding addendum which clarifies lease area changes due to new hiking trails and addresses the lease area implication for future amenities, second by Mr. Morrison, motion carried unanimously (8-0). Please see attached Memorandum of Understanding.

### Submitted for Board Information Only:

1. Policy Revisions - Mr. Sandy moved to adopt the Facility Rental (500.19) and Athletic Field Use Policies (500.01), second by Mr. Madagan motion carried unanimously (8-0). The Facility Rental and Athletic Field Use policies are attached.
2. Sherando High School – The Buildings and Grounds Committee recommended to accept Frederick County Public Schools' request to use the north Sherando Park softball fields for necessary improvements to comply with a U.S. Department of Education Office of Civil Rights agreement, second by Mr. Carter, motion carried unanimously (8-0).

Page 2

Parks & Recreation Commission

November 14, 2017

3. OH! Grant – Frederick Heights Park – The Buildings and Grounds Committee recommended accepting McKee Foods expectation of recognition with a directional sign identifying OH! Outdoor Happiness program to receive \$20,000 to be used at Frederick Heights Park, second by Mr. Sandy, motion carried unanimously (8-0).

4. FY 2019 Budget including Fees and Charges – The Finance Committee recommended to accept the 2019 Budget including Fees and Charges as submitted, second by Mr. Morrison, motion carried unanimously (8-0).

Attachment

cc: Gary Longerbeam, Chairman  
Robert Wells, Board of Supervisors' Non-Voting Liaison



## BOARD OF SUPERVISORS

### RESOLUTION AUTHORIZING ACCEPTANCE OF REAL PROPERTY FROM THOMAS G. SCULLY December 13, 2017

**WHEREAS**, Thomas G. Scully is the record owner of eight (8) certain parcels of land situate in Redbud Magisterial District in Frederick County; and

**WHEREAS**, said parcels are identified as:

- Lot 1, Section B in Rolling Fields Subdivision, Tax Parcel Number 54C-11B-1;
- Lot 2, Section B in Rolling Fields Subdivision, Tax Parcel Number 54C-11B-2;
- Lot 3, Section B in Rolling Fields Subdivision, Tax Parcel Number 54C-11B-3;
- Lot 4, Section B in Rolling Fields Subdivision, Tax Parcel Number 54C-11B-4;
- Lot 5, Section B in Rolling Fields Subdivision, Tax Parcel Number 54C-11B-5;
- Lot 6, Section B in Rolling Fields Subdivision, Tax Parcel Number 54C-11B-6;
- Lot 7, Section B in Rolling Fields Subdivision, Tax Parcel Number 54C-11B-7; and
- Lot 8, Section A in Rolling Fields Subdivision, Tax Parcel Number 54C-11A-8.

This land being a portion of the land conveyed to Thomas G. Scully from David G. Simpson and Judith Meade Simpson in Deed Book 328 page 585; and

**WHEREAS**, Thomas G. Scully has indicated an interest in donating the above-referenced lots to the County for the purpose of promoting outdoor recreation within the County; and



**WHEREAS**, the Board of Supervisors intends to accept the gift of land from Thomas G. Scully, if the same is offered.

**NOW, THEREFORE, BE IT RESOLVED**, that the Frederick County Board of Supervisors hereby authorizes the County Administrator, Kris Tierney, to accept a deed of gift for the above described property from Thomas G. Scully on behalf of the County.

Adopted this 13<sup>th</sup> day of December, 2017.

Charles S. DeHaven, Jr., Chairman	_____	Gary A. Lofton	_____
J. Douglas McCarthy	_____	Robert W. Wells	_____
Blaine P. Dunn	_____	Gene E. Fisher	_____
Judith McCann-Slaughter	_____		

A COPY ATTEST

\_\_\_\_\_  
Kris C. Tierney  
Frederick County Administrator



**ADDENDA NO. 2**

To the  
MEMORANDUM OF UNDERSTANDING  
Between  
The COUNTY OF FREDERICK, VIRGINIA (County)  
and  
the GLASS GLEN-BURNIE FOUNDATION (GGBF)  
and  
the GLASS GLEN-BURNIE MUSEUM, INC. (GGBM)

- I. On the 5<sup>th</sup> of May 2014, the County, GGBF, and GGBM entered into a Memorandum of Understanding (MOU) for the purpose of developing a portion of the property (hereinafter known as "Rose Hill"), located at 1985 Jones Road in the County of Frederick Virginia identified with Property Identification Number 62-A-73B in the Back Creek Magisterial District. On the 10<sup>th</sup> of August 2016, the parties amended the reference MOU with Addenda No. 1.
  
