



MEMORANDUM

TO: Public Works Committee/Landfill Oversight Committee

FROM: Joe C. Wilder, Director of Public Works *JCW*

SUBJECT: Meeting of November 27, 2018

DATE: November 20, 2018

There will be a joint meeting of the Public Works Committee and the Landfill Oversight Committee on Tuesday, November 27, 2018 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:

Public Works Committee/Landfill Oversight Committee Joint Items – 8:00 a.m.:

1. Discuss on-going projects at the Landfill.
2. Review Proposed FY 2020 Landfill Budget
(Attachment 1)

Public Works Committee Items – 8:30 a.m.:

3. Review Proposed FY 2020 budgets
(Attachment 2)
4. Discussion regarding recycling.
(Attachment 3)
5. Request for supplemental appropriation – Shawneeland Sanitary District.
(Attachment 4)
6. Review summary report – Subcommittee request by Wilde Acres/Mountain Falls Park to become a Sanitary District.
Attachment 5)

7. Miscellaneous Reports:
 - a. Tonnage Report: Landfill
(Attachment 6)
 - b. Recycling Report
(Attachment 7)
 - c. Animal Shelter Dog Report:
(Attachment 8)
 - d. Animal Shelter Cat Report
(Attachment 9)

JCW/kco

Attachments: as stated

cc: file

Landfill

Mission

The Frederick County Landfill strives to provide environmental and fiscally responsible management of solid wastes for the members of the regional service area. This includes management practices to ensure services for future generations.



Landfill tipping fees are the primary source of funding used to support landfill operations.

What We

The landfill is currently working to increase connectivity around the site. High speed internet will provide future opportunities for reliable communication, data collection, and remote monitoring throughout the facility.

- The Landfill provides non-hazardous solid waste disposal needs for Frederick and Clarke Counties and the City of Winchester
- The landfill property includes 966 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
- Frederick County operates a tire chipper as part of the Northern Shenandoah Valley Regional Commission RTOP program, serving all localities within the Commission.
- A program to convert landfill gas to electricity was established in 2010
- Currently two Jenbacher 320 engines are fueled by the landfill gas and can produce approximately two megawatts of power
- The Landfill operates and maintains a leachate pre-treatment system designed to collect and provide treatment from all three of the permitted landfills located at the facility

Budget Summary

	FY2018 Actual	FY2019 Approved Budget	FY2019 Estimated Budget	FY2020 Adopted Budget	Change FY19 to FY 20	
Costs						
Personnel		\$2,080,625	\$	\$	\$	%
Operating		3,316,513				%
Capital/Leases		2,105,000				
Total		7,502,138				
Fees		7,471,939				
Local Reserves		30,199				
Local Tax Funding	\$	\$0	\$	\$	\$	%
Full-Time Positions	27	27	27		0	0.00%

Goals/Objectives

- Maintain vegetative cover on exposed soils by overseeding and fertilizing, increase frequency of mowing established vegetation.
- Improve management of storm water control features.
- Increase safety awareness of all landfill employees and continuing education of operators.
- Continue Base grading of MSW Cell 3A in order to prepare for liner installation in FY 20/21
- Modify leachate system to better manage collection, treatment, and disposal.
- Maintain and expand landfill gas collection system as needed to maximize collection efficiency.
- Maximize electrical production off landfill gas collected.
- Strive for waste reduction through recycling, composting, brush grinding, tire shredding, etc.

Total Budget

\$7,502,138

Notable Changes

Personnel

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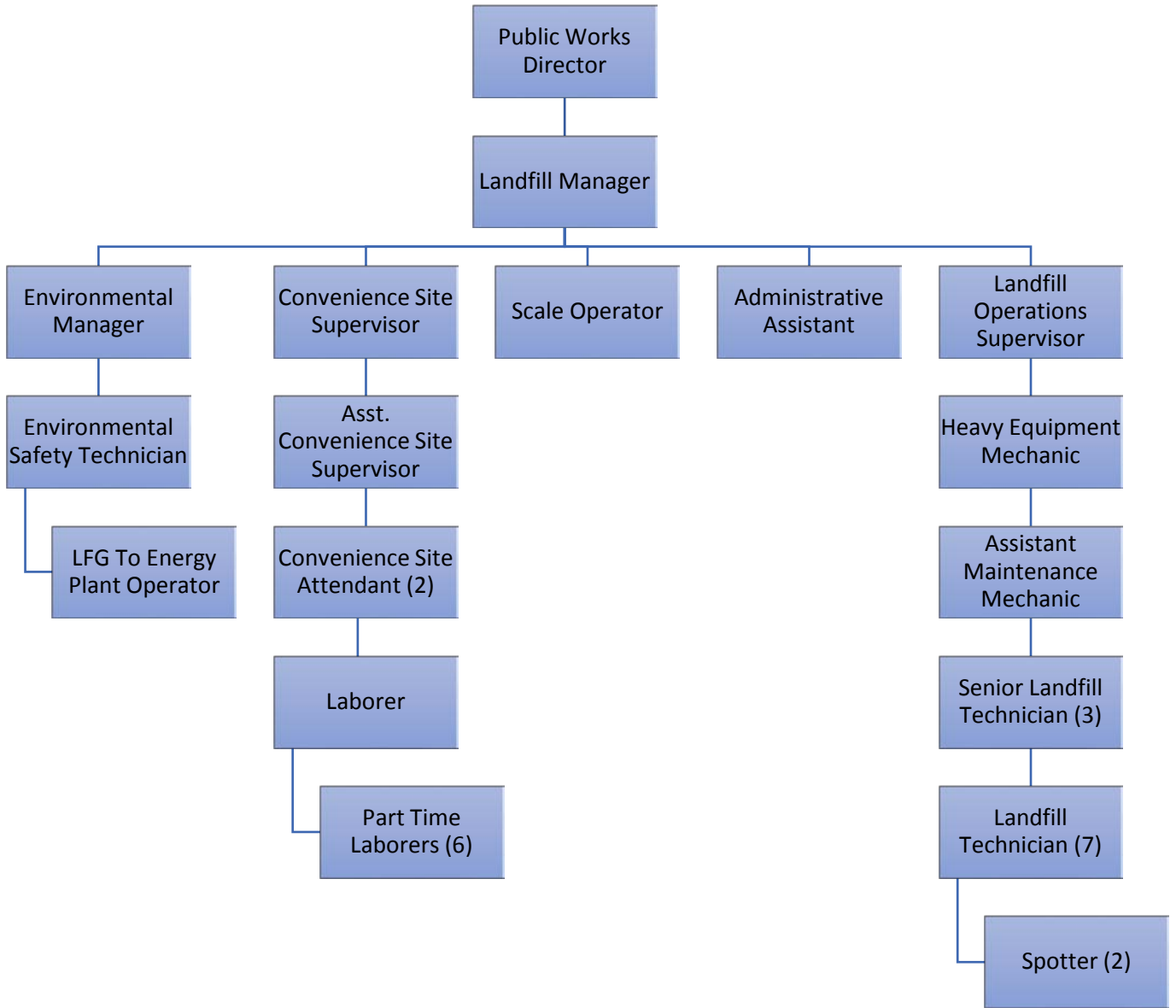
Operating

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Service Levels

	FY2018 Actual	FY2019 Budget	FY2020 Plan
Tons of waste weighted and disposed	185,810	170,000	175,000
Megawatt/hours of power generated from Gas to Energy Plant	10,559	10,512	10,512
Gallons of pretreated leachate collected and discharged	18,558,000	20,000,000	25,000,000
Tons of scrap metal recycled	1,360	1,000	1,200
Tons of household hazardous waste collected	93.73	100	100
Tons of tires processed to rubber chips	1,791	1,100	2,000
Tons of yard waste processed to mulch	6,902	6,000	7,500

Landfill



11/08/2018 COUNTY OF FREDERICK		- B U D G E T - E X P E N S E		ACCOUNTING PERIOD 2018/10			
FUND #-012 FRED. WINC. LANDFILL FUND							
		Prior Years FY/2017	Prior Years FY/2018	Amended Budget	Actual On 2018/10	Dept Request FY2020	Admin Request
042040	LANDFILL						
042040 -000-000	REFUSE DISPOSAL						
042040-1000-000-000	PERSONNEL SERVICES						
042040-1001-000-001	COMPENSATION OF PUBLIC WORKS						
042040-1001-000-002	LANDFILL MANAGER	108,530	85,222	87,845	25,622	87,846	
042040-1001-000-003	ENVIRONMENTAL MANAGER	65,833	63,596	65,599	19,133	65,600	
042040-1001-000-004	ADMINISTRATIVE COSTS	170,175	128,040	131,956	38,487	131,956	
042040-1001-000-005	HEAVY EQUIPMENT MECHANIC	65,222	67,432	69,521	20,277	69,522	
042040-1001-000-036	SECRETARY III						
042040-1001-000-056	SCALE OPERATOR	38,839	39,072	40,247	11,739	40,247	
042040-1001-000-057	ADMINISTRATIVE ASSISTANT	43,714	45,195	46,595	13,591	46,596	
042040-1001-000-058	ASST.CONVENIENCE CENTER SUPER.	21,310	29,410	39,580	10,104	36,281	
042040-1001-000-066	SPOTTER	34,063	24,376	30,602	1,900	31,200	
042040-1001-000-067	MAINTENANCE MECHANIC ASSISTANT	32,930	34,016	35,031	10,218	35,032	
042040-1001-000-068	LABORER	29,705	30,712	31,635	9,227	31,635	
042040-1001-000-069	LANDFILL TECHNICIAN	31,293	34,106	34,522	10,069	34,523	
042040-1001-000-070	SR LANDFILL TECHNICIAN	40,460	42,558	45,298	13,212	45,298	
042040-1001-000-071	SR LANDFILL TECHNICIAN	27,138	13,842	46,171	12,476	42,774	
042040-1001-000-072	LANDFILL TECHNICIAN	38,212	39,464	40,602	11,842	40,602	
042040-1001-000-081	LANDFILL TECH	33,183	34,264	35,270	10,287	35,270	
042040-1001-000-082	LANDFILL TECHNICIAN	39,400	40,756	42,019	12,255	42,019	
042040-1001-000-083	LFG TO ENERGY PLANT OPER.	55,878	57,760	59,550	17,369	59,551	
042040-1001-000-084	LANDFILL TECHNICIAN III						
042040-1001-000-085	LABORER I 1/2						
042040-1001-000-086	LANDFILL OPERATIONS SUPV	60,084	63,187	64,206	19,634	67,315	
042040-1001-000-087	LABORER II						
042040-1001-000-088	LANDFILL TECHNICIAN	21,235	30,012	34,977	10,202	34,977	
042040-1001-000-089	SPOTTER	22,377	28,417	31,916	9,309	31,916	
042040-1001-000-090	CONVENIENCE SITE SUPERVISOR	46,537	24,695	49,279	12,216	41,883	
042040-1001-000-091	LABORER	27,761	28,676	29,523	8,611	29,524	
042040-1001-000-092	LABORER II						
042040-1001-000-093	SR LANDFILL TECHNICIAN	44,671	46,184	47,606	13,885	47,606	
042040-1001-000-094	ENVIRONMENTAL SAFETY TECH.	42,753	44,083	47,344	13,809	47,344	
042040-1001-000-095	LANDFILL TECHNICIAN	34,757	35,881	36,934	10,773	36,935	
042040-1001-000-096	LANDFILL TECHNICIAN	39,192	33,718	41,290	10,540	36,138	
042040-1001-000-097	LABORER	27,778	17,559	27,747	8,093	27,748	
042040-1001-000-098	LABORER						
042040-1003-000-000	PART TIME/EXTRA HELP	67,405	69,813	98,280	17,002	100,620	
042040-1005-000-000	OVERTIME	53,889	51,266	67,980	22,663	74,121	
042040-1005-000-001	OVERTIME - INVESTIGATIVE						
042040-1009-000-000	MERIT RESERVE						
042040-1099-000-000	CHANGE IN ACCRUED LEAVE	-24,413	14,545				

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	PERSONAL SERVICE	7,339,911	1,297,857	1,459,125	404,545	1,452,079	
042040-2000-000-000	FRINGE BENEFITS						
042040-2001-000-000	F. I. C. A.	98,732	93,967	111,571	29,387	110,863	
042040-2002-000-000	RETIREMENT - VRS	108,460	105,015	118,944	35,591	125,051	
042040-2005-000-000	HOSPITAL/MEDICAL PLANS	259,720	294,336	318,700	100,786	383,832	
042040-2006-000-000	GROUP INSURANCE	15,444	14,953	16,935	4,778	16,733	
042040-2007-000-000	ACCRUED VACATION PAY						
042040-2008-000-000	SHORT & LONG TERM DISABILITY	1,536	2,242	1,800	820	2,900	
042040-2011-000-000	WORKER'S COMPENSATION	57,463	49,492	55,864	15,897	55,109	
042040-2013-000-000	EDUCATION - TUITION ASSISTANCE						
042040-2099-000-000	FRINGE BENEFIT RESERVE						
	FRINGE BENEFITS	541,355	560,005	623,814	187,259	694,489	
042040-3000-000-000	CONTRACTUAL SERVICES						
042040-3001-000-000	PROFESSIONAL HEALTH SERVICES	1,400	240	1,500		1,500	
042040-3002-000-000	PROFESSIONAL SERVICES OTHER	433,315	471,431	500,000	37,825	500,000	
042040-3002-000-001	STATE PERMIT FEES	30,892	43,403	39,600	37,480	141,600	
042040-3002-000-002	PROFESSIONAL SVC - INVESTIGATI						
042040-3003-000-000	TEMPORARY HELP SERVICE FEES						
042040-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.	24,601	88,501	130,000	1,417	130,000	
042040-3004-000-002	REPAIR AND MAINTENANCE - VEHIC	9,096	2,819	12,000	-136	12,000	
042040-3004-000-003	REPAIR AND MAINTENANCE - BUILD	20,758	13,549	30,000	1,343	30,000	
042040-3004-000-004	REPAIR AND MAINTENANCE-GENERATOR	91,108	36,005	160,000	25,249	80,000	
042040-3005-000-000	MAINTENANCE SERVICE CONTRACTS	17,028	19,154	25,350	1,429	30,350	
042040-3005-000-001	GENERATOR OIL SAMPLING	5,435	2,726	6,500		6,500	
042040-3007-000-000	ADVERTISING	2,214	2,398	3,000	285	3,000	
042040-3010-000-000	OTHER CONTRACTUAL SERVICES	295,710	498,359	510,020	112,420	542,520	
042040-3010-000-001	CONTRACTUAL SERV. - TIRE PROGR	79,878	93,114	142,500	25,304	171,720	
042040-3010-000-002	RTOP OPERATIONAL COSTS						
042040-3010-000-003	REGIONAL ELECTRONICS RECYCLING	83,600	98,800	91,200	11,400	100,000	
	PURCHASED SERVICES	1,095,035	1,370,499	1,651,670	254,016	1,749,190	
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		136		12		
	INTERNAL SERVICES		136		12	0	
042040-5100-000-000	UTILITIES						
042040-5101-000-000	ELECTRICAL SERVICES	37,439	38,422	45,000	3,352	50,000	
042040-5101-000-001	ELECTRICAL SRV.-INTERCONNECTION	24,071	23,114	26,000	1,815	26,000	
042040-5102-000-000	HEATING SERVICES	8,803	12,452	10,000		12,000	
042040-5204-000-000	POSTAGE AND TELEPHONE	13,026	14,304	18,060	1,638	30,360	
042040-5204-000-001	POSTAGE AND SHIPPING-GENERATOR	1,749	1,302	2,160	146	2,160	
042040-5301-000-000	BOILER INSURANCE	699	738	798	813	1,000	
042040-5302-000-000	FIRE INSURANCE	14,850	16,374	17,000	17,789	18,000	
042040-5305-000-000	MOTOR VEHICLE INSURANCE	6,049	5,118	6,250	5,108	5,625	
042040-5306-000-000	SURETY BONDS	29	29	40	28	40	
042040-5308-000-000	GENERAL LIABILITY INSURANCE	6,005	5,743	6,500	5,989	6,500	
042040-5401-000-000	OFFICE SUPPLIES	6,806	7,954	10,000	415	10,000	

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042040-5403-000-000	AGRICULTURAL SUPPLIES	1,739	1,017	15,000		15,000
042040-5404-000-000	MEDICAL AND LABORATORY SUPPL	1,883	1,850	2,500	76	2,500
042040-5405-000-000	LAUNDRY & JANITORIAL SUPPLIES	3,489	2,718	6,000		6,000
042040-5407-000-000	REPAIR AND MAINTENANCE SUPPL	23,492	23,370	30,000	4,215	30,000
042040-5408-000-000	VEHICLE AND POWERED EQUIPMENT	97,967	83,718	180,000	8,192	180,000
042040-5408-000-001	VEHICLES-TIRES AND PARTS	282	861	4,500	1,590	4,500
042040-5408-000-002	VEHICLE-FUELS AND LUBRICANTS	163,651	192,393	303,700	43,923	323,460
042040-5408-000-003	GENERATOR SPARE PARTS	61,664	57,064	190,000	2,116	100,000
042040-5408-000-004	GENERATOR LUBRICANTS	28,978	45,287	48,740		51,380
042040-5410-000-000	UNIFORMS	5,828	5,341	23,450	518	23,450
042040-5410-000-001	SAFETY EQUIPMENT	462	2,086	2,500	157	4,500
042040-5411-000-000	BOOKS & SUBSCRIPTIONS	535	850	1,500	568	1,500
042040-5413-000-000	OTHER OPERATING SUPPLIES	9,989	10,341	12,000	1,403	12,000
042040-5413-000-001	OTHER OPERATING SUPPLIES-GENER	2,072	31,211	40,000	239	40,000
042040-5506-000-000	TRAVEL	3,945	1,955	12,000	500	12,000
042040-5506-000-001	LANDFILL GAS GENERATOR TRAINING		1,489	10,000		10,000
042040-5604-000-000	OTH. PAYMENTS OR CONTRIBUTIONS	174,088	187,857	170,000		175,000
042040-5801-000-000	DUES AND ASSOC.MEMBERSHIPS	1,433	1,271	2,000	1,065	2,000
042040-5806-000-000	RESERVE FOR CONTINGENCIES			309,145		
042040-5806-000-001	POST CLOSURE COSTS	291,450	318,524	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					
	OTHER CHARGES	992,473	1,094,753	1,834,843	101,655	1,484,975
042040-8001-000-000	MACHINERY AND EQUIPMENT					
042040-8002-000-000	FURNITURE AND FIXTURES					
042040-8003-000-000	COMMUNICATIONS EQUIPMENT			15,000		40,000
042040-8005-000-000	MOTOR VEHICLES AND EQUIPMENT			64,368	29,369	
042040-8006-000-000	CONSTRUCTION VEHICLES & EQUIPM			1,190,011	548,601	1,190,000
042040-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMENT			5,000		5,000
042040-8009-000-000	MISCELLANEOUS EQUIPMENT			25,000		25,000
042040-8009-000-001	MISC.-LANDFILL GAS GENERATORS			10,000		10,000
042040-8700-000-000	LAND					
042040-8800-000-000	BUILDINGS					
042040-8900-000-000	IMPROVEMENTS OTHER THAN BUILDING	23,430		4,675,000	151,437	3,650,000
042040-8900-000-001	SITE DEVELOPMENT					
042040-8901-000-000	LOSS ON DISPOSAL					
042040-8999-000-000	INTEREST EXPENSE					
	CAPITAL OUTLAY	23,430		5,984,379	729,407	4,920,000
042040-9000-000-000	DEPRECIATION					
042040-9001-000-000	LEASE/RENT OF EQUIPMENT	38	11,583	40,000	146	40,000
042040-9500-000-000	DEPRECIATION OF EQUIPMENT	2,191,698	2,193,693			
042040-9500-000-001	DEPRECIATION OF EQUIP.-GENERAT					
	OTHER USES OF FUNDS	2,191,736	2,205,276	40,000	146	40,000
	TOTAL DEPARTMENT	6,183,940	6,528,526	11,593,831	1,677,040	10,340,733

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092010-5890-000-000	OPERATIONAL TRANSFERS					-433		
	OTHER CHARGES					-433	0	
	TOTAL DEPARTMENT					-433	0	
093010 -000-000	TRANSFERS							
093010-2011-000-000	WORKER'S COMP FOR WELLNESS	44						
	FRINGE BENEFITS	44					0	
093010-5807-000-001	MERIT RESERVE	1,000	550	-2,330				
093010-5807-000-002	MERIT RESERVE FRINGES							
	OTHER CHARGES	1,000	550	-2,330			0	
	TOTAL DEPARTMENT	1,044	550	-2,330			0	
TOTAL FOR FUND		6,184,984	6,529,076	11,591,501	1,676,607		10,340,733	

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2019-2020 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	200,000				200,000
1502-01	Sale of Junk Scrap recycling	110,000				110,000
1608-05	Sanitary Landfill Fees Based on Tonnage of 175,000					6,863,500
	Commercial/Industrial \$50/ton x 44% x 175,000 ton	3,850,000				
	Municipal \$20/ton x 26% x 175,000 ton	910,000				
	Construction Demolition Debris \$45/ton x 22% x 175,000 ton	1,732,500				
	Municipal Sludge \$38/ton x 4% x 175,000	266,000				
	Rubble/Concrete/Rock \$15/ton x 4% x 175,000	105,000				
8-Nov					Subtotal	7,173,500

2019-2020 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	Tire Charges/Reimbursement Based on 1,800 ton of tires delivered yearly NSVRC (RTOP) Members $\$80 \times 23\% \times 1800 = \33120	33,120				171,720
	Commercial $\$100 \times 77\% \times 1800 = \$138,600$	138,600				
1608-11	E-Cycle Collections Fees collected for the collection of electronics & unacceptable waste paid by haulers $\$3000 \times 2 \times 12$ months	72,000				72,000
1608-12	Greenhouse Gas Credits	10,000				10,000
1608-13	Gas to Energy $\$35.88/\text{mwh} \times 1.5\text{mwh}/\text{hr} \times 80\% \times 8760\text{hrs}$	377,171				377,171
1608-14	Renewable Energy Credit $1.5 \times 8,760 \times 80\% \times \16.02	168,402				168,402
					Subtotal	799,293

8-Nov

TOTAL

7,972,793

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT LANDFILL		DEPARTMENT CODE 12-4204	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-1003	Part Time Help / Convenience Center Staffing Required extra help necessary for mowing, litter control, tire grinding and convenience center staffing. 6 people x 30 hr/week x\$10.75/hr x 52 weeks		100,620
12-4204-1005	Overtime / Holiday Work Overtime = 1716 hours/yr X \$31/hr = \$53,196 Holiday work = 675 hours/yr X \$31/hr = \$20,925	53,196 20,925	74,121
12-4204-3001-00	Professional Health Services Hepatitis B vaccinations for new hires		1,500
12-4204-3002-00	Professional Services 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
		Subtotal	676,241

2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-3002-01	State Permit Fees 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 Stormwater Fees	8,500 1,500 6,000 19,600 6,000 100,000	141,600
12-4204-3004-01	Repair and Maintenance - Equipment 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	Repair and Maintenance - Vehicles 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	Repair and Maintenance - Buildings and Grounds 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
8-Nov		Subtotal	313,600

2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-3004-04	<p>Repair and Maintenance - Generators (Gas to Energy) This figure represents repairs to be made to generators and ancilliary equipment by others.</p>		80,000
12-4204-3005-00	<p>Maintenance Service Contracts 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</p>	<p>3,600</p> <p>4,250</p> <p>10,000</p> <p>2,500</p> <p>10,000</p>	30,350
12-4204-3005-01	<p>Generator Oil Samples Annual Subscription for weekly sampling</p>		6,500
12-4204-3007-00	<p>Advertising Includes ads for Household Hazardous Waste Collections, E-Cycle, Holiday closings and other special events.</p>		3,000
		Subtotal	119,850

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT LANDFILL		DEPARTMENT CODE 12-4204	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-3010-00	Other Contractual Services		477,820
	Rags / Rug Rentals \$750/month X 12	9,000	
	Water Coolers	3,120	
	5 gallon water containers 10- per week X \$6.00 each X 52 weeks		
	Leachate Treatment	41,600	
	Costs for monitoring, testing and maintaining leachate system (includes laboratory testing) \$800/week X 52 weeks		
	Brush Grinding	90,000	
	Private contractor to grind brush (two times/year) Assume 6,000 tons x \$15/ton= \$90,000		
	Household Hazardous Waste	120,000	
	Costs for Environmental Company to Package and Remove these special wastes. Estimate \$10,000 / month		
	Wastewater Disposal Fees	162,500	
	Leachate pumped to Opequon Water Reclamation Facility, Based on 25,000,000 gal/year X \$6.50/1000 gal		
	Septage Pump and Haul \$300/month X 12	3,600	
	Rock Crushing Aggregate	48,000	
	*Separate approximately 4,000 tons concrete@ \$12/crushed ton		
		Subtotal	477,820

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2019-2020 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)	1,500	64,700
	Ductwork Cleaning 2x year (Office and maintneance shop)	1,200	
	CAT Subscription (To allow mechanic to work on equipment)	3,000	
	GPS Subscription - Trimble landfill module	9,000	
	Scrap Metal Hauling	50,000	
12-4204-3010-01	Tire Grinding- Local Tires		171,720
	Costs related to grinding tires by the Northern Shenandoah Planning Commission. Cost is offset by equal revenue reimbursement.		
12-4204-3010-03	Regional Electronics Recycling Program		100,000
	Costs related to disposal of wastes collected at E-Cycle programs		
	Estimate \$8,333/month x 12 months= \$100,000		
12-4204-5101-00	Electrical Services		50,000
	Increased based on the additional electrical load for new leachate pond		
12-4204-5101-01	Electrical Services - Interconnection Fees		26,000
	Fees paid to Rappahannock Electric Cooperative for use of power lines to transport power from GTE plant to utility substation.		
12-4204-5102-00	Heating Services (LP)		12,000
	Based on using LP gas rather than landfill gas		
		Subtotal	424,420

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT LANDFILL		DEPARTMENT CODE 12-4204	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-5204-00	Postage and Telephone		30,360
	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	3,600	
	Average Monthly Charge \$50/month X 12 X 6		
	Internet Fees		
	Comcast \$1,600 month X 12= \$19200	19,200	
	Postage		3,000
	average \$250/ month x 12 months = \$3,000		
12-4204-5204-01	Postage and Shipping - Gas to Energy		2,160
	Oil Analysis shipping 52 weeks X \$30	1,560	
	Ship GEM for calibration 2 times/year	600	
12-4204-5301-00	Boiler Insurance		1,000
	Air Compressors 3 X \$266		
12-4204-5302-00	Fire Insurance		18,000
8-Nov		Subtotal	51,520

