

JOINT PUBLIC WORKS COMMITTEE/LANDFILL OVERSIGHT COMMITTEE REPORT
to the BOARD OF SUPERVISORS

Tuesday, December 3, 2019

8:00 a.m.

107 NORTH KENT STREET, SUITE 200, WINCHESTER, VIRGINIA

PUBLIC WORKS COMMITTEE ATTENDEES:

Committee Members Present: J. Douglas McCarthy, Chairman; Gary A. Lofton; Gene E. Fisher; and Harvey E. "Ed" Strawsnyder, Jr.

Committee Members Absent: Whitney "Whit" Wagner; and Robert W. Wells

LANDFILL OVERSIGHT COMMITTEE ATTENDEES:

Committee Members Present: Kris C. Tierney; Perry Eisenach; and Michael Neese

Committee Members Absent: Robert W. Wells; J. Stanley Crockett; David Ash; and Eden Freeman; Justin Hall

Staff present: Joe C. Wilder, Director of Public Works; Mike Stewart, Senior Project Manager; Mark Fleet, Building Code Official; Gloria Puffinburger, Solid Waste Manager; Ron Kimble, Landfill Manager; Andrew Clarke, Landfill Environmental Manager; Kevin Alderman, Shawneeland District Manager; Kathy Whetzel, Animal Shelter Manager; Holly Grim, Assistant Animal Shelter Manager; Rod Williams, County Attorney; Kris Tierney, County Administrator

(Attachment 1) Agenda Packet

ITEMS FOR INFORMATION ONLY

1-We had a joint Public Works Committee/Landfill Oversight Committee to discuss the proposed Landfill Budget for Fiscal Year 2021. Staff updated committee members about several on-going projects at the Landfill. We continue to perform drilling, blasting and crushing operations in our next M.S.W. Landfill Cell, Phase 3, Cell A. We anticipate completing this operation in June 2021. We have finished construction of all the Permit 40 leachate improvements including a five (5) million-gallon leachate lagoon. We are getting ready to start a Pilot Compost Field Study to see if we can cost effectively compost sewage sludge and on-site yard waste to make beneficial compost.

There are no proposed increases in tipping fees for Fiscal Year 2021. The proposed budget for the Fiscal Year 2021 budget is \$9,634.911.00.

The committee was also updated on the Recycling Program Study that has been performed by SCS Engineers. The purpose of this study is to see what our local options are for improving the recycling program. We just received a DRAFT report and are currently reviewing it. We should be discussing any recommendations and findings at the next meeting to be held in January 2020. The Northern Shenandoah Valley Regional Commission recycling study for our region has also begun. There is a meeting coming up December 10, 2019 to discuss the options. This regional study should be complete in the late winter or early spring timeframe.

2-Staff presented the other Public Works departmental budgets. There was a brief discussion about each budget except for the Shawneeland budget. During the discussion of the proposed budget for Shawneeland, due to on-going decreases in the reserve account, the committee recommended an increase in the Sanitary District fee for improved lots of \$140.00. The current fee is \$660.00 per year for improved lots and the proposed increase would bring the improved lots fee to \$800.00 per year. The current reserve account is approximately \$1.1 million. It has always been the desire of the board that the reserve account be greater than the annual budget in case of any unforeseen emergencies or expenses. After discussion, the Public Works Committee endorsed the budgets as amended.

(Attachment 2)

3-Staff updated the committee on hauling recycled goods. Due to the recent changes, we must begin hauling all recycled goods to Hagerstown, Maryland. The increased distance will increase our transportation costs. After discussion, the committee recommends continuing the recycling program and to fund the additional costs.

Respectfully submitted,

Public Works Committee

J. Douglas McCarthy, Chairman

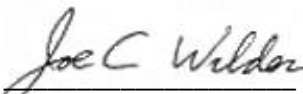
Gary A. Lofton

Robert W. Wells

Whitney "Whit" L. Wagner

Gene E. Fisher

Harvey E. "Ed" Strawsnyder, Jr.

By 

Joe C. Wilder

Public Works Director

JCW/kco

Attachments: as stated

cc: Kris Tierney, County Administrator
Jay Tibbs, Deputy County Administrator
Ron Kimble, Landfill Manager
Gloria Puffinburger, Solid Waste Manager
Rod Williams, County Attorney
Mike Stewart, Senior Project Manager
Kevin Alderman, Shawneeland District Manager
Kathy Whetzel, Animal Shelter Manager
Mark Fleet, Building Code Official
file



MEMORANDUM

TO: Public Works Committee/Landfill Oversight Committee

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

SUBJECT: Meeting of December 3, 2019

DATE: November 26, 2019

There will be a joint meeting of the Public Works Committee and the Landfill Oversight Committee on Tuesday, December 3, 2019 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 2021 Landfill Budget
(Attachment 1)
3. Discuss the Regional Recycling Study

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

4. Review Proposed FY 2021 budgets
(Attachment 2)
5. Discussion regarding the hauling contract
(Attachment 3)
6. Miscellaneous Reports:
 - a. Tonnage Report: Landfill
(Attachment 4)
 - b. Recycling Report
(Attachment 5)

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Public Works Committee/Landfill Oversight Committee

November 27, 2018

- c. Animal Shelter Dog Report:
(Attachment 6)
- d. Animal Shelter Cat Report
(Attachment 7)
- e. Shawneeland Sanitary District Advisor Committee quarterly meeting minutes
(Attachment 8)

JCW/kco

Attachments: as stated

cc: file

Landfill Fund

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.



Temporary liner used as a “rain guard” being deployed to help decrease rain water infiltration, reducing the amount of leachate that is generated from the landfill.

What We Do

The landfill is currently in the process of having 500,000 cubic yards of earth moved and processed in order to prepare the next MSW cell. Once material is removed, a liner system will be installed prior to the placement of waste. Total cost of the next MSW cell development is estimated to be \$750,000 per acre.

- 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

	FY2019 Actual	FY2020 Approved Budget	FY2020 Estimated Budget	FY2021 Adopted Budget	Change FY20 to FY21	
Costs						
Personnel	\$	\$2,272,338	\$	\$	\$	%
Operating		3,235,315				%
Capital/Leases		4,960,000				%
Total		10,467,653				%
Fees		7,972,793				%
Local Reserves		2,494,860				%
Local Tax Funding	\$0	\$0	\$0	\$0	\$0	0.00%
Full-Time Positions		28				%

Goals/Objectives

- Maintain vegetative cover on exposed soils by over seeding 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 2020-2021.
- Modify leachate system to better manage collection, treatment, and disposal.
- Maintain landfill gas collection system as needed to maximize collection efficiency.
- Maximize landfill gas collected in order to increase electrical generation
- Strive for waste reduction through recycling, composting, brush grinding, tire shredding, etc.
- Expand wireless communications to remote areas of landfill site.

FY 21 Total Budget

\$9,622,911

Notable Changes

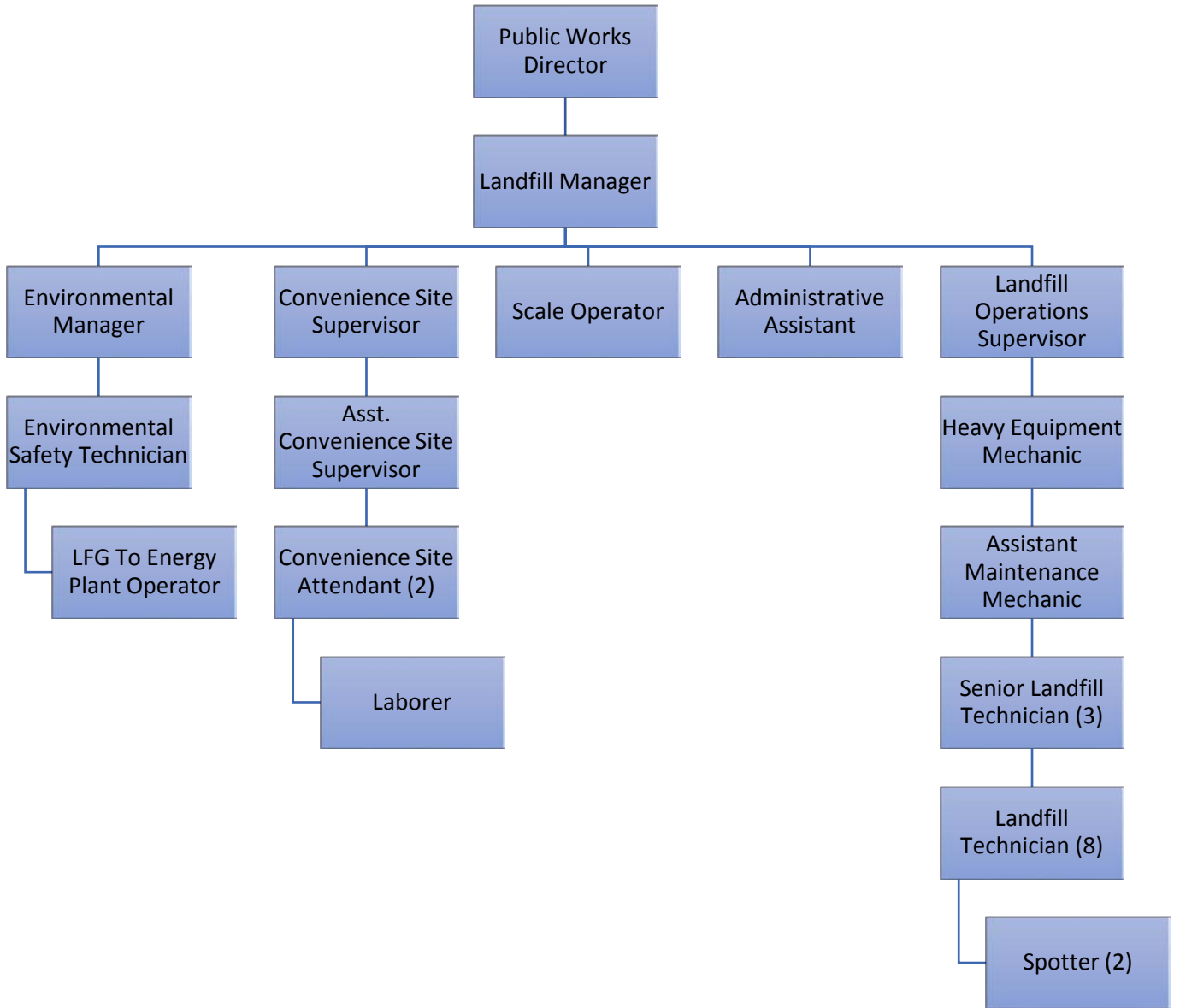
Capital

- Majority of capital expenses are related to development of next MSW Cell 3A development. There are not any equipment purchases budgeted for FY 21.

Service Levels

	FY2019 Actual	FY2020 Budget	FY2021 Plan
Tons of waste weighted and disposed	189,646	175,000	185,000
Megawatt/hours of power generated from Gas to Energy Plant	9,039	10,512	10,512
Gallons of pretreated leachate collected and discharged	41,690,000	25,000,000	25,000,000
Tons of scrap metal recycled	1,405	1,200	1,300
Tons of household hazardous waste collected	55	100	100
Tons of tires processed to rubber chips	1,652	2,000	2,000
Tons of yard waste processed to mulch	7,623	7,500	7,500

Landfill Fund



10/01/2019 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2019/10	
FUND #-012 FRED. WINC. LANDFILL FUND							
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin
		FY/2018	FY/2019	Budget	2019/10	FY2021	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	85,222	87,846	91,741	22,773	91,742	
042040-1001-000-003	ENVIRONMENTAL MANAGER	63,596	65,600	68,462	16,996	68,462	
042040-1001-000-004	ADMINISTRATIVE COSTS	128,040	131,956	137,620	34,169	137,620	
042040-1001-000-005	HEAVY EQUIPMENT MECHANIC	67,432	69,522	72,414	17,983	72,414	
042040-1001-000-036	SECRETARY III						
042040-1001-000-056	SCALE OPERATOR	39,072	40,247	41,835	10,393	41,835	
042040-1001-000-057	ADMINISTRATIVE ASSISTANT	45,195	46,596	48,534	12,053	48,535	
042040-1001-000-058	ASST.CONVENIENCE CENTER SUPER.	29,410	35,803	37,756	9,378	37,756	
042040-1001-000-066	SPOTTER	24,376	24,380	35,341	5,276	31,775	
042040-1001-000-067	MAINTENANCE MECHANIC ASSISTANT	34,016	35,032	36,414	9,046	36,414	
042040-1001-000-068	CONVENIENCE SITE ATTENDANT	30,712	31,635	32,928	8,178	32,929	
042040-1001-000-069	LANDFILL TECHNICIAN	34,106	34,523	35,075	8,746	35,075	
042040-1001-000-070	SR LANDFILL TECHNICIAN	42,558	45,298	47,274	11,736	47,274	
042040-1001-000-071	SR LANDFILL TECHNICIAN	13,842	42,774	44,462	11,045	44,463	
042040-1001-000-072	LANDFILL TECHNICIAN	39,464	40,602	41,251	10,286	41,252	
042040-1001-000-081	LANDFILL TECH	34,264	22,904	35,270	7,363	35,341	
042040-1001-000-082	LANDFILL TECHNICIAN	40,756	42,019	43,792	10,874	43,792	
042040-1001-000-083	LFG TO ENERGY PLANT OPER.	57,760	59,551	62,064	15,411	62,064	
042040-1001-000-084	LANDFILL TECHNICIAN			37,000	2,467	36,300	
042040-1001-000-085	LABORER I 1/2						
042040-1001-000-086	LANDFILL OPERATIONS SUPV	63,187	67,315	70,252	17,441	70,252	
042040-1001-000-087	LABORER II						
042040-1001-000-088	LANDFILL TECHNICIAN	30,012	34,977	36,311	9,022	36,312	
042040-1001-000-089	SPOTTER	28,417	31,916	33,088	8,223	33,089	
042040-1001-000-090	CONVENIENCE SITE SUPERVISOR	24,695	41,883	43,536	10,815	43,536	
042040-1001-000-091	CONVENIENCE SITE ATTENDANT	28,676	29,524	30,650	7,616	30,650	
042040-1001-000-092	LABORER II						
042040-1001-000-093	SR LANDFILL TECHNICIAN	46,184	47,606	49,586	12,314	49,587	
042040-1001-000-094	ENVIRONMENTAL SAFETY TECH.	44,083	47,344	49,178	12,218	49,179	
042040-1001-000-095	LANDFILL TECHNICIAN	35,881	36,935	38,366	9,532	38,366	
042040-1001-000-096	LANDFILL TECHNICIAN	33,718	36,138	37,620	9,343	37,620	
042040-1001-000-097	LABORER	17,559	27,748	28,806	7,157	28,806	
042040-1001-000-098	LABORER						
042040-1003-000-000	PART TIME/EXTRA HELP	69,813	54,582	100,620	20,780	100,620	
042040-1005-000-000	OVERTIME	51,266	65,344	74,121	18,577	74,121	
042040-1005-000-001	OVERTIME - INVESTIGATIVE						
042040-1009-000-000	ACCRUED SALARIES		26,975				

