

JOINT PUBLIC WORKS COMMITTEE/LANDFILL OVERSIGHT COMMITTEE REPORT
to the BOARD OF SUPERVISORS
Tuesday, December 1, 2020
8:00 a.m.
Board of Supervisors Meeting Room
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

PUBLIC WORKS COMMITTEE ATTENDEES:

Committee Members Present: J. Douglas McCarthy, Chairman; Robert W. Wells; Gary Longerbeam; Whit Wagner; and Harvey E. "Ed" Strawsnyder, Jr.

Committee Members Absent: none

LANDFILL OVERSIGHT COMMITTEE ATTENDEES:

Committee Members Present: Kris C. Tierney; Robert W. Wells; Perry Eisenach; Stan Crockett; and Chris Boies

Committee Members Absent: Dan Hoffman; Mike Neese; Justin Hall

Staff present: Joe C. Wilder, Director of Public Works; Mark Fleet, Building Code Official; Gloria Puffinburger, Solid Waste Manager; Ron Kimble, Landfill Manager; Andrew Clarke, Landfill Environmental Manager; Dale Ballenger, Landfill Operations 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 held a joint Public Works Committee/Landfill Oversight Committee meeting to discuss the proposed Landfill Budget for Fiscal Year 2022. Staff updated committee members about several on-going projects at the Landfill. The main project occurring in the next year will be developing the bottom liner system for an approximate 11 acre, MSW Landfill Phase 3, Cell A. We are estimating this project to cost approximately \$3,000,000.

We also discussed a future project in the development of Phase 2 of our Construction/Demolition Debris (CDD) Landfill. There will be additional costs with that project due to more stringent environmental regulations related to wetlands and stream impacts. We informed committee members that it is not getting any less expensive to develop Landfill airspace. Once we complete the MSW cell development in calendar year 2021, we will begin developing Phase 2 of the CDD Landfill.

We are proposing to raise the Landfill tipping fees by \$2.00/ton. As we performed a Pro Forma financial analysis three years ago, it indicated that we will need to do incremental tipping fee increases every couple of years. We did perform a regional tipping fee analysis of what regional localities are paying for tipping fees. Frederick County is very fortunate to be paying the least expensive tipping fee in the regional, even after the \$2.00/ton increase that is proposed in this budget.

After some addition discussions with the committees and staff, committee member Crocket made a motion to endorse the proposed FY2022 Landfill budget and to forward it to the Finance Department for further consideration. The motion was seconded by committee member Strawsnyder. The motion was unanimously approved by both committees.

(Attachment 2)

2-Staff presented the Public Works Department FY2022 budgets. Each particular budget was discussed with just a few questions. Therefore, committee member Strawsnyder made a motion to endorse all the budgets and to forward them to the Finance Department for further consideration. The motion was seconded by committee member Wagner. The committee unanimously approved the motion.

3-The committee discussed illegal usage of out of county users at one of the citizen convenience sites. Kris Tierney, County Administrator discussed a recent inquiry from Back Creek Supervisor Graber about usage at our Star Tannery Convenience Center by Shenandoah County residents. Staff discussed with the committee about past discussions trying to limit out of county usage at our sites. We had explored using cameras, video cameras, etc. and trying to run license plates. That is difficult due to limitations in access to license plate information on Virginia databases. We reminded the committee that prior to 2008, the county issued stickers which assisted our convenience site workers in identifying county residents. Since those stickers are not available anymore, there is not an easy way to monitor Virginia licensed vehicles. We let the committee know that we rely on site workers to become familiar with normal customers and if someone they do not recognize, to approach and ask where they reside. At this point, to try an issue a different sticker would be very difficult and expensive to manage.

After some additional discussions, the consensus of the committee was that at this time, there is not a big problem with illegal site usage and any potential solution would be difficult to manage and not worth the cost to stop the minor problem.

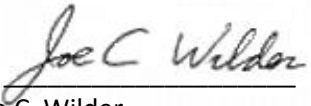
Mr. Tierney also discussed an item concerning the relocation of the post office in the Star Tannery area. Frederick County has a free lease of approximately 1-acre of land owned by Gravel Springs Cemetery for use as a citizens convenience center. There was a recent inquiry made as to whether the county should try to work with the U.S. Postal Service and Gravel Springs Cemetery to share a site. The consensus of the committee was that we need to just manage our convenience site and let the postal service seek out any potential sites with landowners in the area. We will continue to fulfill the lease obligations to Gravel Springs Cemetery as outlined in the lease. We are not interested in pursuing any agreement with the postal service.