2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-5305-00	Motor Vehicle Insurance		5,625
	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# 205-264 L)	625	
	2018 Ford F-150 (Tag# 201-126L)	625	
	2019 Ford F-250 (Tag #-----not delivered to date)	625	
12-4204-5306	Surety Bonds		40
12--4204-5308-00	General Liability Insurance		6,500
12-4204-5401-00	Office Supplies		10,000
	Computer paper, disks, scale tickets, etc.		
12-4204-5403-00	Agricultural Supplies		15,000
	Seed, fertilizer and mulch to establish vegetation on disturbed areas		
12-4204-5404-00	Medical and Laboratory Supplies		2,500
	To replenish existing first aid kits (Based on historical use)		
		Subtotal	39,665

2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-5405-00	Laundry and Janitorial Supplies Average \$500/ month x 12 months = \$6,000		6,000
12-4204-5407-00	Repair and Maintenance - Buildings and Grounds Gravel, signs, road salt, etc. Based on previous year cost and projected in-house projects		30,000
12-4204-5408-00	Repair and Maintenance - Powered Equipment Parts: \$15,000/month X 12 months		180,000
12-4204-5408-01	Miscellaneous (motor vehicles) For licensed vehicles (Based on average of previous years spending)		4,500
12-4204-5408-02	Fuels and Lubricants (Landfill) Gas: 200 gal/wk. X \$2.65 X 52 weeks Diesel: 2,000 gal/wk. X \$2.65 X 52 weeks Lubricants: engine oil, hydraulic fluids, grease, diesel exhaust fluid Antifreeze: 220 gal/year X \$15.00	27,560 275,600 17,000 3,300	323,460
12-4204-5408-03	Generator Spare Parts - Gas to Energy Costs associated with maintenance of generators and associated equipment, including air compressor, gas treatment skid, and flare. Based on historical averages		100,000

2019-2020 BUDGET INFORMATION - EXPENDITURES			
DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-5408-04	Generator Lubricants - Gas to Energy 6 oil changes/yr. 220 gal X \$17/gal X 2 units Glycol 500 gal/yr. X \$10 Misc Bearing Grease and Lubricants	 44,880 5,000 1,500	51,380
12-4204-5410-00	Uniforms 20 people x \$1000yr = \$20,000 23 people x \$150yr /boot allowance = \$3450	 20,000 3,450	23,450
12-4204-5410-01	Safety Equipment Personal Protective Equipment including safety vests, respirators, gloves and other equipment (Includes replacement -Hard Hats)		4,500
12-4204-5411-00	Books and Subscriptions Safety Films		1,500
12-4204-5413-00	Other Operating Supplies Includes miscellaneous specialty tools Based on 5 year average	 12,000	12,000
12-4204-5413-01	Other Operating Supplies - Gas to Energy Specialty Tools required to perform maintenance Siloxane removal media \$1000/ton X 30 tons	 10,000 30,000	40,000
		Subtotal	132,830

2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-5506-00	Travel / Training Required training for maintaining landfill certification. Twelve people @ \$1000/ea. (Includes training costs, travel and per diem.)		12,000
12-4204-5506-01	Gas to Energy - Travel - Training Plant operator to attend Jenbacher training event and PJM certification training (2 operators @ \$2,500/class + travel expenses)		10,000
12-4204-5604-00	Payments to other Municipalities Distribution of recycling funds. Proportioned by Population Based on \$1/ton X 175,000 tons/year. Frederick County - 64.5% = \$112,875 Clarke County - 12.7% = \$22,225 Winchester - 22.8% = \$39,900	112,875 22,225 39,900	175,000
12-4204-5801-00	Dues and Memberships SWANA Membership (10 Members @ \$200/ea.)		2,000
12-4204-5806-01	Post Closure Financial Assurance Financial Assurance required by State DEQ Estimated amount based on formula that is specified by DEQ		320,000
12-4204-5810-00	Payment of Unemployment Claims Estimated Amount		10,000
		Subtotal	529,000

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT LANDFILL DEPARTMENT CODE 12-4204

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-8003-00	Communication Equipment Funding to expand onsite wireless network		40,000
12-4204-8006-00	Construction Vehicles and Equipment 826 Compactor-to replace current MSW unit that will reach 10,000 hrs Excavator- upgrade to a larger unit. Replace a 2006 model	850,000 340,000	1,190,000
12-4204-8007-00	Integrated Technology Equipment (A.D.P.) Funded at minimum to replace equipment as needed		5,000
12-4204-8009-00	Miscellaneous (Landfill) New tools for shop New GEM gas meter	10,000 15,000	25,000
12-4204-8009-01	Miscellaneous Equipment - Generators (Gas to Energy) New specialty tools for gas plant	10,000	10,000

8-Nov

Subtotal

1,270,000

2019-2020 BUDGET INFORMATION - EXPENDITURES			
DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-8900-00	Improvements Other Than		3,650,000
	Install Oil/Water seperator at maintenace facility	200,000	
	Install approximately 10 Acres of rain guard on MSW and CDD landfills \$25,000 per acre	250,000	
	Gas Wellfield Expansion Extend gas collection header and add additional horizontal collectors in active cell.	200,000	
	MSW Cell 3A rock removal (Hetzer Construction Contract)	3,000,000	
12-4204-9001-00	Lease/Rent Equipment		40,000
		Subtotal	3,690,000
		Total Expenditures	10,340,733
		Total Revenue	7,972,793
		From Landfill Reserve	2,367,940

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2019-2020 CAPITAL REQUESTS

DEPARTMENT LANDFILL		DEPARTMENT CODE 12-4204	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-8003-00	Communication Equipment Funding to expand onsite wireless network		40,000
12-4204-8006-00	Construction Vehicles and Equipment 826 Compactor-to replace current MSW unit that will reach 10,000 hrs Excavator- upgrade to a larger unit. Replace a 2006 model	850,000 340,000	1,190,000
12-4204-8007-00	Integrated Technology Equipment (A.D.P.) Funded at minimum to replace equipment as needed		5,000
12-4204-8009-00	Miscellaneous (Landfill) New tools for shop New GEM gas meter	10,000 15,000	25,000
12-4204-8009-01	Miscellaneous Equipment - Generators (Gas to Energy) New specialty tools for gas plant	10,000	10,000
8-Nov		Subtotal	1,270,000

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2019-2020 CAPITAL REQUESTS

DEPARTMENT		DEPARTMENT CODE	
LANDFILL		12-4204	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-8900-00	Improvements Other Than		3,650,000
	Install Oil/Water seperator at maintenace facility	200,000	
	Install approximately 10 Acres of rain guard on MSW and CDD landfills \$25,000 per acre	250,000	
	Gas Wellfield Expansion Extend gas collection header and add additional horizontal collectors in active cell.	200,000	
	MSW Cell 3A rock removal (Hetzer Construction Contract)	3,000,000	
12-4204-9001-00	Lease/Rent Equipment		40,000
8-Nov		Subtotal	3,690,000
		Total	4,960,000

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2019-2020 NEW POSITION REQUEST

DEPARTMENT Landfill

DEPARTMENT CODE Dec-04

PLEASE INCLUDE:

- NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM
- JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED
- ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE

****DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM**

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-1001-000-084	Landfill Technician	37,000	37,000
12-4204-2001-000-000	F.I.C.A.	2,831	2,831
12-4204-2002-000-000	Retirement - V.R.S.	3,622	3,622
12-4204-2005-000-000	Hospital/Medical Plans	12,216	12,216
12-4204-2006-000-000	Group Insurance	485	485
12-4204-2008-000-000	Short and Long Term Disability	218	218
12-4204-2011-000-000	Worker's Compensation	1,743	1,743
12-4204-5410-000-000	Uniforms \$1000/ year uniform, \$150/ year boot allowance	1,150	1,150
	Total Cost for New Position		59,265

Future Projects at Landfill

Projected during the 2019/2020 budget process

(Based on projected waste disposal of 170,000 – 185,000 tons per year)

FY21/22	Leachate Treatment Facility Upgrades	\$1,500,000
FY 23/24	New (1) Megawatt Generator	\$1,500,000
FY 23/24	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	\$1,500,000
FY 21/22	Leachate Stone 50,000 ton @ \$25/ton	\$1,250,000
FY 22/23	Cell Construction MSW Phase 3 Cell A (11 Acres)	\$2,750,000
FY 25/26	CDD Cell Development (10 Acre)	\$2,250,000

Total **\$16,250,000**


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 2019/2020 Budgets
DATE: November 20, 2018

The following is a summary of the proposed Public Works budgets and the projected revenues for Fiscal Year 2019/2020 and the current amended Fiscal Year 2018/2019 budgets:

DISCIPLINE	FY 18/19 AMENDED BUDGETS	FY 19/20 BUDGETS (Proposed)	FY 19/20 PROJECTED REVENUES
Inspections - 3401	1,397,261	1,375,909	1,400,000
Building Appeals Board - 8106	561	561	0
Animal Shelter - 4305	763,032	769,553	83,705
Refuse Collection – 4203	2,196,785	2,802,822	301,087
Refuse Disposal – 10-4204	674,400	686,880	129,720
Litter Control - 4205	31,226	28,992	16,330
Engineering - 4201	431,289	410,578	195,316
General Fund Total	5,494,554	6,075,295	2,126,158
Landfill (12 fund) – 4204 *	11,591,501	10,340,733	7,972,793
Shawneeland - 8108 **	1,085,087	1,280,176	804,300
Public Works Total Budget	18,171,142	17,696,204	10,903,251

*Balance from Landfill Reserve. **Balance from Shawneeland Reserve

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 2020.

We are proposing no capital requests during Fiscal Year 2020.

We are proposing a projected revenue of \$1,400,000.

Our projected expenditures for Fiscal Year 2020 are \$1,375,909. This is an decrease of \$21,352 from Fiscal Year 2019.

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

No projected changes to this budget.

3. Animal Shelter 10-4305-000-000

Our projected expenditures for Fiscal Year 2020 are \$769,553. This is an increase of \$6,521 over the current Fiscal Year 2019 budget.

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

We are moving forward with locating the replacement Albin Convenience Center at the location of the old Bus Shop (SFW). We are beginning the design stages over the next few months. We have proposed to fund the construction of the new site during FY 2020. We included this request within the Frederick County Capital Improvement Plan (CIP). The proposed budget for the new convenience center is \$1,224,000.

Our projected expenditures for Fiscal Year 2020 are \$2,802,822. This is of increase of \$606,037 over the current Fiscal Year 2019 budget amount.

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

We have proposed a Fiscal Year 2020 expenditure amount of \$686,880. This represents an increase of \$12,480 from the current Fiscal Year 2019 budget.

6. Litter Control 10-4205-000-000

We have proposed a Fiscal Year 2020 expenditure amount of \$28,992. This represents a decrease of \$2,234 from the current Fiscal Year 2019 budget.

7. Engineering 10-4201-000-000

We have proposed a Fiscal Year 2020 expenditures of \$410,578. This represents a decrease of \$20,711 from the current Fiscal Year 2019 budget.

8. Landfill 12-4204-000-000

See detailed budget description attached.

9. Shawneeland 16-8108-000-000

We are proposing a Sanitary District fee increase in Fiscal Year 2020. Due to expenditures related to emergency repairs on the roads in Shawneeland this year and a drop in the Shawneeland Reserve Fund, we are proposing an increase of improved lot fee of \$100, which will make the new fee \$660.

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INSPECTIONS

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Inspections

Mission

To protect the health, safety and welfare of the general public by assuring that all buildings, structures and related equipment are constructed, installed and maintained in compliance with the standards contained within the Virginia Uniform Statewide Building Code



The Virginia Statewide Building Code was first adopted in 1973. 2015 Virginia Code edition is the 15th edition. Each edition of the code is still enforced through the Virginia Property Maintenance Code

What We Do

The Frederick County Inspections Department consisting of a staff of 15, issued 6,789 permits and conducted 17,995 individual inspections for 2017/2018 fiscal year.

Records, excluding commercial plans, are scanned and stored digitally.

Residential building construction require one single set of building plans. The Inspection Department does not keep a paper copy. Residential Building plans are digitally scanned and stored.

Progressively moving toward acceptance of digital plans for permitting and review.

- The primary function of this office is to administer provisions of the State Building and Local Land Development Codes
 - This office currently provides inspections for residential, commercial, and industrial in the fields of general building, plumbing, mechanical, and electrical
 - This office also enforces the provisions of the Virginia Property Maintenance Code and the Virginia Rehabilitation Code on existing structures
- The Building Department is responsible for maintaining and tracking permits issued for all new construction, alterations, additions, repairs, and demolitions
- Staff is on call 24 /7 to respond in the event of an emergency to evaluate existing structures which have been subject to physical damage
- Active member of the Virginia Building Code Officials Association

Budget Summary

	FY2018 Actual	FY2019 Approved Budget	FY2019 Estimated Budget	FY2020 Adopted Budget	Change FY19 to FY 20	
Costs						
Personnel	\$	\$1,231,467		\$	\$	%
Operating		71,544				%
Capital		2,880				
Total		1,305,891				
Fees		1,305,891				
Local Tax Funding	\$	\$0	\$	\$	\$	%
Full-Time Positions	15	15	15		0	0.00%

Goals/Objectives

- Inform contractors and the public of 2015 Virginia Construction Code changes.
- Work with Region III of the Virginia Building and Code Officials Association 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 to customers.

Total Budget

\$1,305,891

Notable Changes

Personnel

-

Operating

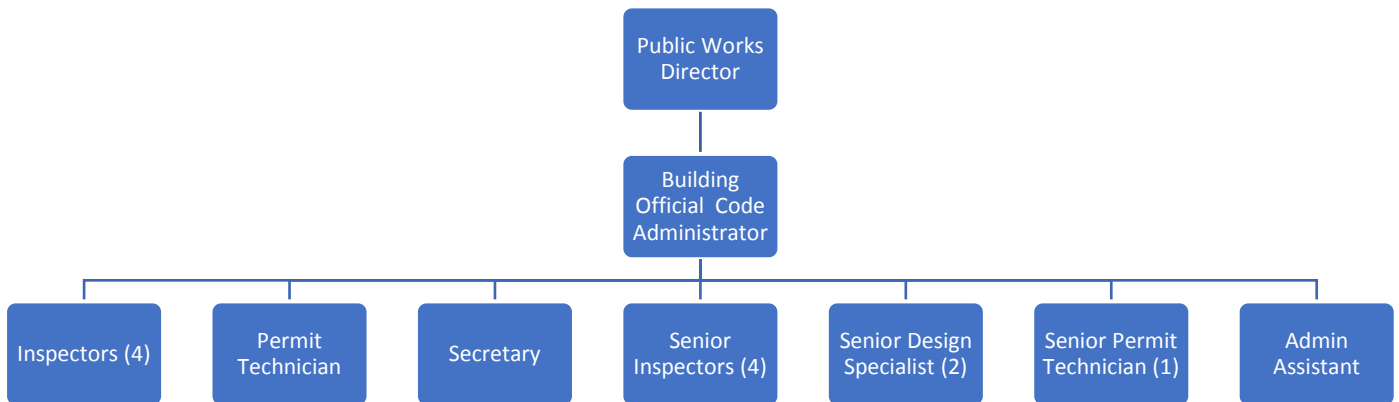
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Service Levels

	FY2018 Actual	FY2019 Budget	FY2020 Plan
Number of inspections performed	17,995	18,500	18,190
Number of building/zoning related permits issued	6,789	6,900	6,800
Number of failed inspections	4,694	4,700	4,632
Number of code-related FOIA inquiries	274	225	241
Number of code-related Property Maintenance and complaints received	179	150	160
Number of plans submitted for review	2,134	2,300	2277

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Inspections



10/11/2018	COUNTY OF FREDERICK	- BUDGET EXPENSE			ACCOUNTING PERIOD 2018/10		
FUND #-010 GENERAL OPERATING FUND							
		Prior Years FY/2017	Prior Years FY/2018	Amended Budget	Actual On 2018/10	Dept Request FY2020	Admin Request
034010 -000-000	INSPECTIONS						
034010-1000-000-000	PERSONNEL SERVICES						
034010-1001-000-011	SR PERMIT TECHNICIAN	46,303	47,844	49,292	14,377	49,293	
034010-1001-000-012	SENIOR INSPECTOR	62,625	64,779	66,766	19,474	66,767	
034010-1001-000-013	INSPECTOR	61,247	63,303	65,161	19,005	65,162	
034010-1001-000-014	SR INSPECTOR	60,233	60,276	62,114	18,117	62,114	
034010-1001-000-015	PERMIT TECH. I						
034010-1001-000-016	PERMIT TECHNICIAN	36,616	37,812	38,929	11,355	38,930	
034010-1001-000-017	INSPECTOR		39,443	51,303	15,547	53,303	
034010-1001-000-018	INSPECTOR III						
034010-1001-000-019	PERMIT TECHNICIAN I						
034010-1001-000-031	SR PERMIT TECHNICIAN	48,179	50,863	51,514	16,222	55,619	
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	30,039	29,185	31,550	9,144	31,350	
034010-1001-000-055	SENIOR DESIGN REVIEW SPECIALIS	60,769	62,859	64,775	18,893	64,775	
034010-1001-000-056	SENIOR DESIGN REVIEW SPECIALIS	53,110	56,948	58,672	17,113	58,672	
034010-1001-000-057	BLDG.OFFICIAL/CODE ADMINISTRAT	115,942	86,937	89,604	26,135	89,605	
034010-1001-000-058	INSPECTOR II						
034010-1001-000-059	SENIOR INSPECTOR	65,132	67,359	69,453	20,257	69,453	
034010-1001-000-060	INSPECTOR I						
034010-1001-000-071	SENIOR INSPECTOR						
034010-1001-000-072	INSPECTOR II						
034010-1001-000-073	SENIOR INSPECTOR	53,766	54,951	56,575	16,284	56,576	
034010-1001-000-074	INSPECTOR	46,748	51,030	52,560	15,330	52,560	
034010-1001-000-075	SR.INSPECTOR	60,546	63,098	64,594	19,388	66,474	
034010-1003-000-000	PART-TIME	5,238	4,148	20,000	7,525	20,000	
034010-1005-000-000	OVERTIME	2,607	1,289	20,000	48	20,000	
034010-1007-000-000	INCENTIVE PAY						
034010-1009-000-000	MERIT RESERVE						
	PERSONAL SERVICE	809,100	842,124	912,862	264,214	920,653	
034010-2000-000-000	FRINGE BENEFITS						
034010-2001-000-000	F. I. C. A.	59,112	61,347	69,834	19,287	70,430	
034010-2002-000-000	RETIREMENT - VRS	71,131	76,381	85,453	25,118	86,216	
034010-2005-000-000	HOSPITAL/MEDICAL PLANS	123,559	149,023	166,500	48,343	183,240	
034010-2006-000-000	GROUP INSURANCE	10,128	10,876	11,435	3,365	11,537	
034010-2008-000-000	SHORT & LONG TERM DISABILITY	614	992	1,110	333	1,180	
034010-2011-000-000	WORKER'S COMPENSATION	15,665	15,789	20,072	4,998	22,029	
034010-2013-000-000	EDUCATION - TUITION ASSISTANCE						

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	FRINGE BENEFITS	280,209	314,408	354,404	101,444	374,631	
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.		277				
034010-3004-000-002	REPAIR AND MAINTENANCE-VEHICLE	5,157	4,283	6,251	198	6,251	
034010-3005-000-000	MAINTENANCE SERVICE CONTRACTS		900	2,700		2,700	
034010-3006-000-000	PRINTING AND BINDING	1,344	2,370	1,500	187	2,500	
034010-3007-000-000	ADVERTISING						
034010-3010-000-000	OTHER CONTRACTUAL SERVICES						
	PURCHASED SERVICES	6,501	7,830	18,451	385	19,451	
034010-4000-000-000	INTERNAL SERVICES						
034010-4001-000-000	DATA PROCESSING SERVICES						
034010-4003-000-002	CENTRAL STORES - GASOLINE	10,319	12,702	16,677	2,710	17,768	
	INTERNAL SERVICES	10,319	12,702	16,677	2,710	17,768	
034010-5200-000-000	COMMUNICATION						
034010-5204-000-000	POSTAGE AND TELEPHONE	7,501	7,646	9,060	1,376	9,060	
034010-5305-000-000	MOTOR VEHICLE INSURANCE	5,499	5,630	6,600	5,619	6,600	
034010-5306-000-000	SURETY BONDS	23	23	60	22	60	
034010-5401-000-000	OFFICE SUPPLIES	12,475	12,303	12,600	2,541	16,950	
034010-5408-000-000	VEHICLE AND POWERED EQUIPMENT						
034010-5410-000-000	UNIFORMS AND WEARING APPAREL	444	522	1,650		1,650	
034010-5411-000-000	BOOKS AND SUBSCRIPTIONS	848	2,614	2,490		2,490	
034010-5413-000-000	OTHER OPERATING SUPPLIES	279	295	500	10	500	
034010-5414-000-000	MERCHANDISE FOR RESALE						
034010-5506-000-000	TRAVEL	1,165	1,053	2,496	130	2,136	
034010-5801-000-000	DUES AND ASSOC. MEMBERSHIPS	1,015	760	960		1,080	
034010-5806-000-000	RESERVE FOR CONTINGENCIES						
	OTHER CHARGES	29,249	30,846	36,416	9,698	40,526	
034010-8002-000-000	FURNITURE AND FIXTURES						
034010-8003-000-000	COMMUNICATIONS EQUIPMENT						
034010-8005-000-000	MOTOR VEHICLES AND EQUIPMENT	50,250	27,379	55,571	55,571		
034010-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMEN	23,393					
	CAPITAL OUTLAY	73,643	27,379	55,571	55,571	0	
034010-9001-000-000	LEASE/RENT OF EQUIPMENT	2,802	2,869	2,880	478	2,880	
	OTHER USES OF FUNDS	2,802	2,869	2,880	478	2,880	
	TOTAL DEPARTMENT	1,211,823	1,238,158	1,397,261	434,500	1,375,909	

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2019-2020 Budget Information - Revenues

DEPARTMENT		DEPARTMENT CODE			
Inspections		3401			
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS			TOTAL
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	
GF 1303-08	Building Permits	Building Permits			1,173,750
GF 1303-10	Electrical Permits	Elect. Permits			90,980
GF 1303-12	Plumbing Permits	Plumbing Permits			27,789
GF 1303-14	Mechanical Permits	Mech. Permits			102,211
GF 1303-19	Sign Permits	Sign Permits			5,270
	TOTAL				1,400,000

2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT Inspections		DEPARTMENT CODE 3401	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3401-1003-000	Part Time 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.	20,000	20,000
3401-1005-000	Overtime Funds are utilized to cover wages earned in excess of 40 hour work week caused by heavy influx of plans or inspections scheduled.	20,000	20,000
3401-3002-000	Professional Services - Others Laserfiche Scanner Maintnenace (not contracted) Registered Design Professional Services if required - Reserve	500 7,500	8,000

2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Inspections	DEPARTMENT CODE	3401
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3401-3004-002	<p>Repair and Maintenance Vehicle</p> <p>This money is used to maintain our fleet of 11 vehicles with an average fleet mileage of 57,000 or more at the end of FY19 with annual travel of 120,000 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>	6,251
3401-3005-000	<p>Maintenance Service Contract</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>	2,700

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DEPARTMENT Inspections		DEPARTMENT CODE 3401	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3401-3006-000	Printing and Binding This money is used for printing business cards, letterhead, hard cards and envelopes.	2,500	2,500
3401-4003-002	Central Stores - Gasoline 11 vehicles with an anticipated total of 11,418 miles per year average - 18.8 miles/gal.per vehicle - 6,681 gallons of fuel per year. 6,681 x \$2.65 per gallon = \$17,705.00	17,705	17,705
3401-5204-000	Postage and Telephone This money is used to pay for postage, office phones and cell phones. Cell Phones - 2 Regular & 9 Smart Phones with hotspots \$544 per month. Comcast Postage	6,528 840 1,500	9,060
3401-5305-000	Motor Vehicle Insurance This money is used to insure our 11 vehicles at \$600 each	6,600	6,600
3401-5306-000	Security Bonds This money is used to pay for surety bonds of this department handling money.	60	60

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT Inspections		DEPARTMENT CODE 3401	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3401-5401-000	Office Supplies 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/ Replacement scanner/printer		16,950
3401-5410-000	Uniforms and Weating Apparel 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	1,650
3401-5411-000	Books and Subscriptions 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	2,490
3401-5413-000	Other Operating Supplies Testers Batteries Flashlights, Filters Other Misc. Items	100 150 100 150	500

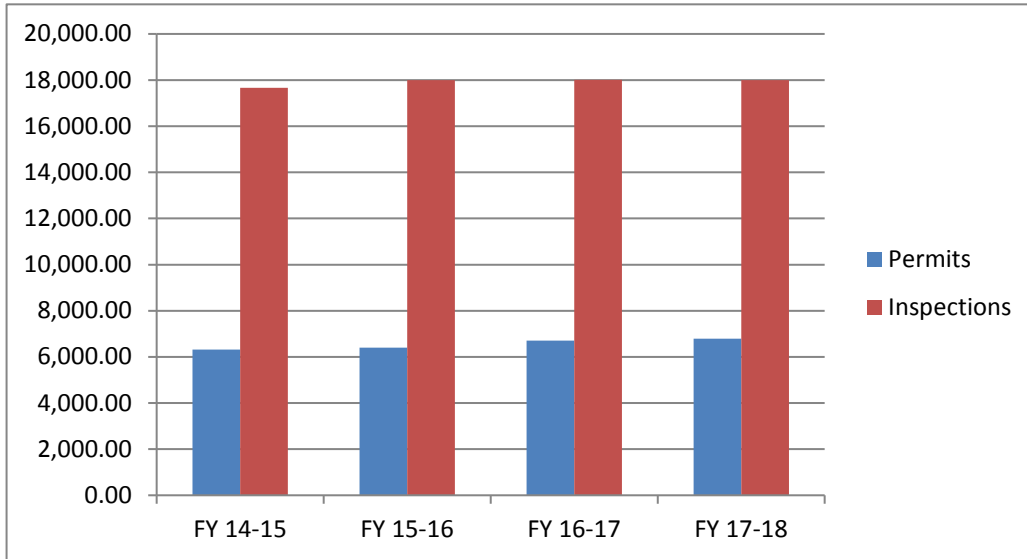
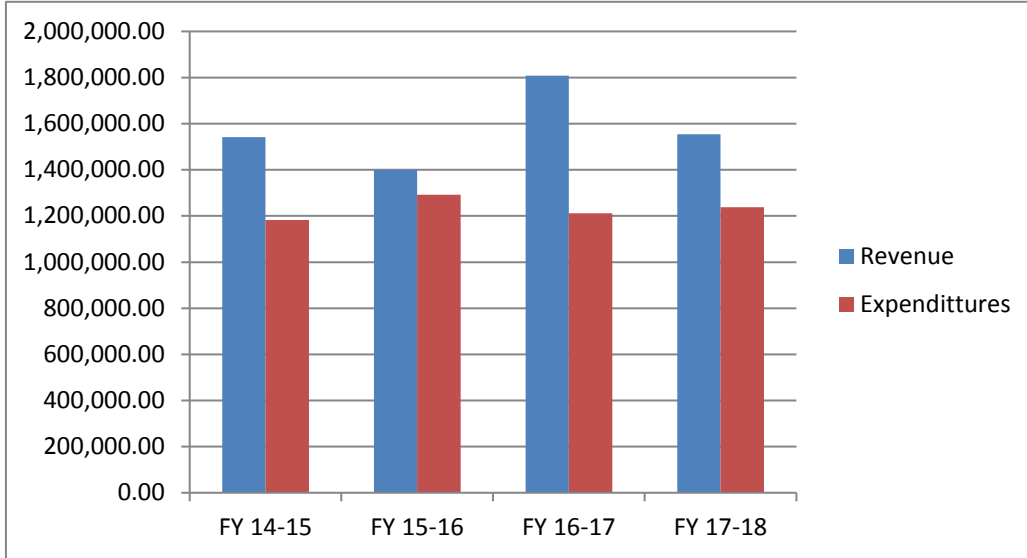
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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT Inspections		DEPARTMENT CODE 3401	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3401-5506-000	Travel This money is used to attend meeting and conferences pertaining to our jobs and code changes. This includes meals and hotels fees. 4 Field/Design Review Staff at \$250 each 2 Office Staff at \$150 each 4 Certification Tests at \$209 each	 1,000 300 836	2,136
3401-5801-000	Dues and Associated Memberships State VBCOA - 11 members at \$40 each Region III VBCOA - 11 members at \$25 each VPMIA - 5 members at \$40 each NFPA	 440 275 200 165	1,080
3401-9001-000	Lease Equipment This money is requested for lease of our copier under state contract. This copier replaced our old copier with high maintenance.	 2,880	2,880

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	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Revenue	1,541,885.00	1,400,500.00	1,808,357.00	1,553,732.00
Expenditures	1,183,065.00	1,292,464.00	1,211,823.00	1,238,156.00
Permits	6,311.00	6,400.00	6,712.00	6,789.00
Inspections	17,662.00	18,000.00	18,010.00	17,995.00



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BUILDING

APPEALS

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Building Appeals Board

Mission

Render Fair and competent decisions regarding application of the Virginia Uniform Statewide Building Code



Building Appeals Board Members serve a five-year term and are appointed by the Frederick County Board of Supervisors

What We Do

- The Building Appeals Board is composed of five voting citizen members, each having a certain technical building background
- 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 meets on an “as needed” basis
- This Board is staff supported by the Planning and Inspections Departments

Goals/Objectives

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

Total Budget
\$561
No Notable Changes

Budget Summary

	FY2018 Actual	FY2019 Approved Budget	FY2019 Estimated Budget	FY2020 Adopted Budget	Change FY19 to FY 20
Costs					
Personnel	0	\$161	\$161		%
Operating		400	400		
Local Tax Funding	0	\$561	\$561	\$	\$ %
Full-Time Positions	0	0	0	0	0 0.00%

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FUND #-010 GENERAL OPERATING FUND

		Prior Years FY/2017	Prior Years FY/2018	Amended Budget	Actual On 2018/10	Dept Request FY2020	Admin 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						
081060-5204-000-000	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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ANIMAL

SHELTER

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Animal Shelter

Mission

To provide for the stray, relinquished, and homeless companion animals of Frederick County and foster the humane treatment of animals in our community.