042040-1099-000-000	CHANGE IN ACCRUED LEAVE	14,545	2,795				
	PERSONAL SERVICE	1,297,857	1,407,370	1,541,367	367,211	1,537,181	
042040-2000-000-000	FRINGE BENEFITS						
042040-2001-000-000	F. I. C. A.	93,967	100,121	117,461	26,676	117,301	
042040-2002-000-000	RETIREMENT - V. S. R. S.	105,015	123,067	133,495	32,494	133,383	
042040-2005-000-000	HOSPITAL/MEDICAL PLANS	294,336	348,208	396,048	96,428	433,320	
042040-2006-000-000	GROUP INSURANCE	14,953	16,484	17,863	4,348	17,848	
042040-2007-000-000	ACCRUED VACATION PAY						
042040-2008-000-000	SHORT & LONG TERM DISABILITY	2,242	2,856	3,118	714	3,050	
042040-2011-000-000	WORKER'S COMPENSATION	49,492	54,322	59,074	16,429	65,038	
042040-2013-000-000	EDUCATION - TUITION ASSISTANCE						
042040-2019-000-000	ACCRUED FRINGES		3,968				
042040-2099-000-000	FRINGE BENEFIT RESERVE						
	FRINGE BENEFITS	560,005	649,026	727,059	177,089	769,940	
042040-3001-000-000	PROFESSIONAL HEALTH SERVICES	240	66	1,500		1,500	
042040-3002-000-000	PROFESSIONAL SERVICES OTHER	471,431	695,985	500,000	122,513	605,000	
042040-3002-000-001	STATE PERMIT FEES	43,403	54,480	141,600	41,157	46,800	
042040-3002-000-002	PROFESSIONAL SVC - INVESTIGATI						
042040-3003-000-000	TEMPORARY HELP SERVICE FEES						
042040-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.	88,501	55,789	130,000	5,176	100,000	
042040-3004-000-002	REPAIR AND MAINTENANCE - VEHICLE	2,819	5,168	12,000	1,092	12,000	
042040-3004-000-003	REPAIR AND MAINTENANCE - BUILDING	13,549	63,625	30,000	289	40,000	
042040-3004-000-004	REPAIR AND MAINTENANCE-GENERATOR	36,005	30,072	80,000		80,000	
042040-3005-000-000	MAINTENANCE SERVICE CONTRACTS	19,154	23,551	30,350	4,535	32,350	
042040-3005-000-001	GENERATOR OIL SAMPLING	2,726	2,843	6,500		6,500	
042040-3007-000-000	ADVERTISING	2,398	1,415	3,000	345	3,000	
042040-3010-000-000	OTHER CONTRACTUAL SERVICES	498,359	738,456	542,520	24,970	658,070	
042040-3010-000-001	CONTRACTUAL SERV. - TIRE PROGR	93,114	105,604	171,720	28,735	171,720	
042040-3010-000-002	RTOP OPERATIONAL COSTS						
042040-3010-000-003	REGIONAL ELECTRONICS RECYCLING	98,800	57,000	100,000	15,200	100,000	
	PURCHASED SERVICES	1,370,499	1,834,054	1,749,190	244,012	1,856,940	
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	188				
	INTERNAL SERVICES	136	188			0	
042040-5100-000-000	UTILITIES						
042040-5101-000-000	ELECTRICAL SERVICES	38,422	49,012	50,000	3,827	50,000	
042040-5101-000-001	ELECTRICAL SRV.-INTERCONNECTION	23,114	22,828	26,000	1,916	26,000	
042040-5102-000-000	HEATING SERVICES	12,452	10,255	12,000	67	12,000	
042040-5204-000-000	POSTAGE AND TELEPHONE	14,304	12,598	30,360	1,212	30,360	
042040-5204-000-001	POSTAGE AND SHIPPING-GENERATOR	1,302	731	2,160	42	2,160	
042040-5301-000-000	BOILER INSURANCE	738	813	1,000	965	1,000	
042040-5302-000-000	FIRE INSURANCE	16,374	17,789	18,000	20,389	22,000	
042040-5305-000-000	MOTOR VEHICLE INSURANCE	5,118	5,108	5,625	6,146	6,000	
042040-5306-000-000	SURETY BONDS	29	28	40	27	40	

042040-5308-000-000	GENERAL LIABILITY INSURANCE	5,743	5,989	6,500	6,705	7,000
042040-5308-000-001	GENERAL LIABILITY INSURANCE					
042040-5401-000-000	OFFICE SUPPLIES	7,954	9,183	10,000	1,254	10,000
042040-5403-000-000	AGRICULTURAL SUPPLIES	1,017	1,223	15,000		15,000
042040-5404-000-000	MEDICAL AND LABORATORY SUPPL	1,850	1,763	2,500	71	2,500
042040-5405-000-000	LAUNDRY & JANITORIAL SUPPLIES	2,718	2,015	6,000	321	6,000
042040-5407-000-000	REPAIR AND MAINTENANCE SUPPL	23,370	26,944	30,000	113	30,000
042040-5408-000-000	VEHICLE AND POWERED EQUIPMENT	83,718	84,271	180,000	27,309	144,000
042040-5408-000-001	VEHICLES-TIRES AND PARTS	861	2,363	4,500		4,500
042040-5408-000-002	VEHICLE-FUELS AND LUBRICANTS	192,393	215,434	323,460	36,632	323,460
042040-5408-000-003	GENERATOR SPARE PARTS	57,064	44,232	100,000		100,000
042040-5408-000-004	GENERATOR LUBRICANTS	45,287	37,357	51,380		51,380
042040-5410-000-000	UNIFORMS	5,341	5,752	24,600	813	23,450
042040-5410-000-001	SAFETY EQUIPMENT	2,086	818	4,500	357	3,000
042040-5411-000-000	BOOKS & SUBSCRIPTIONS	850	568	1,500	585	2,000
042040-5413-000-000	OTHER OPERATING SUPPLIES	10,341	5,671	12,000	665	10,000
042040-5413-000-001	OTHER OPERATING SUPPLIES-GENER	31,211	1,899	40,000	21	35,000
042040-5506-000-000	TRAVEL	1,955	5,087	12,000	750	12,000
042040-5506-000-001	LANDFILL GAS GENERATOR TRAINING	1,489		10,000		10,000
042040-5604-000-000	OTH. PAYMENTS OR CONTRIBUTIONS	187,857	191,745	175,000		185,000
042040-5801-000-000	DUES AND ASSOC.MEMBERSHIPS	1,271	1,215	2,000	1,165	2,000
042040-5806-000-000	RESERVE FOR CONTINGENCIES					
042040-5806-000-001	POST CLOSURE COSTS	318,524	463,564	320,000		340,000
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	1,094,753	1,226,255	1,486,125	111,352	1,475,850
042040-8001-000-000	MACHINERY AND EQUIPMENT					
042040-8002-000-000	FURNITURE AND FIXTURES					
042040-8003-000-000	COMMUNICATIONS EQUIPMENT			40,000		20,000
042040-8005-000-000	MOTOR VEHICLES AND EQUIPMENT					
042040-8006-000-000	CONSTRUCTION VEHICLES & EQUIP.			1,221,172	31,173	
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		5,000
042040-8700-000-000	LAND					
042040-8800-000-000	BUILDINGS					
042040-8900-000-000	IMPROVEMENTS OTHER THAN BUILDING			4,714,069	340,615	3,900,000
042040-8900-000-001	SITE DEVELOPMENT					
042040-8901-000-000	LOSS ON DISPOSAL					
042040-8999-000-000	INTEREST EXPENSE					
	CAPITAL OUTLAY			6,015,241	371,788	3,955,000
042040-9000-000-000	DEPRECIATION					
042040-9001-000-000	LEASE/RENT OF EQUIPMENT	11,583	20,185	40,000		40,000
042040-9500-000-000	DEPRECIATION OF EQUIPMENT	2,193,693	2,328,523			

042040-9500-000-001	DEPRECIATION OF EQUIP.-GENERATOR						
	OTHER USES OF FUNDS	2,205,276	2,348,708	40,000		40,000	
	TOTAL DEPARTMENT	6,528,526	7,465,601	11,558,982	1,271,452	9,634,911	
092010-5890-000-000	OPERATIONAL TRANSFERS				-17,143		
	OTHER CHARGES				-17,143	0	
	TOTAL DEPARTMENT				-17,143	0	
093010 -000-000	TRANSFERS						
093010-2011-000-000	WORKER'S COMP FOR WELLNESS						
093010-5807-000-001	MERIT RESERVE	550	300	3,898			
093010-5807-000-002	MERIT RESERVE FRINGES						
	FRINGE BENEFITS	550	300	3,898		0	
	TOTAL DEPARTMENT	550	300	3,898		0	
TOTAL FOR FUND		6,529,076	7,465,901	11,562,880	1,254,309	9,634,911	

2020-2021 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	300,000				300,000
1502-01	Sale of Junk Scrap recycling	110,000				110,000
1608-05	Sanitary Landfill Fees Based on 185,000 Tons Received					7,268,650
	Commercial/Industrial \$50/ton x 44% x 185,000 ton	4,070,000				
	Municipal \$20/ton x 26% x 185,000 ton	962,000				
	Construction Demolition Debris \$45/ton x 23% x 185,000 ton	1,914,750				
	Municipal Sludge \$38/ton x 3% x 185,000	210,900				
	Rubble/Concrete/Rock \$15/ton x 4% x 185,000	111,000				
					Subtotal	7,678,650

2020-2021 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 1,900 ton of tires delivered yearly NSVRC (RTOP) Members $\$80 \times 22\% \times 1900 = \$33,440$	33,440				181,640
	Commercial $\$100 \times 78\% \times 1900 = \$148,200$	148,200				
1608-11	E-Cycle Collections Fees collected for the collection of electronics & unacceptable waste paid by haulers $\$3,333 \times 2 \times 12 \text{ months}$	80,000				80,000
1608-12	Greenhouse Gas Credits	10,000				10,000
1608-13	Gas to Energy $\$35.00/\text{mwh} \times 1.5\text{mwh}/\text{hr} \times 80\% \times 8760\text{hrs}$	367,920				367,920
1608-14	Renewable Energy Credit $1.5 \times 8,760 \times 80\% \times \5.30	55,714				55,714
					Subtotal	695,274
					TOTAL	8,373,924

2020-2021 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)	50,000 150,000 20,000 150,000 75,000 10,000 150,000	605,000
		Subtotal	781,241

2020-2021 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	 12,700 1,500 7,000 19,600 6,000	46,800
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.		100,000
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. Additional expenses anticipated with aging buildings (ie: painting and roofing)		40,000
		Subtotal	198,800

2020-2021 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-3004-04	Repair and Maintenance - Generators (Gas to Energy) This figure represents repairs to be made to generators and ancilliary equipment by others.		80,000
12-4204-3005-00	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 \$6,000 X 2 Events (Service on fire supression systems on heavy equipment) OSHA Certification on overhead crane and forklift Leachate Line Flushing	3,600 4,250 12,000 2,500 10,000	32,350
12-4204-3005-01	Generator Oil Samples Annual Subscription for weekly sampling		6,500
12-4204-3007-00	Advertising Includes ads for Household Hazardous Waste Collections, E-Cycle, Holiday closings and other special events.		3,000

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Subtotal

121,850

2020-2021 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		573,370
	Rags / Rug Rentals \$1500/month X 12	18,000	
	Water Coolers	3,120	
	5 gallon water containers 10- per week X \$6.00 each X 52 weeks		
	Leachate Treatment	52,000	
	Costs for monitoring, testing and maintaining leachate system (includes laboratory testing) \$1000/week x 52 weeks		
	Brush Grinding	112,500	
	Private contractor to grind brush (two times/year) Assume 7,500 tons x \$15/ton= \$112,500		
	Household Hazardous Waste	120,000	
	Costs for Environmental Company to Package and Remove these special wastes. Estimate \$10,000 / month		
	Wastewater Disposal Fees	203,250	
	Leachate pumped to Opequon Water Reclamation Facility, Based on 25,000,000 gal/year X \$8.13/1000 gal		
	Septage Pump and Haul \$375/month X 12	4,500	
	Rock Crushing Aggregate	60,000	
	*Separate approximately 4,000 tons concrete @ \$15/crushed ton		
	Subtotal		573,370

2020-2021 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	84,700
	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	70,000	
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	444,420

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2020-2021 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		
	Average Monthly Charge \$50/month X 12 X 6	3,600	
	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		22,000
		Subtotal	55,520

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2020-2021 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		6,000
	2006 Chevrolet Colorado (Tag# 130-750L)	600	
	2012 Ford F250 4x4 (Tag# 105-202L)	600	
	2012 Ford F250 4x4 (Tag# 152-325L)	600	
	2015 Ford F350 4x4 (Tag # 187-463L)	600	
	2016 Ford F250 4x4 (Tag# 179-895L)	600	
	2017 Ford F-150 4x4 (Tag# 197-603L)	600	
	2017 Ford F-450 (Litter Buggy, Tag# 205-264 L)	600	
	2018 Ford F-150 (Tag# 201-126L)	600	
	2018 Ford F150 (Tag# 210-035L)	600	
	2019 Ford F-250 (Tag #211-511L)	600	
12-4204-5306	Surety Bonds		40
12--4204-5308-00	General Liability Insurance		7,000
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	40,540

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2020-2021 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: \$12,000/month X 12 months		144,000
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
		Subtotal	607,960

2020-2021 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)	 	 3,000
12-4204-5411-00	Books and Subscriptions Safety Films; On Demand SDS Service	 	 2,000
12-4204-5413-00	Other Operating Supplies Includes miscellaneous specialty tools Based on 5 year average	 10,000	 10,000
12-4204-5413-01	Other Operating Supplies - Gas to Energy Specialty Tools required to perform maintenance Siloxane removal media \$1000/ton X 30 tons	 5,000 30,000	 35,000
		Subtotal	124,830

2020-2021 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 185,000 tons/year. Frederick County - 64.5% = \$119325 Clarke County - 12.7% = \$23495 Winchester - 22.8% = \$42180	119,325 23,495 42,180	185,000
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		340,000
12-4204-5810-00	Payment of Unemployment Claims Estimated Amount		10,000
		Subtotal	559,000

2020-2021 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		20,000
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	5,000	5,000
		Subtotal	55,000

2020-2021 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		3,900,000
	Purchase of Specialty Leachate Media Stone for MSW Cell 3A construction 40,000 Ton x\$30/ton=\$1,200,000	1,200,000	
	Resurface and Painting of Citizens Convenience Center, Tire Storage Pad, and other miscellaneous areas	400,000	
	MSW Cell 3A rock removal (Hetzer Construction Contract)	2,000,000	
	Install wash bay or other storm water related improvements	300,000	
12-4204-9001-00	Lease/Rent Equipment		40,000
		Subtotal	3,940,000
		Total Expenditures	9,634,911
		Total Revenue	8,373,924
		From Landfill Reserve	1,260,987

2020-2021 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		20,000
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	5,000	5,000
		Subtotal	55,000

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		3,900,000
	Purchase of Specialty Leachate Media Stone for MSW Cell 3A construction 40,000 Ton x\$30/ton=\$1,200,000	1,200,000	
	Resurface and Painting of Citizens Convenience Center, Tire Storage Pad, and other miscellaneous areas	400,000	
	MSW Cell 3A rock removal (Hetzer Construction Contract)	2,000,000	
	Install wash bay or other storm water related improvements	300,000	
12-4204-9001-00	Lease/Rent Equipment		40,000
		Subtotal	3,940,000
		Total	3,995,000

22-Nov



MEMORANDUM

TO: Public Works Committee
FROM: Joe C. Wilder, Director of Public Works *JCW*
SUBJECT: Fiscal Year 2020/2021 Budgets
DATE: November 26, 2019

The following is a summary of the proposed Public Works budgets and the projected revenues for Fiscal Year 2020/2021 and the current amended Fiscal Year 2019/2020 budgets:

DISCIPLINE	FY 19/20 AMENDED BUDGETS	FY 20/21 BUDGETS (Proposed)	FY 20/21 PROJECTED REVENUES
Inspections - 3401	1,464,113	1,534,436	1,400,000
Building Appeals Board - 8106	561	561	0
Animal Shelter - 4305	825,255	799,042	83,855
Refuse Collection – 4203	1,885,685	1,727,159	261,145
Refuse Disposal – 10-4204	686,880	651,360	116,700
Litter Control - 4205	28,554	30,333	13,000
Engineering - 4201	424,805	432,426	196,130
General Fund Total	5,315,853	5,175,317	2,070,830
Landfill (12 fund) – 4204 *	11,562,880	9,634,911	8,373,924
Shawneeland - 8108 **	1,446,510	1,146,023	812,880
Public Works Total Budget	18,325,243	15,956,251	11,257,634

*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 2021.