Respectfully submitted,

Public Works Committee

J. Douglas McCarthy, Chairman
Robert W. Wells
Whitney "Whit" L. Wagner
Gary Longerbeam
Harvey E. "Ed" Strawsnyder, Jr.

By


Joe C. Wilder

Public Works Director

JCW/kco

Attachments: as stated

cc: Kris Tierney, County Administrator
Ron Kimble, Landfill Manager
Gloria Puffinburger, Solid Waste Manager
Rod Williams, County Attorney
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 1, 2020

DATE: November 20, 2020

There will be a joint meeting of the Public Works Committee and the Landfill Oversight Committee on Tuesday, December 1, 2020 at 8:00 a.m. **in the Board of Supervisors meeting room located on the first floor of the north end of the County Administration Building at 107 North Kent Street.** 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 2022 Landfill Budget
(Attachment 1)

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

3. Review Proposed FY 2022 budgets
(Attachment 2)
4. Discuss citizen convenience center usage
5. Miscellaneous Reports:
 - a. Tonnage Report: Landfill
(Attachment 3)
 - b. Recycling Report
(Attachment 4)
 - c. Animal Shelter Dog Report:
(Attachment 5)
 - d. Animal Shelter Cat Report
(Attachment 6)
 - e. Shawneeland Sanitary District Advisor Committee quarterly meeting minutes
(Attachment 7)

JCW/kco

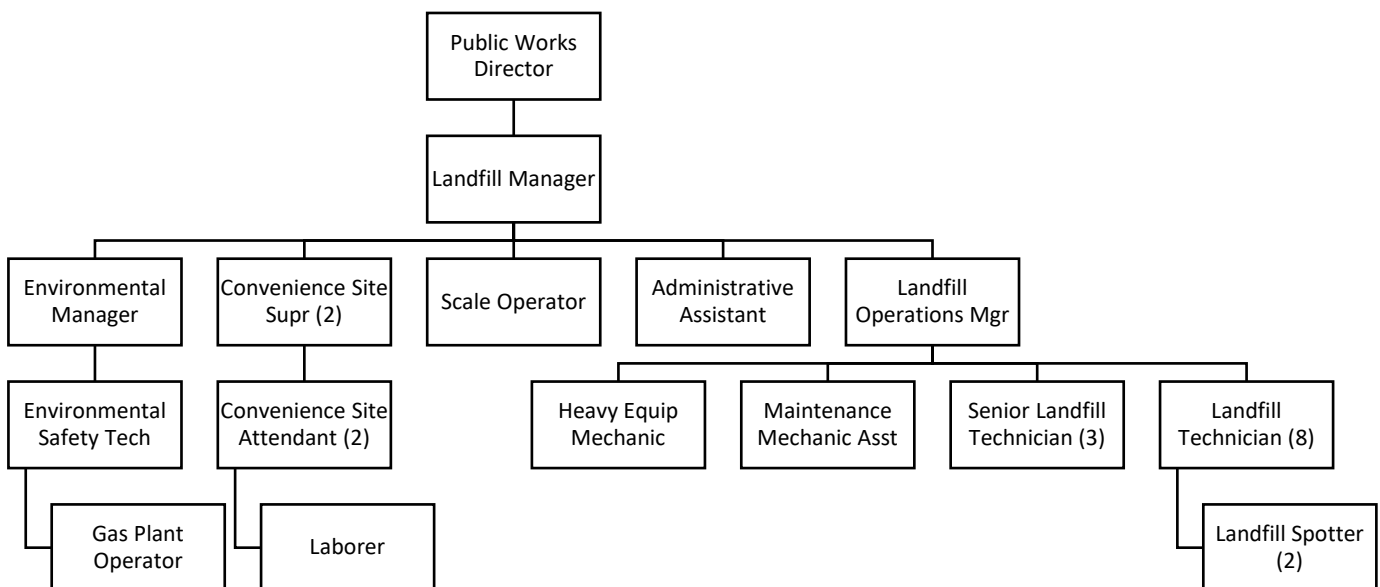
Attachments: as stated

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.

What We Do

- 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



Goals/Objectives

- Maintain vegetative cover on exposed soils by over seeding and fertilizing, increase frequency of mowing established vegetation.
- Improve management of stormwater control features.
- Increase safety awareness of all landfill employees and continuing education of operators.
- Complete liner installation and obtain DEQ certification for MSW Cell 3A.
- 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.
- Assist Virginia Department of Agriculture with Spotted Lantern Fly mitigation through public awareness campaigns at the brush/yard waste management areas.