The Shelter is named for the late Esther L. Boyd. Esther advocated for the first Esther Boyd shelter established in 1988.

The shelter is excited to see construction of the new multi-purpose building adjacent to the existing building in 2020.

The new building will be a great space for volunteers and staff to train and socialize animals. This new center has many possibilities for special programs, meet and greets, training, events and more!

Funding for the new 2,200 square foot building was provided by a trust gifted to the shelter by a late animal lover who wished to remain anonymous.

What We Do

- Accepts approximately 860 dogs and 1,650 cats per year as well as other companion animals.
- The shelter is cleaned and disinfected daily and is open six days a week. In FY 19 the shelter expanded hours to include one Sunday per month, open every Sunday June – August.
- Strives to return lost animals to their owners and to find permanent loving homes for animals surrendered or unclaimed.
- Provides for the emergency veterinary treatment of sick and injured animals in Frederick county.
- Engages with the community by participating in events, school projects, tours, and civic groups.
- Operates in accordance with Virginia state law and the Virginia Department of Agriculture.
- Participates in the Northwestern Regional Detention Center's Community Corrections program to utilize inmate labor to reduce personnel costs and benefit inmates.
- Refers citizens to available resources for animal related issues.
- Provide for the care of animals confined for rabies observation and those seized pending court proceedings.
- Partners with the Northern Virginia Community College Vet Tech Program. Selected shelter animals are provided with pro bono veterinary care. Nearly 100% of animals involved in the program have been adopted.

Animal Shelter

Budget Summary

	FY2018 Actual	FY2019 Approved Budget	FY2019 Estimated Budget	FY2020 Adopted Budget	Change FY19 to FY 20
Costs					
Personnel	\$	\$568,215	\$	\$	\$ %
Operating		168,478			%
Total		736,693			
Fees		80,000			
State/Federal		1,995			
Local Tax Funding	\$	\$654,698	\$	\$	\$ %
Full-Time Positions	7	8	8		0 0.00%

Goals/Objectives

- Promote spay/neutering of all animals (dogs and cats) at time of adoption.
- Reduce numbers of surrendered animals by offering solutions and resources.
- Continue to improve information technology.
- Provide humane education to the community.
- Provide staff career training in the animal care field.
- Remain current with rapidly changing trends in the animal sheltering fields.

Service Levels

	FY2018 Actual	FY2019 Budget	FY2020 Plan
Number of dogs adopted or reclaimed	811	800	800
Adoption and reclamation rate for dogs	96%	90%	95%
Number of cats adopted or reclaimed	523	400	600
Adoption and reclamation rate for cats	39%	20%	40%
Number of rabies clinics held	2	2	2
Number of animals vaccinated at rabies clinics	407	450	450
Business, community and other public events attended	14	12	12

Total Budget

\$654,698

Notable Changes

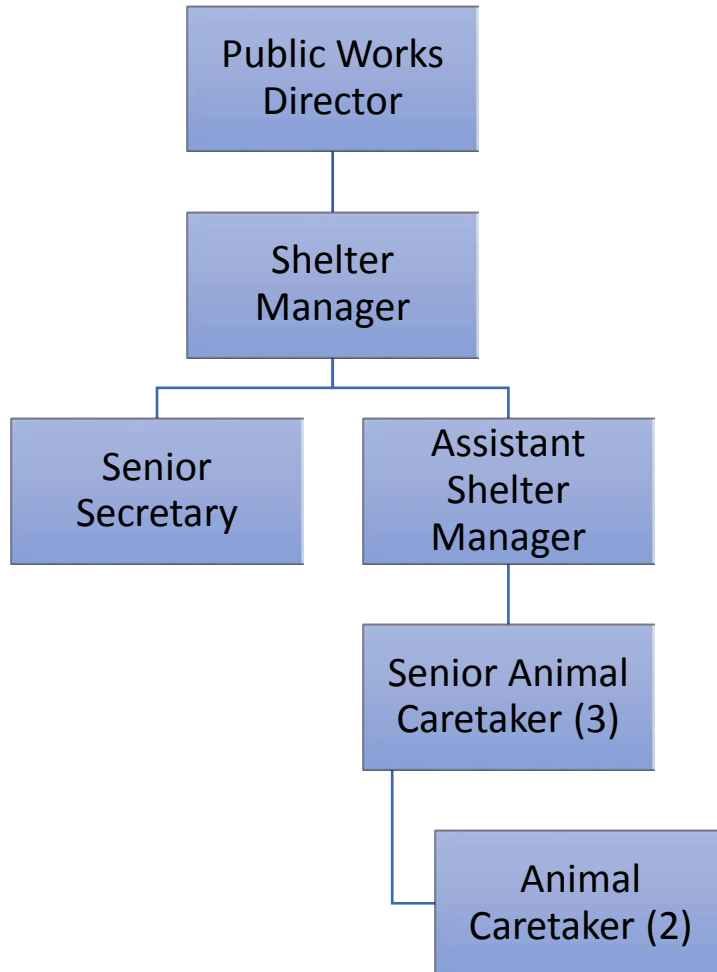
Personnel

- An increase from \$11.50 per hour to \$12.00 per hour is requested for Part Time help.

Operating

- Line item 3002-00 has been reduced due to more animals being sterilized prior to adoption.
- An increase of \$11,928 over the FY 19 approved budget due to increases in utilities. The shelter is also requesting a new cage bank, washer and dryer.

Animal Shelter



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10/11/2018 COUNTY OF FREDERICK		- B U D G E T - E X P E N S E			ACCOUNTING PERIOD 2018/10		
FUND #-010 GENERAL OPERATING FUND							
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin
		FY/2017	FY/2018	Budget	2018/10	FY2020	Request
043050 -000-000	ANIMAL SHELTER						
043050-1000-000-000	PERSONNEL SERVICES						
043050-1001-000-002	ANIMAL SHELTER MANAGER	70,518	72,893	75,107	21,906	75,108	
043050-1001-000-003	ASST. ANIMAL SHELTER MANAGER	55,534	57,433	59,201	17,267	59,201	
043050-1001-000-004	SR ANIMAL CARETAKER	39,350	40,675	41,890	12,218	41,890	
043050-1001-000-005	ANIMAL CARETAKER			26,673	7,978	27,352	
043050-1001-000-006	SR SECRETARY	35,649	37,917	39,848	11,622	39,848	
043050-1001-000-092	SR ANIMAL CARETAKER	33,259	34,372	35,416	10,330	35,416	
043050-1001-000-093	SR ANIMAL CARETAKER	34,123	35,280	36,333	10,597	36,334	
043050-1001-000-094	ANIMAL CARETAKER	26,336	27,196	28,008	8,169	28,008	
043050-1003-000-000	PART TIME HELP	30,510	40,679	53,820	8,980	56,160	
043050-1003-000-001	ASST.ANIMAL SHELTER MGR.P/T						
043050-1003-000-002	COMPENSATION OF SECURITY PERSO						
043050-1005-000-000	OVERTIME	203	178	5,000	70	5,000	
043050-1009-000-000	MERIT RESERVE						
	PERSONAL SERVICE	325,482	346,623	401,296	109,137	404,317	
043050-2000-000-000	FRINGE BENEFITS						
043050-2001-000-000	F.I.C.A.	23,307	24,620	30,699	7,788	30,930	
043050-2002-000-000	RETIREMENT - VRS	27,119	28,130	33,529	9,799	33,595	
043050-2005-000-000	HOSPITAL/MEDICAL PLANS	41,563	90,621	105,800	28,888	111,728	
043050-2006-000-000	GROUP INSURANCE	3,861	4,006	4,486	1,311	4,495	
043050-2008-000-000	SHORT & LONG TERM DISABILITY	155	161	360	95	360	
043050-2011-000-000	WORKER'S COMPENSATION	4,078	4,437	5,136	1,397	5,822	
043050-2013-000-000	EDUCATION - TUITION ASSISTANCE						
	FRINGE BENEFITS	100,083	151,975	180,010	49,278	186,930	
043050-3000-000-000	CONTRACTED SERVICES						
043050-3001-000-000	PROFESSIONAL HEALTH SERVICES	18,751	23,753	31,021	4,334	24,605	
043050-3002-000-000	PROFESSIONAL SERVICES - OTHER	12,320	14,300	21,995	1,770	15,500	
043050-3002-000-001	CITIZEN ASSISTANCE PROGRAM						
043050-3002-000-002	PROF. SERV.-ENGINEERING/DESIGN		50,773	7,727	7,541		
043050-3003-000-000	TEMPORARY HELP SERVICE FEES						
043050-3004-000-000	REPAIR AND MAINTENANCE	6,243	10,113	8,000		10,000	
043050-3004-000-002	REPAIR AND MAINTENANCE - VEHIC	1,500	603	2,200		2,200	
043050-3004-000-003	REPAIRS AND MAINTENANCE-BUILDI	2,099	951	1,940	283	1,940	
043050-3005-000-000	MAINTENANCE SERVICE CONTRACTS	170	170	365		365	
043050-3006-000-000	PRINTING AND BINDING	753	787	1,000		1,500	
043050-3007-000-000	ADVERTISING	992	928	1,200		1,200	
043050-3010-000-000	OTHER CONTRACTUAL SERVICES	4,832	5,917	9,900	584	9,400	
	PURCHASED SERVICES	47,660	108,295	85,348	14,512	66,710	
043050-4000-000-000	INTERNAL SERVICES						
043050-4003-000-001	CENTRAL STORES-COPIES						

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043050-4003-000-002	CENTRAL STORES-GASOLINE	786	963	1,125	172	1,325	
	INTERNAL SERVICES	786	963	1,125	172	1,325	
043050-5100-000-000	UTILITIES						
043050-5101-000-000	ELECTRICAL SERVICES	19,667	18,861	23,400	4,740	27,684	
043050-5102-000-000	HEATING SERVICES	6,663	8,025	9,840	110	11,628	
043050-5103-000-000	WATER AND SEWER	4,913	5,401	6,600	604	7,860	
043050-5204-000-000	POSTAGE AND TELEPHONE	137	150	200	25	236	
043050-5301-000-000	BOILER INSURANCE	255	253	300	272	400	
043050-5302-000-000	FIRE INSURANCE	2,421	2,388	2,500	2,383	3,000	
043050-5305-000-000	MOTOR VEHICLE INSURANCE	1,650	1,535	1,800	1,022	1,800	
043050-5306-000-000	SURETY BONDS	40	40	55	45	55	
043050-5308-000-000	GENERAL LIABILITY INSURANCE						
043050-5401-000-000	OFFICE SUPPLIES	2,759	1,927	2,780	127	2,780	
043050-5402-000-001	DOG FOOD	1,796	33	2,500	63	2,500	
043050-5402-000-003	CAT FOOD	522	271	1,800		1,800	
043050-5404-000-000	MEDICAL AND LABORATORY SUPPL	6,733	8,173	10,370	2,240	12,220	
043050-5405-000-000	LAUNDRY/HOUSEKEEPING AND JANIT	15,945	7,506	13,000	791	15,000	
043050-5407-000-000	REPAIR AND MAINTENANCE SUPPL	4,280	2,629	5,580	74	5,580	
043050-5408-000-000	VEHICLE & POWERED EQUIPMENT SU						
043050-5410-000-000	UNIFORMS AND WEARING APPAREL			250	30	250	
043050-5413-000-000	OTHER OPERATING SUPPLIES	51,247	15,730	13,482	973	15,682	
043050-5506-000-000	TRAVEL	756	280	1,375		1,375	
043050-5801-000-000	DUES AND ASSOC. MEMBERSHIPS	90	90	421		421	
043050-5802-000-000	CLAIMS & BOUNTIES						
	OTHER CHARGES	119,874	73,292	96,253	13,499	110,271	
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 EQUIPMEN						
043050-8009-000-000	MISCELLANEOUS EQUIPMENT						
043050-8011-000-000	ALTERATIONS TO OLD BUILDINGS						
043050-8800-000-000	BUILDINGS						
	CAPITAL OUTLAY					0	
	TOTAL DEPARTMENT	593,885	681,148	763,032	186,598	769,553	

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2019-2020 BUDGET INFORMATION - REVENUES

DEPARTMENT ANIMAL SHELTER		DEPARTMENT CODE 4305			
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS			TOTAL
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	
16060-002	Donations, Adoption/Reclaim Fees	66,000			66,000
16060-003	Spay/Neuter Fees/State Funds	15,500	2,205		17,705
	Total	81,500	2,205		83,705

DRAFT**2019-2020 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		75,108
10-4305-1001-03	Assistant Animal Shelter Manager		59,201
10-4305-1001-04	SR Animal Caretaker		41,890
10-4305-1001-05	Animal Caretaker		27,352
10-4305-1001-06	SR Secretary		39,848
10-4305-1001-92	SR Animal Caretaker		35,416
10-4305-1001-93	SR Animal Caretaker		36,334
10-4305-1001-94	Animal Caretaker		28,008
10-4305-1003-00	Part-time Salaries & Wages - Regular \$12.00/hr. x 90 hours x 52 weeks Includes a pay increase of .50/hr.	56,160	56,160
10-4305-1005-00	Extra Help/Overtime Accommodates overtime required during holidays, busy times and emergency situations		5,000

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT ANIMAL SHELTER		DEPARTMENT CODE 4305	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4305-2001-00	F.I.C.A.		30,930
10-4305-2002-00	Retirement - V.S.R.S.		33,595
10-4305-2005-00	Hospital/Medical Plans		111,728
10-4305-2006-00	Group Insurance		4,495
10-4305-2008-00	Short and Long Term Disability		360
10-4305-2011-00	Workers Compensation		5,822

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT ANIMAL SHELTER		DEPARTMENT CODE 4305	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4305-3001-00	Professional Health Services Sick and injured animals requiring veterinary attention Employee drug testing 10 employees @ \$40.00 = \$400.00 State animal friendly tag revenue	22,000 400 2,205	24,605
10-4305-3002-00	Professional Services Spay/neuter deposit funds equals revenue Dog deposits 150 @ \$70.00 = \$10,500.00 Cat deposits 100 @ \$50.00 = \$5,000.00 Reduced due to increased sterilization before adoption	10,500 5,000	15,500
10-4305-3002-02	Professional Services - Engeneering /Design		

DRAFT**2019-2020 BUDGET INFORMATION - EXPENDITURES**

DEPARTMENT ANIMAL SHELTER		DEPARTMENT CODE 4305	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4305-3004-00	Repair and Maintenance - Equipment Yearly service generator contract = \$1,000.00 Generator repairs Misc. repairs - freezer, washer/dryer, air exchange units Increased due to deteriorating roof top units	1,000 2,000 7,000	10,000
10-4305-3004-02	Repair and Maintenance - Vehicle Oil Change (2 vehicles) 4 @ \$50.00 = \$200.00 Tires 4 @ \$250.00 = \$1,000.00 Misc. repairs - transmission, engine brakes, etc.	200 1,000 1,000	2,200
10-4305-3004-03	Repair and Maintenance - Grounds Misc. repairs - roof, plumbing, and structure repairs Roto-Rooter 6 @ \$120.00 = \$720.00	1,220 720	1,940
10-4305-3005-00	Maintenance Service Contract Service contract for copier	365	365
10-4305-3006-00	Printing and Binding Receipt books 2 @ \$300.00 = \$600.00 Adoption contracts Lost/found reports Informational Brochures Professional Printing	600 300 100 500	1,500

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT ANIMAL SHELTER		DEPARTMENT CODE 4305	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4305-3007-00	Advertising Rabies clinic advertising \$300.00 per event x 2 = \$600.00 Adoption/event advertising \$100.00 per event x 6 = \$600.00	600 600	1,200
10-4305-3010-00	Other Contractual Services 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 Landscaping maintenance contract	2,800 600 400 500 2,100 1,000 2,000	9,400
10-4305-4003-02	Central Stores - Gasoline 500 gals. (2 Vehicles) @ \$2.65 per gal. = \$1,325.00	1,325	1,325
10-4305-5101-00	Electrical Services Assume \$2,307.00/month = \$27,684.00 Accommodates new building and 2% rate increase	27,684	27,684
10-4305-5102-00	Heating Services Assume \$969.00/month = \$11,628.00 Accommodates new building and 2% rate increase	11,628	11,628

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT ANIMAL SHELTER		DEPARTMENT CODE 4305	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4305-5103-00	Water and Sewer Estimated \$655.00/month = \$7,860.00 Accommodates new building and 2% rate increase	7,860	7,860
10-4305-5204-00	Postage and Telephone Approximately \$13.00/month for one phone and one fax line Misc. repairs	156 80	236
10-4305-5301-00	Boiler Insurance		400
10-4305-5302-00	Fire & Property Insurance		3,000
10-4305-5305-00	Motor Vehicle Insurance		1,800
10-4305-5306-00	Surety Bonds		55
10-4305-5401-00	Office Supplies 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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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT ANIMAL SHELTER		DEPARTMENT CODE 4305	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4305-5402-01	Dog Food 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	1,600 720 180	2,500
10-4305-5402-03	Cat Food Adult cat food 60 bags @ \$25.00 = \$1,500.00 Canned food 30 cases @ \$10.00 = \$300.00 Assuming donations continue at present level	1,500 300	1,800
10-4305-5404-00	Medical and Laboratory 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 Increase to purchase test kits and medications Microchips 400 @ \$7.00 = \$2,800	1,200 2,400 2,400 420 3,000 2,800	12,220

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT ANIMAL SHELTER		DEPARTMENT CODE 4305	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4305-5405-00	Laundry and Housekeeping		15,000
	Bleach, paper towels, laundry soap and toilet paper	6,000	
	Disinfectants 5 - 55 gal per year @ \$600.00 = \$3,000.00	3,000	
	Trash bags 50 cases per year @ \$49.00 = \$2,450.00	2,450	
	Misc. mops, cleaning brushes, light bulbs	600	
	Misc. disinfectants, dish soaps and deodorizers	600	
	Shipping/handling charges	350	
	New washer and dryer to replace old machines	2,000	
10-4305-5407-00	Repair and Maintenance		5,580
	Hoses, nozzles and accessories	600	
	Trap and other misc. filters, pressure washer oil	1,000	
	Maintenance and other supplies, repair items, tools	2,000	
	Replace carbon filters 3 X per year @ \$500.00 = \$1,500.00	1,500	
	Duct work filters 6 x per year @ \$80.00 = \$480.00	480	
10-4305-5410-00	Uniforms and Wearing Apparel		250
	Insulated gloves 6 pairs @ \$10.00 = \$60.00	60	
	Slip on boots 6 pairs @ \$15.00 = \$90.00	90	
	Safety glasses and protective clothing	100	

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT ANIMAL SHELTER		DEPARTMENT CODE 4305	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4305-5413-00	Other Operating Supplies		15,682
	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	
Additional SS Cat Caging	2,200		

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2019-2020 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		1,375
	Miscellaneous local training courses	250	
	VA ACO seminar registration 2 @ \$250.00 = \$500.00	500	
	Hotel 4 nights @ \$100.00 = \$400.00	400	
	Meals/airfare, travel (tolls, etc.) = \$225.00	225	
10-4305-5801-00	Dues and Memberships		421
	State controlled substance permit = \$90.00	90	
	AHA Membership = \$127.00	127	
	DEA License = \$184.00	184	
	Virginia Animal Control Association membership = \$20.00	20	

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4203

REFUSE

COLLECTION

Refuse Collection

Mission

PROMOTE CONSERVATION AND ENHANCE THE QUALITY OF LIFE IN THE COMMUNITY THROUGH RESPONSIBLE SOLID WASTE MANAGEMENT PRACTICES.



REFUSE COMPACTOR IS OFF-LOADED AT NEW STEPHENSON CITIZENS' CONVENIENCE SITE.

THE STEPHENSON FACILITY REPLACES THE CONVENIENCE SITE LOCATED BEHIND CLEAR BROOK PARK WHICH WAS SITUATED ON QUARRY LAND. IT WILL SERVE RESIDENTS IN THE NORTHERN END OF FREDERICK COUNTY FOR MANY YEARS TO COME.

What We Do

- This department is responsible for the collection and removal of Frederick County municipal solid waste from all County compactor and container sites
- This function is a contractual service provided to the County by an approved hauler through a one-year, option-to-renew contract
- This service is also extended to all schools, parks, libraries, and other municipal facilities within Frederick County
- Frederick County owns or leases the compactor and container sites and provides the labor and supervision necessary to maintain both appearance and function
- This department also includes the County's recycling program, including collection containers, hauling and all processing fees associated with the recycling program.

Budget Summary

	FY2018 Actual	FY2019 Approved Budget	FY2019 Estimated Budget	FY2020 Adopted Budget	Change FY19 to FY 20	
Costs						
Personnel	\$	\$671,755		\$	\$	%
Operating		918,609				%
Capital		76,740				
Total		1,667,104				
Fees		277,782				
Local Tax Funding	\$	\$1,389,322		\$	\$	%
Full-Time Positions	2	3	3		0	0.00%

Goals/Objectives

- Minimize the number of pulls and maximize compaction densities from compactor sites to reduce collection costs.
- Maintain coverage at all sites to discourage illegal dumping and misuse.
- Continue to promote recycling program -- encourage proper recycling habits and 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 best disposal options.
- Continue to maintain and upgrade services, facilities, and equipment.
- Construct a relocated convenience facility in the Albin area.
- Conduct design work for a convenience site in the Gore community.