We are proposing no capital requests during Fiscal Year 2021.

Our projected expenditures for Fiscal Year 2021 are \$1,534,436. This is an increase of \$70,323 from Fiscal Year 2020.

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

No projected changes to this budget.

3. Animal Shelter 10-4305-000-000

We are requesting a capital purchase with in the FY2021 budget. Our projected expenditures for Fiscal Year 2021 are \$799,042. This is a decrease of \$26,213 over the current Fiscal Year 2020 budget.

We need to replace an existing sport utility vehicle. We are requesting \$31,000 to purchase a new 4x4 SUV.

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

Our projected expenditures for Fiscal Year 2021 are \$1,727,159. This is a decrease of \$158,526 over the current Fiscal Year 2020 budget amount.

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

We have proposed a Fiscal Year 2021 expenditure amount of \$651,360. This represents a decrease of \$35,520 from the current Fiscal Year 2019 budget.

6. Litter Control 10-4205-000-000

We have proposed a Fiscal Year 2021 expenditure amount of \$30,333. This represents an increase of \$1,779 from the current Fiscal Year 2020 budget.

7. Engineering 10-4201-000-000

We are requesting funding for an Environmental Inspector I position. We currently have a position available in the budget, but it has not been funded for several years.

We are also requesting a capital purchase in the Fiscal Year 2021 budget. If we are approved to fund the Environmental Inspector I position we will need to purchase a new 4x4 pick up truck. We are requesting \$30,000 to purchase the new truck.

We have proposed a Fiscal Year 2021 expenditures of \$432,426. This represents an increase of \$7,621 from the current Fiscal Year 2020 budget.

8. Landfill 12-4204-000-000

We have proposed a Fiscal Year 2021 expenditures of \$9,634,911. This represents a decrease of \$1,927,969 from the current Fiscal Year 2020 budget.

9. Shawneeland 16-8108-000-000

We are proposing no Sanitary District fee increases in Fiscal Year 2021. We have proposed a Fiscal Year 2021 expenditures of \$9,634,911. This represents a decrease of \$1,927,969 from the current Fiscal Year 2020 budget.

10/01/2019 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2019/10	
FUND #-010 GENERAL OPERATING FUND							
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin
		FY/2018	FY/2019	Budget	2019/10	FY2021	Request
034010 -000-000	INSPECTIONS						
034010-1000-000-000	PERSONNEL SERVICES						
034010-1001-000-011	SR PERMIT TECHNICIAN	47,844	49,293	51,233	12,727	51,233	
034010-1001-000-012	SENIOR INSPECTOR	64,779	66,767	69,531	17,268	69,531	
034010-1001-000-013	INSPECTOR	63,303	65,162	67,548	16,788	67,548	
034010-1001-000-014	SR INSPECTOR	60,276	62,114	64,729	16,073	64,730	
034010-1001-000-015	PERMIT TECH. I						
034010-1001-000-016	PERMIT TECHNICIAN	37,812	38,930	40,434	10,046	40,435	
034010-1001-000-017	INSPECTOR	39,443	53,304	55,401	13,763	55,402	
034010-1001-000-018	INSPECTOR III						
034010-1001-000-019	PERMIT TECHNICIAN I						
034010-1001-000-031	ADMINISTRATIVE ASSISTANT	50,863	55,619	57,769	14,353	57,769	
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	29,185	31,350	34,998	8,341	35,360	
034010-1001-000-055	SENIOR DESIGN REVIEW SPECIALIST	62,859	64,775	67,502	16,762	67,503	
034010-1001-000-056	SENIOR DESIGN REVIEW SPECIALIST	56,948	58,672	61,100	15,174	61,101	
034010-1001-000-057	BLDG.OFFICIAL/CODE ADMINISTRAT	86,937	89,604	93,496	23,212	93,496	
034010-1001-000-058	DESIGN REVIEW SPECIALIST			41,250		55,000	
034010-1001-000-059	SENIOR INSPECTOR	67,359	69,453	72,377	17,973	72,378	
034010-1001-000-060	INSPECTOR I						
034010-1001-000-071	SENIOR INSPECTOR						
034010-1001-000-072	INSPECTOR II						
034010-1001-000-073	SENIOR INSPECTOR	54,951	56,358	58,878	14,624	58,878	
034010-1001-000-074	INSPECTOR	51,030	52,560	54,736	13,593	54,736	
034010-1001-000-075	SR.INSPECTOR	63,098	67,528	53,602	13,334	53,602	
034010-1003-000-000	PART-TIME	4,148	10,150	20,000	912	30,000	
034010-1005-000-000	OVERTIME	1,289	48	17,500		20,000	
034010-1007-000-000	INCENTIVE PAY						
034010-1009-000-000	ACCRUED SALARIES		17,420				
	PERSONAL SERVICE	842,124	909,107	982,084	224,943	1,008,702	
034010-2000-000-000	FRINGE BENEFITS						
034010-2001-000-000	F. I. C. A.	61,347	64,990	76,237	16,294	77,166	
034010-2002-000-000	RETIREMENT - V. S. R. S.	76,381	85,361	93,647	22,095	93,857	
034010-2005-000-000	HOSPITAL/MEDICAL PLANS	149,023	172,425	192,402	51,108	239,040	
034010-2006-000-000	GROUP INSURANCE	10,876	11,426	12,531	2,957	12,559	
034010-2008-000-000	SHORT & LONG TERM DISABILITY	992	1,322	1,423	352	1,700	
034010-2011-000-000	WORKER'S COMPENSATION	15,789	16,781	25,419	5,079	24,898	
034010-2013-000-000	EDUCATION - TUITION ASSISTANCE						

034010-2019-000-000	ACCRUED FRINGES		2,607				
	FRINGE BENEFITS	314,408	354,912	401,659	97,885	449,220	
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	4,283	5,779	6,251	878	6,561	
034010-3005-000-000	MAINTENANCE SERVICE CONTRACTS	900	900	2,700		2,689	
034010-3006-000-000	PRINTING AND BINDING	2,370	2,545	2,500	1,345	2,600	
034010-3007-000-000	ADVERTISING						
034010-3010-000-000	OTHER CONTRACTUAL SERVICES						
	PURCHASED SERVICES	7,830	9,224	19,451	2,223	19,850	
034010-4000-000-000	INTERNAL SERVICES						
034010-4001-000-000	DATA PROCESSING SERVICES						
034010-4003-000-002	CENTRAL STORES - GASOLINE	12,702	13,136	17,705	2,417	17,334	
	INTERNAL SERVICES	12,702	13,136	17,705	2,417	17,334	
034010-5204-000-000	POSTAGE AND TELEPHONE	7,646	7,901	8,868	813	8,340	
034010-5305-000-000	MOTOR VEHICLE INSURANCE	5,630	5,619	6,600	5,634	6,600	
034010-5306-000-000	SURETY BONDS	23	22	60	22	60	
034010-5401-000-000	OFFICE SUPPLIES	12,303	13,190	16,950	1,552	13,594	
034010-5408-000-000	VEHICLE AND POWERED EQUIPMENT						
034010-5410-000-000	UNIFORMS AND WEARING APPAREL	522	322	1,650		1,650	
034010-5411-000-000	BOOKS AND SUBSCRIPTIONS	2,614	2,894	2,490	961	2,490	
034010-5413-000-000	OTHER OPERATING SUPPLIES	295	32	500		500	
034010-5414-000-000	MERCHANDISE FOR RESALE						
034010-5506-000-000	TRAVEL	1,053	892	2,136	209	2,136	
034010-5801-000-000	DUES AND ASSOC. MEMBERSHIPS	760	605	1,080	120	1,080	
034010-5806-000-000	RESERVE FOR CONTINGENCIES						
	OTHER CHARGES	30,846	31,477	40,334	9,311	36,450	
034010-8002-000-000	FURNITURE AND FIXTURES						
034010-8003-000-000	COMMUNICATIONS EQUIPMENT						
034010-8005-000-000	MOTOR VEHICLES AND EQUIPMENT	27,379	55,571				
034010-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMENT						
	CAPITAL OUTLAY	27,379	55,571			0	
034010-9001-000-000	LEASE/RENT OF EQUIPMENT	2,869	2,869	2,880	478	2,880	
	OTHER USES OF FUNDS	2,869	2,869	2,880	478	2,880	
	TOTAL DEPARTMENT	1,238,158	1,376,296	1,464,113	337,257	1,534,436	

2020-2021 Budget Information - Revenues

DEPARTMENT Inspections		DEPARTMENT CODE 3401				
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
GF 1303-08	Building Permits	Building Permits				1,173,750
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

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
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	

10/01/2019 COUNTY OF FREDERICK		- BUDGET -			EXPENSE		ACCOUNTING PERIOD 2019/10	
FUND #-010 GENERAL OPERATING FUND								
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin	
		FY/2018	FY/2019	Budget	2019/10	FY2021	Request	
043050	-000-000	ANIMAL SHELTER						
043050-1000-000-000		PERSONNEL SERVICES						
043050-1001-000-002		ANIMAL SHELTER MANAGER	72,893	75,108	78,293	19,441	78,293	
043050-1001-000-003		ASST. ANIMAL SHELTER MANAGER	57,433	59,202	61,676	15,316	61,676	
043050-1001-000-004		SR ANIMAL CARETAKER	40,675	41,890	43,586	10,826	43,586	
043050-1001-000-005		ANIMAL CARETAKER		27,352	28,353	7,047	28,354	
043050-1001-000-006		SECRETARY	37,917	39,848	41,437	10,293	41,437	
043050-1001-000-092		SR ANIMAL CARETAKER	34,372	35,416	36,874	9,158	36,875	
043050-1001-000-093		SR ANIMAL CARETAKER	35,280	36,334	37,804	9,390	37,805	
043050-1001-000-094		ANIMAL CARETAKER	27,196	28,008	29,124	7,235	27,790	
043050-1003-000-000		PART TIME HELP	40,679	33,266	56,160	8,354	65,000	
043050-1005-000-000		OVERTIME	178	801	5,000	84	5,000	
043050-1009-000-000		ACCRUED SALARIES		13,167				
		PERSONAL SERVICE	346,623	390,392	418,307	97,144	425,816	
043050-2000-000-000		FRINGE BENEFITS						
043050-2001-000-000		F.I.C.A.	24,620	27,062	32,000	7,000	32,575	
043050-2002-000-000		RETIREMENT - V.S.R.S.	28,130	33,595	34,964	8,741	34,834	
043050-2005-000-000		HOSPITAL/MEDICAL PLANS	90,621	98,154	111,728	25,697	111,820	
043050-2006-000-000		GROUP INSURANCE	4,006	4,495	4,678	1,170	4,661	
043050-2008-000-000		SHORT & LONG TERM DISABILITY	161	327	360	79	310	
043050-2011-000-000		WORKER'S COMPENSATION	4,437	4,826	6,023	1,398	6,089	
043050-2013-000-000		EDUCATION - TUITION ASSISTANCE						
043050-2019-000-000		ACCRUED FRINGES		1,178				
		FRINGE BENEFITS	151,975	169,637	189,753	44,085	190,289	
043050-3001-000-000		PROFESSIONAL HEALTH SERVICES	23,753	39,532	27,451	4,065	24,000	
043050-3001-000-001		PROFESSIONAL SERVICES - DONATI			13,642	1,672	2,355	
043050-3002-000-000		PROFESSIONAL SERVICES - OTHER	14,300	9,810	15,500	1,580	15,500	
043050-3002-000-001		CITIZEN ASSISTANCE PROGRAM						
043050-3002-000-002		PROF. SERV.-ENGINEERING/DESIGN	50,773	34,325	22,401	1,835		
043050-3003-000-000		TEMPORARY HELP SERVICE FEES						
043050-3004-000-000		REPAIR AND MAINTENANCE	10,113	3,459	10,000	480	10,000	
043050-3004-000-002		REPAIR AND MAINTENANCE - VEHIC	603	1,764	2,200		2,200	
043050-3004-000-003		REPAIRS AND MAINTENANCE-BUILDI	951	1,600	1,940	839	1,940	
043050-3005-000-000		MAINTENANCE SERVICE CONTRACTS	170		365		365	
043050-3006-000-000		PRINTING AND BINDING	787	845	1,500		1,500	
043050-3007-000-000		ADVERTISING	928	898	1,200		1,200	
043050-3010-000-000		OTHER CONTRACTUAL SERVICES	5,917	6,025	9,400	415	9,400	
		PURCHASED SERVICES	108,295	98,258	105,599	10,886	68,460	
043050-4000-000-000		INTERNAL SERVICES						
043050-4003-000-001		CENTRAL STORES-COPIES						
043050-4003-000-002		CENTRAL STORES-GASOLINE	963	1,264	1,325	222	2,120	

	INTERNAL SERVICES	963	1,264	1,325	222	2,120	
043050-5100-000-000	UTILITIES						
043050-5101-000-000	ELECTRICAL SERVICES	18,861	20,560	27,684	4,775	28,236	
043050-5102-000-000	HEATING SERVICES	8,025	9,008	11,628	166	11,856	
043050-5103-000-000	WATER AND SEWER	5,401	6,615	7,860	548	8,016	
043050-5204-000-000	POSTAGE AND TELEPHONE	150	137	236	25	236	
043050-5301-000-000	BOILER INSURANCE	253	272	400	275	400	
043050-5302-000-000	FIRE INSURANCE	2,388	2,383	3,000	2,402	3,400	
043050-5305-000-000	MOTOR VEHICLE INSURANCE	1,535	1,022	1,800	1,024	1,800	
043050-5306-000-000	SURETY BONDS	40	45	55	43	55	
043050-5308-000-000	GENERAL LIABILITY INSURANCE						
043050-5401-000-000	OFFICE SUPPLIES	1,927	3,549	2,780		2,780	
043050-5402-000-001	DOG FOOD	33	63	2,500	46	2,500	
043050-5402-000-003	CAT FOOD	271	143	1,800	298	2,000	
043050-5404-000-000	MEDICAL AND LABORATORY SUPPL	8,173	7,951	12,220	1,955	12,220	
043050-5405-000-000	LAUNDRY/HOUSEKEEPING AND JANIT	7,506	9,191	15,000	1,636	15,000	
043050-5407-000-000	REPAIR AND MAINTENANCE SUPPL	2,629	2,518	5,580	176	5,580	
043050-5408-000-000	VEHICLE & POWERED EQUIPMENT SU						
043050-5410-000-000	UNIFORMS AND WEARING APPAREL		30	250		250	
043050-5413-000-000	OTHER OPERATING SUPPLIES	15,730	12,843	15,682	1,956	16,232	
043050-5506-000-000	TRAVEL	280	2,091	1,375		1,375	
043050-5801-000-000	DUES AND ASSOC. MEMBERSHIPS	90	90	421		421	
043050-5802-000-000	CLAIMS & BOUNTIES						
	OTHER CHARGES	73,292	78,511	110,271	15,325	112,357	
043050-8001-000-000	MACHINERY AND EQUIPMENT						
043050-8002-000-000	FURNITURE AND FIXTURES						
043050-8005-000-000	MOTOR VEHICLES AND EQUIPMENT						
043050-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMENT						
043050-8009-000-000	MISCELLANEOUS EQUIPMENT						
043050-8011-000-000	ALTERATIONS TO OLD BUILDINGS						
043050-8800-000-000	BUILDINGS						
	CAPITAL OUTLAY					0	
	TOTAL DEPARTMENT	681,148	738,062	825,255	167,662	799,042	