- II. The parties now mutually desire and agree to amend the reference MOU and Addenda as follows.
  - Add Article 27, "The County shall have the opportunity to install and maintain, at its own expense, dirt surface hiking/walking trails on the 115.4 acre parcel identified in Exhibit A of the May 2014 MOU. Trail location and design shall be agreed upon prior to commencing work and include a 3' maintenance buffer area from the trail tread."
  - Add Article 28, "Any added trail or other agreed upon amenity shall be considered to be an extension of the lease area to the County, to include an agreed upon buffer area from the actual amenity."

All other terms and conditions that are not hereby amended are to remain in full force and effect.

THIS AGREEMENT EXECUTED IN DUPLICATE with one copy to Glass-Glen Burnie Foundation, and the other to the County of Frederick, Virginia.

WITNESS the following signatures and seals:

**THE COUNTY OF FREDERICK, VIRGINIA**

By: \_\_\_\_\_  
County Administrator

State of \_\_\_\_\_ City/County of \_\_\_\_\_, on \_\_\_\_\_,  
\_\_\_\_\_, whose name is signed to the foregoing instrument, personally appeared  
before me, acknowledged the foregoing signature to be his, and having been duly sworn by me,  
made oath that the statements made in the said instrument are true.

My Commission expires \_\_\_\_\_ (Seal)  
Notary

**GLASS-GLEN BURNIE MUSEM AND GLASS-GLEN BURNIE FOUNDATION**

\_\_\_\_\_  
GGBM Executive Director

State of \_\_\_\_\_ City/County of \_\_\_\_\_, on \_\_\_\_\_,  
\_\_\_\_\_, whose name is signed to the foregoing instrument, personally appeared  
before me, acknowledged the foregoing signature to be his, and having been duly sworn by me,  
made oath that the statements made in the said instrument are true.

My Commission expires \_\_\_\_\_ (Seal)  
Notary

## **FACILITY RENTAL**

### **500.19**

#### **PURPOSE:**

To establish a procedure for patrons renting or leasing indoor or outdoor FCPRD facilities.

#### **GOAL:**

To standardize the process for facility rentals to improve customer service and to provide a pleasurable experience for all park visitors.

#### **POLICY:**

FCPRD has the following facilities available for rental: athletic fields, shelters, pools, gymnasiums, multi-purpose rooms, and open outdoor areas.

Any rental that meets at least one of the following criteria will be defined as a festival/special event; (1) monies will be collected (on or off Frederick County Property) to attend the activity, either as an admission fee or as a donation for fundraising purposes or, (2) the activity is open to the general public.

For rentals that are defined as a festival/event; the following criteria must be met before approval will be granted; (1) the person reserving the facilities must be at least 21 years of age, (2) the activity must be covered by a general liability insurance policy naming Frederick County, VA and or Frederick County Public Schools, Frederick County, VA as additionally insured in the appropriate amount; adequate coverage amounts will be provided upon request, and (3) individual or organization must have a Frederick County business or vendor license, and (4) security personnel may be required by the Director or designee depending upon the nature of the activity.

Any rental for the purpose of an athletic tournament must adhere to the applicable procedures outlined in the tournament packet.

For groups requesting space to hold walk-a-thons; the following guidelines have been established:

All requests for Sherando Park will be assigned the track at Sherando High School and the walking/5K trail located in the adjacent woods. A fee may be charged based on services and materials required of Frederick County Parks and Recreation Department. The Parks and Recreation Vendor Policy (#500.16) will be applicable.

For shelters or pools, all facility reservations must be made one (1) business day in advance. Payment is due upon reservation. For community center reservations; requests must be made seven (7) business day in advance and is based upon staff availability. For use of outdoor athletic fields; adhere to the procedures outlined in the Athletic Field Use Policy (#500.01).

For other outdoor areas not located within Sherando or Clearbrook Park (i.e., Rose Hill Park, Frederick Heights, etc.) permission must be granted by the Superintendent of Parks or designee

and is subject to approval based on the nature of the activity. A fee may be charged based on services and materials required of Frederick County Parks and Recreation Department. The Parks and Recreation Vendor Policy (#500.16) will be applicable.

*Approved: November 2017*

## **ATHLETIC FIELD USE**

### **500.01**

#### **PURPOSE:**

To allow the use of Frederick County Parks and Recreation maintained athletic fields by public groups and organizations.

#### **GOAL:**

To establish standardized fees and charges for the use of Frederick County Parks and Recreation Department athletic fields.

#### **POLICY:**

The following priorities have been established for athletic facilities use:

1. FCPRD programs
2. FCPRD Youth Sports Partners
3. Frederick County Public School Activities
4. Others

#### **SCHEDULING OF FACILITIES:**

Fields needed for FCPRD programs will be reserved by December 15<sup>th</sup> for spring/summer programs, and by July 1<sup>st</sup> for fall programs.