Total Budget

\$

Notable Changes

Personnel

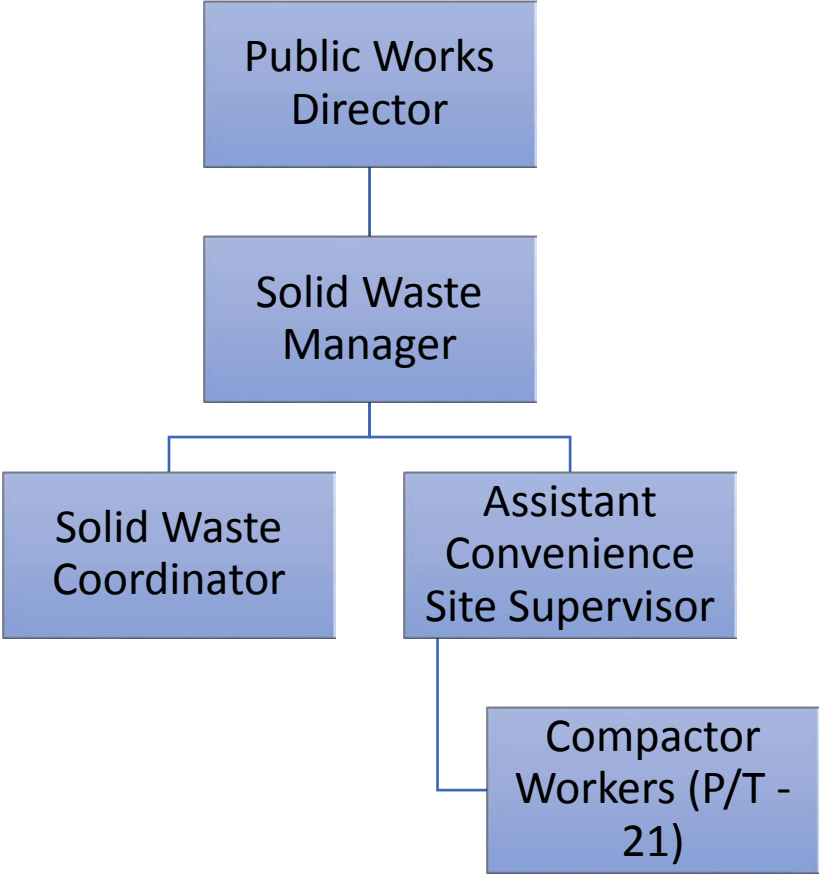
- none requested

Operating

Service Levels

	FY2018 Actual	FY2019 Budget	FY2020 Plan
Refuse collected and hauled (tons)	22,529	19,256	23,207
Household material recycled (tons)	3,093	3,100	3,100
Recycling Rate	47.7%	51%	47%
Business, community and other public outreach audience members	1,880	3,000	5,000

Refuse Collection



10/11/2018 COUNTY OF FREDERICK		- B U D G E T - E X P E N S E			ACCOUNTING PERIOD 2018/10		
FUND #-010 GENERAL OPERATING FUND							
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin
		FY/2017	FY/2018	Budget	2018/10	FY2020	Request
042030 -000-000	REFUSE COLLECTION						
042030-1001-000-001	SOLID WASTE MANAGER	63,305	67,571	71,800	20,942	71,801	
042030-1001-000-002	SOLID WASTE COORDINATOR	54,560	56,381	58,082	16,941	58,082	
042030-1001-000-003	ASST. CONV. SITE SUPR.			33,506	9,988	34,243	
042030-1001-000-004	LABORER II						
042030-1003-000-000	COMPACTOR SITE - PART TIME	307,176	331,270	367,271	98,982	345,020	
042030-1005-000-000	OVERTIME	9,479	7,332	13,176	2,107	13,799	
042030-1009-000-000	MERIT RESERVE3						
	PERSONAL SERVICE	434,520	462,554	543,835	148,960	522,945	
042030-2000-000-000	FRINGE BENEFITS						
042030-2001-000-000	F.I.C.A.	32,729	34,831	41,278	11,254	38,950	
042030-2002-000-000	RETIREMENT - VRS	10,844	11,064	14,640	4,868	16,068	
042030-2005-000-000	HOSPITAL - MEDICAL PLANS	30,066	33,146	47,300	9,525	38,648	
042030-2006-000-000	GROUP INSURANCE	1,544	1,575	2,084	627	2,150	
042030-2008-000-000	SHORT & LONG TERM DISABILITY			200	59	210	
042030-2011-000-000	WORKER'S COMPENSATION	20,785	21,073	26,957	6,784	24,961	
	FRINGE BENEFITS	95,968	101,689	132,459	33,117	120,987	
042030-3000-000-000	CONTRACTUAL SERVICES						
042030-3002-000-000	PROFESSIONAL SERVICES	23,939	39,567	75,000		25,000	
042030-3003-000-000	TEMPORARY HELP SERVICE FEES						
042030-3004-000-001	REPAIR & MAINTENANCE - EQUIP.	10,968	13,146	50,700	501	23,000	
042030-3004-000-002	REPAIR & MAINTENANCE - VEHICLE	3,905	4,554	5,136	342	5,152	
042030-3004-000-003	REPAIR AND MAINTENANCE -BUILD	2,316	22,152	145,925		91,845	
042030-3005-000-000	MAINTENANCE SERVICE CONTRACTS						
042030-3006-000-000	PRINTING AND BINDING	2,783	1,933	2,460	637	2,810	
042030-3007-000-000	ADVERTISING	4,724	5,230	5,712	585	5,712	
042030-3010-000-000	OTHER CONTRACTUAL SERVICES	545,766	545,538	633,565	51,515	605,713	
	PURCHASED SERVICES	594,401	632,120	918,498	53,580	759,232	
042030-4003-000-002	CENTRAL STORES - GASOLINE	4,013	5,916	5,101	1,216	10,425	
	INTERNAL SERVICES	4,013	5,916	5,101	1,216	10,425	
042030-5103-000-000	WATER AND SEWAGE					57,976	
042030-5101-000-000	ELECTRICAL SERVICES	12,254	13,588	15,228	833	14,268	
042030-5204-000-000	POSTAGE AND TELEPHONE	1,806	1,703	1,936	143	2,920	
042030-5300-000-000	INSURANCE						
042030-5302-000-000	FIRE & PROPERTY INSURANCE	1,176	1,190	950	1,190	1,500	
042030-5305-000-000	MOTOR VEHICLE INSURANCE	2,200	2,047	3,000	2,554	3,000	
042030-5400-000-000	MATERIALS AND SUPPLIES						
042030-5401-000-000	OFFICE SUPPLIES	2,489	1,710	1,906		1,941	
042030-5405-000-000	LAUNDRY/HOUSEKEEPING SUPPLIES	2,422	1,351	3,073	155	3,291	
042030-5407-000-000	REPAIR AND MAINTENANCE SUPPL	10,004	9,920	11,035	80	11,053	
042030-5408-000-000	VEHICLE & POWERED EQUIP. SUPPL	3,280	3,786	1,000	433	1,000	

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042030-5408-000-002	VEHICLE FUELS & LUBRICANTS	6,471	5,676	9,780	1,372	10,080
042030-5410-000-000	UNIFORMS	306	260	700		700
042030-5411-000-000	BOOKS AND SUBSCRIPTIONS	129	110	140		130
042030-5412-000-000	EDUCATIONAL & RECREATIONAL SUP	4,215	3,383	3,875		3,875
042030-5412-000-001	EDUCATIONAL SUPPLIES - GRANT					
042030-5413-000-000	OTHER OPERATING SUPPLIES	4,342	2,613	5,012	581	4,284
042030-5415-000-000	OTHER EXPENSES(RECYCLING GRANT					
042030-5416-000-000	POSTER COMPETITION					
042030-5506-000-000	TRAVEL	912	49	1,500		1,500
042030-5801-000-000	DUES AND ASSOC. MEMBERSHIPS	212	212	375		375
	OTHER CHARGES	52,218	47,598	59,510	7,341	117,893
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	9,225	16,860	84,700	75,300	
042030-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMEN					
042030-8700-000-000	LAND			60,000		
042030-8800-000-000	BUILDINGS					40,000
042030-8900-000-000	IMPROVEMENTS OTHER THAN BUILDI		1,058,992	385,342	179,217	1,224,000
	CAPITAL OUTLAY	9,225	1,075,852	530,042	254,517	1,264,000
042030-9001-000-000	LEASE/RENT OF EQUIPMENT		734	1,320	82	1,320
042030-9003-000-000	LEASE/RENT OF LAND	6,000	6,000	6,020	6,000	6,020
	OTHER USES OF FUNDS	6,000	6,734	7,340	6,082	7,340
	TOTAL DEPARTMENT	1,196,345	2,332,463	2,196,785	504,813	2,802,822

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2019-2020 BUDGET INFORMATION - REVENUES

DEPARTMENT		DEPARTMENT CODE				4203
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
1899-22	From landfill budget 5604 \$1/ton @ 175,000 tons x 64.5%	112,875				112,875
1904-01	Clarke Container Fees					71,856
	Stephenson (9%) \$525/mo x 12	6,300				
	Double Toll Gate (37%) \$2539/mo x 12	30,468				
	Landfill (13%) \$2647/mo x 12	31,764				
	Greenwood (3%) \$277/mo x 12	3,324				
1904-03	Winchester Container Fees Landfill (23%) \$3775/mo x 12					45,300

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2019-2020 BUDGET INFORMATION - REVENUES

DEPARTMENT		DEPARTMENT CODE				4203
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	10,000				10,000
	Sale of Rain Barrels/Composters resale to residents at cost 20 @ \$65 = \$1,300	1,300				1,300
1904-12	Payments/Bowman Library \$163/mo x 12	1,956				1,956
2404-0017	State Competitive Grant potential proceeds to fund environmental assemblies					7,800
						301,087

2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-1001-00	Solid Waste Manager		71,801
10-4203-1001-02	Solid Waste Coordinator		58,082
10-4203-1001-03	Assistant Site Supervisor		34,243
10-4203-1003-00	Part-time Salaries and Wages -- regular 29,692 hrs @ \$11/hr; one staff floater @ 1560 hrs @ \$11.80/hr		345,020
10-4203-1005-00	Extra Help/Overtime Allows for 300 hrs @ \$41.88/hr for unscheduled overtime, on-call duties by coordinator = \$12,564; also includes 50 hrs overtime for assistant @ \$24.69/hr = \$1,235		13,799
10-4203-2001-00	F.I.C.A.		38,950
10-4203-2002-00	Retirement - VSRS		16,068
10-4203-2005-00	Hospital/Medical Plans		38,648
10-4203-2006-00	Group Insurance		2,150

2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-2008-00	Short & Long Term Disability		210
10-4203-2011-00	Workman's Compensation Based on \$6.09/\$100 for compactor workers; 0.09 for solid waste manager and assistant; \$3.10 for solid waste coordinator		24,961
10-4203-3002-00	Professional Services Design/survey work for relocated Albin site; included in CIP		25,000
10-4203-3004-01	Repair/Maintenance -- Equipment Assume can repair \$2500 x 4 cans = \$10,000; compactor repair x 10 units = \$8,000; continue rehab paper cans @ \$500; paint/prime one hopper @ \$4,500		23,000
10-4203-3004-02	Repair/Maintenance -- Vehicle Oil changes \$81 x 13 changes = \$1053; inspections vehicles (5) & trailer \$99; allowance for routine repairs @ 5 vehicles = \$4000; based on 17/18 avg monthly costs		5,152

2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-3004-03	Repair/Maintenance -- Buildings and Grounds Gravel @ \$275/load = \$1,375; fence/gate repair @ \$1,950; pole lights/bulbs \$495; update/replace signs \$205 x 5 = \$1,025; upgrades to Middletown - paving @ \$42,000; concrete pads @ \$36,000 for recycling and rear swap area; fencing @ \$9,000		91,845
10-4203-3006-00	Printing and Binding Signs, decals, brochures, banners to educate; 6 banners @ \$95 = \$570; metal signs @ \$200; can decals @ \$1,250; sign board \$135 Allowance for flyers, posters, special presentations @ \$655		2,810
10-4203-3007-00	Advertising Shred; TreeCycle; eCycle, Earth Day/Arbor Day, holiday notices, education/outreach; assume \$272 per ad; based on FY 17/18 avg		5,712
10-4203-3010-00	Other Contractual Services Hauling contract with 3% anticipated increase based on FY 18/19 4 mo avg + 3% x 12 mo = \$48,845 x 12 mo; increase based on CPI as published by U.S. Bureau of Labor Statistics for Waste Hauling Bowman Library (\$164 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	1,968 8,520 7,500 325 1,260	605,713

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-4003-02	Central Stores 3934 gal @ \$2.65/gal for five vehicles; based on FY 17/18 fuel logs		10,425
10-4203-5101-00	Electrical Services Estimate for 10 sites @ \$1189/mo x 12; based on FY 17/18 avg		14,268
10-4203-5103-00	Water and Sewage Water tap fee/Stephenson @ \$57,148; \$69/mo x 12 = \$828 for service		57,976
10-4203-5204-00	Postage and Telephone Mailings @ \$200; cell for coordinator/assistant @ \$165/mo x 12=\$1980 data plan for manager's tablet @ \$45/mo x 12 = \$540; reimburse for personal cell use by manager @ \$200		2,920
10-4203-5302-00	Fire and Property Insurance		1,500
10-4203-5305-00	Motor Vehicle Insurance		3,000
10-4203-5401-00	Office Supplies Ink cartridges 8 @ \$70 = \$560; color paper \$12/ream x 10 = \$120; copier paper 2 cartons @ \$90; laminate @ \$50; 3 binders @ \$36; rubber bands 25 bx @ \$5/bx = \$125; 4G tablet to replace obsolete tablet @ \$460; pre-printed educational booklets/brochures i.e. composting, i.d. theft @ \$300; Allowance for post-its, pens, folders, tape, note pads, etc. = \$200		1,941

2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-5405-00	<p>Laundry and Housekeeping</p> <p>Hand tools 7 @ \$175; gloves 24 @ \$144; tarps 6 @ \$750; rain suits 5 @ \$175; garbage bags 15 bx @ \$285; 20 bx shop rags @ \$340; 21 cases paper towels @ \$630; 12 grabbers @ \$312; hand sanitizer @ \$330; 30 wet wipes @ \$75; Tyvek suits @ \$75</p>		3,291
10-4203-5407-00	<p>Repair and Maintenance -- Buildings and Grounds</p> <p>Rodent blocks 18 lb @ \$100; ice melt \$7/bag @ \$910; #8 gravel @ \$800; pothole patch \$14/bag @ 35 = \$490; 24D @ \$20/gal x 15 = \$300; RoundUp \$50/gal @ 15 = \$750; concrete 20 bags @ \$6 = \$120; compactor paint \$60/gal x 25 gal = \$1,500; primer \$54/gal x 25 = \$1350 surfactant \$10/gal x 5 = \$50; 2 grease guns @ \$80; 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; a/c unit @ \$275; steel/compactor rail replacement @ \$2200; flat steel for can repair/patch @ \$900; allowance for drill bits, grinding wheels, couplings, hoses, screws, lumber, nails, spray paint, wheel stops for receiver cans, etc.</p>		11,053

2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-5408-00	Vehicle and Powered Equipment Supplies 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	Vehicle Fuels and Lubricants 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 @ \$725/drum x 4 = \$2900		10,080
10-4203-5410-00	Uniforms Clothing allowance for 2 field staff @ \$350 ea		700
10-4203-5411-00	Books and Subscriptions Winchester Star @ \$130/yr		130
10-4203-5412-00	Educational and Recreational 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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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-5413-00	Other Operating Supplies Misc. fees and supplies, including bottled water for sites @ \$634/yr based on FY 17/18 consumption/mo; meals for trustees during snow removal events @ \$250; cost of direct buy rain barrels/compost bins for re-sale @ \$1300; metal textile donation bin/Albin @ \$2100		4,284
10-4203-5506-00	Travel Includes travel to annual Virginia Recycling Association Conference/Training by manager @ \$1,000; allowance for on-line training and certification		1,500
10-4203-5801-00	Dues and Association Memberships Manager's dues to VRA @ \$150; Solid Waste Assoc of North America @ \$225		375
10-4203-8800-00	Building and Fixed Assets 30 x 60 prefab shed/bay garage @ Stephenson site for solid waste personnel as work area/equipment storage/repair space; slab and electric in place		40,000

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-8900-00	Improvements Other Than Construction of relocated convenience site in Albin; based on costs to develop Stephenson site with road improvements in FY 18/19		1,224,000
10-4203-9001-00	Lease/Rent of Equipment i.e., hoe/Bobcat/roller/jackhammer; 4 rentals/mobilization @ \$330 x 4 = \$1320		1,320
10-4203-9003-00	Lease/Rent of Land Shawneeland @ \$20/yr Greenwood @ \$6000/yr		6,020

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2018-2019 CAPITAL REQUESTS

DEPARTMENT		DEPARTMENT CODE	4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-8800-00	Buildings Storage area, lean-to and bay garage @ Stephenson site as work area for solid waste coordinator and staff; equipment storage; replaces multiple wooden sheds currently used and in disrepair		40,000
10-4203-8900-00	Improvements Other Than Relocate Albin convenience site; expand to two trash compactors due to flow and high number of users; improve access		1,224,000
			1,264,000

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10-4204

CITIZENS'

REFUSE

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Refuse Disposal

Mission

PROMOTE CONSERVATION AND ENHANCE THE QUALITY OF LIFE IN THE COMMUNITY THROUGH RESPONSIBLE SOLID WASTE MANAGEMENT PRACTICES.



RESIDENTS DROP OFF THEIR REFUSE AT ANY ONE OF TEN FACILITIES OR THE LANDFILL.

What We Do

- This budgeted amount consists of the internal charge by the Frederick County Landfill Fund for the disposal of the county trash collected from convenience sites, plus the landfill citizens’ center
- This charge is based on the prevailing rate/ton and the charges are transferred to the Landfill Fund

Goals/Objectives

- Provide reliable, efficient, and convenient refuse disposal options to the County’s citizens.

Budget Summary

Total Budget
\$
No Notable Changes

	FY2018 Actual	FY2019 Approved Budget	FY2019 Estimated Budget	FY2020 Adopted Budget	Change FY19 to FY 20	
Costs						
Operating		\$674,400				%
Total		674,400				
Fees		126,960				
Local Tax Funding	\$	\$547,440	\$	\$	\$	%
Full-Time Positions	0	0	0	0	0	0.00%

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10/11/2018 COUNTY OF FREDERICK		- B U D G E T - E X P E N S E			ACCOUNTING PERIOD 2018/10		
FUND #-010 GENERAL OPERATING FUND							
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin
		FY/2017	FY/2018	Budget	2018/10	FY2020	Request
042040 -000-000	REFUSE DISPOSAL						
042040-3000-000-000	CONTRACTUAL SERVICES						
042040-3009-000-004	COUNTY PAYMENTS - CITIZENS COL	519,821	534,281	674,400	161,832	686,880	
042040-3010-000-000	OTHER CONTRACTUAL SERVICES						
	PURCHASED SERVICES	519,821	534,281	674,400	161,832	686,880	
042040-8001-000-000	MACHINERY AND EQUIPMENT						
042040-8002-000-000	FURNITURE AND FIXTURES						
042040-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMENT						
	CAPITAL OUTLAY	519,821	534,281	674,400	161,832	0	
	TOTAL DEPARTMENT	519,821	534,281	674,400	161,832	686,880	

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2019-2020 BUDGET INFORMATION - REVENUES

DEPARTMENT		DEPARTMENT CODE				4204
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
1904-04	Clarke County (reimbursement)					
	Stephenson (9%) \$261 x 12					3,132
	Double Toll Gate (37%) \$1100 x 12					13,200
	Landfill (13%) 3364 x 12					40,368
	Greenwood (3%) \$133 x 12					1,596
	City of Winchester (reimbursement)					71,424
	Landfill (23%) \$5952 x 12					
						129,720

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4204-3009-00	<p>County Payments</p> <p>Based on FY 18/19 average for refuse disposal plus a factor for rate increase, population growth and historical waste flow; six percent</p> <p>Tipping fee FY 19/20 = \$20/ton</p> <p>Four month average citizen disposal costs FY 18/19 = \$54,000</p> <p>Based on 2862 tons/month during FY 19/20</p> <p>2862 tons x 12 x \$20/ton = 686,880</p>		686,880

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4205

**LITTER
CONTROL**

Litter Control

Mission

PROTECT THE ENVIRONMENT AND QUALITY OF LIFE BY REMOVING ROADSIDE LITTER WHILE FOSTERING COMMUNITY PRIDE.



THE LITTER CREW PICKS UP ABOUT 28 TONS OF TRASH EACH YEAR.

What We Do

- This 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
 - The Northwestern 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

Goals/Objectives

- 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.

Total Budget
\$
No Notable Changes

Budget Summary

	FY2018 Actual	FY2019 Approved Budget	FY2019 Estimated Budget	FY2020 Adopted Budget	Change FY19 to FY 20	
Costs						
Personnel		\$20,857	\$18,113			
Operating		10,369	10,441			%
Total		31,226	28,554			
State/Federal		14,700	16,330			
Local Tax Funding	\$	\$16,526	\$12,224	\$	\$	%
Full-Time Positions	0	0	0	0	0	0.00%

10/11/2018 COUNTY OF FREDERICK		- B U D G E T - E X P E N S E			ACCOUNTING PERIOD 2018/10		
FUND #-010 GENERAL OPERATING FUND							
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin
		FY/2017	FY/2018	Budget	2018/10	FY2020	Request
042050 -000-000	LITTER CONTROL - GRANT						
042050-1001-000-004	LITTER CREW - LABORER II						
042050-1003-000-000	LITTER CREW - PART-TIME	10,891	10,231	18,330	3,135	15,925	
042050-1005-000-000	OVERTIME						
042050-1009-000-000	MERIT RESERVE						
	PERSONAL SERVICE	10,891	10,231	18,330	3,135	15,925	
042050-2000-000-000	FRINGE BENEFITS						
042050-2001-000-000	F. I. C. A.	833	783	1,402	240	1,462	
042050-2011-000-000	WORKER'S COMPENSATION	677	628	1,125	193	1,164	
	FRINGE BENEFITS	1,510	1,411	2,527	433	2,626	
042050-3000-000-000	CONTRACTED SERVICES						
042050-3004-000-002	REPAIR AND MAINTENANCE-VEHICLE	1,138	1,716	2,000	107	2,000	
042050-3006-000-000	PRINTING AND BINDING	187	259	300		300	
042050-3007-000-000	ADVERTISING	750	330	1,140	225	1,125	
042050-3010-000-000	OTHER CONTRACTED SERVICES						
	PURCHASED SERVICES	2,075	2,305	3,440	332	3,425	
042050-4000-000-000	INTERNAL SERVICES						
042050-4003-000-002	CENTRAL STORES - GASOLINE	1,281	1,531	1,681	385	2,014	
	INTERNAL SERVICES	1,281	1,531	1,681	385	2,014	
042050-5204-000-000	POSTAGE AND TELEPHONE	135	100	100	9	100	
042050-5214-000-000	LITTERTHON PROGRAM						
042050-5214-000-001	WALK YOUR HUMAN PROGRAM	630					
042050-5305-000-000	MOTOR VEHICLE INSURANCE	550	512	600	511	600	
042050-5401-000-000	OFFICE SUPPLIES	81					
042050-5405-000-000	LAUNDRY/HOUSEKEEPING AND JANIT	3,660	1,144	2,573	343	2,003	
042050-5407-000-000	REPAIR & MAINTENANCE SUPPLIES	17		400	135	724	
042050-5408-000-000	VEHICLE AND POWERED EQUIPMENT		98	200		200	
042050-5410-000-000	UNIFORMS						
042050-5412-000-000	EDUCATIONAL SUPPLIES	480	266	675		675	
042050-5413-000-000	OTHER OPERATING SUPPLIES	607	364	700	27	700	
042050-5506-000-000	TRAVEL						
042050-5600-000-000	CONTRIBUTIONS TO CIVIC & COMMU						
042050-5604-000-000	OTHER PAYMENTS TO CIVIC ORGAN						
	OTHER CHARGES	6,160	2,484	5,248	1,025	5,002	
042050-8005-000-000	MOTOR VEHICLES AND EQUIPMENT						
	CAPITAL OUTLAY					0	
	TOTAL DEPARTMENT	21,917	17,962	31,226	5,310	28,992	

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2019-2020 BUDGET INFORMATION - REVENUES

DEPARTMENT		DEPARTMENT CODE				4205
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		16,330			16,330
						16,330

DRAFT**2019-2020 BUDGET INFORMATION - EXPENDITURES**

DEPARTMENT		DEPARTMENT CODE	4205
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4205-1001-00	Litter Crew Leader Part-time staff \$12.25/hr @ 1300 hrs = \$15,925 Monitors trustees during roadside litter cleanups; completes daily logs		15,925
10-4203-2001-00	F.I.C.A.		1,462
10-4203-2011-00	Workman's Compensation Based on \$6.09/\$100 for one 25 hr/wk litter crew leader		1,164
10-4205-3004-02	Repair and Maintenance Vehicle		2,000
10-4205-5407-00	Tires, repair, routine maintenance of vehicle; based on FY 17/18 expenditures		
10-4205-5408-00	Printing and Binding Brochures, posters, etc. for outreach/education		300
10-4205-3007-00	Advertising 5 ads/yr @ \$225 insertion; promote litter prevention, secure loads; environmental awareness		1,125
10-4205-4003-02	Central Stores 760 gal @ \$2.65; transport trustees to various work sites; Based on FY 17/18 consumption		2,014

DRAFT**2019-2020 BUDGET INFORMATION - EXPENDITURES**

DEPARTMENT		DEPARTMENT CODE	4205
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4205-5204-00	Postage and Telephone Postage for correspondence and mailings		100
10-4205-5305-00	Motor Vehicle Insurance		600
10-4205-5405-00	Laundry and Housekeeping Hand wipes @ \$25; refuse bags 30 bx @ \$58 = \$1740; 12 tick repellent \$80; first aid supplies \$50; gloves \$12 @ \$4 = \$48; vests 3 @ \$20 = \$60		2,003
10-4205-5407-00	Repair and Maintenance Supplies Includes grabbers 12 @ \$27 = \$324; Replace road sign/base @ \$400		724
10-4205-5408-00	Vehicle and Powered Equipment Supplies Antifreeze, wiper blades, bulbs, seat protection, mats for van		200
10-4205-5412-00	Educational Supplies Promotional items for outreach, presentations; supplies for in-class activities relating to litter		675
10-4205-5413-00	Other Operating Supplies Drink mix 9 @ \$23 = \$207; ice pacs; fast food for trustees/Sunday cleanups and holidays		700

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4201

**GENERAL
ENGINEERING**

General Engineering

Mission Statement:

To ensure that all development in Frederick County meets the safety, health and environmental standards of all applicable codes related to Stormwater Management and Erosion and Sediment Control. Also, to effectively manage capital projects in Frederick County.



This photo depicts the future road known as Crossover Boulevard. This project consists of a road approximately 1.07 miles in length with a bridge that is 321.3 feet in length along with a two (2) lane roundabout.

This major road

improvement is expected to take approximately 2 years to complete and all aspects of this road project to include coordination of utilities, maintenance of traffic at the I-81 bridge crossing and major improvements at Route 522 and construction of stormwater management facilities will all be managed by this department.

What We Do

- This department 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 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.

In an effort to reduce outside consulting fees, the Engineering Department has begun in-house design efforts for some Frederick County Public Works owned projects. Upcoming design projects include drainage improvements for the Round Hill Convenience Center and the relocating of the Albin Convenience Center to the old bus shop located adjacent to the current location.

Budget Summary

	FY2018 Actual	FY2019 Approved Budget	FY2019 Estimated Budget	FY2020 Adopted Budget	Change FY19 to FY 20	
Costs						
Personnel	\$	\$363,139		\$	\$	%
Operating		29,020				%
Capital		0				
Total		392,159				
Fees		154,500				
Local Tax Funding	\$	\$237,659	\$	\$	\$	%
Full-Time Positions	4	4	4		0	0.00%

Goals/Objectives

- 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.
- Provide an initial stormwater permitting system under the direction of DEQ.
- Assist Planning Department in assessing bond and letter of credit amounts.