Service Levels	FY2020 Actual	FY2021 Budget	FY2022 Plan
Tons of waste weighted and disposed	185,870	185,000	185,000
Megawatt/hours of power generated from Gas to Energy Plant	11,950	10,512	12,571
Gallons of pretreated leachate collected and discharged	16,179,000	25,000,000	25,000,000
Tons of scrap metal recycled	1,431	1,300	1,400
Tons of household hazardous waste collected	84	100	100
Tons of tires processed to rubber chips	2,017	2,000	2,500
Tons of yard waste processed to mulch	9,035	7,500	9,000

Contractor is nearing completion of the rough grading of MSW Cell 3A. This photo shows blasted rock being processed into useable material



10/01/2020 COUNTY OF FREDERICK		- BUDGET -		EXPENSE		ACCOUNTING PERIOD 2020/10	
FUND #-012 FRED. WINC. LANDFILL FUND							
		Prior Years FY/2019	Prior Years FY/2020	Amended Budget	Actual On 2020/10	Dept Request FY2022	Admin Request
042040	LANDFILL						
042040 -000-000	REFUSE DISPOSAL						
042040-1000-000-000	PERSONNEL SERVICES						
042040-1001-000-001	COMPENSATION OF PUBLIC WORKS						
042040-1001-000-002	LANDFILL MANAGER	87,846	91,580	91,742	22,935	91,742	
042040-1001-000-003	ENVIRONMENTAL MANAGER	65,600	68,343	68,462	17,116	68,462	
042040-1001-000-004	ADMINISTRATIVE COSTS	131,956	137,385	137,620	34,405	137,620	
042040-1001-000-005	HEAVY EQUIPMENT MECHANIC	69,522	72,294	72,414	18,104	72,414	
042040-1001-000-036	SECRETARY III						
042040-1001-000-056	SCALE OPERATOR	40,247	36,829	41,835	9,909	39,638	
042040-1001-000-057	ADMINISTRATIVE ASSISTANT	46,596	48,454	48,535	12,134	48,535	
042040-1001-000-058	ASST CONVENIENCE SITE SUPERVISOR	35,803	37,695	37,756	9,439	37,756	
042040-1001-000-066	LANDFILL SPOTTER	24,380	29,108	31,775	7,944	31,775	
042040-1001-000-067	MAINTENANCE MECHANIC ASSISTANT	35,032	36,357	36,414	9,104	36,414	
042040-1001-000-068	CONVENIENCE SITE ATTENDANT	31,635	32,875	32,929	8,232	32,929	
042040-1001-000-069	LANDFILL TECHNICIAN	34,523	37,935	35,075	2,899	34,791	
042040-1001-000-070	SR LANDFILL TECHNICIAN	45,298	47,192	47,274	11,819	47,274	
042040-1001-000-071	SR LANDFILL TECHNICIAN	42,774	44,392	44,463	11,116	44,463	
042040-1001-000-072	LANDFILL TECHNICIAN	40,602	41,225	41,252	10,313	41,252	
042040-1001-000-081	LANDFILL TECHNICIAN	22,904	33,869	35,341	8,835	35,341	
042040-1001-000-082	LANDFILL TECHNICIAN	42,019	43,718	43,792	10,948	43,792	
042040-1001-000-083	GAS PLANT OPERATOR	59,551	61,960	62,064	15,516	62,064	
042040-1001-000-084	LANDFILL TECHNICIAN		19,741	36,300	9,206	36,300	
042040-1001-000-085	LABORER I 1/2						
042040-1001-000-086	LANDFILL OPERATIONS MANAGER	67,315	70,130	70,252	17,563	70,252	
042040-1001-000-087	LABORER II						
042040-1001-000-088	LANDFILL TECHNICIAN	34,977	36,256	36,312	9,078	36,312	
042040-1001-000-089	LANDFILL SPOTTER	31,916	33,040	33,089	8,272	33,089	
042040-1001-000-090	CONVENIENCE SITE SUPERVISOR	41,883	43,467	43,536	10,884	43,536	
042040-1001-000-091	CONVENIENCE SITE ATTENDANT	29,524	30,603	30,650	7,663	30,650	
042040-1001-000-092	LABORER II						
042040-1001-000-093	SR LANDFILL TECHNICIAN	47,606	49,504	49,587	12,397	49,587	
042040-1001-000-094	ENVIRONMENTAL SAFETY TECH.	47,344	53,180	49,179	5,750	46,000	
042040-1001-000-095	LANDFILL TECHNICIAN	36,935	38,307	38,366	9,592	38,366	
042040-1001-000-096	LANDFILL TECHNICIAN	36,138	37,558	37,620	9,405	37,620	
042040-1001-000-097	LABORER	27,748	20,713	28,806	7,625	30,500	
042040-1001-000-098	LABORER						
042040-1003-000-000	PART TIME/EXTRA HELP	54,582	57,406	100,620	17,715	100,620	
042040-1005-000-000	OVERTIME	65,344	66,544	74,121	21,322	87,575	
042040-1005-000-001	OVERTIME - INVESTIGATIVE						
042040-1009-000-000	ACCRUED SALARIES	26,975	1,294				