2020-2021 BUDGET INFORMATION - REVENUES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE				4305
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		FEES/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
16060-002	Donations, Adoption/Reclaim Fees	66,000				66,000
16060-003	Spay/Neuter Fees/State Funds	15,500	2,355			17,855
	Total	81,500	2,355			83,855

2020-2021 CAPITAL REQUESTS

DEPARTMENT ANIMAL SHELTER		DEPARTMENT CODE 4305	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4305-8005-00	<p>Current Model Year Ford Explorer 4WD</p> <p>New vehicle would replace a 2003 Chevy Blazer. Current vehicle is deteriorating and requiring expensive repairs. Recent repairs have totaled approximately \$5,000. Vehicle is used in inclement weather, when shelter van is not available, for transporting more than two people, and for local trips.</p>	31,000	31,000

10/01/2019 COUNTY OF FREDERICK		- B U D G E T -			E X P E N S E		ACCOUNTING PERIOD 2019/10	
FUND #-010 GENERAL OPERATING FUND								
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin	
		FY/2018	FY/2019	Budget	2019/10	FY2021	Request	
042030 -000-000	REFUSE COLLECTION							
042030-1001-000-001	SOLID WASTE MANAGER	67,571	71,801	74,897	18,595	74,897		
042030-1001-000-002	SOLID WASTE COORDINATOR	56,381	58,082	60,439	15,012	60,440		
042030-1001-000-003	ASST. CONV. SITE SUPR.		34,243	35,525	8,828	35,525		
042030-1001-000-004	LABORER II							
042030-1003-000-000	COMPACTOR SITE - PART TIME	331,270	314,435	345,020	90,136	360,568		
042030-1005-000-000	OVERTIME	7,332	5,258	13,799	2,605	14,348		
042030-1009-000-000	ACCRUED SALARIES		5,423					
	PERSONAL SERVICE	462,554	489,242	529,680	135,176	545,778		
042030-2000-000-000	FRINGE BENEFITS							
042030-2001-000-000	F.I.C.A.	34,831	36,516	40,522	10,246	41,752		
042030-2002-000-000	RETIREMENT - V.S.R.S.	11,064	16,250	16,727	4,182	16,727		
042030-2005-000-000	HOSPITAL - MEDICAL PLANS	33,146	35,213	38,648	11,710	51,820		
042030-2006-000-000	GROUP INSURANCE	1,575	2,150	2,238	560	2,238		
042030-2008-000-000	SHORT & LONG TERM DISABILITY		202	210	49	195		
042030-2011-000-000	WORKER'S COMPENSATION	21,073	21,777	25,115	6,060	28,337		
042030-2019-000-000	ACCRUED FRINGES		2,030					
	FRINGE BENEFITS	101,689	114,138	123,460	32,807	141,069		
042030-3002-000-000	PROFESSIONAL SERVICES	39,567	8,750	91,250		35,000		
042030-3003-000-000	TEMPORARY HELP SERVICE FEES							
042030-3004-000-001	REPAIR & MAINTENANCE - EQUIP.	13,146	9,089	23,000	562	23,000		
042030-3004-000-002	REPAIR & MAINTENANCE - VEHICLE	4,554	6,373	5,152	632	11,152		
042030-3004-000-003	REPAIR AND MAINTENANCE -BUILD	22,152	64,497	201,772		14,720		
042030-3005-000-000	MAINTENANCE SERVICE CONTRACTS							
042030-3006-000-000	PRINTING AND BINDING	1,933	2,557	2,810	2,125	4,125		
042030-3007-000-000	ADVERTISING	5,230	4,583	5,712		5,712		
042030-3010-000-000	OTHER CONTRACTUAL SERVICES	545,538	561,287	677,991	4,314	864,396		
	PURCHASED SERVICES	632,120	657,136	1,007,687	7,633	958,105		
042030-4003-000-002	CENTRAL STORES - GASOLINE	5,916	6,343	10,425	1,042	9,455		
	INTERNAL SERVICES	5,916	6,343	10,425	1,042	9,455		
042030-5100-000-000	UTILITIES							
042030-5101-000-000	ELECTRICAL SERVICES	13,588	13,255	14,268	1,061	14,268		
042030-5103-000-000	WATER AND SEWAGE			57,976		900		
042030-5204-000-000	POSTAGE AND TELEPHONE	1,703	2,276	2,920	136	3,260		
042030-5302-000-000	FIRE & PROPERTY INSURANCE	1,190	1,190	1,500	1,192	950		
042030-5305-000-000	MOTOR VEHICLE INSURANCE	2,047	2,554	3,000	2,561	3,000		
042030-5401-000-000	OFFICE SUPPLIES	1,710	1,404	1,941	247	1,481		
042030-5405-000-000	LAUNDRY/HOUSEKEEPING SUPPLIES	1,351	1,984	3,291	401	3,271		
042030-5407-000-000	REPAIR AND MAINTENANCE SUPPL	9,920	12,548	11,053	1,758	12,412		
042030-5408-000-000	VEHICLE & POWERED EQUIP. SUPPL	3,786	683	1,000	110	1,200		
042030-5408-000-002	VEHICLE FUELS & LUBRICANTS	5,676	4,333	10,080	1,398	10,080		

042030-5410-000-000	UNIFORMS	260	602	700		700	
042030-5411-000-000	BOOKS AND SUBSCRIPTIONS	110	547	130	11	130	
042030-5412-000-000	EDUCATIONAL & RECREATIONAL SUP	3,383	1,259	3,875	2,472	4,475	
042030-5412-000-001	EDUCATIONAL SUPPLIES - GRANT						
042030-5413-000-000	OTHER OPERATING SUPPLIES	2,613	13,462	4,284	637	4,500	
042030-5415-000-000	OTHER EXPENSES(RECYCLING GRANT						
042030-5416-000-000	POSTER COMPETITION						
042030-5506-000-000	TRAVEL	49	1,003	1,500		1,500	
042030-5801-000-000	DUES AND ASSOC. MEMBERSHIPS	212	537	375		225	
	OTHER CHARGES	47,598	57,637	117,893	11,984	62,352	
042030-8001-000-000	MACHINERY AND EQUIPMENT						
042030-8002-000-000	FURNITURE AND FIXTURES						
042030-8005-000-000	MOTOR VEHICLES AND EQUIPMENT						
042030-8006-000-000	CONSTRUCTION VEHICLES AND EQUI	16,860	75,300				
042030-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMENT						
042030-8700-000-000	LAND						
042030-8800-000-000	BUILDINGS						
042030-8900-000-000	IMPROVEMENTS OTHER THAN BUILDING	1,058,992	309,789	89,200			
	CAPITAL OUTLAY	1,075,852	385,089	89,200		0	
042030-9001-000-000	LEASE/RENT OF EQUIPMENT	734	988	1,320	173	2,400	
042030-9003-000-000	LEASE/RENT OF LAND	6,000	6,000	6,020	6,000	8,000	
	OTHER USES OF FUNDS	6,734	6,988	7,340	6,173	10,400	
	TOTAL DEPARTMENT	2,332,463	1,716,573	1,885,685	194,815	1,727,159	

2020-2021 BUDGET INFORMATION - REVENUES

DEPARTMENT		DEPARTMENT CODE				4203
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		FEES/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
1899-22	From Landfill Budget 5604 line item \$1/ton @ 185,000 tons @ 64.5%					119,325
1904-01	Clarke Container Fees Stephenson (9%) \$614/mo x 12 Double Toll Gate (37%) \$2294/mo x 12 Landfill (13%) \$2172/mo x 12 Greenwood (1%) \$107/mo x 12	7,368 27,528 26,064 1,284				62,244
1904-03	Winchester Container Fees Landfill (23%) \$3840/mo x 12	46,080				46,080

2020-2021 BUDGET INFORMATION - REVENUES

DEPARTMENT		DEPARTMENT CODE				4203
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		FEES/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
1906-06	Recycling Rebate/Commodities Recycling Reimbursement/Clarke Sale of Rain Barrels/Compost Bins resale of units at cost to residents; encourage conservation					21,700 8,000 1,300
1904-12	Payments/Bowman Library \$208/mo x 12					2,496
						261,145

2020-2021 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 a repair and maintenance area for solid waste coordinator and staff; replace multiple small wooden sheds currently used for equipment storage; provide garage parking for trucks, blows, blowers particularly during storm events; excavate footings under existing slab; size 30 x 60 feet		60,000
			60,000

10/01/2019 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2019/10	
FUND #-010 GENERAL OPERATING FUND							
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin
		FY/2018	FY/2019	Budget	2019/10	FY2021	Request
042040 -000-000	REFUSE DISPOSAL						
042040-3009-000-004	COUNTY PAYMENTS - CITIZENS COL	534,281	614,476	686,880	112,573	651,360	
042040-3010-000-000	OTHER CONTRACTUAL SERVICES						
	PURCHASED SERVICES	534,281	614,476	686,880	112,573	651,360	
042040-8001-000-000	MACHINERY AND EQUIPMENT						
042040-8002-000-000	FURNITURE AND FIXTURES						
042040-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMENT						
	CAPITAL OUTLAY					0	
	TOTAL DEPARTMENT	534,281	614,476	686,880	112,573	651,360	

2020-2021 BUDGET INFORMATION - REVENUES

DEPARTMENT		DEPARTMENT CODE				4204
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		FEES/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
1904-04	Clarke County (reimbursement)					
	Stephenson (9%) \$321 x 12					3,852
	Double Toll Gate (37%) \$985 x 12					11,820
	Landfill (13%) \$3022 x 12					36,264
	Greenwood (1%) \$50 x 12					600
	City of Winchester (reimbursement)					
	Landfill (23%) \$5347 x 12					64,164
						116,700

10/01/2019 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2019/10	
FUND #-010 GENERAL OPERATING FUND							
		Prior Years FY/2018	Prior Years FY/2019	Amended Budget	Actual On 2019/10	Dept Request FY2021	Admin Request
042050 -000-000	LITTER CONTROL - GRANT						
042050-1001-000-004	LITTER CREW - LABORER II						
042050-1003-000-000	LITTER CREW - PART-TIME	10,231	10,038	15,925	3,263	16,900	
042050-1005-000-000	OVERTIME						
042050-1009-000-000	MERIT RESERVE						
	PERSONAL SERVICE	10,231	10,038	15,925	3,263	16,900	
042050-2000-000-000	FRINGE BENEFITS						
042050-2001-000-000	F. I. C. A.	783	768	1,218	250	1,293	
042050-2011-000-000	WORKER'S COMPENSATION	628	616	970	199	1,029	
	FRINGE BENEFITS	1,411	1,384	2,188	449	2,322	
042050-3004-000-002	REPAIR AND MAINTENANCE-VEHICLE	1,716	1,224	2,000		2,000	
042050-3006-000-000	PRINTING AND BINDING	259	342	300		300	
042050-3007-000-000	ADVERTISING	330	490	1,125		1,125	
042050-3010-000-000	OTHER CONTRACTED SERVICES						
	PURCHASED SERVICES	2,305	2,056	3,425		3,425	
042050-4000-000-000	INTERNAL SERVICES						
042050-4003-000-002	CENTRAL STORES - GASOLINE	1,531	1,614	2,014	314	2,380	
	INTERNAL SERVICES	1,531	1,614	2,014	314	2,380	
042050-5204-000-000	POSTAGE AND TELEPHONE	100	9	100		100	
042050-5214-000-000	LITTERTHON PROGRAM		1,978				
042050-5214-000-001	WALK YOUR HUMAN PROGRAM						
042050-5214-000-002	SECURE YOUR LOAD PROGRAM						
042050-5305-000-000	MOTOR VEHICLE INSURANCE	512	511	600	512	600	
042050-5401-000-000	OFFICE SUPPLIES						
042050-5405-000-000	LAUNDRY/HOUSEKEEPING AND JANIT	1,144	1,664	2,003	9	2,053	
042050-5407-000-000	REPAIR & MAINTENANCE SUPPLIES		375	724	451	849	
042050-5408-000-000	VEHICLE AND POWERED EQUIPMENT	98	5	200		200	
042050-5410-000-000	UNIFORMS						
042050-5412-000-000	EDUCATIONAL SUPPLIES	266	718	675		675	
042050-5413-000-000	OTHER OPERATING SUPPLIES	364	305	700	29	750	
042050-5506-000-000	TRAVEL						
042050-5600-000-000	CONTRIBUTIONS TO CIVIC & COMMU						
042050-5604-000-000	OTHER PAYMENTS TO CIVIC ORGAN						
	OTHER CHARGES	2,484	5,565	5,002	1,001	5,227	
042050-8005-000-000	MOTOR VEHICLES AND EQUIPMENT						
	CAPITAL OUTLAY					0	
	TOTAL DEPARTMENT	17,962	20,657	28,554	5,027	30,254	

2020-2021 BUDGET INFORMATION - REVENUES

DEPARTMENT		DEPARTMENT CODE				4205
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		FEES/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
2404-0007	Litter Control Grant/DEQ					13,000
						13,000

10/01/2019 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2019/10	
FUND #-010 GENERAL OPERATING FUND							
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin
		FY/2018	FY/2019	Budget	2019/10	FY2021	Request
042010 -000-000	GENERAL ENGINEERING/ADMIN						
042010-1000-000-000	PERSONNEL SERVICES						
042010-1001-000-002	SR PROJECT MANAGER	69,959	72,048	74,935	18,614	74,936	
042010-1001-000-003	ENVIRONMENTAL PGM ADMN	53,267	54,885	57,084	14,180	57,085	
042010-1001-000-004	CIVIL ENGINEER	60,817	77,129	80,220	19,926	80,220	
042010-1001-000-005	DEPUTY DIRECTOR						
042010-1001-000-006	ENVIRONMENTAL INSPECTOR I						
042010-1001-000-036	ADMINISTRATIVE ASST.	56,538	60,438	62,934	15,629	62,934	
042010-1001-000-037	SECRETARY I						
042010-1003-000-000	COMPACTOR OPERATOR						
042010-1005-000-000	OVERTIME						
042010-1009-000-000	ACCRUED SALARIES		7,832				
	PERSONAL SERVICE	240,581	272,332	275,173	68,349	275,175	
042010-2000-000-000	FRINGE BENEFITS						
042010-2001-000-000	F. I. C. A.	17,186	19,127	21,050	4,881	21,051	
042010-2002-000-000	RETIREMENT - V. S. R. S.	21,713	25,857	26,939	6,735	26,940	
042010-2005-000-000	HOSPITAL/MEDICAL PLANS	55,193	57,570	62,864	15,950	70,260	
042010-2006-000-000	GROUP INSURANCE	3,092	3,465	3,604	901	3,605	
042010-2008-000-000	SHORT & LONG TERM DISABILITY	332	455	470	110	440	
042010-2011-000-000	WORKER'S COMPENSATION	4,727	5,239	6,635	1,648	6,551	
042010-2013-000-000	EDUCATION - TUITION ASSISTANCE						
042010-2019-000-000	ACCRUED FRINGES		785				
	FRINGE BENEFITS	102,243	112,498	121,562	30,225	128,847	
042010-3002-000-000	PROFESSIONAL SERVICES-OTHER						
042010-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.			600		600	
042010-3004-000-002	REPAIR AND MAINTENANCE-VEHICLE	831	2,560	4,550		4,550	
042010-3004-000-003	REPAIR AND MAINTENANCE BLDGS.&						
042010-3005-000-000	MAINTENANCE SERVICE CONTRACTS	153					
042010-3007-000-000	ADVERTISING						
042010-3010-000-000	OTHER CONTRACTUAL SERVICES						
	PURCHASED SERVICES	984	2,560	5,150		5,150	
042010-4000-000-000	INTERNAL SERVICES						
042010-4003-000-002	CENTRAL STORES - GASOLINE	3,117	2,917	4,638	446	4,638	
	INTERNAL SERVICES	3,117	2,917	4,638	446	4,638	
042010-5204-000-000	POSTAGE AND TELEPHONE	3,693	3,754	4,680	346	4,680	
042010-5305-000-000	MOTOR VEHICLE INSURANCE	2,047	2,043	2,400	2,049	2,400	
042010-5401-000-000	OFFICE SUPPLIES	5,973	5,878	2,912	1,260	4,016	
042010-5407-000-000	REPAIR/MAINTENANCE SUPPLIES						
042010-5408-000-000	VEHICLE AND POWERED EQUIPMENT						
042010-5411-000-000	BOOKS AND SUBSCRIPTIONS			250		250	
042010-5412-000-000	EDUCATIONAL SUPPLIES						