Total Budget

\$237,659

Notable Changes

Personnel

-

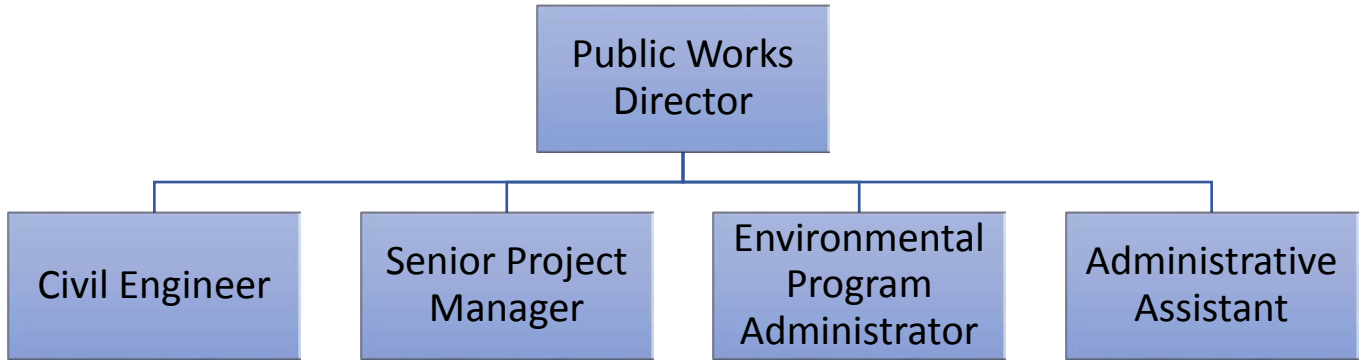
Operating

-

Service Levels

	FY2018 Actual	FY2019 Budget	FY2020 Plan
Number of land disturbance permits issued	687	500	550
Number of final grading inspections performed	660	450	500
Number of residential permit applications reviewed	657	500	550
First submittal reviews (i.e., site, subdivision, rezoning, Master Development, stormwater, land disturbance applications) performed	98	100	100
Second submittal reviews (i.e., site, subdivision, rezoning, Master Development, stormwater, land disturbance applications) performed	40	25	35

General Engineering



10/11/2018 COUNTY OF FREDERICK		- B U D G E T -			ACCOUNTING PERIOD 2018/10		
FUND #-010 GENERAL OPERATING FUND							
		Prior Years FY/2017	Prior Years FY/2018	Amended Budget	Actual On 2018/10	Dept Request FY2020	Admin Request
042010 -000-000	GENERAL ENGINEERING/ADMIN						
042010-1000-000-000	PERSONNEL SERVICES						
042010-1001-000-002	SR PROJECT MANAGER	58,851	69,959	72,048	21,014	72,048	
042010-1001-000-003	ENVIRONMENTAL PGM ADMN	44,859	53,267	54,885	16,008	54,885	
042010-1001-000-004	CIVIL ENGINEER		60,817	77,129	22,496	77,129	
042010-1001-000-005	DEPUTY DIRECTOR	69,887					
042010-1001-000-006	ENVIRONMENTAL INSPECTOR I						
042010-1001-000-036	ADMINISTRATIVE ASST.	54,010	56,538	57,645	17,628	60,438	
042010-1001-000-037	SECRETARY I						
042010-1003-000-000	COMPACTOR OPERATOR						
042010-1005-000-000	OVERTIME	2,480					
042010-1009-000-000	MERIT RESERVE						
	PERSONAL SERVICE	230,087	240,581	261,707	77,146	264,500	
042010-2000-000-000	FRINGE BENEFITS						
042010-2001-000-000	F. I. C. A.	16,222	17,186	20,020	5,577	20,234	
042010-2002-000-000	RETIREMENT - VRS	20,939	21,713	25,621	7,515	25,895	
042010-2005-000-000	HOSPITAL/MEDICAL PLANS	61,889	55,193	57,400	16,626	62,864	
042010-2006-000-000	GROUP INSURANCE	2,982	3,092	3,428	1,011	3,465	
042010-2008-000-000	SHORT & LONG TERM DISABILITY		332	450	133	470	
042010-2011-000-000	WORKER'S COMPENSATION	4,692	4,727	5,235	1,528	6,380	
042010-2013-000-000	EDUCATION - TUITION ASSISTANCE						
	FRINGE BENEFITS	106,724	102,243	112,154	32,390	119,308	
042010-3000-000-000	CONTRACTUAL SERVICES						
042010-3002-000-000	PROFESSIONAL SERVICES-OTHER						
042010-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.	150		600		600	
042010-3004-000-002	REPAIR AND MAINTENANCE-VEHICLE	3,535	831	3,800	90	4,550	
042010-3004-000-003	REPAIR AND MAINTENANCE BLDGS.&						
042010-3005-000-000	MAINTENANCE SERVICE CONTRACTS	153	153				
042010-3007-000-000	ADVERTISING						
042010-3010-000-000	OTHER CONTRACTUAL SERVICES						
	PURCHASED SERVICES	3,838	984	4,400	90	5,150	
042010-4000-000-000	INTERNAL SERVICES						
042010-4003-000-002	CENTRAL STORES - GASOLINE	2,826	3,117	5,000	627	4,638	
	INTERNAL SERVICES	2,826	3,117	5,000	627	4,638	
042010-5200-000-000	COMMUNICATION						
042010-5204-000-000	POSTAGE AND TELEPHONE	3,476	3,693	4,260	375	4,680	
042010-5305-000-000	MOTOR VEHICLE INSURANCE	2,200	2,047	2,400	2,043	2,400	
042010-5401-000-000	OFFICE SUPPLIES	8,219	5,973	7,560	3,629	4,012	
042010-5407-000-000	REPAIR/MAINTENANCE SUPPLIES						
042010-5408-000-000	VEHICLE AND POWERED EQUIPMENT						
042010-5411-000-000	BOOKS AND SUBSCRIPTIONS			250		250	

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042010-5412-000-000	EDUCATIONAL SUPPLIES						
042010-5413-000-000	OTHER OPERATING SUPPLIES	725	55	750	305	2,540	
042010-5413-000-001	ROAD AND STREET MATERIALS						
042010-5506-000-000	TRAVEL	2,315	3,868	4,000	95	4,000	
042010-5801-000-000	DUES AND ASSOC. MEMBERSHIPS	262	292	400		400	
	OTHER CHARGES	17,197	15,928	19,620	6,447	18,282	
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	25,500		28,408	28,408		
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	25,500		28,408	28,408	0	
	TOTAL DEPARTMENT	386,172	362,853	431,289	145,108	411,878	

2019-2020 BUDGET INFORMATION - REVENUE

DEPARTMENT Engineering						DEPARTMENT CODE 10-4201
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		GENERATED/ OTHER	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
1303-44	Land Disturbance Permits 497 Single Family Dwell. @\$209/permit 27 Townhouse Rows @\$290/row 2 Duplexes @\$209/row Commercial/Industrial permits	103,873 7,830 209 63,404				195,316
1907-02	Reimbursement Reimbursement from Shawneeland Sanitary District for a portion of the engineering services provided by the engineering staff.	20,000				

REVISED: 11/19/2018

2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Engineering	DEPARTMENT CODE	10-4201
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4201-3002-00	<p>Professional Services 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>Repair and Maintenance - Equipment 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>Repair and Maintenance - Vehicles 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 Two (2) times per year per two (2) vehicles @\$100 per visit Two (2) times per year per one (1) vehicle @\$175 per visit Three (3) times per year per one (1) vehicle @\$100 per visit</p>	1,050	4,550

REVISED: 11/19/2018

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT Engineering		DEPARTMENT CODE 10-4201	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4201-3004-02	Repair and Maintenance - Vehicles (cont'd) - All-terrain tires for each vehicle. Two vehicles x \$1,000 (set of four tires)	2,000	
	- Miscellaneous repairs for vehicle This amount is based on historical data of previous repairs = \$1,500	1,500	
10-4201-3007-00	Advertising Cost to advertise in Winchester Star		0
10-4201-4001-00	Information Technology Services		0

REVISED: 11/19/2018

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT Engineering		DEPARTMENT CODE 10-4201	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4201-4003-02	Central Stores - Gasoline Four (4) vehicles with a total of 35,000 miles per year average - 20 miles/gal.per vehicle - 1,750 gallons of fuel per year. 1,750 x \$2.65 per gallon = \$4,638		4,638
10-4201-5204-00	Postage and Telephone This item includes costs associated with telephone, mobile phones and postage (certified mail). General Postage, certified mail - \$30 per month = \$360 Cellular Communication - 4 phones @ \$70 = \$280 per month = \$3,360 Telephone = \$35 per month = \$420 Comcast = \$45.00 per month = \$540	360 3,360 420 540	4,680
10-4201-5305-00	Motor Vehicle Insurance Includes insurance costs related to the department's four (4) vehicles. Four (4) vehicles x \$600 per vehicle = \$2,400		2,400

REVISED: 11/19/2018

2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT Engineering		DEPARTMENT CODE	10-4201
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4201-5401-00	<p>Office Supplies Includes office supply costs and miscellaneous software under \$500 for the Engineering Department.</p> <p>Paper - 8 ½" x 11" - 10 cases per year @ \$70 per case = \$700</p> <p style="padding-left: 20px;">8 ½" x 14" - 4 reams per year @ \$9 per ream = \$36</p> <p style="padding-left: 20px;">11" x 17" - 2 reams per year @ \$16 per ream = \$32</p> <p style="padding-left: 20px;">Miscellaneous colored paper - 4 reams per year @ \$10</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>700</p> <p>36</p> <p>30</p> <p>40</p> <p>200</p> <p>90</p> <p>90</p> <p>150</p> <p>34</p>	4,012

REVISED: 11/19/2018

DRAFT**2019-2020 BUDGET INFORMATION - EXPENDITURES**

DEPARTMENT Engineering		DEPARTMENT CODE 10-4201	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4201-5401-00	Office Supplies (cont'd) Phone message pads Three dozen pads per year @\$11 per pad = 36 x \$11 = \$392 Folders Five boxes per year @\$80 per box = \$400 Miscellaneous labels for inspections/documentation Miscellaneous (I.e., pens, pencils, markers, highlighters, tape, staples, paperclips) Ink/Toner Cartridges for printers - five printers X \$200 per year \$1,000	392 400 600 250 1000	
10-4201-5411-00	Books and Subscriptions Includes costs for books, magazines and technical literature . for the department		250
10-4201-5413-00	Other Operating Supplies Includes costs for supplies for public works committee meetings and miscellaneous equipment for the department. \$62.50/ month x12 months = \$750 AutoCad Light Subscription for County Engineer	750 390	2,540

REVISED: 11/19/2018

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT Engineering		DEPARTMENT CODE 10-4201	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4201-5413-00	Other Operating Supplies (cont'd) Copier Lease - \$200 x 12 months = \$2400 ÷ 3 = \$800 (copier lease is split between 3 departments yearly) Water Bottle Equipment Lease \$50 x 12 = \$600	800 600	
10-4201-5506-00	Travel 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. Includes costs for lodging, meals and seminar fees for four (4) employees. Four employees @\$1,000 per person = \$4,000		4,000
10-4201-5801-00	Dues and Associated Memberships Virginia Society of Professional Engineers, American Society of Civil Engineers, Professional Engineer Registration, and, International Erosion and Sediment Control Association.		400

REVISED: 11/19/2018

Attendance Record

Public Work Committee
October - November

NAME		10/31/2017	11/28/2017	1/30/2018	2/27/2018	5/29/2018	7/31/2018	10/30/2018	11/27/2018															#	%	
1	J. Douglas McCarthy			X	X	X	X	X	X															6	75.0%	
2	Gary A. Lofton			X	X	X	X	X	X															6	75.0%	
3	Robert W. Wells	X	X	X	X		X	X	X															7	87.5%	
4	Harvey E. "Ed" Strawsnyder, Jr.					X	X	X	X															4	50.0%	
5	Whitney "Whit" L. Wagner	X	X		X		X	X	X															6	75.0%	
6	Gene E. Fisher	X	X	X	X	X			X															6	75.0%	
7	Bill Ewing	X	X																					2	25.0%	
8	David W. Ganse	X		X																				2	25.0%	
9	Jim Wilson																							0	0.0%	
# in Attendance:		5	4	5	5	4	5	5	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

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16-8108

SHAWNEE-
LAND

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Shawneeland Sanitary District

Mission

We strive to work safely and efficiently to ensure the roads and common areas are effectively maintained for Shawneeland residents.



Shawneeland consists of 1 Manager (not pictured), 1 Secretary, and 5 Crew Members. The crew maintains 104 lane miles throughout Shawneeland.

What We Do

The staff maintains and repairs all SSD-owned equipment in-house when possible to help reduce repair cost.

- The Shawneeland Sanitary District (SSD) was established by the Frederick County Board of Supervisors under the authority of Section 18.2-271.1 of the Code of Virginia
- By designating this area as 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

Budget Summary

	FY2018 Actual	FY2019 Approved Budget	FY2020 Estimated Budget	FY2020 Adopted Budget	Change FY19 to FY 20	
Costs						
Personnel	\$	\$475,521	\$496,653	\$	\$	%
Operating		576,570	775,523			%
Capital/Leases		33,000	8,000			
Total		1,085,091	1,280,176			
Fees		707,260	804,300			
Local Reserves		377,831	475,876			
Local Tax Funding	\$	\$0	\$0	\$	\$	%
Full-Time Positions	7	7	7		0	0.00%

Goals/Objectives

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

Total Budget

\$1,280,176

Notable Changes

Personnel

- An increase in Extra Help/Overtime

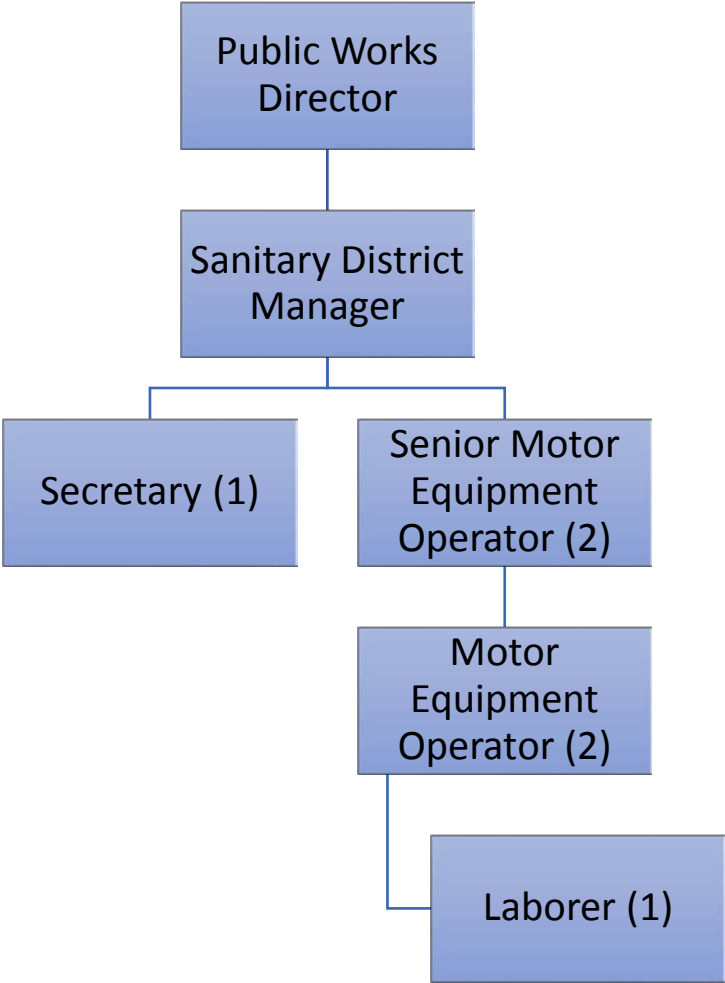
Operating

- An increase in Repair & Maintenance-Roads

Departmental Accomplishments

- Staff has cut back trees and brush at intersections and on 20 miles of roadway. The staff upgraded 25 miles of ditches and shoulders on the roadways. Perry Engineering Company, Inc. replaced 330 linear feet of drainage culverts.
- Continued cutting dead trees along roadways to prevent trees from falling on roads and power lines.
- Cross-use of equipment and manpower between Frederick County and the sanitary district continues to be an asset.
- 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 and Swan Lakes, two ponds, and two Mail Houses.
- Staff monitors the level of the lake throughout the year and the area is mowed and seeded.
- Staff replaced the wooden bus stops with metal sea containers. The upgraded bus stops are considered to be virtually indestructible.

Shawneeland Sanitary District





**Shawneeland (16-8108) Narrative
2019-2020**

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 19, 2018

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 a \$100 increase for improved lots and no increase for unimproved lots.

Classification	Current Rate
Improved	\$660
Unimproved	\$190
External Users - Improved	\$660
External Users - Unimproved	\$190

For Fiscal Year 2019-2020, we are projecting revenues of \$804,300. To maintain roadways and equipment, a supplement of \$475,876 from the reserve fund will be necessary to meet all projected expenditures.

Expenditures:

A budget of \$1,280,176 is proposed for Fiscal Year 2019-2020. 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 \$25,000

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 \$15,000

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 \$7,000

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 12.19 miles of trails throughout Shawneeland.
114,629 square yards @ \$2.65 per square yard.

Repair and replace drainage culverts

Total Repair and Maintenance - Roads \$403,767

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

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 \$15,000

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 \$19,000

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.

Total Other Contractual Services \$66,540

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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. The crew replaced the wooden bus shelters with metal shelters for longevity and less vandalism.

REVISED: November 19, 2018

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2019/2020 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.

REVISED: November 19, 2018

10/11/2018 COUNTY OF FREDERICK		- B U D G E T - E X P E N S E			ACCOUNTING PERIOD 2018/10		
FUND #-010 SHAWNEELAND SANITARY DISTRICT							
		Prior Years FY/2017	Prior Years FY/2018	Amended Budget	Actual On 2018/10	Dept Request FY2020	Admin Request
081080 -000-000	SHAWNEE-LAND SANITARY DISTRICT						
081080-1000-000-000	PERSONNEL SERVICES						
081080-1001-000-000	SHAWNEELAND DISTRICT MANAGER	63,054	66,058	67,387	20,606	70,650	
081080-1001-000-001	SR MOTOR EQUIPMENT OPERATOR	48,061	49,709	51,234	14,943	51,235	
081080-1001-000-002	SR MOTOR EQUIPMENT OPERATOR	37,605	40,593	41,797	12,191	41,797	
081080-1001-000-003	MOTOR EQUIPMENT OPERATOR	40,824	38,792	40,277	11,748	40,277	
081080-1001-000-004	MOTOR EQUIPMENT OPERATOR	38,555	39,830	41,011	11,962	41,011	
081080-1001-000-005	SECRETARY	31,224	32,285	33,282	9,707	33,282	
081080-1001-000-006	LABORER	25,720	27,162	27,962	8,156	27,963	
081080-1003-000-000	PART TIME/EXTRA HELP	5,030	2,376		351		
081080-1003-000-001	OFFICE ASST. II						
081080-1003-000-002	LIFEGUARDS						
081080-1005-000-000	OVERTIME	850	956	23,000	7,146	16,000	
081080-1009-000-000	MERIT RESERVE						
081080-1099-000-000	MERIT RESERVE						
	PERSONAL SERVICE	290,923	297,761	325,950	96,810	322,215	
081080-2000-000-000	FRINGE BENEFITS						
081080-2001-000-000	F.I.C.A.	20,342	20,725	23,787	6,868	24,649	
081080-2002-000-000	RETIREMENT - VRS	25,815	27,088	27,871	8,693	29,978	
081080-2005-000-000	HOSPITAL/MEDICAL PLANS	84,117	96,363	97,700	26,680	101,512	
081080-2006-000-000	GROUP INSURANCE	3,676	3,857	3,968	1,170	4,011	
081080-2008-000-000	SHORT & LONG DISABILITY	719	590	600	177	650	
081080-2011-000-000	WORKER'S COMPENSATION	11,910	10,802	11,303	3,447	13,638	
081080-2013-000-000	EDUCATION-TUITION						
081080-2099-000-000	FRINGE BENEFIT RESERVE						
	FRINGE BENEFITS	146,579	159,425	165,229	47,035	174,438	
081080-3000-000-000	CONTRACTUAL SERVICES						
081080-3002-000-000	PROFESSIONAL SERVICES - OTHER			2,000		2,000	
081080-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.	3,899	11,189	20,000	6,633	25,000	
081080-3004-000-002	REPAIR AND MAINTENANCE-VEHICLE	7,213	15,241	12,000	764	17,000	
081080-3004-000-003	REPAIR AND MAINTENANCE - BUILD	831	1,498	5,000		7,000	
081080-3004-000-004	REPAIR & MAINTENANCE - ROADS	200,284	184,625	322,378	193,929	403,767	
081080-3006-000-000	PRINTING AND BINDING						
081080-3007-000-000	ADVERTISING						
081080-3010-000-000	CONTRACTUAL SERVICES	30,072	35,244	19,540	880	66,540	
	PURCHASED SERVICES	242,299	247,797	380,918	202,206	521,307	
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	4,759	5,799	5,376	323	5,940	

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081080-5102-000-000	HEATING SERVICES	665	1,347	2,400		2,400
081080-5103-000-000	WATER & SEWAGE SERVICES	362	162	480		480
081080-5204-000-000	POSTAGE AND TELEPHONE					
081080-5204-000-001	POSTAGE					
081080-5204-000-002	TELEPHONE	3,647	3,721	5,076	317	5,076
081080-5301-000-000	BOILER INSURANCE	36	35	100	38	100
081080-5302-000-000	FIRE INSURANCE	3,726	3,686	4,500	3,673	4,500
081080-5305-000-000	MOTOR VEHICLE INSURANCE	6,058	5,630	6,500	5,619	6,500
081080-5306-000-000	SURETY BONDS					
081080-5307-000-000	PUBLIC OFFICIAL LIABILITY					
081080-5308-000-000	GENERAL LIABILITY INSURANCE	1,151	1,114	1,800	1,167	1,800
081080-5310-000-000	BURGLARY INSURANCE					
081080-5401-000-000	OFFICE SUPPLIES	979	516	2,000	10	2,000
081080-5403-000-000	ARGICULTURAL SUPPLIES	592	882	5,000	215	5,000
081080-5404-000-000	MEDICAL & LABORATORY SUPPLIES	212	172	500	75	500
081080-5405-000-000	LAUNDRY/HOUSEKEEPING AND JANIT	628	267	850	25	850
081080-5407-000-000	REPAIR AND MAINTENANCE SUPPL	7,608	13,208	13,000	399	15,000
081080-5408-000-000	VEHICLE AND POWERED EQUIPMENT	12,308	13,992	17,000	676	19,000
081080-5408-000-001	VEHICLE - TIRES AND PARTS	11,149	5,353	5,000	116	6,000
081080-5408-000-002	VEHICLE - FUELS AND LUBRICANTS	13,563	17,345	29,250	4,559	31,750
081080-5410-000-000	UNIFORMS-CLOTHING	2,550	2,061	3,000	378	3,000
081080-5413-000-000	OTHER OPERATING SUPPLIES	1,474	1,959	2,000	191	2,500
081080-5413-000-001	ROAD AND STREET MATERIALS	70,170	89,735	67,820	840	137,820
081080-5414-000-000	MERCHANTS FOR RESALE					
081080-5415-000-000	OTHER EXPENSES	3,818	3,393	4,000	26	4,000
081080-5415-000-001	OTHER EXPENSES-MAILBOXES					
081080-5506-000-000	TRAVEL					
081080-5806-000-000	RESERVE FOR CONTINGENCIES					
081080-5808-000-000	INTEREST					
081080-5810-000-000	PAYMENT OF UNEMPLOYMENT CLAIMS				-149	
081080-5899-000-000	CAPITAL TRANSFER					
	OTHER CHARGES	145,455	170,377	175,652	18,498	254,216
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					
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		
	CAPITAL OUTLAY			30,000		0
081080-9001-000-000	LEASE/RENT OF EQUIPMENT			8,000		8,000
081080-9500-000-000	DEPRECIATION OF EQUIPMENT					
	OTHER USES OF FUNDS			8,000		8,000

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	TOTAL DEPARTMENT	825,256	875,360	1,085,749	364,549	1,280,176	
092010-5890-000-000	OPERATIONAL TRANSFERS				-76		
	OTHER CHARGES				-76	0	
	TOTAL DEPARTMENT				-76	0	
093010 -000-000	TRANSFERS						
093010-2011-000-000	WORKER'S COMP FOR WELLNESS						
093010-5807-000-001	MERIT RESERVE		200	-662			
093010-5807-000-002	MERIT RESERVE FRINGES						
	OTHER CHARGES		200	-662		0	
	TOTAL DEPARTMENT		200	-662		0	
TOTAL FOR FUND		825,256	875,560	1,085,087	364,473	1,280,176	

I. Shawneeland Sanitary District

The Sanitary District’s priorities are road maintenance and upkeep of common properties. Our plans for Fiscal Year 2019/2020 are as follows:

- 1.) Roads
 - a.) Maintain and improve approximately 50 miles of roadway; tar and chip 12.19 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

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 2018 BUDGET	FY 2019 BUDGET	FY 2020 BUDGET		FY 2018 BUDGET	FY 2019 BUDGET	FY 2020 BUDGET
COSTS:				REVENUES:			
Personnel	442,822	454,593	496,653	Fees	697,180	707,260	804,300
Operating	494,838	579,570	783,523	State/Federal			
Capital	0	30,000	0	SSD Reserve Fund	240,480	356,903	475,876
TOTAL	937,660	1,064,163	1,280,176	TOTAL	937,660	1,064,163	1,280,176

2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT SHAWNEELAND SANITARY DISTRICT

8108

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
16-8108-1001-00	Personal Services 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.		\$306,215
16-8108-1005-00	Extra Help/Overtime Includes overtime wages for emergency situations. a. Emergency Help	\$16,000	\$16,000
16-8108-2001-00	F.I.C.A.		\$24,649
16-8108-2002-00	Retirement		\$29,978
16-8108-2005-00	Hospital/Medical Plans		\$101,512
16-8108-2006-00	Group Insurance		\$4,011
16-8108-2008-00	Short & Long Disability		\$650
16-8108-2011-00	Workers Compensation		\$13,638
16-8108-3002-00	Professional Services 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

REVISED: 11/19/2018

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT SHAWNEELAND SANITARY DISTRICT

8108

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
16-8108-3004-01	Repair and Maintenance - Equipment 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.		\$25,000
16-8108-3004-02	Repair and Maintenance - Vehicle This amount includes anticipated maintenance and repairs to vehicles which are essential to our snow removal plan as well as daily duties.		\$17,000
16-8108-3004-03	Repair and Maintenance - Buildings This amount covers the cost for repairs to all functional Sanitary District owned buildings.		\$7,000
16-8108-3004-04	Repair and Maintenance - Roads To Tar and Chip 12.19 miles of trails. 114,629 sq. yds. @ \$2.65 per sq. yd. Drainage Culvert Grouting and Replacement	\$303,767 \$100,000	\$403,767
16-8108-3010-00	Other Contractual Services 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.	\$15,000 \$6,500	\$66,540