042040-1099-000-000	CHANGE IN ACCRUED LEAVE	2,795					
	PERSONAL SERVICE	1,407,370	1,458,954	1,537,181	367,240	1,546,669	
042040-2000-000-000	FRINGE BENEFITS						
042040-2001-000-000	F. I. C. A.	100,121	105,624	117,301	26,621	118,320	
042040-2002-000-000	RETIREMENT - VRS	123,067	130,470	156,272	37,811	155,817	
042040-2005-000-000	HOSPITAL/MEDICAL PLANS	348,208	374,431	382,000	95,084	459,160	
042040-2006-000-000	GROUP INSURANCE	16,484	17,458	17,848	4,417	18,204	
042040-2007-000-000	ACCRUED VACATION PAY						
042040-2008-000-000	SHORT & LONG TERM DISABILITY	2,856	2,808	3,050	677	3,000	
042040-2011-000-000	WORKER'S COMPENSATION	54,322	65,028	65,038	16,265	58,711	
042040-2013-000-000	EDUCATION - TUITION ASSISTANCE						
042040-2019-000-000	ACCRUED FRINGES	3,968	388				
042040-2099-000-000	FRINGE BENEFIT RESERVE						
	FRINGE BENEFITS	649,026	696,207	741,509	180,875	813,212	
042040-3000-000-000	CONTRACTUAL SERVICES						
042040-3001-000-000	PROFESSIONAL HEALTH SERVICES	66		1,500		1,500	
042040-3002-000-000	PROFESSIONAL SERVICES OTHER	695,985	953,449	793,111	31,086	735,000	
042040-3002-000-001	STATE PERMIT FEES	54,480	181,017	46,800	41,047	47,500	
042040-3002-000-002	PROFESSIONAL SVC - INVESTIGATION						
042040-3003-000-000	TEMPORARY HELP SERVICE FEES						
042040-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.	55,789	173,554	100,000	1,745	100,000	
042040-3004-000-002	REPAIR AND MAINTENANCE - VEHICLE	5,168	6,059	12,000	63	12,000	
042040-3004-000-003	REPAIR AND MAINTENANCE - BUILDING	63,625	20,528	40,000	21,453	40,000	
042040-3004-000-004	REPAIR AND MAINTENANCE - GENERATOR	30,072	13,657	80,000		80,000	
042040-3005-000-000	MAINTENANCE SERVICE CONTRACTS	23,551	19,193	32,350	457	37,350	
042040-3005-000-001	GENERATOR OIL SAMPLING	2,843		6,500		6,500	
042040-3007-000-000	ADVERTISING	1,415	1,570	3,000	60	3,000	
042040-3010-000-000	OTHER CONTRACTUAL SERVICES	738,456	404,466	658,070	33,953	678,970	
042040-3010-000-001	CONTRACTUAL SERV. - TIRE PROGRAM	105,604	139,113	171,720	29,061	259,250	
042040-3010-000-002	RTOP OPERATIONAL COSTS						
042040-3010-000-003	REGIONAL ELECTRONICS RECYCLING	57,000	52,200	100,000	3,300	100,000	
	PURCHASED SERVICES	1,834,054	1,964,806	2,045,051	162,225	2,101,070	
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	188	187		123		
	INTERNAL SERVICES	188	187		123	0	
042040-5100-000-000	UTILITIES						
042040-5101-000-000	ELECTRICAL SERVICES	49,012	46,361	50,000	7,359	50,000	
042040-5101-000-001	ELECTRICAL SRV.-INTERCONNECTION	22,828	20,922	26,000	3,951	26,000	
042040-5102-000-000	HEATING SERVICES	10,255	7,097	12,000	311	12,000	
042040-5204-000-000	POSTAGE AND TELEPHONE	12,598	23,754	30,360	3,071	30,360	
042040-5204-000-001	POSTAGE AND SHIPPING-GENERATOR	731	844	2,160	42	2,160	
042040-5301-000-000	BOILER INSURANCE	813	965	1,000	958	1,000	
042040-5302-000-000	FIRE INSURANCE	17,789	20,389	22,000	22,487	23,000	
042040-5305-000-000	MOTOR VEHICLE INSURANCE	5,108	6,146	6,000	4,821	6,500	