042010-5413-000-000	OTHER OPERATING SUPPLIES	55	1,401	2,540	136	1,870	
042010-5413-000-001	ROAD AND STREET MATERIALS						
042010-5506-000-000	TRAVEL	3,868	1,277	4,000	333	4,000	
042010-5801-000-000	DUES AND ASSOC. MEMBERSHIPS	292	223	400		400	
	OTHER CHARGES	15,928	14,576	17,182	4,124	17,616	
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		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		28,408			0	
042010-9001-000-000	LEASE/RENT OF EQUIPMENT			1,100	173	1,000	
	OTHER USES OF FUNDS			1,100	173	1,000	
	TOTAL DEPARTMENT	362,853	433,291	424,805	103,317	432,426	

2020-2021 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					
	513 Single Family Dwell. @\$209/permit	107,217				
	106 Townhouse Rows @\$50/unit	5,300				
	1 Duplex Row @\$209/row	209				
	Commercial/Industrial permits	63,404				
1907-02	Reimbursement	20,000				
	Reimbursement from Shawneeland Sanitary District for a portion of the engineering services provided by the engineering staff.					
						196,130

REVISED: 11/26/2019

2020-2021 CAPITAL REQUESTS

DEPARTMENT **Engineering**

DEPARTMENT CODE **10-4201**

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4201-8005-00	One (1) crew cab 4x4 pickup truck (This vehicle is for the new position requested during this budget cycle)	30,000	30,000

REVISED: 11/26/2019

2020-2021 NEW POSITION REQUEST

DEPARTMENT ENGINEERING

DEPARTMENT CODE 10-4201

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 ONLY****

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4201-1002-00	Environmental Inspector	45,563	45,563
10-4201-2001-00	F.I.C.A.	3,486	3,486
10-4201-2002-00	Retirement - V.R.S.	4,461	4,461
10-4201-2005-00	Hospital/Medical Plans	13,440	13,440
10-4201-2006-00	Group Insurance	597	597
10-4201-2008-00	Short and Long Term Disability	241	241
10-4201-2011-00	Worker's Compensation	1,394	1,394
10-4201-8005-00	Vehicle	30,000	30,000
10-4201-5401-00	Computer	1,200	1200
	Total Cost for New Position		100,382

REVISED: 11/26/2019

10/01/2019 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2019/10	
FUND #-012 FRED. WINC. LANDFILL FUND							
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin
		FY/2018	FY/2019	Budget	2019/10	FY2021	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	85,222	87,846	91,741	22,773	91,742	
042040-1001-000-003	ENVIRONMENTAL MANAGER	63,596	65,600	68,462	16,996	68,462	
042040-1001-000-004	ADMINISTRATIVE COSTS	128,040	131,956	137,620	34,169	137,620	
042040-1001-000-005	HEAVY EQUIPMENT MECHANIC	67,432	69,522	72,414	17,983	72,414	
042040-1001-000-036	SECRETARY III						
042040-1001-000-056	SCALE OPERATOR	39,072	40,247	41,835	10,393	41,835	
042040-1001-000-057	ADMINISTRATIVE ASSISTANT	45,195	46,596	48,534	12,053	48,535	
042040-1001-000-058	ASST.CONVENIENCE CENTER SUPER.	29,410	35,803	37,756	9,378	37,756	
042040-1001-000-066	SPOTTER	24,376	24,380	35,341	5,276	31,775	
042040-1001-000-067	MAINTENANCE MECHANIC ASSISTANT	34,016	35,032	36,414	9,046	36,414	
042040-1001-000-068	CONVENIENCE SITE ATTENDANT	30,712	31,635	32,928	8,178	32,929	
042040-1001-000-069	LANDFILL TECHNICIAN	34,106	34,523	35,075	8,746	35,075	
042040-1001-000-070	SR LANDFILL TECHNICIAN	42,558	45,298	47,274	11,736	47,274	
042040-1001-000-071	SR LANDFILL TECHNICIAN	13,842	42,774	44,462	11,045	44,463	
042040-1001-000-072	LANDFILL TECHNICIAN	39,464	40,602	41,251	10,286	41,252	
042040-1001-000-081	LANDFILL TECH	34,264	22,904	35,270	7,363	35,341	
042040-1001-000-082	LANDFILL TECHNICIAN	40,756	42,019	43,792	10,874	43,792	
042040-1001-000-083	LFG TO ENERGY PLANT OPER.	57,760	59,551	62,064	15,411	62,064	
042040-1001-000-084	LANDFILL TECHNICIAN			37,000	2,467	36,300	
042040-1001-000-085	LABORER I 1/2						
042040-1001-000-086	LANDFILL OPERATIONS SUPV	63,187	67,315	70,252	17,441	70,252	
042040-1001-000-087	LABORER II						
042040-1001-000-088	LANDFILL TECHNICIAN	30,012	34,977	36,311	9,022	36,312	
042040-1001-000-089	SPOTTER	28,417	31,916	33,088	8,223	33,089	
042040-1001-000-090	CONVENIENCE SITE SUPERVISOR	24,695	41,883	43,536	10,815	43,536	
042040-1001-000-091	CONVENIENCE SITE ATTENDANT	28,676	29,524	30,650	7,616	30,650	
042040-1001-000-092	LABORER II						
042040-1001-000-093	SR LANDFILL TECHNICIAN	46,184	47,606	49,586	12,314	49,587	
042040-1001-000-094	ENVIRONMENTAL SAFETY TECH.	44,083	47,344	49,178	12,218	49,179	
042040-1001-000-095	LANDFILL TECHNICIAN	35,881	36,935	38,366	9,532	38,366	
042040-1001-000-096	LANDFILL TECHNICIAN	33,718	36,138	37,620	9,343	37,620	
042040-1001-000-097	LABORER	17,559	27,748	28,806	7,157	28,806	
042040-1001-000-098	LABORER						
042040-1003-000-000	PART TIME/EXTRA HELP	69,813	54,582	100,620	20,780	100,620	
042040-1005-000-000	OVERTIME	51,266	65,344	74,121	18,577	74,121	
042040-1005-000-001	OVERTIME - INVESTIGATIVE						
042040-1009-000-000	ACCRUED SALARIES		26,975				

042040-1099-000-000	CHANGE IN ACCRUED LEAVE	14,545	2,795				
	PERSONAL SERVICE	1,297,857	1,407,370	1,541,367	367,211	1,537,181	
042040-2000-000-000	FRINGE BENEFITS						
042040-2001-000-000	F. I. C. A.	93,967	100,121	117,461	26,676	117,301	
042040-2002-000-000	RETIREMENT - V. S. R. S.	105,015	123,067	133,495	32,494	133,383	
042040-2005-000-000	HOSPITAL/MEDICAL PLANS	294,336	348,208	396,048	96,428	433,320	
042040-2006-000-000	GROUP INSURANCE	14,953	16,484	17,863	4,348	17,848	
042040-2007-000-000	ACCRUED VACATION PAY						
042040-2008-000-000	SHORT & LONG TERM DISABILITY	2,242	2,856	3,118	714	3,050	
042040-2011-000-000	WORKER'S COMPENSATION	49,492	54,322	59,074	16,429	65,038	
042040-2013-000-000	EDUCATION - TUITION ASSISTANCE						
042040-2019-000-000	ACCRUED FRINGES		3,968				
042040-2099-000-000	FRINGE BENEFIT RESERVE						
	FRINGE BENEFITS	560,005	649,026	727,059	177,089	769,940	
042040-3001-000-000	PROFESSIONAL HEALTH SERVICES	240	66	1,500		1,500	
042040-3002-000-000	PROFESSIONAL SERVICES OTHER	471,431	695,985	500,000	122,513	605,000	
042040-3002-000-001	STATE PERMIT FEES	43,403	54,480	141,600	41,157	46,800	
042040-3002-000-002	PROFESSIONAL SVC - INVESTIGATI						
042040-3003-000-000	TEMPORARY HELP SERVICE FEES						
042040-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.	88,501	55,789	130,000	5,176	100,000	
042040-3004-000-002	REPAIR AND MAINTENANCE - VEHICLE	2,819	5,168	12,000	1,092	12,000	
042040-3004-000-003	REPAIR AND MAINTENANCE - BUILDING	13,549	63,625	30,000	289	40,000	
042040-3004-000-004	REPAIR AND MAINTENANCE-GENERATOR	36,005	30,072	80,000		80,000	
042040-3005-000-000	MAINTENANCE SERVICE CONTRACTS	19,154	23,551	30,350	4,535	32,350	
042040-3005-000-001	GENERATOR OIL SAMPLING	2,726	2,843	6,500		6,500	
042040-3007-000-000	ADVERTISING	2,398	1,415	3,000	345	3,000	
042040-3010-000-000	OTHER CONTRACTUAL SERVICES	498,359	738,456	542,520	24,970	658,070	
042040-3010-000-001	CONTRACTUAL SERV. - TIRE PROGR	93,114	105,604	171,720	28,735	171,720	
042040-3010-000-002	RTOP OPERATIONAL COSTS						
042040-3010-000-003	REGIONAL ELECTRONICS RECYCLING	98,800	57,000	100,000	15,200	100,000	
	PURCHASED SERVICES	1,370,499	1,834,054	1,749,190	244,012	1,856,940	
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	188				
	INTERNAL SERVICES	136	188			0	
042040-5100-000-000	UTILITIES						
042040-5101-000-000	ELECTRICAL SERVICES	38,422	49,012	50,000	3,827	50,000	
042040-5101-000-001	ELECTRICAL SRV.-INTERCONNECTION	23,114	22,828	26,000	1,916	26,000	
042040-5102-000-000	HEATING SERVICES	12,452	10,255	12,000	67	12,000	
042040-5204-000-000	POSTAGE AND TELEPHONE	14,304	12,598	30,360	1,212	30,360	
042040-5204-000-001	POSTAGE AND SHIPPING-GENERATOR	1,302	731	2,160	42	2,160	
042040-5301-000-000	BOILER INSURANCE	738	813	1,000	965	1,000	
042040-5302-000-000	FIRE INSURANCE	16,374	17,789	18,000	20,389	22,000	
042040-5305-000-000	MOTOR VEHICLE INSURANCE	5,118	5,108	5,625	6,146	6,000	
042040-5306-000-000	SURETY BONDS	29	28	40	27	40	

042040-5308-000-000	GENERAL LIABILITY INSURANCE	5,743	5,989	6,500	6,705	7,000
042040-5308-000-001	GENERAL LIABILITY INSURANCE					
042040-5401-000-000	OFFICE SUPPLIES	7,954	9,183	10,000	1,254	10,000
042040-5403-000-000	AGRICULTURAL SUPPLIES	1,017	1,223	15,000		15,000
042040-5404-000-000	MEDICAL AND LABORATORY SUPPL	1,850	1,763	2,500	71	2,500
042040-5405-000-000	LAUNDRY & JANITORIAL SUPPLIES	2,718	2,015	6,000	321	6,000
042040-5407-000-000	REPAIR AND MAINTENANCE SUPPL	23,370	26,944	30,000	113	30,000
042040-5408-000-000	VEHICLE AND POWERED EQUIPMENT	83,718	84,271	180,000	27,309	144,000
042040-5408-000-001	VEHICLES-TIRES AND PARTS	861	2,363	4,500		4,500
042040-5408-000-002	VEHICLE-FUELS AND LUBRICANTS	192,393	215,434	323,460	36,632	323,460
042040-5408-000-003	GENERATOR SPARE PARTS	57,064	44,232	100,000		100,000
042040-5408-000-004	GENERATOR LUBRICANTS	45,287	37,357	51,380		51,380
042040-5410-000-000	UNIFORMS	5,341	5,752	24,600	813	23,450
042040-5410-000-001	SAFETY EQUIPMENT	2,086	818	4,500	357	3,000
042040-5411-000-000	BOOKS & SUBSCRIPTIONS	850	568	1,500	585	2,000
042040-5413-000-000	OTHER OPERATING SUPPLIES	10,341	5,671	12,000	665	10,000
042040-5413-000-001	OTHER OPERATING SUPPLIES-GENER	31,211	1,899	40,000	21	35,000
042040-5506-000-000	TRAVEL	1,955	5,087	12,000	750	12,000
042040-5506-000-001	LANDFILL GAS GENERATOR TRAINING	1,489		10,000		10,000
042040-5604-000-000	OTH. PAYMENTS OR CONTRIBUTIONS	187,857	191,745	175,000		185,000
042040-5801-000-000	DUES AND ASSOC.MEMBERSHIPS	1,271	1,215	2,000	1,165	2,000
042040-5806-000-000	RESERVE FOR CONTINGENCIES					
042040-5806-000-001	POST CLOSURE COSTS	318,524	463,564	320,000		340,000
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	1,094,753	1,226,255	1,486,125	111,352	1,475,850
042040-8001-000-000	MACHINERY AND EQUIPMENT					
042040-8002-000-000	FURNITURE AND FIXTURES					
042040-8003-000-000	COMMUNICATIONS EQUIPMENT			40,000		20,000
042040-8005-000-000	MOTOR VEHICLES AND EQUIPMENT					
042040-8006-000-000	CONSTRUCTION VEHICLES & EQUIP.			1,221,172	31,173	
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		5,000
042040-8700-000-000	LAND					
042040-8800-000-000	BUILDINGS					
042040-8900-000-000	IMPROVEMENTS OTHER THAN BUILDING			4,714,069	340,615	3,900,000
042040-8900-000-001	SITE DEVELOPMENT					
042040-8901-000-000	LOSS ON DISPOSAL					
042040-8999-000-000	INTEREST EXPENSE					
	CAPITAL OUTLAY			6,015,241	371,788	3,955,000
042040-9000-000-000	DEPRECIATION					
042040-9001-000-000	LEASE/RENT OF EQUIPMENT	11,583	20,185	40,000		40,000
042040-9500-000-000	DEPRECIATION OF EQUIPMENT	2,193,693	2,328,523			