REVISED: 11/19/2018

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT SHAWNEELAND SANITARY DISTRICT		DEPARTMENT CODE	8108
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
16-8108-3010-00-Cont'd	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	\$20,000 \$540 \$2,500 \$10,000 \$12,000	
16-8108-5101-00	Electrical Services Electric service to maintenance building: lights to garage bays, heat/air conditioning, lights to the offices and meeting room. \$236 per month average for 12 months Outdoor security lighting: front entrance, 2 mailhouse complexes, the light on Bear Trail, and at the beach. \$259 per month average for 12 months	 \$2,832 \$3,108	\$5,940
16-8108-5102-00	Heating Services Fuel for the furnace that heats the garage area: 800 gals. X \$3.00 per gallon		\$2,400

REVISED: 11/19/2018

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2019-2020 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	Water and Sewage Services Includes costs associated with Aqua Virginia's water availability fees for lots owned by Shawneeland. Pumping of the septic tank. 9 Lots @ \$20 per Lot.	\$300 \$180	\$480
16-8108-5204-02	Telephone Verizon - \$90 x 12 months. (Shawneeland Office Phone Monthly) MCI - \$8.00 x 12 months. (Shawneeland Office Long Distance Monthly) Verizon Wireless -7 mobile phones \$40.00 per month @ 12 months Each employee has a phone to communicate in the Sanitary District because 2 way radio's do not work. Verizon Wireless - internet \$45.00 per month @ 12 months	\$1,080 \$96 \$3,360 \$540	\$5,076
16-8108-5301-00	Boiler Insurance		\$100
16-8108-5302-00	Fire Insurance Includes property coverage for Cherokee Dam and fire insurance for the maintenance building, council house, etc.		4,500

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2019-2020 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	Motor Vehicle Insurance 11 vehicles @ \$590.91/year.		\$6,500
16-8108-5308-00	General Liability Insurance		\$1,800
16-8108-5401-00	Office Supplies Ink cartridges for copier, fax, and printer. Paper supplies (copy paper, folders, mailing supplies, notepads). Pens/miscellaneous Computer programs (includes recordable cds).	\$1,360 \$220 \$100 \$320	\$2,000
16-8108-5403-00	Agricultural Supplies 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.		\$5,000
16-8108-5404-00	Medical Laboratory Supplies To restock the first aid kits.		\$500

REVISED: 11/19/2018

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2019-2020 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	Laundry/Housekeeping and Janitorial Supplies To maintain cleanliness of office and meeting rooms.		\$850
16-8108-5407-00	Repair and Maintenance Supplies 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.		\$15,000
16-8108-5408-00	Vehicle and Powered Equipment 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.		\$19,000
16-8108-5408-01	Vehicle - Tires and Parts To purchase new tires for equipment (as needed). (Pick-up Truck, Motor Grader, Wheel Loader, Lawn Mower, Etc.)		\$6,000
16-8108-5408-02	Vehicle - Fuels and Lubricants 4,000 gallon of Gasoline @\$2.65 per gallon 6,000 gallons of Diesel @\$2.65 per gallon 375 gallons of Hydraulic and Motor Oil @\$14.00 per gallon	\$10,600 \$15,900 \$5,250	\$31,750

REVISED: 11/19/2018

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2019-2020 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>Uniforms and Clothing</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">hard hatssafety vestgloveseye protectionhearing protectionchapsrubber boots	<p>\$2,100</p> <p>\$900</p>	<p>\$3,000</p>
16-8108-5413-00	<p>Other Operating Supplies</p> <p>To purchase industrial chemicals, manufacturing supplies, electrical supplies, ADP supplies, and other operating supplies not provided for in the foregoing accounts.</p>		<p>\$2,500</p>
16-8108-5413-01	<p>Road and Street Materials</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>21A -800 tons x \$10.75 per ton equals \$8,600.</p> <p>#10 -50 tons x \$12.00 per ton equals \$600.</p>	<p>\$16,850</p>	<p>\$137,820</p>

REVISED: 11/7/2014

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2019-2020 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	#RRAL-OGB-300 tons x \$13.00 per ton equals \$3,900. #8- 300 tons x \$12.50 per ton equals \$3,750. Delivery of stone \$7.00 per ton @ 80 tons/mo. = \$560 x 12 mos. Asphalt:1,000 tons @ \$70/ton. Calcium: 20 tons @\$700/ton. Salt: 50 tons @\$200/ton. Culverts: (15 inch to 42 inch diameter \$10-\$35/foot) estimate to upgrade and replace culverts Cold Patch: 50 tons @ \$145 per ton.	\$6,720 \$70,000 \$14,000 \$10,000 \$13,000 \$7,250	
16-8108-5415-00	Other Expenses To cover purchase and replacement of road signs. 50 stop signs @ \$35/ea. 10 Children at Play signs @\$30/ea. 10 Speed limit signs @\$50/ea. 5 Handicap signs @\$30/ea. To purchase trout for fishing derby	\$1,750 \$300 \$500 \$150 \$1,300	\$4,000

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT SHAWNEELAND SANITARY DISTRICT		DEPARTMENT CODE 8108	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
16-8108-9001-00	Lease - Rental of Equipment Covers rental equipment due to breakdown of in house equipment.		\$8,000
TOTAL			\$1,280,176

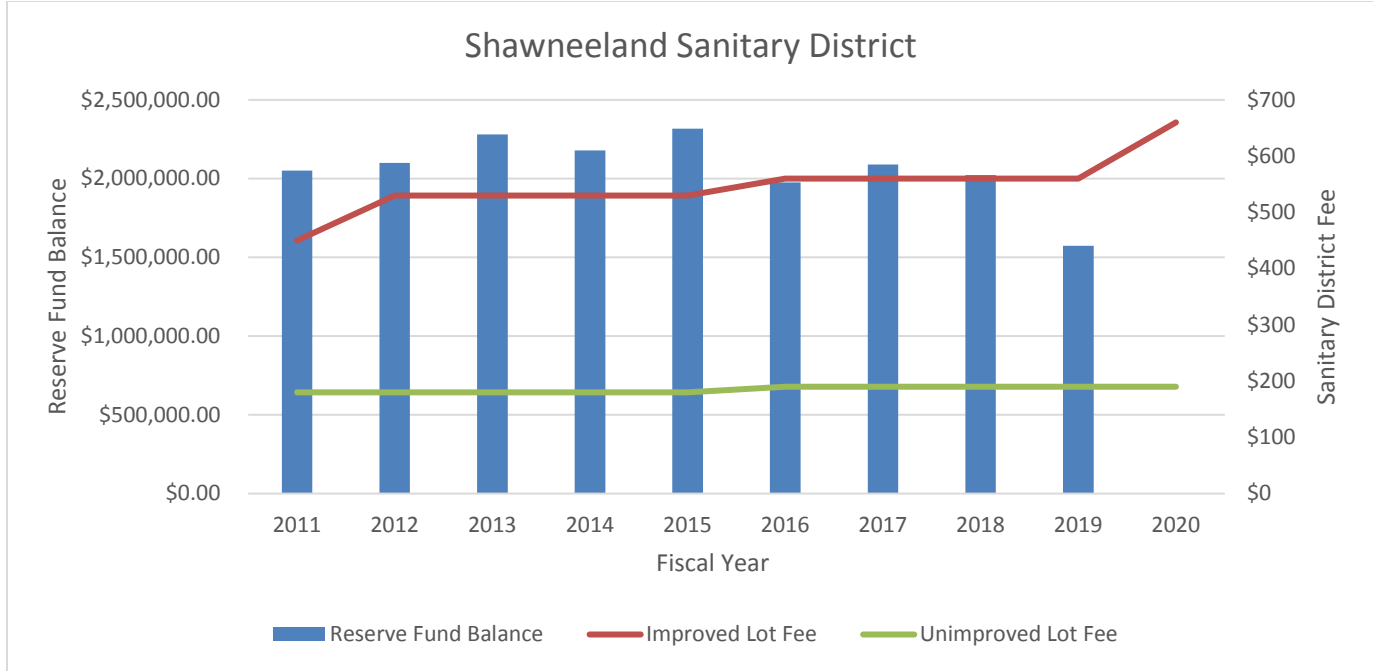
REVISED: 11/19/2018

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2019-2020 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	CURRENT SANITARY DISTRICT TAX					
	Unimproved lots \$190/year x 1000 lots					\$190,000
	Improved lots \$660/year x 850 lots					\$561,000
	External Users \$190/year x 46 lots \$660/year x 16 lots					\$8,740 \$10,560
16-1501-01	REVENUE FROM USE OF MONEY					\$8,000
	Back taxes paid					\$25,000
16-1911-07	REVENUE FROM CULVERT INSTALL.					\$1,000
					Total	\$804,300

REVISED: 11/19/2018



Fiscal Year	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
2018	\$2,022,976.04	\$560	\$190
2019	\$1,574,028.13	\$560	\$190
2020	TBD	\$660	\$190

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12-4204

LANDFILL

Landfill

Mission

The Frederick County Landfill strives to provide environmental and fiscally responsible management of solid wastes for the members of the regional service area. This includes management practices to ensure services for future generations.



Landfill tipping fees are the primary source of funding used to support landfill operations.

What We

The landfill is currently working to increase connectivity around the site. High speed internet will provide future opportunities for reliable communication, data collection, and remote monitoring throughout the facility.

- The Landfill provides non-hazardous solid waste disposal needs for Frederick and Clarke Counties and the City of Winchester
- The landfill property includes 966 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
- Frederick County operates a tire chipper as part of the Northern Shenandoah Valley Regional Commission RTOP program, serving all localities within the Commission.
- A program to convert landfill gas to electricity was established in 2010
- Currently two Jenbacher 320 engines are fueled by the landfill gas and can produce approximately two megawatts of power
- The Landfill operates and maintains a leachate pre-treatment system designed to collect and provide treatment from all three of the permitted landfills located at the facility

Budget Summary

	FY2018 Actual	FY2019 Approved Budget	FY2019 Estimated Budget	FY2020 Adopted Budget	Change FY19 to FY 20	
Costs						
Personnel		\$2,080,625	\$	\$	\$	%
Operating		3,316,513				%
Capital/Leases		2,105,000				
Total		7,502,138				
Fees		7,471,939				
Local Reserves		30,199				
Local Tax Funding	\$	\$0	\$	\$	\$	%
Full-Time Positions	27	27	27		0	0.00%

Goals/Objectives

- Maintain vegetative cover on exposed soils by overseeding and fertilizing, increase frequency of mowing established vegetation.
- Improve management of storm water control features.
- Increase safety awareness of all landfill employees and continuing education of operators.
- Continue Base grading of MSW Cell 3A in order to prepare for liner installation in FY 20/21
- Modify leachate system to better manage collection, treatment, and disposal.
- Maintain and expand landfill gas collection system as needed to maximize collection efficiency.
- Maximize electrical production off landfill gas collected.
- Strive for waste reduction through recycling, composting, brush grinding, tire shredding, etc.

Total Budget

\$7,502,138

Notable Changes

Personnel

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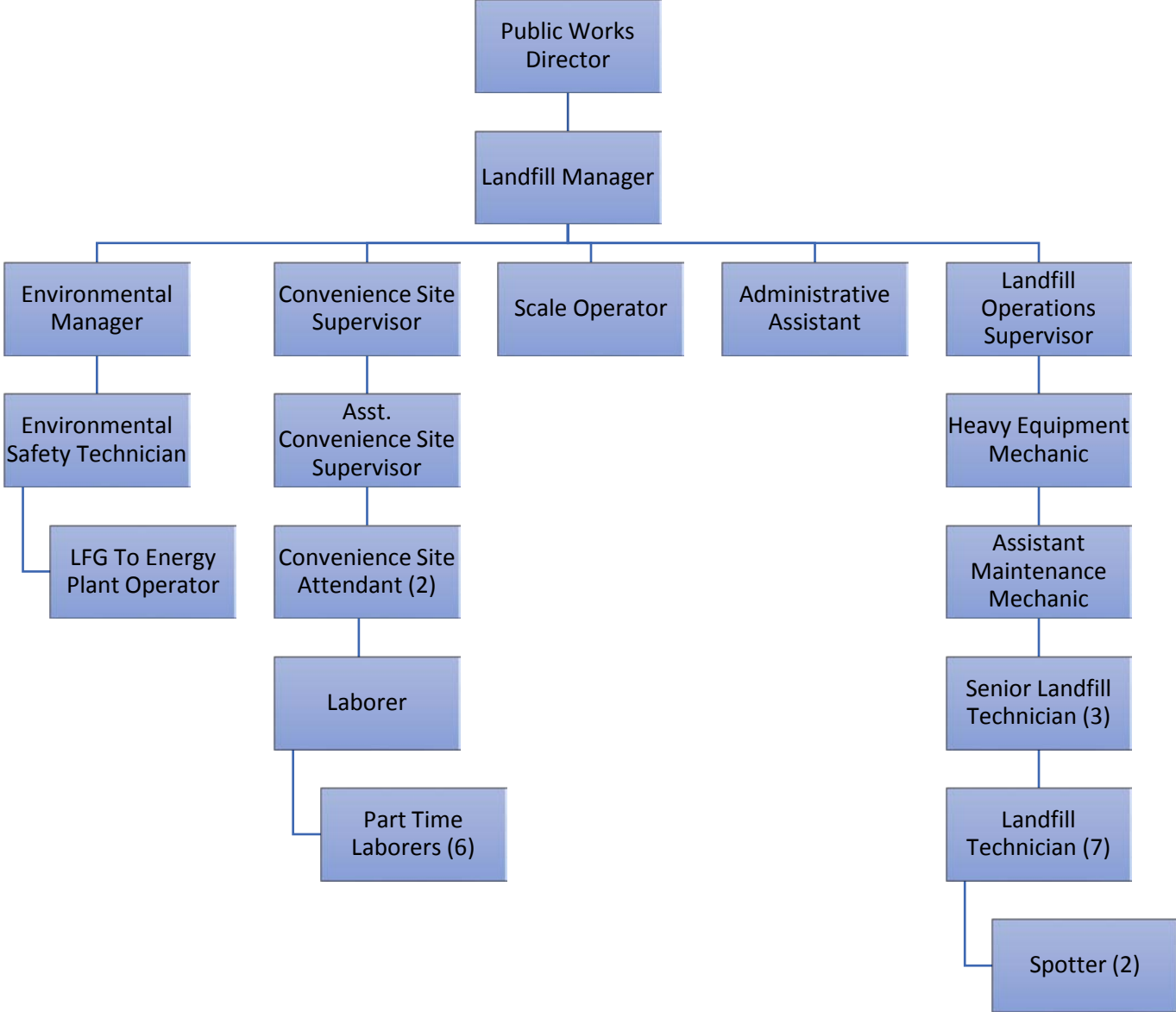
Operating

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Service Levels

	FY2018 Actual	FY2019 Budget	FY2020 Plan
Tons of waste weighted and disposed	185,810	170,000	175,000
Megawatt/hours of power generated from Gas to Energy Plant	10,559	10,512	10,512
Gallons of pretreated leachate collected and discharged	18,558,000	20,000,000	25,000,000
Tons of scrap metal recycled	1,360	1,000	1,200
Tons of household hazardous waste collected	93.73	100	100
Tons of tires processed to rubber chips	1,791	1,100	2,000
Tons of yard waste processed to mulch	6,902	6,000	7,500

Landfill



11/08/2018 COUNTY OF FREDERICK		- B U D G E T -			ACCOUNTING PERIOD 2018/10		
FUND #-012 FRED. WINC. LANDFILL FUND							
		Prior Years FY/2017	Prior Years FY/2018	Amended Budget	Actual On 2018/10	Dept Request FY2020	Admin Request
042040	LANDFILL						
042040 -000-000	REFUSE DISPOSAL						
042040-1000-000-000	PERSONNEL SERVICES						
042040-1001-000-001	COMPENSATION OF PUBLIC WORKS						
042040-1001-000-002	LANDFILL MANAGER	108,530	85,222	87,845	25,622	87,846	
042040-1001-000-003	ENVIRONMENTAL MANAGER	65,833	63,596	65,599	19,133	65,600	
042040-1001-000-004	ADMINISTRATIVE COSTS	170,175	128,040	131,956	38,487	131,956	
042040-1001-000-005	HEAVY EQUIPMENT MECHANIC	65,222	67,432	69,521	20,277	69,522	
042040-1001-000-036	SECRETARY III						
042040-1001-000-056	SCALE OPERATOR	38,839	39,072	40,247	11,739	40,247	
042040-1001-000-057	ADMINISTRATIVE ASSISTANT	43,714	45,195	46,595	13,591	46,596	
042040-1001-000-058	ASST.CONVENIENCE CENTER SUPER.	21,310	29,410	39,580	10,104	36,281	
042040-1001-000-066	SPOTTER	34,063	24,376	30,602	1,900	31,200	
042040-1001-000-067	MAINTENANCE MECHANIC ASSISTANT	32,930	34,016	35,031	10,218	35,032	
042040-1001-000-068	LABORER	29,705	30,712	31,635	9,227	31,635	
042040-1001-000-069	LANDFILL TECHNICIAN	31,293	34,106	34,522	10,069	34,523	
042040-1001-000-070	SR LANDFILL TECHNICIAN	40,460	42,558	45,298	13,212	45,298	
042040-1001-000-071	SR LANDFILL TECHNICIAN	27,138	13,842	46,171	12,476	42,774	
042040-1001-000-072	LANDFILL TECHNICIAN	38,212	39,464	40,602	11,842	40,602	
042040-1001-000-081	LANDFILL TECH	33,183	34,264	35,270	10,287	35,270	
042040-1001-000-082	LANDFILL TECHNICIAN	39,400	40,756	42,019	12,255	42,019	
042040-1001-000-083	LFG TO ENERGY PLANT OPER.	55,878	57,760	59,550	17,369	59,551	
042040-1001-000-084	LANDFILL TECHNICIAN III						
042040-1001-000-085	LABORER I 1/2						
042040-1001-000-086	LANDFILL OPERATIONS SUPV	60,084	63,187	64,206	19,634	67,315	
042040-1001-000-087	LABORER II						
042040-1001-000-088	LANDFILL TECHNICIAN	21,235	30,012	34,977	10,202	34,977	
042040-1001-000-089	SPOTTER	22,377	28,417	31,916	9,309	31,916	
042040-1001-000-090	CONVENIENCE SITE SUPERVISOR	46,537	24,695	49,279	12,216	41,883	
042040-1001-000-091	LABORER	27,761	28,676	29,523	8,611	29,524	
042040-1001-000-092	LABORER II						
042040-1001-000-093	SR LANDFILL TECHNICIAN	44,671	46,184	47,606	13,885	47,606	
042040-1001-000-094	ENVIRONMENTAL SAFETY TECH.	42,753	44,083	47,344	13,809	47,344	
042040-1001-000-095	LANDFILL TECHNICIAN	34,757	35,881	36,934	10,773	36,935	
042040-1001-000-096	LANDFILL TECHNICIAN	39,192	33,718	41,290	10,540	36,138	
042040-1001-000-097	LABORER	27,778	17,559	27,747	8,093	27,748	
042040-1001-000-098	LABORER						
042040-1003-000-000	PART TIME/EXTRA HELP	67,405	69,813	98,280	17,002	100,620	
042040-1005-000-000	OVERTIME	53,889	51,266	67,980	22,663	74,121	
042040-1005-000-001	OVERTIME - INVESTIGATIVE						
042040-1009-000-000	MERIT RESERVE						
042040-1099-000-000	CHANGE IN ACCRUED LEAVE	-24,413	14,545				

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	PERSONAL SERVICE	1,339,911	1,297,857	1,459,125	404,545	1,452,079	
042040-2000-000-000	FRINGE BENEFITS						
042040-2001-000-000	F. I. C. A.	98,732	93,967	111,571	29,387	110,863	
042040-2002-000-000	RETIREMENT - VRS	108,460	105,015	118,944	35,591	125,051	
042040-2005-000-000	HOSPITAL/MEDICAL PLANS	259,720	294,336	318,700	100,786	383,832	
042040-2006-000-000	GROUP INSURANCE	15,444	14,953	16,935	4,778	16,733	
042040-2007-000-000	ACCRUED VACATION PAY						
042040-2008-000-000	SHORT & LONG TERM DISABILITY	1,536	2,242	1,800	820	2,900	
042040-2011-000-000	WORKER'S COMPENSATION	57,463	49,492	55,864	15,897	55,109	
042040-2013-000-000	EDUCATION - TUITION ASSISTANCE						
042040-2099-000-000	FRINGE BENEFIT RESERVE						
	FRINGE BENEFITS	541,355	560,005	623,814	187,259	694,489	
042040-3000-000-000	CONTRACTUAL SERVICES						
042040-3001-000-000	PROFESSIONAL HEALTH SERVICES	1,400	240	1,500		1,500	
042040-3002-000-000	PROFESSIONAL SERVICES OTHER	433,315	471,431	500,000	37,825	500,000	
042040-3002-000-001	STATE PERMIT FEES	30,892	43,403	39,600	37,480	141,600	
042040-3002-000-002	PROFESSIONAL SVC - INVESTIGATI						
042040-3003-000-000	TEMPORARY HELP SERVICE FEES						
042040-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.	24,601	88,501	130,000	1,417	130,000	
042040-3004-000-002	REPAIR AND MAINTENANCE - VEHIC	9,096	2,819	12,000	-136	12,000	
042040-3004-000-003	REPAIR AND MAINTENANCE - BUILD	20,758	13,549	30,000	1,343	30,000	
042040-3004-000-004	REPAIR AND MAINTENANCE-GENERATOR	91,108	36,005	160,000	25,249	80,000	
042040-3005-000-000	MAINTENANCE SERVICE CONTRACTS	17,028	19,154	25,350	1,429	30,350	
042040-3005-000-001	GENERATOR OIL SAMPLING	5,435	2,726	6,500		6,500	
042040-3007-000-000	ADVERTISING	2,214	2,398	3,000	285	3,000	
042040-3010-000-000	OTHER CONTRACTUAL SERVICES	295,710	498,359	510,020	112,420	542,520	
042040-3010-000-001	CONTRACTUAL SERV. - TIRE PROGR	79,878	93,114	142,500	25,304	171,720	
042040-3010-000-002	RTOP OPERATIONAL COSTS						
042040-3010-000-003	REGIONAL ELECTRONICS RECYCLING	83,600	98,800	91,200	11,400	100,000	
	PURCHASED SERVICES	1,095,035	1,370,499	1,651,670	254,016	1,749,190	
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		136		12		
	INTERNAL SERVICES		136		12	0	
042040-5100-000-000	UTILITIES						
042040-5101-000-000	ELECTRICAL SERVICES	37,439	38,422	45,000	3,352	50,000	
042040-5101-000-001	ELECTRICAL SRV.-INTERCONNECTION	24,071	23,114	26,000	1,815	26,000	
042040-5102-000-000	HEATING SERVICES	8,803	12,452	10,000		12,000	
042040-5204-000-000	POSTAGE AND TELEPHONE	13,026	14,304	18,060	1,638	30,360	
042040-5204-000-001	POSTAGE AND SHIPPING-GENERATOR	1,749	1,302	2,160	146	2,160	
042040-5301-000-000	BOILER INSURANCE	699	738	798	813	1,000	
042040-5302-000-000	FIRE INSURANCE	14,850	16,374	17,000	17,789	18,000	
042040-5305-000-000	MOTOR VEHICLE INSURANCE	6,049	5,118	6,250	5,108	5,625	
042040-5306-000-000	SURETY BONDS	29	29	40	28	40	
042040-5308-000-000	GENERAL LIABILITY INSURANCE	6,005	5,743	6,500	5,989	6,500	
042040-5401-000-000	OFFICE SUPPLIES	6,806	7,954	10,000	415	10,000	

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042040-5403-000-000	AGRICULTURAL SUPPLIES	1,739	1,017	15,000		15,000
042040-5404-000-000	MEDICAL AND LABORATORY SUPPL	1,883	1,850	2,500	76	2,500
042040-5405-000-000	LAUNDRY & JANITORIAL SUPPLIES	3,489	2,718	6,000		6,000
042040-5407-000-000	REPAIR AND MAINTENANCE SUPPL	23,492	23,370	30,000	4,215	30,000
042040-5408-000-000	VEHICLE AND POWERED EQUIPMENT	97,967	83,718	180,000	8,192	180,000
042040-5408-000-001	VEHICLES-TIRES AND PARTS	282	861	4,500	1,590	4,500
042040-5408-000-002	VEHICLE-FUELS AND LUBRICANTS	163,651	192,393	303,700	43,923	323,460
042040-5408-000-003	GENERATOR SPARE PARTS	61,664	57,064	190,000	2,116	100,000
042040-5408-000-004	GENERATOR LUBRICANTS	28,978	45,287	48,740		51,380
042040-5410-000-000	UNIFORMS	5,828	5,341	23,450	518	23,450
042040-5410-000-001	SAFETY EQUIPMENT	462	2,086	2,500	157	4,500
042040-5411-000-000	BOOKS & SUBSCRIPTIONS	535	850	1,500	568	1,500
042040-5413-000-000	OTHER OPERATING SUPPLIES	9,989	10,341	12,000	1,403	12,000
042040-5413-000-001	OTHER OPERATING SUPPLIES-GENER	2,072	31,211	40,000	239	40,000
042040-5506-000-000	TRAVEL	3,945	1,955	12,000	500	12,000
042040-5506-000-001	LANDFILL GAS GENERATOR TRAINING		1,489	10,000		10,000
042040-5604-000-000	OTH. PAYMENTS OR CONTRIBUTIONS	174,088	187,857	170,000		175,000
042040-5801-000-000	DUES AND ASSOC.MEMBERSHIPS	1,433	1,271	2,000	1,065	2,000
042040-5806-000-000	RESERVE FOR CONTINGENCIES			309,145		
042040-5806-000-001	POST CLOSURE COSTS	291,450	318,524	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					
	OTHER CHARGES	992,473	1,094,753	1,834,843	101,655	1,484,975
042040-8001-000-000	MACHINERY AND EQUIPMENT					
042040-8002-000-000	FURNITURE AND FIXTURES					
042040-8003-000-000	COMMUNICATIONS EQUIPMENT			15,000		40,000
042040-8005-000-000	MOTOR VEHICLES AND EQUIPMENT			64,368	29,369	
042040-8006-000-000	CONSTRUCTION VEHICLES & EQUIPM			1,190,011	548,601	1,190,000
042040-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMENT			5,000		5,000
042040-8009-000-000	MISCELLANEOUS EQUIPMENT			25,000		25,000
042040-8009-000-001	MISC.-LANDFILL GAS GENERATORS			10,000		10,000
042040-8700-000-000	LAND					
042040-8800-000-000	BUILDINGS					
042040-8900-000-000	IMPROVEMENTS OTHER THAN BUILDING	23,430		4,675,000	151,437	3,650,000
042040-8900-000-001	SITE DEVELOPMENT					
042040-8901-000-000	LOSS ON DISPOSAL					
042040-8999-000-000	INTEREST EXPENSE					
	CAPITAL OUTLAY	23,430		5,984,379	729,407	4,920,000
042040-9000-000-000	DEPRECIATION					
042040-9001-000-000	LEASE/RENT OF EQUIPMENT	38	11,583	40,000	146	40,000
042040-9500-000-000	DEPRECIATION OF EQUIPMENT	2,191,698	2,193,693			
042040-9500-000-001	DEPRECIATION OF EQUIP.-GENERAT					
	OTHER USES OF FUNDS	2,191,736	2,205,276	40,000	146	40,000
	TOTAL DEPARTMENT	6,183,940	6,528,526	11,593,831	1,677,040	10,340,733