042040-5306-000-000	SURETY BONDS	28	27	40	26	40
042040-5308-000-000	GENERAL LIABILITY INSURANCE	5,989	6,705	7,000	6,604	7,000
042040-5401-000-000	OFFICE SUPPLIES	9,183	8,865	9,997	527	10,000
042040-5403-000-000	AGRICULTURAL SUPPLIES	1,223	1,974	15,000		10,000
042040-5404-000-000	MEDICAL AND LABORATORY SUPPLIES	1,763	1,380	2,500		2,500
042040-5405-000-000	LAUNDRY & JANITORIAL SUPPLIES	2,015	4,074	6,000	557	6,000
042040-5407-000-000	REPAIR AND MAINTENANCE SUPPLIES	26,944	22,099	30,000	515	30,000
042040-5408-000-000	VEHICLE AND POWERED EQUIPMENT	84,271	100,280	144,000	18,751	144,000
042040-5408-000-001	VEHICLES-TIRES AND PARTS	2,363	1,236	4,500	137	4,500
042040-5408-000-002	VEHICLE-FUELS AND LUBRICANTS	215,434	186,987	323,460	28,761	323,460
042040-5408-000-003	GENERATOR SPARE PARTS	44,232	38,034	100,000	7,724	100,000
042040-5408-000-004	GENERATOR LUBRICANTS	37,357	21,533	51,380	10,764	51,380
042040-5410-000-000	UNIFORMS	5,752	5,936	23,450	727	9,800
042040-5410-000-001	SAFETY EQUIPMENT	818	2,083	3,000	175	4,500
042040-5411-000-000	BOOKS & SUBSCRIPTIONS	568	585	2,000		2,000
042040-5413-000-000	OTHER OPERATING SUPPLIES	5,671	6,730	10,000	868	10,000
042040-5413-000-001	OTHER OPERATING SUPPLIES-GENER	1,899	30,917	35,000	492	35,000
042040-5413-000-999	EMERGENCY/DISASTER EXPENSE		3,190		1,447	
042040-5506-000-000	TRAVEL	5,087	2,583	12,000		12,000
042040-5506-000-001	LANDFILL GAS GENERATOR TRAINING			10,000		10,000
042040-5604-000-000	OTH. PAYMENTS OR CONTRIBUTIONS	191,745	188,374	185,000		185,000
042040-5801-000-000	DUES AND ASSOC.MEMBERSHIPS	1,215	1,315	2,000	1,115	2,000
042040-5806-000-000	RESERVE FOR CONTINGENCIES					
042040-5806-000-001	POST CLOSURE COSTS	463,564	422,131	340,000		360,000
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	2,699	10,000
042040-5810-000-001	EEOC CLAIMS					
	OTHER CHARGES	1,226,255	1,183,516	1,475,847	124,889	1,480,200
042040-8001-000-000	MACHINERY AND EQUIPMENT					
042040-8002-000-000	FURNITURE AND FIXTURES					
042040-8003-000-000	COMMUNICATIONS EQUIPMENT			60,000		100,000
042040-8005-000-000	MOTOR VEHICLES AND EQUIPMENT					
042040-8006-000-000	CONSTRUCTION VEHICLES & EQUIP.		1,114,444	70,970	70,970	170,000
042040-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMENT			5,000		5,000
042040-8009-000-000	MISCELLANEOUS EQUIPMENT			25,000		25,000
042040-8009-000-001	MISC.-LANDFILL GAS GENERATORS			5,000		5,000
042040-8700-000-000	LAND					
042040-8800-000-000	BUILDINGS					
042040-8900-000-000	IMPROVEMENTS OTHER THAN BUILDING		3,614,883	4,999,187	498,334	4,950,000
042040-8900-000-001	SITE DEVELOPMENT					
042040-8901-000-000	LOSS ON DISPOSAL					
042040-8999-000-000	INTEREST EXPENSE					
	CAPITAL OUTLAY		4,729,327	5,165,157	569,304	5,255,000
042040-9000-000-000	DEPRECIATION					
042040-9001-000-000	LEASE/RENT OF EQUIPMENT	20,185	5,032	40,000		40,000