042040-9500-000-001	DEPRECIATION OF EQUIP.-GENERATOR						
	OTHER USES OF FUNDS	2,205,276	2,348,708	40,000		40,000	
	TOTAL DEPARTMENT	6,528,526	7,465,601	11,558,982	1,271,452	9,634,911	
092010-5890-000-000	OPERATIONAL TRANSFERS				-17,143		
	OTHER CHARGES				-17,143	0	
	TOTAL DEPARTMENT				-17,143	0	
093010 -000-000	TRANSFERS						
093010-2011-000-000	WORKER'S COMP FOR WELLNESS						
093010-5807-000-001	MERIT RESERVE	550	300	3,898			
093010-5807-000-002	MERIT RESERVE FRINGES						
	FRINGE BENEFITS	550	300	3,898		0	
	TOTAL DEPARTMENT	550	300	3,898		0	
TOTAL FOR FUND		6,529,076	7,465,901	11,562,880	1,254,309	9,634,911	

2020-2021 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	300,000				300,000
1502-01	Sale of Junk Scrap recycling	110,000				110,000
1608-05	Sanitary Landfill Fees Based on 185,000 Tons Received					7,268,650
	Commercial/Industrial \$50/ton x 44% x 185,000 ton	4,070,000				
	Municipal \$20/ton x 26% x 185,000 ton	962,000				
	Construction Demolition Debris \$45/ton x 23% x 185,000 ton	1,914,750				
	Municipal Sludge \$38/ton x 3% x 185,000	210,900				
	Rubble/Concrete/Rock \$15/ton x 4% x 185,000	111,000				
					Subtotal	7,678,650

2020-2021 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 1,900 ton of tires delivered yearly NSVRC (RTOP) Members $\$80 \times 22\% \times 1900 = \$33,440$	33,440				181,640
	Commercial $\$100 \times 78\% \times 1900 = \$148,200$	148,200				
1608-11	E-Cycle Collections Fees collected for the collection of electronics & unacceptable waste paid by haulers $\$3,333 \times 2 \times 12 \text{ months}$	80,000				80,000
1608-12	Greenhouse Gas Credits	10,000				10,000
1608-13	Gas to Energy $\$35.00/\text{mwh} \times 1.5\text{mwh}/\text{hr} \times 80\% \times 8760\text{hrs}$	367,920				367,920
1608-14	Renewable Energy Credit $1.5 \times 8,760 \times 80\% \times \5.30	55,714				55,714
					Subtotal	695,274
					TOTAL	8,373,924

2020-2021 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		20,000
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	5,000	5,000
		Subtotal	55,000

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		3,900,000
	Purchase of Specialty Leachate Media Stone for MSW Cell 3A construction 40,000 Ton x\$30/ton=\$1,200,000	1,200,000	
	Resurface and Painting of Citizens Convenience Center, Tire Storage Pad, and other miscellaneous areas	400,000	
	MSW Cell 3A rock removal (Hetzer Construction Contract)	2,000,000	
	Install wash bay or other storm water related improvements	300,000	
12-4204-9001-00	Lease/Rent Equipment		40,000
22-Nov		Subtotal	3,940,000
		Total	3,995,000

10/01/2019 COUNTY OF FREDERICK		- BUDGET -		EXPENSE		ACCOUNTING PERIOD 2019/10	
FUND #-016 SHAWNEELAND SANITARY DISTRICT							
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin
		FY/2018	FY/2019	Budget	2019/10	FY2021	Request
081080 -000-000	SHAWNEE-LAND SANITARY DISTRICT						
081080-1000-000-000	PERSONNEL SERVICES						
081080-1001-000-000	SHAWNEELAND DISTRICT MANAGER	66,058	70,650	73,697	18,297	73,697	
081080-1001-000-001	SR MOTOR EQUIPMENT OPERATOR	49,709	51,234	53,314	13,242	53,314	
081080-1001-000-002	SR MOTOR EQUIPMENT OPERATOR	40,593	40,619	41,797	4,014	34,791	
081080-1001-000-003	SR MOTOR EQUIPMENT OPERATOR	38,792	40,278	41,858	10,399	41,859	
081080-1001-000-004	MOTOR EQUIPMENT OPERATOR	39,830	41,011	42,621	10,588	42,622	
081080-1001-000-005	SECRETARY	32,285	33,282	34,676	8,611	34,677	
081080-1001-000-006	LABORER	27,162	27,963	29,024	7,212	29,024	
081080-1003-000-000	PART TIME/EXTRA HELP	2,376	10,316				
081080-1003-000-001	OFFICE ASST. II						
081080-1003-000-002	LIFEGUARDS						
081080-1005-000-000	OVERTIME	956	9,473	16,000	804	13,000	
081080-1009-000-000	ACCRUED SALARIES		5,125				
081080-1099-000-000	MERIT RESERVE						
	PERSONAL SERVICE	297,761	329,951	332,987	73,167	322,984	
081080-2000-000-000	FRINGE BENEFITS						
081080-2001-000-000	F.I.C.A.	20,725	23,024	25,473	5,148	23,714	
081080-2002-000-000	RETIREMENT - V.R.S.	27,088	29,246	31,033	7,303	30,347	
081080-2005-000-000	HOSPITAL/MEDICAL PLANS	96,363	87,455	101,512	21,208	101,580	
081080-2006-000-000	GROUP INSURANCE	3,857	3,920	4,152	977	4,061	
081080-2008-000-000	SHORT & LONG DISABILITY	590	567	650	118	550	
081080-2011-000-000	WORKER'S COMPENSATION	10,802	11,746	14,081	3,035	12,805	
081080-2013-000-000	EDUCATION-TUITION						
081080-2019-000-000	ACCRUED FRINGES		806				
081080-2099-000-000	FRINGE BENEFIT RESERVE						
	FRINGE BENEFITS	159,425	156,764	176,901	37,789	173,057	
081080-3002-000-000	PROFESSIONAL SERVICES - OTHER			2,000		2,000	
081080-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.	11,189	12,219	25,000	8,785	22,000	
081080-3004-000-002	REPAIR AND MAINTENANCE-VEHICLE	15,241	4,694	17,000	52	15,000	
081080-3004-000-003	REPAIR AND MAINTENANCE - BUILDING	1,498	1,175	7,000		5,000	
081080-3004-000-004	REPAIR & MAINTENANCE - ROADS	184,625	347,077	555,067	46,008	309,499	
081080-3006-000-000	PRINTING AND BINDING						
081080-3007-000-000	ADVERTISING						
081080-3010-000-000	CONTRACTUAL SERVICES	35,244	33,313	66,540	513	47,860	
	PURCHASED SERVICES	247,797	398,478	672,607	55,358	401,359	
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	5,799	4,795	5,940	329	6,120	

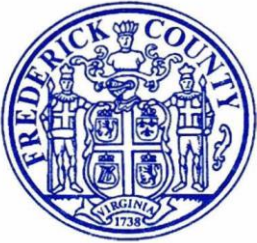
081080-5102-000-000	HEATING SERVICES	1,347	1,607	2,400		2,400
081080-5103-000-000	WATER & SEWAGE SERVICES	162	162	480		480
081080-5204-000-000	POSTAGE AND TELEPHONE					
081080-5204-000-001	POSTAGE					
081080-5204-000-002	TELEPHONE	3,721	4,077	5,076	340	5,328
081080-5301-000-000	BOILER INSURANCE	35	38	100	38	100
081080-5302-000-000	FIRE INSURANCE	3,686	3,673	4,500	3,699	4,500
081080-5305-000-000	MOTOR VEHICLE INSURANCE	5,630	5,619	6,500	6,146	6,500
081080-5306-000-000	SURETY BONDS					
081080-5307-000-000	PUBLIC OFFICIAL LIABILITY					
081080-5308-000-000	GENERAL LIABILITY INSURANCE	1,114	1,167	1,800	1,567	1,800
081080-5310-000-000	BURGLARY INSURANCE					
081080-5401-000-000	OFFICE SUPPLIES	516	525	1,999	8	1,500
081080-5403-000-000	ARGICULTURAL SUPPLIES	882	1,101	5,000		3,000
081080-5404-000-000	MEDICAL & LABORATORY SUPPLIES	172	165	500	123	500
081080-5405-000-000	LAUNDRY/HOUSEKEEPING AND JANIT	267	320	850		850
081080-5407-000-000	REPAIR AND MAINTENANCE SUPPLIES	13,208	7,035	15,000	608	13,000
081080-5408-000-000	VEHICLE AND POWERED EQUIPMENT	13,992	10,138	19,000	153	17,000
081080-5408-000-001	VEHICLE - TIRES AND PARTS	5,353	5,261	6,000	1,960	6,000
081080-5408-000-002	VEHICLE - FUELS AND LUBRICANTS	17,345	23,505	31,750	4,065	31,750
081080-5410-000-000	UNIFORMS-CLOTHING	2,061	2,128	3,000	306	3,000
081080-5413-000-000	OTHER OPERATING SUPPLIES	1,959	309	2,500	19	2,500
081080-5413-000-001	ROAD AND STREET MATERIALS	89,735	84,594	137,820	15,457	137,820
081080-5414-000-000	MERCHANTS FOR RESALE					
081080-5415-000-000	OTHER EXPENSES	3,393	3,781	4,000		4,475
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	170,377	159,851	254,215	34,818	248,623
081080-8001-000-000	MACHINERY & EQUIPMENT					
081080-8003-000-000	COMMUNICATIONS EQUIPMENT					
081080-8005-000-000	MOTOR VEHICLES		38,286			
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					
	CAPITAL OUTLAY		38,286			0
081080-9001-000-000	LEASE/RENT OF EQUIPMENT		3,618	8,000		
081080-9500-000-000	DEPRECIATION OF EQUIPMENT					
	OTHER USES OF FUNDS		3,618	8,000		0

	TOTAL DEPARTMENT	875,360	1,086,948	1,444,710	201,132	1,146,023
092010-5890-000-000	OPERATIONAL TRANSFERS				-3,153	
	OTHER CHARGES				-3,153	0
	TOTAL DEPARTMENT				-3,153	0
093010 -000-000	TRANSFERS					
093010-2011-000-000	WORKER'S COMP FOR WELLNESS					
093010-5807-000-001	MERIT RESERVE	200	300	1,800		
093010-5807-000-002	MERIT RESERVE FRINGES					
	OTHER CHARGES	200	300	1,800		0
	TOTAL DEPARTMENT	200	300	1,800		0
TOTAL FOR FUND		875,560	1,087,248	1,446,510	197,979	1,146,023

2020-2021 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 1046 lots					\$198,740
	Improved lots \$660/year x 879 lots					\$580,140
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	\$812,880

REVISED: 11/26/2019



MEMORANDUM

TO: Public Works Committee

FROM: Gloria Puffinburger, Solid Waste Manager *GP*

SUBJECT: Hauling Recyclables to Market;
IFB 2020-06C

DATE: November 26, 2019

Based on the sole bid received from Republic Services on October 25 for hauling the county's mixed paper, metal cans and cardboard, I submit the following estimated costs for the hauling and processing of the county's recyclable materials:

- Mixed Paper: \$38,520/year; assumes \$25/ton processing and \$321/pull in hauling costs to Apple Valley Recycling in Hagerstown
- Cardboard: \$145,789/year; assumes \$0/ton processing; zero rebate; and rental costs for use of custom 8-yard containers (\$14,400/year) for collection and transport to Apple Valley Recycling -- reduces overall transport costs of county's cardboard from \$233,688 using roll-off containers; cost reduction of \$69,174
- Metal Cans: \$21,900/year; assumes \$50/\$30 ton processing for metal cans (aluminum and steel, respectively) and \$321/pull in hauling costs to Apple Valley; rebate at market rate (est. \$16,800 @ .35 lb.) which would offset majority of costs associated with can recycling

The above takes advantage of efficiency achieved by collecting cardboard in 8-yard containers and compaction achieved in a frontend truck, resulting in two trips to the Hagerstown recyclery each week rather than 14 trips using existing roll-off containers. The recycler will process all cardboard at no cost and pay a rebate for cans. Total cost for transporting and processing remaining recyclables (metal cans, mixed paper, cardboard) is calculated at \$189,409 per year, assuming rebates.

Please keep in mind that transportation costs associated with the recycling program have always been a part of the Refuse Collection (4203) budget and currently average \$160,824/year.

In conjunction with the current contract for plastic bottles and jugs, the above scenario will retain and stabilize the recycling program in Frederick County.

cc: file



MEMORANDUM

TO: Public Works Committee

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

SUBJECT: Monthly Tonnage Report - Fiscal Year 19/20

DATE: November 25, 2019

The following is the tonnage for the months of July 2018 through June 2020, and the average monthly tonnage for fiscal years 03/04 through 19/20.

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: 16,594 TONS (UP 849 TONS)
FY 19-20: AVERAGE PER MONTH: 18,934 TONS (UP 2,340 TONS)

MONTH	FY 2018-2019	FY 2019-2020
JULY	17,704	17,956
AUGUST	18,543	17,267
SEPTEMBER	14,799	17,985
OCTOBER	18,158	22,528
NOVEMBER	15,404	
DECEMBER	14,426	
JANUARY	13,973	
FEBRUARY	12,764	
MARCH	17,079	
APRIL	20,313	
MAY	19,443	
JUNE	16,519	

RECYCLING REPORT - FY 19/20

<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	0	51,239	7,345	10,419	101,420	65,520		52,480	307,920	596,343
AUG		30,500	5,450	8,699	70,040	100,240	20,980	28,300	280,080	544,289
SEP		174,840	3,903	4,937	58,100	68,350		57,500		367,630
OCT		18,340	2,622	3,538	50,400	69,900	5,100	27,800	232,140	409,840
NOV		8,400							303,060	311,460
DEC										0
JAN										0
FEB										0
MAR										0
APR										0
MAY										0
JUN										0
TOTAL	0	283,319	19,320	27,593	279,960	304,010	26,080	166,080	1,123,200	2,229,562
FY 18-19	0	430,963	47,082	96,494	998,815	1,243,232	83,104	467,720	2,909,857	6,277,267
FY 17-18	0	465,080	53,224	94,530	1,066,300	1,080,087	37,260	536,420	2,874,709	6,207,610
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 2019-2020

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	63	33	36	1	0	54	38	7	0	0	34
AUG	34	30	29	0	0	39	19	1	0	0	34
SEP	34	36	23	1	0	21	24	1	0	0	48
OCT	48	19	23	0	0	30	25	3	0	0	32
NOV											
DEC											
JAN											
FEB											
MAR											
APR											
MAY											
JUN											
TOTAL	179	118	111	2	0	144	106	12	0	0	148

In the month of October - 90 dogs in and out of kennel. 5 dogs transferred to other agencies.

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2019-2020

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	84	136	8	2	7	36	1	78	5	0	117
AUG	117	90	5	1	9	57	1	37	3	0	124
SEP	124	90	5	3	20	39	2	51	3	0	147
OCT	147	81	6	0	4	51	2	83	4	0	98
NOV											
DEC											
JAN											
FEB											
MAR											
APR											
MAY											
JUN											
TOTAL	472	397	24	6	40	183	6	249	15	0	486

In the month of October - 238 cats in and out of shelter. 11 cats transferred to other agencies.

**Shawneeland Sanitary District Advisory Committee
Minutes of November 4, 2019**

The meeting was called to order at 7:00pm.

Those in attendance were Barry Vanmeter, Jeff Stevens, Jimmy Smith, Marianne Biviano, Jason Croasdale, Frederick County Treasurer William Orndorff, Kevin Alderman, Michelle Springer, and 20 people in the audience. Supervisor Gary Lofton were absent.

Barry (acting chairman) called for approval/correction of the August 5, 2019 meeting minutes. Jason made a motion to pass the minutes as written. Jimmy seconded the motion. Motion passed unanimously.

Selection for the SSDAC Chairman for 2020: Jimmy is interested in being the chairman. Marianne made a motion, Jeff seconded. The motion passed unanimously. Jimmy Smith will be the chairman for 2020.