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092010-5890-000-000	OPERATIONAL TRANSFERS					-433		
	OTHER CHARGES					-433	0	
	TOTAL DEPARTMENT					-433	0	
093010 -000-000	TRANSFERS							
093010-2011-000-000	WORKER'S COMP FOR WELLNESS	44						
	FRINGE BENEFITS	44					0	
093010-5807-000-001	MERIT RESERVE	1,000	550	-2,330				
093010-5807-000-002	MERIT RESERVE FRINGES							
	OTHER CHARGES	1,000	550	-2,330			0	
	TOTAL DEPARTMENT	1,044	550	-2,330			0	
TOTAL FOR FUND		6,184,984	6,529,076	11,591,501	1,676,607		10,340,733	

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2019-2020 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	200,000				200,000
1502-01	Sale of Junk Scrap recycling	110,000				110,000
1608-05	Sanitary Landfill Fees Based on Tonnage of 175,000					6,863,500
	Commercial/Industrial \$50/ton x 44% x 175,000 ton	3,850,000				
	Municipal \$20/ton x 26% x 175,000 ton	910,000				
	Construction Demolition Debris \$45/ton x 22% x 175,000 ton	1,732,500				
	Municipal Sludge \$38/ton x 4% x 175,000	266,000				
	Rubble/Concrete/Rock \$15/ton x 4% x 175,000	105,000				
Subtotal						7,173,500

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2019-2020 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	Tire Charges/Reimbursement Based on 1,800 ton of tires delivered yearly NSVRC (RTOP) Members $\$80 \times 23\% \times 1800 = \33120	33,120				171,720	
	Commercial $\$100 \times 77\% \times 1800 = \$138,600$	138,600					
1608-11	E-Cycle Collections Fees collected for the collection of electronics & unacceptable waste paid by haulers $\$3000 \times 2 \times 12$ months	72,000				72,000	
1608-12	Greenhouse Gas Credits	10,000				10,000	
1608-13	Gas to Energy $\$35.88/\text{mwh} \times 1.5\text{mwh}/\text{hr} \times 80\% \times 8760\text{hrs}$	377,171				377,171	
1608-14	Renewable Energy Credit $1.5 \times 8,760 \times 80\% \times \16.02	168,402				168,402	
					Subtotal	799,293	
					TOTAL	7,972,793	

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT LANDFILL		DEPARTMENT CODE 12-4204	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-1003	Part Time Help / Convenience Center Staffing Required extra help necessary for mowing, litter control, tire grinding and convenience center staffing. 6 people x 30 hr/week x\$10.75/hr x 52 weeks		100,620
12-4204-1005	Overtime / Holiday Work Overtime = 1716 hours/yr X \$31/hr = \$53,196 Holiday work = 675 hours/yr X \$31/hr = \$20,925	53,196 20,925	74,121
12-4204-3001-00	Professional Health Services Hepatitis B vaccinations for new hires		1,500
12-4204-3002-00	Professional Services 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
		Subtotal	676,241

2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-3002-01	State Permit Fees		141,600
	Title V Annual permit fee	8,500	
	Solid Waste permit #40	1,500	
	Solid Waste permit #591	6,000	
	Solid Waste permit #529, \$.14 X 140,000 tons of MSW Waste	19,600	
	Tire Processing	6,000	
	Stormwater Fees	100,000	
12-4204-3004-01	Repair and Maintenance - Equipment		130,000
	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.		
12-4204-3004-02	Repair and Maintenance - Vehicles		12,000
	This figure reflects the amount for installation of new tires and miscellaneous repairs and maintenance of vehicles that landfill heavy equipment mechanic cannot perform.		
12-4204-3004-03	Repair and Maintenance - Buildings and Grounds		30,000
	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

313,600

2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
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EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-3004-04	<p>Repair and Maintenance - Generators (Gas to Energy) This figure represents repairs to be made to generators and ancilliary equipment by others.</p>		80,000
12-4204-3005-00	<p>Maintenance Service Contracts 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</p>	<p>3,600 4,250 10,000 2,500 10,000</p>	30,350
12-4204-3005-01	<p>Generator Oil Samples Annual Subscription for weekly sampling</p>		6,500
12-4204-3007-00	<p>Advertising Includes ads for Household Hazardous Waste Collections, E-Cycle, Holiday closings and other special events.</p>		3,000
		Subtotal	119,850

2019-2020 BUDGET INFORMATION - EXPENDITURES			
DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-3010-00	Other Contractual Services		477,820
	Rags / Rug Rentals \$750/month X 12	9,000	
	Water Coolers	3,120	
	5 gallon water containers 10- per week X \$6.00 each X 52 weeks		
	Leachate Treatment	41,600	
	Costs for monitoring, testing and maintaining leachate system (includes laboratory testing) \$800/week X 52 weeks		
	Brush Grinding	90,000	
	Private contractor to grind brush (two times/year) Assume 6,000 tons x \$15/ton= \$90,000		
	Household Hazardous Waste	120,000	
	Costs for Environmental Company to Package and Remove these special wastes. Estimate \$10,000 / month		
	Wastewater Disposal Fees	162,500	
	Leachate pumped to Opequon Water Reclamation Facility, Based on 25,000,000 gal/year X \$6.50/1000 gal		
	Septage Pump and Haul \$300/month X 12	3,600	
	Rock Crushing Aggregate	48,000	
	*Separate approximately 4,000 tons concrete@ \$12/crushed ton		
		Subtotal	477,820

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2019-2020 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)	1,500	64,700
	Ductwork Cleaning 2x year (Office and maintneance shop)	1,200	
	CAT Subscription (To allow mechanic to work on equipment)	3,000	
	GPS Subscription - Trimble landfill module	9,000	
	Scrap Metal Hauling	50,000	
12-4204-3010-01	Tire Grinding- Local Tires		171,720
	Costs related to grinding tires by the Northern Shenandoah Planning Commisssion. Cost is offset by equal revenue reimbursement.		
12-4204-3010-03	Regional Electronics Recycling Program		100,000
	Costs related to disposal of wastes collected at E-Cycle programs Estimate \$8,333/month x 12 months= \$100,000		
12-4204-5101-00	Electrical Services		50,000
	Increased based on the additional electrical load for new leachate pond		
12-4204-5101-01	Electrical Services - Interconnection Fees		26,000
	Fees paid to Rappahannock Electric Cooperative for use of power lines to transport power from GTE plant to utility substation.		
12-4204-5102-00	Heating Services (LP)		12,000
	Based on using LP gas rather than landfill gas		
		Subtotal	424,420

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-5204-00	Postage and Telephone 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 6 Internet Fees Comcast \$1,600 month X 12= \$19200 Postage average \$250/ month x 12 months = \$3,000	 1,260 1,200 2,100 3,600 19,200 3,000	30,360
12-4204-5204-01	Postage and Shipping - Gas to Energy Oil Analysis shipping 52 weeks X \$30 Ship GEM for calibration 2 times/year	1,560 600	2,160
12-4204-5301-00	Boiler Insurance Air Compressors 3 X \$266		1,000
12-4204-5302-00	Fire Insurance		18,000
8-Nov		Subtotal	51,520

2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-5305-00	Motor Vehicle Insurance		5,625
	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# 205-264 L)	625	
	2018 Ford F-150 (Tag# 201-126L)	625	
	2019 Ford F-250 (Tag #-----not delivered to date)	625	
12-4204-5306	Surety Bonds		40
12--4204-5308-00	General Liability Insurance		6,500
12-4204-5401-00	Office Supplies		10,000
	Computer paper, disks, scale tickets, etc.		
12-4204-5403-00	Agricultural Supplies		15,000
	Seed, fertilizer and mulch to establish vegetation on disturbed areas		
12-4204-5404-00	Medical and Laboratory Supplies		2,500
	To replenish existing first aid kits (Based on historical use)		
		Subtotal	39,665

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT LANDFILL		DEPARTMENT CODE 12-4204	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-5405-00	Laundry and Janitorial Supplies Average \$500/ month x 12 months = \$6,000		6,000
12-4204-5407-00	Repair and Maintenance - Buildings and Grounds Gravel, signs, road salt, etc. Based on previous year cost and projected in-house projects		30,000
12-4204-5408-00	Repair and Maintenance - Powered Equipment Parts: \$15,000/month X 12 months		180,000
12-4204-5408-01	Miscellaneous (motor vehicles) For licensed vehicles (Based on average of previous years spending)		4,500
12-4204-5408-02	Fuels and Lubricants (Landfill) Gas: 200 gal/wk. X \$2.65 X 52 weeks Diesel: 2,000 gal/wk. X \$2.65 X 52 weeks Lubricants: engine oil, hydraulic fluids, grease, diesel exhaust fluid Antifreeze: 220 gal/year X \$15.00	27,560 275,600 17,000 3,300	323,460
12-4204-5408-03	Generator Spare Parts - Gas to Energy Costs associated with maintenance of generators and associated equipment, including air compressor, gas treatment skid, and flare. Based on historical averages		100,000
8-Nov		Subtotal	643,960

2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-5408-04	Generator Lubricants - Gas to Energy 6 oil changes/yr. 220 gal X \$17/gal X 2 units Glycol 500 gal/yr. X \$10 Misc Bearing Grease and Lubricants	44,880 5,000 1,500	51,380
12-4204-5410-00	Uniforms 20 people x \$1000yr = \$20,000 23 people x \$150yr /boot allowance = \$3450	20,000 3,450	23,450
12-4204-5410-01	Safety Equipment Personal Protective Equipment including safety vests, respirators, gloves and other equipment (Includes replacement -Hard Hats)		4,500
12-4204-5411-00	Books and Subscriptions Safety Films		1,500
12-4204-5413-00	Other Operating Supplies Includes miscellaneous specialty tools Based on 5 year average	12,000	12,000
12-4204-5413-01	Other Operating Supplies - Gas to Energy Specialty Tools required to perform maintenance Siloxane removal media \$1000/ton X 30 tons	10,000 30,000	40,000
		Subtotal	132,830

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-5506-00	Travel / Training Required training for maintaining landfill certification. Twelve people @ \$1000/ea. (Includes training costs, travel and per diem.)		12,000
12-4204-5506-01	Gas to Energy - Travel - Training Plant operator to attend Jenbacher training event and PJM certification training (2 operators @ \$2,500/class + travel expenses)		10,000
12-4204-5604-00	Payments to other Municipalities Distribution of recycling funds. Proportioned by Population Based on \$1/ton X 175,000 tons/year. Frederick County - 64.5% = \$112,875 Clarke County - 12.7% = \$22,225 Winchester - 22.8% = \$39,900	112,875 22,225 39,900	175,000
12-4204-5801-00	Dues and Memberships SWANA Membership (10 Members @ \$200/ea.)		2,000
12-4204-5806-01	Post Closure Financial Assurance Financial Assurance required by State DEQ Estimated amount based on formula that is specified by DEQ		320,000
12-4204-5810-00	Payment of Unemployment Claims Estimated Amount		10,000
		Subtotal	529,000

8-Nov

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2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		LANDFILL	DEPARTMENT CODE	
DEPARTMENT		LANDFILL	DEPARTMENT CODE	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)	
12-4204-8003-00	Communication Equipment Funding to expand onsite wireless network		40,000	
12-4204-8006-00	Construction Vehicles and Equipment 826 Compactor-to replace current MSW unit that will reach 10,000 hrs Excavator- upgrade to a larger unit. Replace a 2006 model	850,000 340,000	1,190,000	
12-4204-8007-00	Integrated Technology Equipment (A.D.P.) Funded at minimum to replace equipment as needed		5,000	
12-4204-8009-00	Miscellaneous (Landfill) New tools for shop New GEM gas meter	10,000 15,000	25,000	
12-4204-8009-01	Miscellaneous Equipment - Generators (Gas to Energy) New specialty tools for gas plant	10,000	10,000	
8-Nov		Subtotal	1,270,000	

2019-2020 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT LANDFILL		DEPARTMENT CODE 12-4204	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-8900-00	Improvements Other Than		3,650,000
	Install Oil/Water seperator at maintenace facility	200,000	
	Install approximately 10 Acres of rain guard on MSW and CDD landfills \$25,000 per acre	250,000	
	Gas Wellfield Expansion Extend gas collection header and add additional horizontal collectors in active cell.	200,000	
	MSW Cell 3A rock removal (Hetzer Construction Contract)	3,000,000	
12-4204-9001-00	Lease/Rent Equipment		40,000
		Subtotal	3,690,000
		Total Expenditures	10,340,733
		Total Revenue	7,972,793
		From Landfill Reserve	2,367,940

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2019-2020 CAPITAL REQUESTS

DEPARTMENT LANDFILL		DEPARTMENT CODE 12-4204	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-8003-00	Communication Equipment Funding to expand onsite wireless network		40,000
12-4204-8006-00	Construction Vehicles and Equipment 826 Compactor-to replace current MSW unit that will reach 10,000 hrs Excavator- upgrade to a larger unit. Replace a 2006 model	850,000 340,000	1,190,000
12-4204-8007-00	Integrated Technology Equipment (A.D.P.) Funded at minimum to replace equipment as needed		5,000
12-4204-8009-00	Miscellaneous (Landfill) New tools for shop New GEM gas meter	10,000 15,000	25,000
12-4204-8009-01	Miscellaneous Equipment - Generators (Gas to Energy) New specialty tools for gas plant	10,000	10,000
8-Nov		Subtotal	1,270,000

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2019-2020 CAPITAL REQUESTS

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-8900-00	Improvements Other Than		3,650,000
	Install Oil/Water seperator at maintenace facility	200,000	
	Install approximately 10 Acres of rain guard on MSW and CDD landfills \$25,000 per acre	250,000	
	Gas Wellfield Expansion Extend gas collection header and add additional horizontal collectors in active cell.	200,000	
	MSW Cell 3A rock removal (Hetzer Construction Contract)	3,000,000	
12-4204-9001-00	Lease/Rent Equipment		40,000

8-Nov

Subtotal
Total

3,690,000
4,960,000

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2019-2020 NEW POSITION REQUEST

DEPARTMENT Landfill

DEPARTMENT CODE Dec-04

PLEASE INCLUDE:

- NEW POSITION TITLE, ASSOCIATED FRINGES, AND ALL OPERATING AND CAPITAL ASSOCIATED WITH NEW POSITION ON THIS FORM
- JUSTIFICATION FOR NEW POSITION ON SEPARATE SHEET - REQUIRED
- ONLY ONE NEW POSITION AND ASSOCIATED OPERATING AND CAPITAL PER PAGE

****DO NOT INCLUDE NEW POSITIONS AND ASSOCIATED OPERATING AND CAPITAL IN DEPARTMENT BUDGET REQUEST - USE THIS FORM**

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-1001-000-084	Landfill Technician	37,000	37,000
12-4204-2001-000-000	F.I.C.A.	2,831	2,831
12-4204-2002-000-000	Retirement - V.R.S.	3,622	3,622
12-4204-2005-000-000	Hospital/Medical Plans	12,216	12,216
12-4204-2006-000-000	Group Insurance	485	485
12-4204-2008-000-000	Short and Long Term Disability	218	218
12-4204-2011-000-000	Worker's Compensation	1,743	1,743
12-4204-5410-000-000	Uniforms \$1000/ year uniform, \$150/ year boot allowance	1,150	1,150
	Total Cost for New Position		59,265

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Future Projects at Landfill

Projected during the 2019/2020 budget process

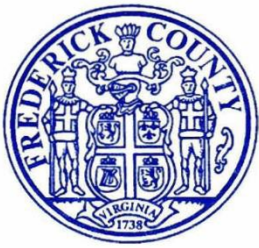
(Based on projected waste disposal of 170,000 – 185,000 tons per year)

FY21/22	Leachate Treatment Facility Upgrades	\$1,500,000
FY 23/24	New (1) Megawatt Generator	\$1,500,000
FY 23/24	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	\$1,500,000
FY 21/22	Leachate Stone 50,000 ton @ \$25/ton	\$1,250,000
FY 22/23	Cell Construction MSW Phase 3 Cell A (11 Acres)	\$2,750,000
FY 25/26	CDD Cell Development (10 Acre)	\$2,250,000

Total \$16,250,000

**MEMORANDUM**

TO: Public Works Committee

FROM: Gloria M. Puffinburger *GMP*
Solid Waste Manager

RE: Update on Recycling Program

DATE: November 16, 2018

On Dec. 28, 2018, our contract expires with Southern Scrap, LLC. for the management of the county's recyclable materials.

In a meeting last week with Southern Scrap's president, Stephen Williams proposed a month-to-month arrangement with the county due to the uncertainty of the commodities market. Any changes in what Southern Scrap is capable or willing to market based prices paid and costs invested in sorting recyclables, could negatively impact the county with little notice, a definite concern. This could result in a temporary lapse in acceptance of a certain commodity by the recycler and landfilling of recyclables until markets recover. As a worst-case scenario, a material could be permanently forced out of the county's program, something I will work diligently to avoid.

The county currently sends mixed paper, cardboard, steel and aluminum cans, plastic bottles and jugs and plastic retail shopping bags to Southern Scrap. Of particular concern is the marketing of plastics. Plastics, if any, is a commodity in peril. Southern is working to locate new markets for this material, but has already announced that it will stop taking rigid plastics (resin codes 3-7) by the end of 2018. Frederick County is in a relatively good situation regarding its plastics program since the material is clean and free of contaminants and only the most valuable and in-demand plastics (PET and HDPE – bottles and jugs) are accepted at drop-offs.

As negotiations begin, I will be working with the county attorney's office to develop an agreement which will protect Frederick County's interests while reflecting volatile recycling markets.

On a related matter, localities have been asked to provide input to the General Assembly (Senate Bill 218) regarding Virginia's recycling markets and infrastructure. Staff intends to recommend incentive-based strategies for the development of sustainable end-markets within the state; renewed focus on the recovery of contaminate-free commodities rather than volume; and reconsideration of mandated recycling rates. The Northern Shenandoah Valley Regional Planning District is also drafting a letter on behalf of the region. One of the primary topics of discussion in the months ahead at the NSVRP will be the feasibility of a regional recycling facility.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

Street address: 1111 E. Main Street, Suite 1400, Richmond, Virginia 23219

Mailing address: P.O. Box 1105, Richmond, Virginia 23218

www.deq.virginia.gov

October 30, 2018

Gloria Puffinburger
Solid Waste Manager
Frederick County

Dear Gloria Puffinburger:

We are writing to ask for Frederick County assistance in gathering information to prepare an evaluation requested by the Virginia General Assembly.

Enactment Clause #2 of Senate Bill 218 adopted by the 2018 General Assembly (Virginia Acts of Assembly Chap. 615) directs the Virginia Department of Environmental Quality (DEQ) to provide an evaluation of recycling rates and recommendations for improving the reliability of the supply of recycled materials during the next 10 years in order to provide for beneficial use by industry. DEQ must provide this evaluation to the General Assembly by November 1, 2019.

Senate Bill 218 further provides that the evaluation should consider incentive-based strategies, including the granting of economic development incentives for the construction of recycling centers and beneficiation facilities that have the potential to increase beneficial use of glass, plastic, metal, and fiber. The evaluation also should investigate the effect of the operation of mixed-waste material recycling facilities on the quality and quantity of recyclable materials available for beneficial use.

As part of this effort, DEQ is reaching out to stakeholders to gather information that may aid in this evaluation. Specifically, it would be helpful if Frederick County could provide the following:

- Any data and information regarding recycling including challenges/burdens;
- Feedback on incentives that may increase recycling and the availability of source materials;
- Data/information/feedback on single source versus source separated recycling; and

Feedback/proposals on recommendations that should be considered by DEQ as part of this evaluation.

Any information or feedback that can be provided will be valuable for this evaluation. Please note that any response to this request is voluntary. The more information and perspectives, which are provided, will help us to produce an informed evaluation.

Also note that we welcome feedback to help us in this effort, so please feel free to share this request with any other stakeholders that you believe may have helpful information that they might consider sharing with DEQ.

After gathering information from stakeholders and pulling together any additional research needed, DEQ will provide an update on its evaluation efforts.

Please provide any information you may have to Leslie Beckwith by **December 14, 2018** at leslie.beckwith@deq.virginia.gov.

If you have any questions or require further information, please contact Leslie Beckwith at 804-698-4123 or leslie.beckwith@deq.virginia.gov. Thank you in advance for your time and assistance in this matter; we look forward to working with you as this process moves forward.

Sincerely,



Justin L. Williams
Land Protection and Revitalization Division Director



MEMORANDUM

TO: Public Works Committee

FROM: Kevin C. Alderman, Shawneeland Sanitary District Manager

THROUGH: Joe C. Wilder, Director of Public Works *JCW*

SUBJECT: Supplemental Appropriation Request

DATE: November 20, 2018

Shawneeland Sanitary District would like to request a supplemental appropriation in the amount of \$300,000. Funds are available in the Shawneeland Reserve Fund – 16-2402530.

Over the past 6 months, Frederick County has received record rainfall. Shawneeland has experienced a lot of road damage that necessitated emergency repairs using outside contractors and in-house forces. Repairs have been made to multiple roads and drainage structures throughout Shawneeland. We also have had to repair a slope failure on the west abutment of Cherokee Dam.

In order to perform this emergency work, funding from several line items within the current budget were transferred and spent on the emergency repairs and construction services. We are requesting that funds be placed in the following line items and amounts as indicated:

-16-8108-3004-000 Repair and Maintenance – Roads	\$148,000
-16-8108-3010-000 Other Contractual Services	\$ 52,000
-16-8108-5413-000 Road and Street Materials	\$100,000

The supplemental funds will allow staff to perform normal maintenance and repairs within Shawneeland for the rest of this fiscal year.

We are requesting that the committee endorse our supplemental appropriation request of \$300,000 and for the request to be forwarded to the Finance Committee for further consideration.

JCW/kco



MEMORANDUM

TO: Public Works Committee

FROM: Joe C. Wilder, Director of Public Works *JCW*

SUBJECT: Summary Report – Wilde Acres/Mountain Falls Park
Request to become a Sanitary District

DATE: November 20, 2018

At the June 13, 2018 Board of Supervisors meeting, the Board made a request to the Public Works Committee to study and research the creation of a sanitary district at Wilde Acres/Mountain Falls Park.

The Board had received a request by citizens from Wilde Acres/Mountain Falls Park to determine if a sanitary district could be created there. The request was presented to the Public Works Committee at the July 31, 2018 meeting. At that meeting, the committee created a subcommittee that would research and study this request and then report back these findings in the near future. Public Works Chair Doug McCarthy, Supervisor Gary Lofton and committee member Harvey “Ed” Strawnsyder, Jr. agreed to serve on the subcommittee. The two main goals of the subcommittee were to develop general guidelines in creating a sanitary district in Frederick County and to determine costs of creating a sanitary district within Wilde Acres/Mountain Falls Park. The current review needed to look at bringing the current road system within the community up to a minimum road standard, propose annual sanitary district fees and any other matters related to funding of the sanitary district.

The subcommittee met a total of three times over the past few months. Along with the subcommittee members, multiple county staff were included in the meeting discussions. The following staff were part of these meetings to ensure we covered the many different aspects of the matter:

Kris Tierney, County Administrator	Erin Swisshelm, Assistant County Attorney
Bill Orndoff, Treasurer	Wayne Corbett, Deputy Treasurer
Chad DeHaven, Account Analyst	Mark Cheran, Zoning Administrator
Kevin Alderman, Shawneeland Sanitary District Manager	
Joe Wilder, Public Works Director	

The first item to report from our meetings was the development of general guidelines to request to become a sanitary district within Frederick County. We have attached two documents for your review and consideration. Attachment 1 is labeled as Proposed Sanitary District Petition Procedures and Attachment 2 is labeled Fact Sheet Draft. The subcommittee is requesting these two documents be forwarded to the Board of Supervisors for consideration.

The second item to report is some proposed cost estimates to perform road improvements within Wilde Acres/Mountain Falls Park and determine annual costs for sanitary district fees. We have attached several documents for review and consideration. I will provide a brief summary of the included items:

Public Works Committee Report

Page 2

November 20, 2018

1. An aerial map of Shawneeland which clearly shows the boundary, roads, lot layout, etc.
2. Another document shows some lot data within subdivision. The county GIS indicates the acreage of Wilde Acres/Mountain Falls Park as 960 acres. There is a total of 2,079 lots and approximately 504 developed lots. There is a total of 27 miles of planned roads with about 25 miles being developed. The existing roadway is a mixture of tar and chip, gravel and some with soil surface.
3. We have attached an estimate to perform necessary road improvements to bring the road up to minimum standard. The subcommittee determined that due to complexities of doing construction cost estimates it would make better sense to get the roads up to a minimum standard prior maintenance. This would involve hiring a construction company to come in and bring the 25 miles of roads up to a standard that would be fairly uniform throughout. The roads would be regraded with new stone, all ditches would be cleaned out and stabilized as necessary and culverts would be replaced with new rip rap outlets protection. We would then apply a prime and double seal tar and chip program for all the roads within the subdivision. Based upon cost estimates used from Shawneeland and discussions with road contractors, we determined a cost of \$60,000 per mile to perform necessary improvements. To perform this work over the 25 miles of the subdivision it would cost approximately \$1,500,000. We would also have to perform some surveying to verify the boundary of Wilde Acres/Mountain Falls Park along with stakeout of the right of ways, property corners, etc.
4. We determined a rough estimate of an annual budget to manage Wilde Acres/Mountain Falls Park in a similar manner as we do for Shawneeland. We determined a cost of \$500,000 annual budget to operate and maintain roads within the subdivision. Staff has not looked at equipment needs, facilities or other items in determining this estimate. Those would be other items to consider if Frederick County moves forward in considering this request. We also show on this annual budget document that if we applied a similar fee structure as in Shawneeland and using the current collection rates, we would only collect \$432,500 which is short of the proposed budget. As we discussed at the subcommittee meeting, a more extensive study of different cost and budget scenarios would be exhaustive and time consuming for existing staff to review.