042040-9500-000-000	DEPRECIATION OF EQUIPMENT	2,328,523					
042040-9500-000-001	DEPRECIATION OF EQUIP.-GENERAT						
	OTHER USES OF FUNDS	2,348,708	5,032	40,000		40,000	
	TOTAL DEPARTMENT	7,465,601	10,038,029	11,004,745	1,404,656	11,236,151	
092010-5890-000-000	OPERATIONAL TRANSFERS				-16,942		
	OTHER CHARGES				-16,942	0	
	TOTAL DEPARTMENT				-16,942	0	
093010 -000-000	TRANSFERS						
093010-2011-000-000	WORKER'S COMP FOR WELLNESS		14				
093010-5807-000-001	MERIT RESERVE	300	350	40,874			
093010-5807-000-002	MERIT RESERVE FRINGES						
	FRINGE BENEFITS	300	350	40,874		0	
	TOTAL DEPARTMENT	300	364	40,874		0	
TOTAL FOR FUND		7,465,901	10,038,393	11,045,619	1,387,714	11,236,151	

2021-2022 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					7,457,350
	Commercial/Industrial \$52/ton x 40% x 185,000 ton	3,848,000				
	Municipal \$22/ton x 27% x 185,000 ton	1,098,900				
	Construction Demolition Debris \$47/ton x 25% x 185,000 ton	2,173,750				
	Municipal Sludge \$40/ton x 2% x 185,000	148,000				
	Rubble/Concrete/Rock \$17/ton x 6% x 185,000	188,700				
					Subtotal	7,867,350

12-Nov

2021-2022 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 2,500 ton of tires delivered yearly NSVRC (RTOP) Members $\$80 \times 21\% \times 2,500 = \$42,000$	42,000				259,250
	Commercial $\$110 \times 79\% \times 2,500 = \$217,250$	217,250				
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 $\$22.00/\text{mwh} \times 1.8\text{mwh}/\text{hr} \times 80\% \times 8760\text{hrs}$	277,517				277,517
1608-14	Renewable Energy Credit $1.8 \times 8,760 \times 80\% \times \9	113,530				113,530
					Subtotal	740,297
					TOTAL	8,607,647

2021-2022 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 = 2,100 hours/yr X \$31/hr = \$65,100 Holiday work = 725 hours/yr X \$31/hr = \$22,475	65,100 22,475	87,575
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)	75,000 200,000 20,000 150,000 75,000 15,000 200,000	735,000
		Subtotal	924,695

2021-2022 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 7,700 19,600 6,000	47,500
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
12-Nov		Subtotal	199,500

2021-2022 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 15,000	37,350
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
12-Nov		Subtotal	126,850

2021-2022 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	83,100
	Ductwork Cleaning 2x year (Office and maintneance shop)	1,200	
	CAT Subscription (To allow mechanic to work on equipment)	3,000	
	Scrap Metal Hauling	60,000	
	GPS subscription- Carlson Command	3,000	
	Waste Oil Collection Services	14,400	
12-4204-3010-01	Tire Grinding- Local Tires		259,250
	Costs related to grinding tires by the Northern Shenandoah Planning Commissison. 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
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	530,350

12-Nov

2021-2022 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		6,500
	2006 Chevrolet Colorado (Tag# 130-750L)	650	
	2012 Ford F250 4x4 (Tag# 105-202L)	650	
	2012 Ford F250 4x4 (Tag# 152-325L)	650	
	2015 Ford F350 4x4 (Tag # 187-463L)	650	
	2016 Ford F250 4x4 (Tag# 179-895L)	650	
	2017 Ford F-150 4x4 (Tag# 197-603L)	650	
	2017 Ford F-450 (Litter Buggy, Tag# 205-264 L)	650	
	2018 Ford F-150 (Tag# 201-126L)	650	
	2018 Ford F150 (Tag# 210-035L)	650	
	2019 Ford F-250 (Tag #211-511L)	650	
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		10,000
	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	36,040