The SSDAC has 2 new members: Jimmy Smith and Jason Croasdale.

The SSDAC Meeting Dates for 2020 will be: February 3, 2020, May 4, 2020, August 3, 2020, and November 2, 2020.

Candidate's running for office gave a brief statement:

- Shaun Graber – Back Creek Representative for the Board of Supervisors
- Brandon Monk – Back Creek Representative for the School Board
- Al Sibert – Frederick County Sheriff
- Jimmy Smith – Back Creek Representative for the School Board

Frederick County Treasurer William Orndorff gave a presentation regarding delinquent lots:

The last presentation given by the Treasurer was in 1999. There are roughly 900 improved lots and 1,875 unimproved lots in Shawneeland. Based on current numbers there is a 97.6 % collection rate of improved lots and 55% collection rate of unimproved lots. There are currently 8 improved lots eligible for tax sale and of those 2 are in the tax sale process. The process takes 18-24 months and sometimes longer. According to the Code of VA a lot must be 2 years to the anniversary date and \$10,000 in arrears. The arrears are Real Estate Tax and the Sanitary District Fee. The lot value is also looked at because of the cost to have a tax sale. Since Shawneeland became a Sanitary District the total delinquency is \$1.6 million and that is by statute.

- Someone asked about putting liens on delinquent properties. By the Code of VA, a statutory lien is automatically placed on the property the day after the due date.

A tax sale cost \$2,500-\$4,000. It depends if the owner is a Frederick County resident or a resident of another state. The last sales were \$1,700, \$5,000, and \$7,500. A couple we lost money on and a couple we barely got by. In that perspective, how many times do you want to spend \$3,500 to get \$500 in return. The Treasurer's Office tries to work with individuals. There are 2 types of tax sales: Bill & Equity – through the court and a judge signs off on the deed and a Treasurer's Sale – Judge does not sign off on the deed.

VA is a property right state. The majority of the delinquent owners are elderly, there is no contact information, or they can't find all the heirs. The majority of the delinquent lots are unimproved. Taxes and fees must be current before any permits are issued. A lot can be transferred without paying delinquent taxes.

- It was asked what if someone just can't afford the SSD fee. Is there any help to pay the fee? The Treasurer's Office tries to work with property owner's by offering payment plans.

The Government must have a certain amount of revenue. When you look at the Maintenance Fees in Sanitary District's in other areas they range from \$25-\$30 a month to \$700-\$800 a month or more. The work being done in Shawneeland has come a long way over the years for what you are paying.

- Is there a way to negotiate a reduction of the Sanitary District Fee in order to purchase a lot that has delinquent fees? Fill out an application to the Treasurer and they will review the criteria. There is a Code section for the process. The issue is to be able to get a signature for the property owner or their heirs. It is the responsibility of the interested party to locate the owners of the lot. Do not take a deed until you have worked out the tax negotiations with the Treasurer. Otherwise you have taken on their delinquent taxes.
- Do you have any idea of the # of properties in Shawneeland that would have a questionable title? A safe answer would be all of them. For the most part a title can, be resolved.
- When you say a Treasurer's Sale do you mean a Non-Judicial Sale? Yes. A regular Judicial Sale cost \$2,200-\$2,300 for just the ad in the newspaper. The proration of charges is 90%-Shawneeland and 10%-Frederick County. You don't know how the sale will go till it happens.

The Treasurer likes the idea of the County having the lots conveyed to them but the problem you run into is locating the owners. Tax relief only applies to the Real Estate Tax.

Manager's Report:

For clarification Shawneeland has a Reserve Fund not a Slush Fund. Over the last few weeks the Staff has been patching on Dogwood, Fir, and Wolf Spring Trail. If the weather holds out, we will continue to grader patch. We have 7 or 8 miles of mowing left and that will be completed. Once the leaves have fallen, we will start our cutting process. We will remove dead trees and do some trimming. A professional tree company will be coming on 11/20/2019 to remove 11 dead trees that our staff cannot safely take down. Please feel free to take any wood laying along the right of way. If you have any questions regarding wood on the right of way, please call the office. We have been out with the Rotary Ax on the Rubber Tire Loader. Please use caution around this piece of equipment. Do not run past the flaggers. The machine slings stuff out and could very easily go through a windshield. During the winter we will continue to address drainage issues and work on expanding some of the turn arounds on the dead-end streets.

New Business:

Streaming the SSDAC meeting – Jimmy Smith

It was brought to our attention to use Facebook Live as an option for residents to have access to the meetings when they cannot attend. Once we get the Facebook Live going then maybe we could upload to Youtube as well. Jimmy will head up the project and have it ready by the February SSDAC meeting.

Open Forum:

- Is Red Fox on the list to have the dead end widened? Probably not due to it being tight in that area. We will look at it and maybe put some gravel down. A No Outlet or Dead-End Sign would be nice also.
- There is a pamphlet regarding Recycling. It is more detailed than what's on the website.
- Is the contact information the same for the SSDAC? Yes, the email address is the same.
- There is a group called Community Cat Advocates who is eager to come into Shawneeland to trap and release the feral cats. Spay and neuter is part of the solution. Is there a reason we wouldn't let them come in Shawneeland? Could you get the contact information for the committee? The resident will get the contact information to the SSDAC.

Marianne made a motion to adjourn the meeting. Jeff seconded the motion. Motion passed unanimously. The meeting adjourned at 8:17pm.

DRAFT


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 2020/2021 Budgets
DATE: December 10, 2019

The following is a summary of the proposed Public Works budgets and the projected revenues for Fiscal Year 2020/2021 and the current amended Fiscal Year 2019/2020 budgets:

DISCIPLINE	FY 19/20 AMENDED BUDGETS	FY 20/21 BUDGETS (Proposed)	FY 20/21 PROJECTED REVENUES
Inspections - 3401	1,464,113	1,534,436	1,400,000
Building Appeals Board - 8106	561	561	0
Animal Shelter - 4305	825,255	799,042	83,855
Refuse Collection – 4203	1,885,685	1,727,159	261,145
Refuse Disposal – 10-4204	686,880	651,360	116,700
Litter Control - 4205	28,554	30,333	13,000
Engineering - 4201	424,805	432,426	196,130
General Fund Total	5,315,853	5,175,317	2,070,830
Landfill (12 fund) – 4204 *	11,562,880	9,634,911	8,373,924
Shawneeland - 8108 **	1,446,510	1,146,023	935,940
Public Works Total Budget	18,325,243	15,956,251	11,380,694

*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 2021.

We are proposing no capital requests during Fiscal Year 2021.

Our projected expenditures for Fiscal Year 2021 are \$1,534,436. This is an increase of \$70,323 from Fiscal Year 2020.

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

No projected changes to this budget.

3. Animal Shelter 10-4305-000-000

We are requesting a capital purchase with in the FY2021 budget. Our projected expenditures for Fiscal Year 2021 are \$799,042. This is a decrease of \$26,213 over the current Fiscal Year 2020 budget.

We need to replace an existing sport utility vehicle. We are requesting \$31,000 to purchase a new 4x4 SUV.

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

Our projected expenditures for Fiscal Year 2021 are \$1,727,159. This is a decrease of \$158,526 over the current Fiscal Year 2020 budget amount.

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

We have proposed a Fiscal Year 2021 expenditure amount of \$651,360. This represents a decrease of \$35,520 from the current Fiscal Year 2019 budget.

6. Litter Control 10-4205-000-000

We have proposed a Fiscal Year 2021 expenditure amount of \$30,333. This represents an increase of \$1,779 from the current Fiscal Year 2020 budget.

7. Engineering 10-4201-000-000

We are requesting funding for an Environmental Inspector I position. We currently have a position available in the budget, but it has not been funded for several years.

We are also requesting a capital purchase in the Fiscal Year 2021 budget. If we are approved to fund the Environmental Inspector I position we will need to purchase a new 4x4 pick up truck. We are requesting \$30,000 to purchase the new truck.

We have proposed a Fiscal Year 2021 expenditures of \$432,426. This represents an increase of \$7,621 from the current Fiscal Year 2020 budget.

8. Landfill 12-4204-000-000

We have proposed a Fiscal Year 2021 expenditures of \$9,634,911. This represents a decrease of \$1,927,969 from the current Fiscal Year 2020 budget.

9. Shawneeland 16-8108-000-000

We are proposing no Sanitary District fee increases in Fiscal Year 2021. We have proposed a Fiscal Year 2021 expenditures of \$9,634,911. This represents a decrease of \$1,927,969 from the current Fiscal Year 2020 budget.

Shawneeland Sanitary District Fund

Mission

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



Shawneeland has upgraded many culverts with HDEP (high-density polyethylene) pipes. They have a life expectancy of up to 100 years.

The staff will be working to upgrade the turnaround areas on some of the dead-end streets in Shawneeland. This will ensure the safety of Emergency Personnel and the Residents as well as be helpful in the snow removal process.

What We Do

- The Shawneeland Sanitary District crew maintains 104 lane miles throughout Shawneeland.
- The staff maintains and repairs all SSD-owned equipment in-house when possible.
- The staff maintains the beach area at Cherokee Lake and collects samples each week to ensure a safe swimming season for the residents.
- The staff grooms and maintains 40 plus acres of common area.

Shawneeland Sanitary District Fund

Budget Summary

	FY2019 Actual	FY2020 Approved Budget	FY2021 Estimated Budget	FY2021 Adopted Budget	Change FY20 to FY21	
Costs						
Personnel	\$	\$511,692	\$496,041	\$	\$	%
Operating		775,523	649,982			%
Capital/Leases		8,000	0			%
Total		1,295,215	1,146,023			%
Fees		804,300	935,940			%
Local Reserves		490,915	210,083			%
Local Tax Funding	\$0	\$0	\$0	\$0	\$0	0.00%
Full-Time Positions	7	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.

FY 21 Total Budget

\$1,146,023

Notable Changes

Personnel

- A decrease in Extra Help/Overtime.

Operating

- A decrease in Contractual Services.

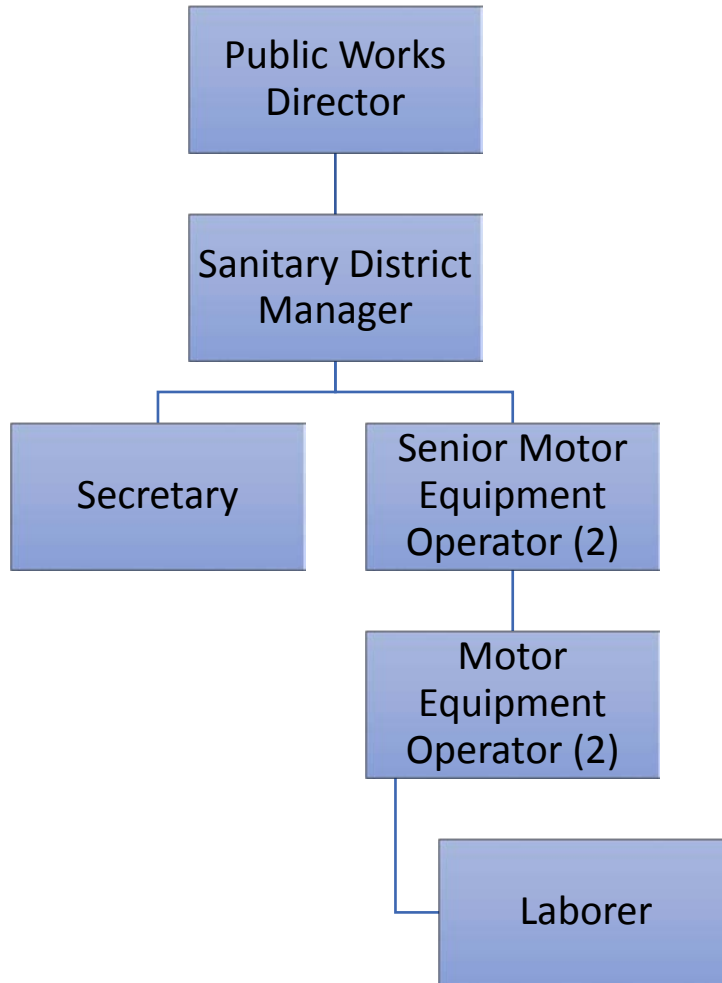
Revenue

- An increase in the Improved Lot Fee.

Departmental Accomplishments

- Staff has cut back trees and brush at intersections and on 22 miles of roadway. The staff upgraded 20 miles of ditches and shoulders on the roadways. General Excavation, Inc. replaced and upgraded 580 feet of drainage culverts, grouted 220 feet of culverts, and replaced the toe drain at the Lake Cherokee Dam.
- 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 Fund



**Shawneeland (16-8108) Narrative
2020-2021**

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:

1-770D 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.

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.

Classification	Current Rate
Improved	\$800
Unimproved	\$190

For Fiscal Year 2020-2021, we are projecting revenues of \$935,940. To maintain roadways and equipment, a supplement of \$210,083 from the reserve fund will be necessary to meet all projected expenditures.

Expenditures:

A budget of \$1,146,023 is proposed for Fiscal Year 2020-2021. 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 \$22,000

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 770D	\$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 \$5,000

Vehicles	Engine	Transmission	Rear	Front Axle Assembly	Hubs Additional Each
'97 Ford F350	\$7,115	\$3,557	\$2,171	\$2,287	\$318
'95 Dump Tr F350	\$7,115	\$3,557	\$2,795	\$2,287	\$318
'10 GMC 3500	\$10,395	\$4,043	\$2,888	\$2,426	\$347
'89 Dump Tr GMC	\$9,529	\$3,176	\$7,623		
'05 Freightliner Dump Truck	\$11,550	\$5,775	\$6,930		
'00 Dump Tr GMC	\$12,070	\$5,336	\$9,148		
'03 Ford Ranger	\$5,198	\$4,043	\$2,310		\$289
'07 Ford F350	\$10,418	\$4,066	\$2,414	\$2,414	\$349
09 Dodge 2500	\$10,418	\$4,066	\$2,414	\$2,414	\$349
1993 Dodge	\$6,300	\$3,150	\$5,250	\$2,625	\$420
2015 Dodge	\$10,500	\$5,250	\$5,250	\$2,625	\$525
2014 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 @ \$2.70 per square yard.

Repair and replace drainage culverts

Total Repair and Maintenance - Roads \$309,499

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 \$13,000

5408-00 Vehicle and Powered Equipment

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

Total Vehicle and Powered Equipment \$17,000

3010-00-Other Contractual Services

This line item is used for outsourcing 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.

Total Other Contractual Services \$47,860

SHAWNEELAND
MAJOR ACCOMPLISHMENTS

2019/2020

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.