In conclusion, we have provided the necessary information for the Public Works Committee to review and consider what information to provide back to the Board Supervisors in response to the request for consideration of Wilde Acres/Mountain Falls Park to become a sanitary district.

Attachment #1

Updated cost estimates for Road Improvements

Wilde Acres/ Mountain Falls Park Subdivision

September 12, 2018

Updated data for subdivision: Based on Frederick County GIS data: August 2018

Total Area of subdivision: 960 acres

Total Platted Lots: 2,079

Total Developed Lots: 504

Total undeveloped lots: 1,575

Total Planned Road System: Approx. 27 miles

Total Road System Built: (mix of gravel, tar and chip, dirt surface) approx. 25 miles

Unbuilt Roads: Approx. 2 miles

Cost estimate to upgrade existing Roads:

(work would be bid out and performed by a contractor/ County oversight required)

** Estimate includes culvert replacement/ upgrade, clean out ditches, restabilize ditches with rip rap stone, place crusher run (21B) stone over road surface, shape and roll stone, tar and chip roads (prime and double seal)

Based on actual costs in Shawneeland and other roads in County: Price per mile: \$60,000

Cost to upgrade improved roads: 25 miles(road) X \$60,000 = \$1,500,000

Cost to upgrade unimproved roads – Approx. 2 miles

**Cost estimate includes items from above estimate plus: engineer design work, clearing and grubbing trees brush, road construction, survey stake out

Cost to upgrade roads: 2 miles X 100,000 = \$200,000

Other costs: Boundary survey of subdivision (licensed surveyor): \$40,000

Surveying work in support of road upgrades: (right of way stakeout, property corners, construction survey support): \$40,000

Fact Sheet Regarding the Creation of Sanitary Districts

Virginia law permits residents of a neighborhood or other area to submit a petition to their local governing body for the creation of a sanitary district, provided that such petition contains at least fifty (50) signatures of qualified voters within the proposed district. If the proposed sanitary district would include fewer than 100 qualified voters, then fifty percent (50%) of qualified voters must sign the petition.

Once a petition is submitted, the Board of Supervisors is required to schedule and then conduct a public hearing on the petition. After that public hearing, the Board must determine whether the creation of a new Sanitary District is:

1. Necessary
2. Practical
3. Fiscally responsible, and
4. Supported by at least 50% of persons who own real property within the proposed district.

In order to answer these questions, the Board of Supervisors will need additional information beyond what is required for a petition. Examples of this information include:

- What specific services the Petitioners wish a sanitary district to provide
- What concerns, if any, the Petitioners have about the condition of roads and other common areas within the proposed sanitary district
- Whether a Property Owners' Association (POA) exists within the proposed sanitary district. If a POA exists:
 - Is it financially able to address the concerns noted by the Petitioners?
 - If the POA cannot address the concerns, has it exercised all its remedies under the law to improve its ability to address issues?
- The extent and condition of roads, open space, or any other common areas that may potentially be included in the Sanitary District, if one is created.
- Repairs, if any, that are necessary to maintain safe conditions on roads and in common spaces, and the estimated costs of those repairs.
- Additional work that may be necessary to bring the area within the proposed sanitary district up to a safe operating standard such as:
 - The approximate cost of yearly operation of the proposed sanitary district, including staffing, equipment, supplies, and any contracted work that would be necessary.
 - The approximate cost of establishing, by survey, the boundary of the proposed sanitary district, if not already established by previous survey or instrument.
- Polling information, of all record owners of real property within the proposed sanitary district, inquiring whether they support its creation.

The Board expects that Petitioners will provide, following the submission of their Petition, the following information:

- The specific services they are seeking from a potential sanitary district;
- Specific concerns that they have regarding the condition of roads and other common areas within the proposed district;
- Polling information of all record owners of real property within the proposed district, regarding whether they support the creation of a sanitary district; and
- Any information in their possession that is listed above, or may be helpful to the Board in deciding whether to create a sanitary district.

While the Board will not make the decision on the Petition until a public hearing is held, having the relevant information from Petitioners prior to the hearing will ensure that the Board has ample time to review it. Petitioners or other residents may submit information to _____(County staff contact).

DRAFT

Proposed Sanitary District Petition Procedure

The following procedures shall apply to the consideration and processing of petitions for the creation of new sanitary districts submitted by residents of Frederick County:

1. Once a petition is received by the County, staff will verify that the Petition, at a minimum, requests the creation of a sanitary district, at least roughly identifies the area to be encompassed therein, and bears fifty (50) signatures. If the submission does not meet this standard, it will not be processed further until such information is provided.
2. If the above standard is met, staff will send the Petition signatures to the Voter Registrar to verify that they are, in fact, registered voters who live within the proposed district.
 - a. If there are not fifty (50) signatures of registered voters who reside within the proposed district, the Petition will not be processed further, until such signatures are procured by the applicant.
3. Provided that the petition requirements are met, the Petition will be put on the agenda for a meeting of the Board of Supervisors.
4. At the appointed meeting, the date for a public hearing on the submitted Petition should be set. The meeting will be scheduled with the consideration of the publication requirements (three weeks of consecutive notice in the local paper, and at least ten (10) days to pass between the running of the third ad and the date of the hearing).
 - a. At the hearing, the Board may wish to refer the Petition to a committee for further discussion or study (i.e. to the Public Works Committee).
 - b. The Board may also direct staff to correspond with the Petitioners to inform them of information the Board will wish to have presented at the public hearing, to aid the Board in answering the questions required by the Virginia Code. Those questions are whether the creation of the proposed sanitary district is:
 - i. Necessary
 - ii. Practical
 - iii. Fiscally responsible, and
 - iv. Supported by at least 50% of persons who own real property within the proposed district.
5. If the matter is referred to a Committee, the Committee will begin the process of gathering information from the Petitioners and Staff to submit to the Board to aid it in its determination.
 - a. Information that the Committee may wish to have includes, but is not limited to:
 - i. From Petitioners:
 1. What specific services the Petitioners wish a sanitary district to provide.
 2. What concerns, if any, the Petitioners have about the condition of roads and other common areas within the proposed sanitary district.
 3. Whether a Property Owners' Association (POA) exists within the proposed sanitary district. If a POA exists:

- a. Whether it is financially able to address the concerns noted by the Petition.
 - b. If the POA cannot address the concerns, whether it exercised all its remedies under the law to improve its ability to address identified issues.
 4. Polling data of the record owners of real property within the proposed sanitary district, indicating whether such owners support the creation of the proposed sanitary district. Such data should indicate the percentage of property owners who answered in the affirmative, the percentage who answered in the negative, and the percentage who did not respond.
- ii. From Staff:
 1. The condition of roads, utilities, open space, or any other common areas or services that may potentially be included in the Sanitary District, if one is created. Such information should include:
 - a. Repairs, if any, that are necessary to maintain safe conditions on roads and in common spaces, and the estimated costs of those repairs.
 - b. Additional work that would be necessary to bring the area within the proposed sanitary district up to a safe operating standard, and the estimated cost of that work.
 - c. Identification of any parcels that would not benefit from inclusion in the sanitary district, or for which inclusion is not necessary or fiscally responsible.
 2. The approximate cost of yearly operation of the proposed sanitary district, including staffing, equipment, supplies, and any contracted work that would be necessary.
 3. The approximate tax or sanitary district fee that would be charged to residents to support the operations of the proposed district, if created.
 4. The approximate cost of establishing, by survey, the boundary of the proposed sanitary district, if not already established by previous survey or instrument.
 5. The present rate of property tax collection within the proposed Sanitary District, as determined by the Treasurer's Office.
- b. Once the Committee has studied the matter and considered any additional items that the Board has requested, the Committee will forward its findings to the Board.
6. At that public hearing, any person who owns property in the proposed sanitary district, or any person who resides in the proposed sanitary district may speak or present evidence in favor of the creation of the district, or in opposition to the creation of the district.
7. After the public hearing has been held, the Board must determine whether the creation of the proposed sanitary district is necessary, practical, fiscally responsible, and supported

by at least fifty percent (50%) of the persons owning real estate within the proposed district.

- a. If the Board finds facts sufficient to determine that the creation of the proposed sanitary district is necessary, practical, fiscally responsible, and supported by fifty percent (50%) of the persons owning real estate therein, then the Board may pass an ordinance establishing the new sanitary district, and which prescribes its metes and bounds. The Board may exclude from the Sanitary District any parcel that would either not be benefitted by the new sanitary district, or for which it was not able to find facts sufficient for inclusion.
- b. If the Board does not find sufficient facts to support the creation of the sanitary district, it should take action to deny the petition.

DRAFT

Wild Acres/ Mountain Falls Park

Magisterial District	Back Creek
Tax Map P.I.N.	58A
Area Plan	Not Applicable – Rural Areas

Zoning Characteristics	
Zoning Type	R5 (Recreational Planned Community)
SFD	Single Family Detached - Urban
SFA	NA
Multifamily	NA
Rezoning #	Not Applicable
Proffers	None
Permitted Density	10 du/acre
Max Units	NA
Notes	<i>Development subdivided 1974</i>

Development Process	
Total Area	+/- 959.8 acres
Total Lots	2,079
Developed	504 (as of May 2018)
Undeveloped	1,575
Platted	2,079 (<i>Subdivision Recorded 1974</i>)
Notes	<i>Total Area per Frederick County GIS records (August 2018).</i>

Roads	
Existing	25 miles (improved roads)
Planned	+/- 27 miles
Notes	<i>Roadways mix of tar & chip and gravel with drainage ditches/culverts.</i>

Homeowners Association Contact:

BettyJean Grinhagne
105 Mountain Falls Blvd.
Winchester, VA 22602

Building Setbacks:

- Front – 35 FT (from road right-of-way)*
- Side – 10 FT
- Rear – 25 FT

**Refer to plats for individual lot setbacks, as some Wild Acre lots were platted with a 25-FT front setback shown on the recorded plat of subdivision recorded at the County Courthouse.*

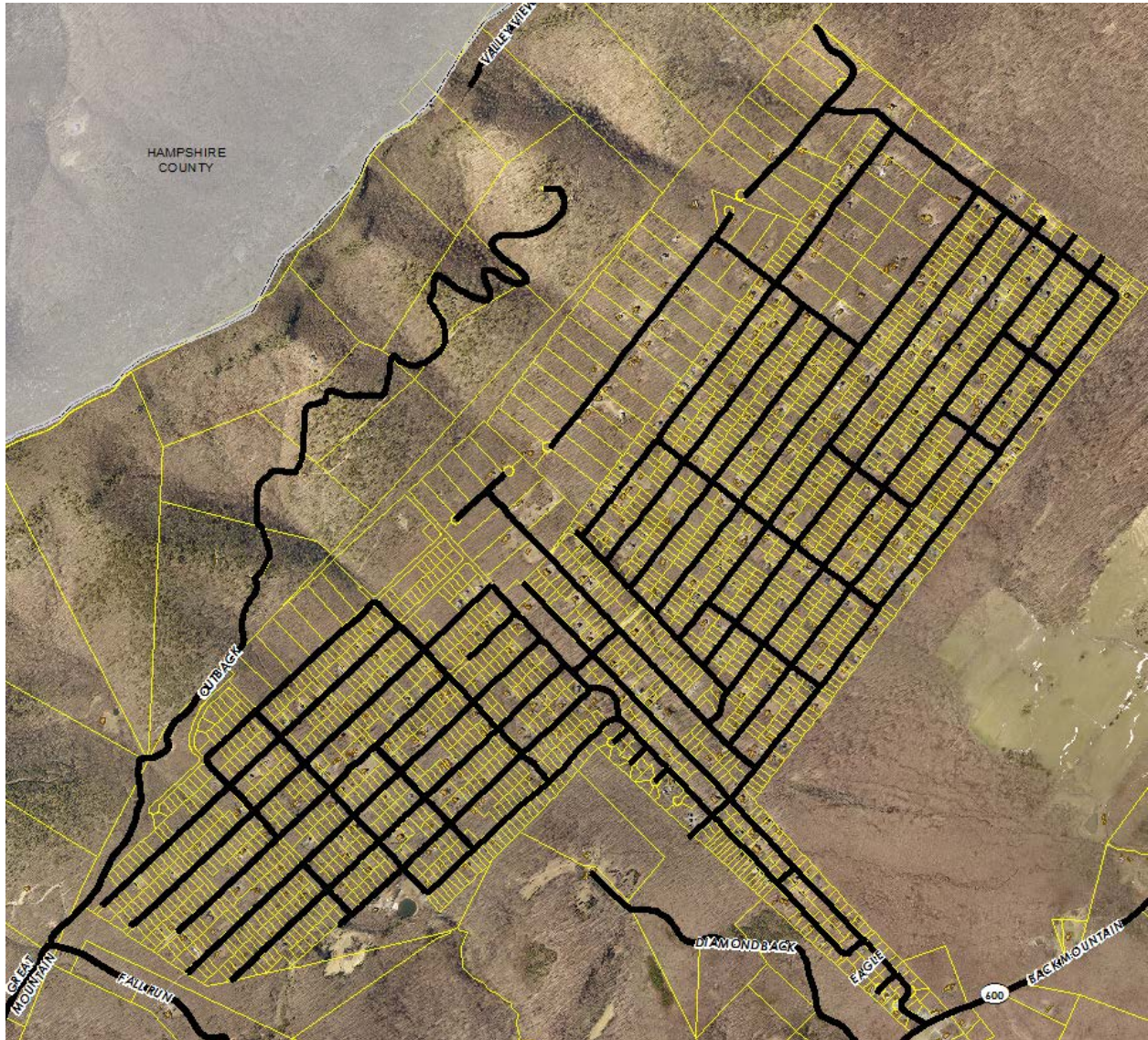
Wild Acres/Mountain Falls Park – Subdivision Overview, Frederick County GIS, 2018

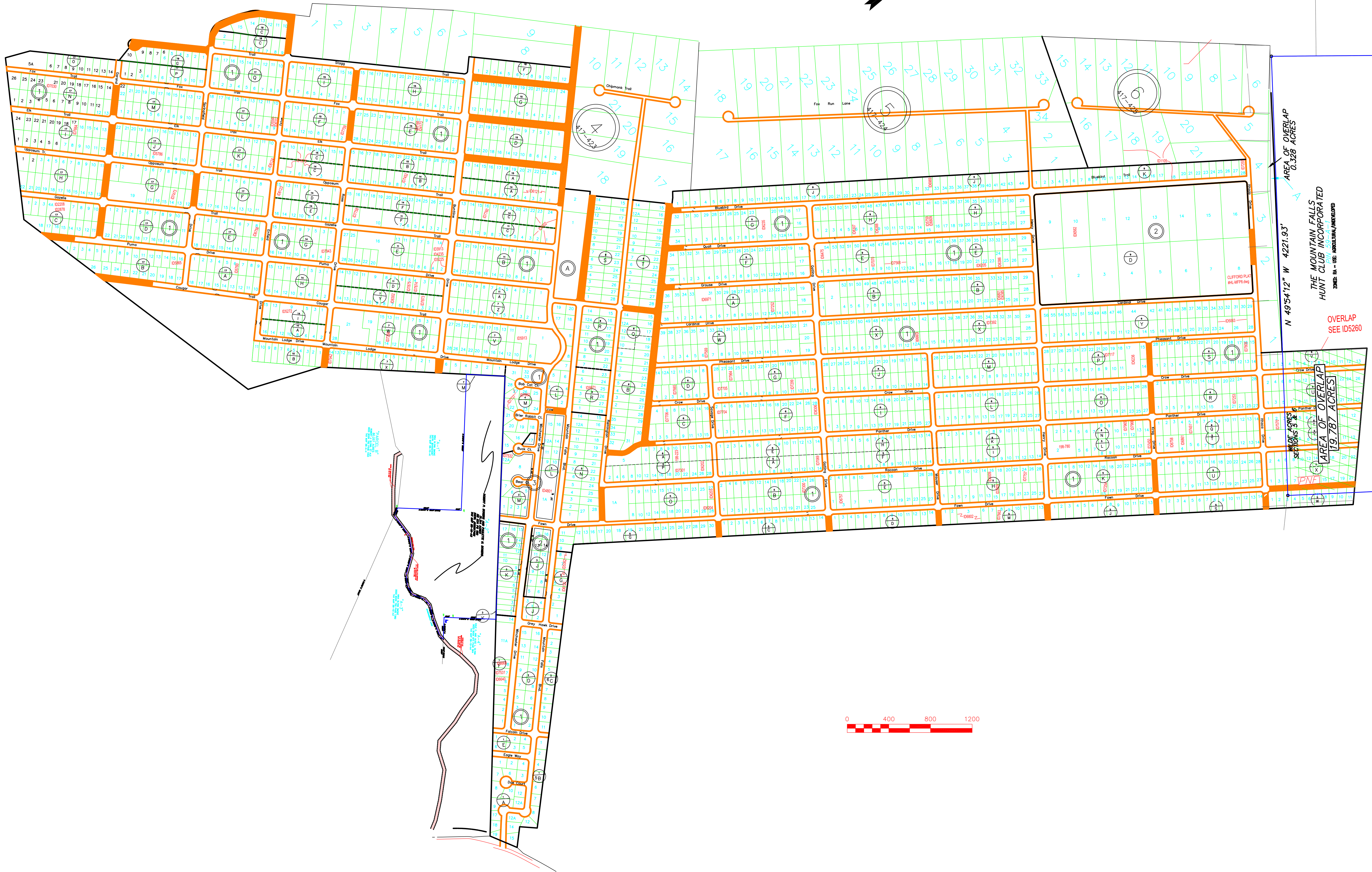
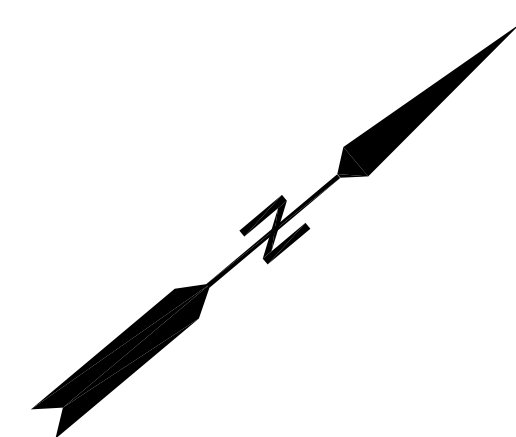


Wild Acres/Mountain Falls Park – Recorded Lots & Address Points, Frederick County GIS, 2018



Wild Acres/Mountain Falls Park – Existing Roads, Frederick County GIS, 2018





N 41°47'4"

N 49°54'12" W 4221.93'

THE MOUNTAIN FALLS HUNT CLUB INCORPORATED
ZONED: RA - USE: AGRICULTURAL/RECREATED

OVERLAP SEE ID5260

AREA OF OVERLAP 19.787 ACRES

S 39°



Attachment #2

PRELIMINARY COST ESTIMATES FOR ANNUAL BUDGET

PROPOSED SANITARY DISTRICT AT WILDE ACRES/ MOUNTAIN FALLS PARK

(cost estimate based on current Shawneeland budget)

1. Approximate total cost to perform management, oversight and maintenance of roads within Wilde Acres/ Mt. Falls Park
 - a. Approx. 25 miles of roads needing maintenance (average cost – \$10,000/ mile)
Total costs (**\$250,000**)
 - b. Management/ personnel costs (**\$250,000**)
 1. Manager (1/2 cost shared with Shawneeland)
 2. Secretarial (1/2 cost shared with Shawneeland)
 3. 3 full time equipment operators
 4. Possible part time help
 5. Other operational costs for equipment, maintenance facility utilities, etc.

We are estimating an annual budget of **\$500,000**.

**** This annual budget estimate is assuming that all the roads in subdivision are upgraded based on proposed work included in attachment #1. A funding source for the road work and possible equipment purchases and other upfront costs needs to be determined. (i.e. bond, loan, ??)**

Unknown costs at this time: Equipment, trucks, maintenance facility, Sanitary district fee collection costs, other county costs for administration, will maintenance of common property be included?? Possible costs for annual sanitary district fees:

2. Approximate cost for Annual sanitary district fees (based on costs at Shawneeland)

Current fees at Shawneeland: improved lots: \$560/ unimproved lots: \$190

If we use these fees as a basis of fees at Wilde Acres, proposed revenues are:

Improved lots: 505 lots at \$560 = \$282,800

Unimproved lots (50% collection rate*): $\frac{1}{2}$ (1575 lots) = 787 lots at \$190 = \$150,000 (approx.)

current collection rate at Shawneeland

Estimated revenues based on above fee structure: **\$432,500.****

****Discussion about possible fee structure will be on-going, this figure represents starting point. ****


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 18/19
DATE: November 16, 2018

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 18/19.

FY 03-04:	AVERAGE PER MONTH:	16,348 TONS (UP 1,164 TONS)
FY 04-05:	AVERAGE PER MONTH:	17,029 TONS (UP 681 TONS)
FY 05-06:	AVERAGE PER MONTH:	17,785 TONS (UP 756 TONS)
FY 06-07:	AVERAGE PER MONTH:	16,705 TONS (DOWN 1,080 TONS)
FY 07-08:	AVERAGE PER MONTH:	13,904 TONS (DOWN 2,801 TONS)
FY 08-09:	AVERAGE PER MONTH:	13,316 TONS (DOWN 588 TONS)
FY 09-10:	AVERAGE PER MONTH:	12,219 TONS (DOWN 1,097 TONS)
FY 10-11:	AVERAGE PER MONTH:	12,184 TONS (DOWN 35 TONS)
FY 11-12:	AVERAGE PER MONTH:	12,013 TONS (DOWN 171 TONS)
FY 12-13:	AVERAGE PER MONTH:	12,065 TONS (UP 52 TONS)
FY 13-14:	AVERAGE PER MONTH:	12,468 TONS (UP 403 TONS)
FY 14-15:	AVERAGE PER MONTH:	13,133 TONS (UP 665 TONS)
FY 15-16:	AVERAGE PER MONTH:	13,984 TONS (UP 851 TONS)
FY 16-17:	AVERAGE PER MONTH:	14,507 TONS (UP 523 TONS)
FY 17-18:	AVERAGE PER MONTH:	15,745 TONS (UP 1,238 TONS)
FY 18-19:	AVERAGE PER MONTH:	17,301 TONS (UP 1,556 TONS)

MONTH	FY 2017-2018	FY 2018-2019
JULY	15,465	17,704
AUGUST	17,694	18,543
SEPTEMBER	16,813	14,799
OCTOBER	15,853	18,158
NOVEMBER	16,109	
DECEMBER	12,644	
JANUARY	13,295	
FEBRUARY	13,100	
MARCH	15,510	
APRIL	15,469	
MAY	18,755	
JUNE	18,228	

<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		40,320	1,945	4,620	78,140	98,621	9,500	68,580	292,300	594,026
AUG		38,580	4,855	7,925	90,020	98,500	9,220	24,680	300,180	573,960
SEP		18,660	1,985	4,075	22,400	54,840	5,380	52,200	211,500	371,040
OCT		37,500	3,379	5,580	86,480	83,460		27,500	255,960	499,859
NOV		14,218	977	2,000	56,200	43,235				116,630
DEC										0
JAN										0
FEB										0
MAR										0
APR										0
MAY										0
JUN										0
TOTAL	0									0
FY 17-18	0	465,080	53,224	94,530	1,043,120	1,080,087	37,260	536,420	2,874,709	6,184,430
FY 16-17	372,600	430,435	41,002	89,976	1,082,737	1,009,153	37,220	495,500	2,687,241	6,245,864
FY 15-16	919,540	428,300	52,077	97,252	1,275,060	974,493	48,820	480,400	2,376,344	6,652,286
FY 14-15	895,600	407,703	40,060	97,515	1,272,660	893,380	49,440	532,283	1,890,729	6,079,370
FY 13-14	904,780	417,090	39,399	99,177	1,281,105	902,701	37,800	611,580	1,639,225	5,932,937
FY 12-13	913,530	410,338	45,086	102,875	1,508,029	878,450	39,700	502,680	1,321,938	5,722,626
FY 11-12	865,380	398,320	43,884	99,846	1,492,826	840,717	37,920	484,600	1,432,678	5,696,171
FY 10-11	949,185	378,452	42,120	98,474	1,404,806	824,873	41,700	467,920	1,220,107	5,427,637
FY 09-10	1,123,671	370,386	42,844	96,666	1,235,624	671,669	21,160	435,680	1,348,398	5,346,098
FY 08-09	762,810	322,928	23,473	55,246	1,708,302	564,957	28,780	404,760	1,097,151	4,968,407
FY 07-08	794,932	284,220	15,783	40,544	1,971,883	545,692	0	498,110	1,172,880	5,324,044
FY 06-07	600,464	200,720	11,834	29,285	1,684,711	441,321	0	382,574	550,070	3,900,979
FY 05-06	558,367	190,611	12,478	28,526	1,523,162			381,469	204,220	2,898,833
FY 04-05	549,527	193,224	11,415	27,525	1,552,111			273,707	25,080	2,632,589
FY 03-04	541,896	174,256	11,437	31,112	1,443,461			156,870	336,230	2,695,262
FY 02-03	413,627	146,770	9,840	23,148	1,381,195			62,840	171,680	2,209,100
FY 01-02	450,280	181,040	10,565	25,553	1,401,206			54,061	58,140	2,180,845
FY 00-01	436,615	198,519	10,367	24,988	1,759,731				9,620	2,439,840
FY 99-00	422,447	177,260	10,177	22,847	1,686,587				44,180	2,363,498
FY 98-99	402,192	184,405	9,564	22,905	1,411,950				48,810	2,079,826
FY 97-98	485,294	136,110	13,307	29,775	1,830,000					2,494,486
FY 96-97	373,106	211,105	23,584	46,625	1,690,000					2,344,420
FY 95-96	511,978	167,486	28,441	44,995	1,553,060					2,305,960
TO DATE	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 2018-2019

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	36	29	36	1	0	29	35	1	0	0	37
AUG	37	41	36	2	0	29	36	2	1	0	48
SEP	48	33	41	2	0	29	38	4	0	0	53
OCT	53	28	24	2	0	37	19	4	0	0	47
NOV											
DEC											
JAN											
FEB											
MAR											
APR											
MAY											
JUN											
TOTAL	174	131	137	7	0	124	128	11	1	0	185

In the month of Octoberber -107 dogs in and out of kennel. 6 dogs transferred to other agencies.

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2018-2019

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	122	129	14	4	7	49	2	102	3	0	120
AUG	120	122	21	3	3	116	6	65	1	0	81
SEP	81	95	9	2	0	52	2	41	2	0	90
OCT	0	119	15	2	3	62	1	48	4	0	114
NOV											
DEC											
JAN											
FEB											
MAR											
APR											
MAY											
JUN											
TOTAL	323	465	59	11	13	279	11	256	10	0	405

In the month of October 229 - cats in and out of shelter. 33 cats transferred to other agencies.