12-Nov

2021-2022 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
12-Nov		Subtotal	607,960

2021-2022 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 28 employees x \$350= \$9,800	9,800	9,800
12-4204-5410-01	Safety Equipment Personal Protective Equipment including safety vests, respirators, gloves and other equipment (Includes replacement -Hard Hats)		4,500
12-4204-5411-00	Books and Subscriptions Safety Films; 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
12-Nov		Subtotal	112,680

2021-2022 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		360,000
12-4204-5810-00	Payment of Unemployment Claims Estimated Amount		10,000
		Subtotal	579,000

12-Nov

2021-2022 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		100,000
12-4204-8006-00	Construction Vehicles and Equipment New Mini Excavator GPS Equipment for CDD Compactor	120,000 50,000	170,000
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
12-Nov		Subtotal	305,000

2021-2022 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 Develop 11 Acres of MSW Landfill Base Liner \$300,000/ acre x 11 acre= \$3,300,000 Expand HHW Collection Building Stormwater Diversion Cut direct stormwater away from future CDD Cells HHW Building Expansion Stormwater Management Improvements	 3,300,000 1,200,000 150,000 300,000	4,950,000
12-4204-9001-00	Lease/Rent Equipment		40,000
		Subtotal	4,990,000
		Total Expenditures	11,236,151
		Total Revenue	8,607,647
		From Landfill Reserve	2,628,504

12-Nov

2021-2022 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		100,000
12-4204-8006-00	Construction Vehicles and Equipment New Mini Excavator	120,000	170,000
	GPS Equipment for CDD Compactor	50,000	
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	10,000	25,000
	New GEM gas meter	15,000	
12-4204-8009-01	Miscellaneous Equipment - Generators (Gas to Energy) New specialty tools for gas plant	5,000	5,000
12-Nov		Subtotal	305,000



MEMORANDUM

TO: Public Works Committee

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

SUBJECT: Fiscal Year 2021/2022 Budgets

DATE: November 20, 2020

The following is a summary of the proposed Public Works budgets and the projected revenues for Fiscal Year 2021/2022 and the current amended Fiscal Year 2020/2021 budgets:

DISCIPLINE	FY 20/21 AMENDED BUDGETS	FY 21/22 BUDGETS (Proposed)	FY 21/22 PROJECTED REVENUES
Inspections - 3401	1,498,708	1,517,515	1,400,000
Building Appeals Board - 8106	561	561	0
Animal Shelter - 4305	816,400	802,421	83,855
Refuse Collection – 4203	2,144,705	2,113,842	261,249
Refuse Disposal – 10-4204	651,360	849,984	147,096
Litter Control - 4205	30,334	27,925	14,931
Engineering - 4201	431,588	519,459	242,255
General Fund Total	5,573,656	5,831,707	2,149,386
Landfill (12 fund) – 4204 *	11,045,619	11,236,151	8,607,647
Shawneeland - 8108 **	1,146,024	968,268	832,520
Public Works Total Budget	17,765,299	18,036,126	11,589,553

*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 2022.

We are proposing no capital requests during Fiscal Year 2022.

Our projected expenditures for Fiscal Year 2022 are \$1,517,515. This is an increase of \$148,807 from Fiscal Year 2021.

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

No projected changes to this budget.

3. Animal Shelter 10-4305-000-000

We are not requesting any capital purchases with in the FY2022 budget. Our projected expenditures for Fiscal Year 2022 are \$802,421. This is a decrease of \$13,979 over the current Fiscal Year 2021 budget.

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

Our projected expenditures for Fiscal Year 2022 are \$2,113,842. This is a decrease of \$30,863 over the current Fiscal Year 2021 budget amount.

We are proposing a capital project to upgrade the Gore Convenience Site at a cost of \$750,000.

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

We have proposed a Fiscal Year 2022 expenditure amount of \$849,984. This represents an increase of \$198,624 from the current Fiscal Year 2021 budget.

This increase is based on increased tonnage from citizens during the on-going Covid-19 Pandemic. Also, it includes a \$2/ton tipping fee increase at the Landfill.

6. Litter Control 10-4205-000-000

We have proposed a Fiscal Year 2022 expenditure amount of \$27,925. This represents a decrease of \$2,409 from the current Fiscal Year 2020 budget.

7. Engineering 10-4201-000-000

We have proposed a Fiscal Year 2022 expenditure amount of \$519,459. This represents an increase of \$87,871 from the current Fiscal Year 2022 budget.