2020/2021 GOALS FOR SHAWNEELAND

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

10/01/2019 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2019/10	
FUND #-016 SHAWNEELAND SANITARY DISTRICT							
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin
		FY/2018	FY/2019	Budget	2019/10	FY2021	Request
081080 -000-000	SHAWNEE-LAND SANITARY DISTRICT						
081080-1000-000-000	PERSONNEL SERVICES						
081080-1001-000-000	SHAWNEELAND DISTRICT MANAGER	66,058	70,650	73,697	18,297	73,697	
081080-1001-000-001	SR MOTOR EQUIPMENT OPERATOR	49,709	51,234	53,314	13,242	53,314	
081080-1001-000-002	SR MOTOR EQUIPMENT OPERATOR	40,593	40,619	41,797	4,014	34,791	
081080-1001-000-003	SR MOTOR EQUIPMENT OPERATOR	38,792	40,278	41,858	10,399	41,859	
081080-1001-000-004	MOTOR EQUIPMENT OPERATOR	39,830	41,011	42,621	10,588	42,622	
081080-1001-000-005	SECRETARY	32,285	33,282	34,676	8,611	34,677	
081080-1001-000-006	LABORER	27,162	27,963	29,024	7,212	29,024	
081080-1003-000-000	PART TIME/EXTRA HELP	2,376	10,316				
081080-1003-000-001	OFFICE ASST. II						
081080-1003-000-002	LIFEGUARDS						
081080-1005-000-000	OVERTIME	956	9,473	16,000	804	13,000	
081080-1009-000-000	ACCRUED SALARIES		5,125				
081080-1099-000-000	MERIT RESERVE						
	PERSONAL SERVICE	297,761	329,951	332,987	73,167	322,984	
081080-2000-000-000	FRINGE BENEFITS						
081080-2001-000-000	F.I.C.A.	20,725	23,024	25,473	5,148	23,714	
081080-2002-000-000	RETIREMENT - V.R.S.	27,088	29,246	31,033	7,303	30,347	
081080-2005-000-000	HOSPITAL/MEDICAL PLANS	96,363	87,455	101,512	21,208	101,580	
081080-2006-000-000	GROUP INSURANCE	3,857	3,920	4,152	977	4,061	
081080-2008-000-000	SHORT & LONG DISABILITY	590	567	650	118	550	
081080-2011-000-000	WORKER'S COMPENSATION	10,802	11,746	14,081	3,035	12,805	
081080-2013-000-000	EDUCATION-TUITION						
081080-2019-000-000	ACCRUED FRINGES		806				
081080-2099-000-000	FRINGE BENEFIT RESERVE						
	FRINGE BENEFITS	159,425	156,764	176,901	37,789	173,057	
081080-3002-000-000	PROFESSIONAL SERVICES - OTHER			2,000		2,000	
081080-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.	11,189	12,219	25,000	8,785	22,000	
081080-3004-000-002	REPAIR AND MAINTENANCE-VEHICLE	15,241	4,694	17,000	52	15,000	
081080-3004-000-003	REPAIR AND MAINTENANCE - BUILDING	1,498	1,175	7,000		5,000	
081080-3004-000-004	REPAIR & MAINTENANCE - ROADS	184,625	347,077	555,067	46,008	309,499	
081080-3006-000-000	PRINTING AND BINDING						
081080-3007-000-000	ADVERTISING						
081080-3010-000-000	CONTRACTUAL SERVICES	35,244	33,313	66,540	513	47,860	
	PURCHASED SERVICES	247,797	398,478	672,607	55,358	401,359	
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	5,799	4,795	5,940	329	6,120	

081080-5102-000-000	HEATING SERVICES	1,347	1,607	2,400		2,400
081080-5103-000-000	WATER & SEWAGE SERVICES	162	162	480		480
081080-5204-000-000	POSTAGE AND TELEPHONE					
081080-5204-000-001	POSTAGE					
081080-5204-000-002	TELEPHONE	3,721	4,077	5,076	340	5,328
081080-5301-000-000	BOILER INSURANCE	35	38	100	38	100
081080-5302-000-000	FIRE INSURANCE	3,686	3,673	4,500	3,699	4,500
081080-5305-000-000	MOTOR VEHICLE INSURANCE	5,630	5,619	6,500	6,146	6,500
081080-5306-000-000	SURETY BONDS					
081080-5307-000-000	PUBLIC OFFICIAL LIABILITY					
081080-5308-000-000	GENERAL LIABILITY INSURANCE	1,114	1,167	1,800	1,567	1,800
081080-5310-000-000	BURGLARY INSURANCE					
081080-5401-000-000	OFFICE SUPPLIES	516	525	1,999	8	1,500
081080-5403-000-000	ARGICULTURAL SUPPLIES	882	1,101	5,000		3,000
081080-5404-000-000	MEDICAL & LABORATORY SUPPLIES	172	165	500	123	500
081080-5405-000-000	LAUNDRY/HOUSEKEEPING AND JANIT	267	320	850		850
081080-5407-000-000	REPAIR AND MAINTENANCE SUPPLIES	13,208	7,035	15,000	608	13,000
081080-5408-000-000	VEHICLE AND POWERED EQUIPMENT	13,992	10,138	19,000	153	17,000
081080-5408-000-001	VEHICLE - TIRES AND PARTS	5,353	5,261	6,000	1,960	6,000
081080-5408-000-002	VEHICLE - FUELS AND LUBRICANTS	17,345	23,505	31,750	4,065	31,750
081080-5410-000-000	UNIFORMS-CLOTHING	2,061	2,128	3,000	306	3,000
081080-5413-000-000	OTHER OPERATING SUPPLIES	1,959	309	2,500	19	2,500
081080-5413-000-001	ROAD AND STREET MATERIALS	89,735	84,594	137,820	15,457	137,820
081080-5414-000-000	MERCHANTS FOR RESALE					
081080-5415-000-000	OTHER EXPENSES	3,393	3,781	4,000		4,475
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	170,377	159,851	254,215	34,818	248,623
081080-8001-000-000	MACHINERY & EQUIPMENT					
081080-8003-000-000	COMMUNICATIONS EQUIPMENT					
081080-8005-000-000	MOTOR VEHICLES		38,286			
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					
	CAPITAL OUTLAY		38,286			0
081080-9001-000-000	LEASE/RENT OF EQUIPMENT		3,618	8,000		
081080-9500-000-000	DEPRECIATION OF EQUIPMENT					
	OTHER USES OF FUNDS		3,618	8,000		0

	TOTAL DEPARTMENT	875,360	1,086,948	1,444,710	201,132	1,146,023	
092010-5890-000-000	OPERATIONAL TRANSFERS				-3,153		
	OTHER CHARGES				-3,153	0	
	TOTAL DEPARTMENT				-3,153	0	
093010 -000-000	TRANSFERS						
093010-2011-000-000	WORKER'S COMP FOR WELLNESS						
093010-5807-000-001	MERIT RESERVE	200	300	1,800			
093010-5807-000-002	MERIT RESERVE FRINGES						
	OTHER CHARGES	200	300	1,800		0	
	TOTAL DEPARTMENT	200	300	1,800		0	
TOTAL FOR FUND		875,560	1,087,248	1,446,510	197,979	1,146,023	

I. Shawneeland Sanitary District

The Sanitary District's priorities are road maintenance and upkeep of common properties. Our plans for Fiscal Year 2020/2021 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 ballfield
 - d.) Maintain ponds and lakes; stock with fish
 - e.) Maintain two mail-house complexes
 - f.) Maintain two playground 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

2021 FISCAL YEAR PLAN

DEPARTMENT: SHAWNEELAND SANITARY DISTRICT

8108

DESCRIPTION:

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

OBJECTIVES:

Short Term Objectives:

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

	FY 2019 BUDGET	FY 2020 BUDGET	FY 2021 BUDGET		FY 2019 BUDGET	FY 2020 BUDGET	FY 2021 BUDGET
COSTS:				REVENUES:			
Personnel	454,593	496,653	496,041	Fees	707,260	804,300	935,940
Operating	579,570	783,523	649,982	State/Federal			
Capital	30,000	0	0	SSD Reserve Fund	356,903	475,876	210,083
TOTAL	1,064,163	1,280,176	1,146,023	TOTAL	1,064,163	1,280,176	1,146,023

2020-2021 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT SHAWNEELAND SANITARY DISTRICT

8108

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
16-8108-1001-00	Personnel 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.		\$309,984
16-8108-1005-00	Extra Help/Overtime Includes overtime wages for emergency situations. a. Emergency Help	\$13,000	\$13,000
16-8108-2001-00	F.I.C.A.		\$23,714
16-8108-2002-00	Retirement		\$30,347
16-8108-2005-00	Hospital/Medical Plans		\$101,580
16-8108-2006-00	Group Insurance		\$4,061
16-8108-2008-00	Short & Long Disability		\$550
16-8108-2011-00	Workers Compensation		\$12,805
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: 12/10/2019

2020-2021 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT SHAWNEELAND SANITARY DISTRICT

8108

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
16-8108-3004-01	<p>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.</p>		\$22,000
16-8108-3004-02	<p>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.</p>		\$15,000
16-8108-3004-03	<p>Repair and Maintenance - Buildings This amount covers the cost for repairs to all functional Sanitary District owned buildings.</p>		\$5,000
16-8108-3004-04	<p>Repair and Maintenance - Roads To Tar and Chip 12.19 miles of trails. 114,629 sq. yds. @ \$2.70 per sq. yd.</p>	\$309,499	\$309,499
16-8108-3010-00	<p>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 @ \$130 per tree.</p>	\$8,000 \$6,760	\$47,860

REVISED: 12/10/2019

2020-2021 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--\$50 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)	\$20,000	
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. \$243 per month average for 12 months Outdoor security lighting: front entrance, 2 mailhouse complexes, the light on Bear Trail, and at the beach. \$267 per month average for 12 months	\$600 \$2,500 \$10,000 \$2,916 \$3,204	\$6,120
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: 12/10/2019

2020-2021 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT SHAWNEELAND SANITARY DISTRICT		DEPARTMENT CODE 8108	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
16-8108-5103-00	<p>Water and Sewage Services</p> <p>Includes costs associated with Aqua Virginia's water availability fees for lots owned by Shawneeland.</p> <p style="padding-left: 40px;">Pumping of the septic tank.</p> <p style="padding-left: 40px;">9 Lots @ \$20 per Lot.</p>	<p>\$300</p> <p>\$180</p>	\$480
16-8108-5204-02	<p>Telephone</p> <p>Verizon - \$90 x 12 months. (Shawneeland Office Phone Monthly)</p> <p>MCI - \$8.00 x 12 months. (Shawneeland Office Long Distance Monthly)</p> <p>Verizon Wireless -7 mobile phones \$43.00 per month @ 12 months</p> <p style="padding-left: 40px;">Each employee has a phone to communicate in the Sanitary District because 2 way radio's do not work.</p> <p>Verizon Wireless - internet \$45.00 per month @ 12 months</p>	<p>\$1,080</p> <p>\$96</p> <p>\$3,612</p> <p>\$540</p>	\$5,328
16-8108-5301-00	<p>Boiler Insurance</p>		\$100
16-8108-5302-00	<p>Fire Insurance</p> <p>Includes property coverage for Cherokee Dam and fire insurance for the maintenance building, council house, etc.</p>		4,500

REVISED: 12/10/2019

2020-2021 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).	\$1,000 \$150 \$100 \$250	\$1,500
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.		\$3,000
16-8108-5404-00	Medical Laboratory Supplies To restock the first aid kits.		\$500

REVISED: 12/10/2019

2020-2021 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.		\$13,000
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.		\$17,000
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: 12/10/2019

2020-2021 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 hats safety vest gloves eye protection hearing protection chaps rubber boots 	<p align="right">\$2,100</p> <p align="right">\$900</p>	\$3,000
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>		\$2,500
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>	\$16,850	\$137,820

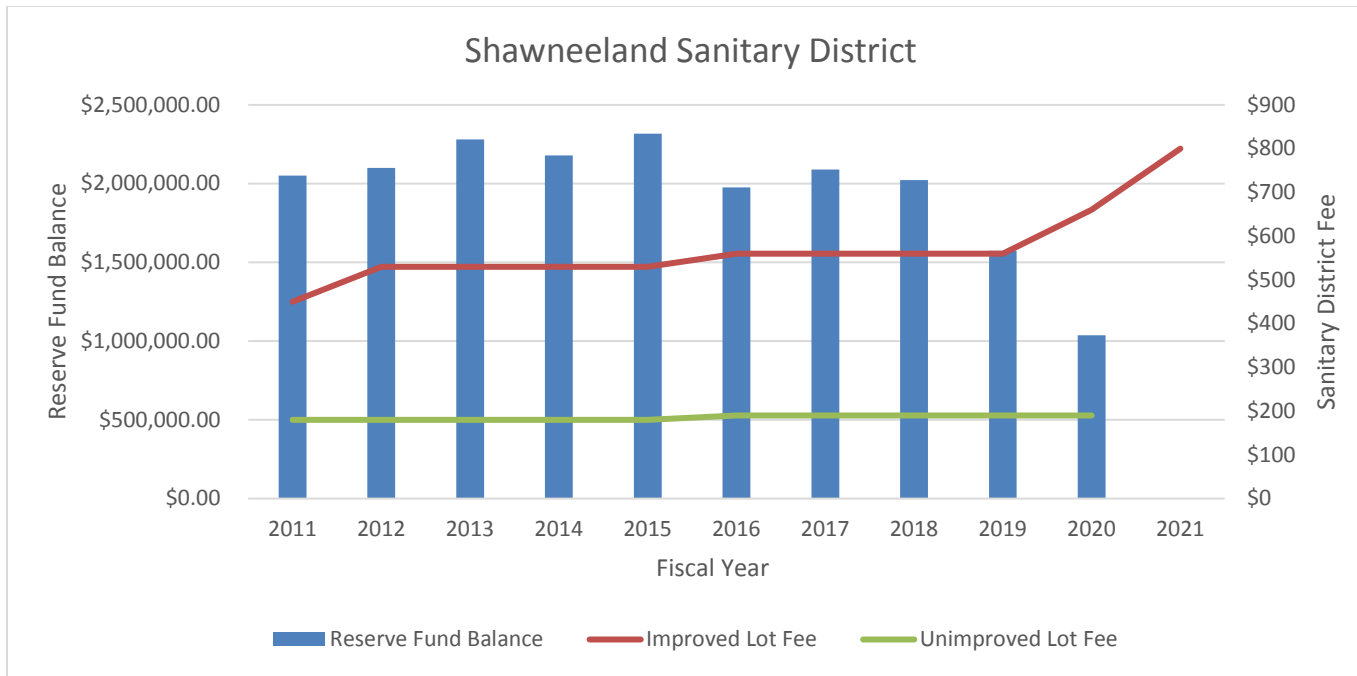
2020-2021 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT SHAWNEELAND SANITARY DISTRICT		DEPARTMENT CODE 8108	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
16-8108-5413-01-Cont'd	<p>#RRAL-OGB-300 tons x \$13.00 per ton equals \$3,900.</p> <p>#8- 300 tons x \$12.50 per ton equals \$3,750.</p> <p>Delivery of stone \$7.00 per ton @ 80 tons/mo. = \$560 x 12 mos.</p> <p>Asphalt:1,000 tons @ \$70/ton.</p> <p>Calcium: 20 tons @\$700/ton.</p> <p>Salt: 50 tons @\$200/ton.</p> <p>Culverts: (15 inch to 42 inch diameter \$10-\$35/foot) estimate to upgrade and replace culverts</p> <p>Cold Patch: 50 tons @ \$145 per ton.</p>	<p align="right">\$6,720</p> <p align="right">\$70,000</p> <p align="right">\$14,000</p> <p align="right">\$10,000</p> <p align="right">\$13,000</p> <p align="right">\$7,250</p>	
16-8108-5415-00	<p>Other Expenses</p> <p>To cover purchase and replacement of road signs.</p> <p>50 stop signs @ \$40/ea.</p> <p>10 Children at Play signs @\$35/ea.</p> <p>10 Speed limit signs @\$55/ea.</p> <p>5 Handicap signs @\$35/ea.</p> <p>To purchase trout for fishing derby</p>	<p align="right">\$2,000</p> <p align="right">\$350</p> <p align="right">\$550</p> <p align="right">\$175</p> <p align="right">\$1,400</p>	\$4,475
TOTAL			\$1,146,023

2020-2021 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 1046 lots					\$198,740
	Improved lots \$800/year x 879 lots					\$703,200
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	\$935,940

REVISED: 12/10/2019



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	\$1,036,943.35	\$660	\$190
2021	TBD	\$800	\$190