FCPRD will allocate fields seasonally based on priority, historical usages, and availability to FCPRD programs, YSP organizations, and FCPS activities.

All remaining fields will be scheduled on a first come, first serve basis. No reservations will be confirmed until the fee has been paid.

Reservations for field use may be made after January 1<sup>st</sup> of each year and are limited to that calendar year. Reservations may be made between the hours of 8 a.m. and 5 p.m. Monday through Friday.

Special requests may be made to the Director for events which have to be booked more than one (1) year in advance (i.e., State Championships, etc.) or for tournaments held the prior year. These special request reservations must be made by December 15 of the prior year. All field reservation fees must be paid at the time of the special request.

All field reservations will be sold in two (2) hour blocks only and are subject to the following criteria:

Fields located at Sherando and Clearbrook Park:

Field Reservations requiring field prep (dragging, lining, lights) Monday through Friday must be made by 3 p.m. the day prior to the reservation. Field reservations for Saturday, Sunday, and

Frederick County recognized holidays requiring field prep must be made three business days prior to the day reserved.

All weekend requests requiring field prep made less than three business days or weekday requests made after 3pm the prior day will be at the discretion of the Superintendent of Parks, or his designee.

Reservations for Monday through Friday requiring no field prep may be made until 3 p.m. of the day requested. Weekend reservations requiring no field prep must be made by 3 p.m. on Friday.

Fields located at FCPS:

All field reservations must be made 7 business days prior to the day reserved and are subject to availability per FCPS.

FCPRD will perform the required field prep one time per day. Bases and pitching plates will be set by Park Staff. Fields typically are not dragged for scheduled practices.

**FIELD CLOSURE FOR UNPLAYABLE FIELD:**

Field playability for all FCPRD athletic fields will be determined by FCPRD staff.

**LIGHTENING/THUNDER:**

It is the responsibility of the field user to evacuate the field and seek a safe location after thunder has been heard, or lightning seen. The facility should remain evacuated until **30 minutes from** the last sound of thunder or lightning seen.

**FEES:**

Reservation fees vary with facility. The fee schedule is available upon request.

The entire fee must accompany each field reservation.

All payments for reservations must be delivered or mailed to FCPRD's main office. All reservations are subject to the regulations set forth in the policy on registration in regards to receipting, mail-in, etc.

Periodically, fees and charges are subject to change as economic factors dictate. Individuals, teams, groups, and organizations should contact FCPRD for current updated information.

There will be no charge for Frederick County Public Schools to use FCPRD fields except for field preparation.

An additional charge will be assessed for materials and labor used to make ballfields playable as a result of rain.



An additional fee for clean-up may be charged if necessary.

These charges will be determined by the Superintendent of Parks.

### **INSURANCE**

Frederick County insurance guidelines are to be adhered to for all reservations. Insurance certificates listing Frederick County, Virginia as additionally insured are required for all contractors performing a medium or high risk business in the Frederick County Parks. If a contractor is performing a medium or high risk business in the Frederick County Community Centers or on Frederick County Public School property, the contractor will need to list Frederick County VA and the Frederick County Public Schools as additionally insured.

The contractor's insurance certificate will need to demonstrate coverage for public liability for no less than \$1 million per occurrence for bodily injury and a \$2 million annual aggregate. Coverage for property damage of \$200,000 for any one accident and an aggregate of \$500,000 is also required. This coverage requirement can be met by a policy with either separate limits as stated above or by one with a combined single limit for bodily injury and property damage of \$1 million per occurrence and a \$2 million annual aggregate will also meet this requirement. The policy must also be endorsed and the endorsement letter must be provided.

### **HOURS OF AVAILABILITY:**

Lighted fields are available from 9 a.m. to 11 p.m. Unlit fields are available from 9 a.m.-dusk. If you desire a field earlier or later you must make your request in writing for approval by the Superintendent of Parks.

### **OVERNIGHT TOURNAMENTS:**

Overnight tournaments are scheduled only at Clearbrook Park, must be scheduled thirty days in advance, must conclude by 8 a.m. and the Park may only host one per month from May through September. Additional tournaments may be approved at the discretion of the Director or his designee.

Individuals or groups requesting overnight tournament reservations must secure and provide a minimum of one (1) officer from the County Sheriff's Department or an approved security guard for the duration of the event.

### **FIELD CANCELLATION/REFUNDS:**

All requests for refunds or cancellation must be made verbally or in writing to the FCPRD administrative offices five (5) business days prior to the reservation. A refund less a 20% administrative charge or full credit to your account will be given for all field cancellations. There will be no refunds given after this time unless the event is rained out and cannot be rescheduled by the department at another time.

*Approved: November 2017*