The increase in expenditures is due to having an addition position. We are in the process of hiring a new Environmental Inspector. They will begin work on December 1, 2020. We recently raised the fees for obtaining a land disturbance permit to offset the higher expenditures. We have adjusted the projected revenues based on the updated fee schedule.

8. Landfill 12-4204-000-000

We have proposed a Fiscal Year 2022 expenditure of \$11,236,151. This represents an increase of \$190,532 from the current Fiscal Year 2022 budget.

We are proposing a tipping fee increase for Fiscal Year 2022. A summary of the proposed changes are shown below:

	<u>Current</u>	<u>Proposed</u>
Commercial/Industrial	\$50	\$52
Construction/Demolition Debris	\$45	\$47
Municipal Rate	\$20	\$22

(Frederick County, Clarke County and the City of Winchester)

Other Rate changes are shown in the budget packet.

As stated in the Pro Forma analysis performed in 2017 and updated over the last few years, increasing expenditures due to new cell development, closure costs, equipment purchases, etc. support our proposal that the tipping fees at the Landfill must be incrementally increased over time. We are in the midst of a MSW landfill cell development with bottom liner system being constructed during calendar year 2021 with over 10 acres of development. This project along with other on-going projects will continue to draw up on reserve funds since the proposed budget represents greater costs than the anticipated revenues. However, all of our projects are planned over time and we have been planning for these projects for some time.

Also, with the on-going Covid-19 pandemic, the characteristics of our waste stream has changed. We have seen a drop in the commercial waste but an increase in municipal waste and CDD Waste. These changes affect our revenues, which provides additional support toward raising the tipping fees.

9. Shawneeland 16-8108-000-000

We are proposing no Sanitary District fee increases in Fiscal Year 2022. We have proposed a Fiscal Year 2022 expenditures of \$968,268. This represents a decrease of \$177,756 from the current Fiscal Year 2021 budget.

A Shawneeland Sanitary District Advisory Committee (SSDAC) meeting was held on Monday, November 16, 2020. This was a public meeting to discuss the FY 2022 budgets. County staff presented two budget options for FY 2022:

- A. This budget included a paving program including tar and chip with a proposed expenditure totaling \$968,268.
- B. This budget does not include a paving program with tar and chip and a proposed expenditure totaling \$808,285.

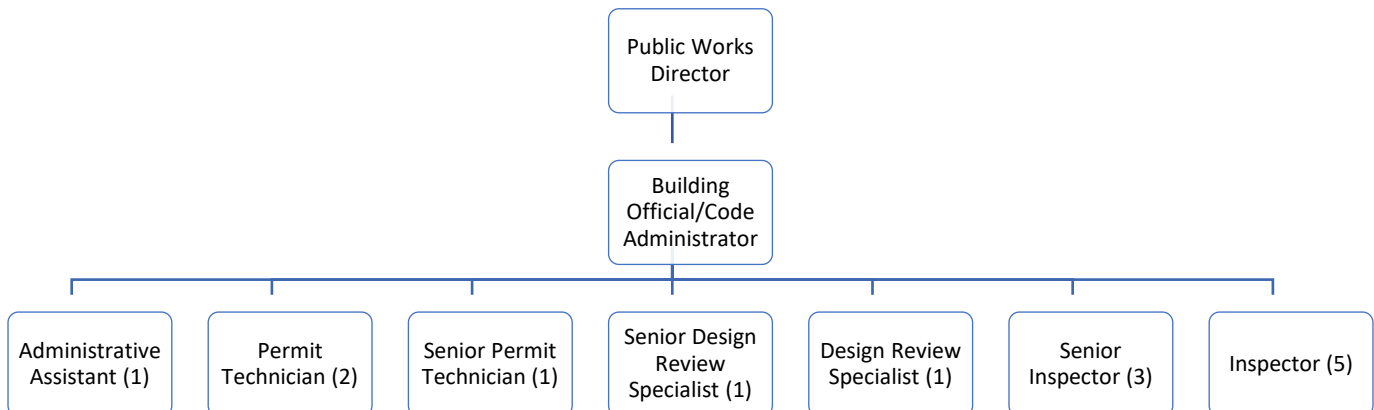
One member of the SSDAC submitted an alternate budget that is included in this packet. The majority of the SSDAC recommended the option A budget that includes the tar and chip program. The SSDAC committee report and a letter from the chairman of the SSDAC is included for review and support of budget option A.

Mission

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

What We Do

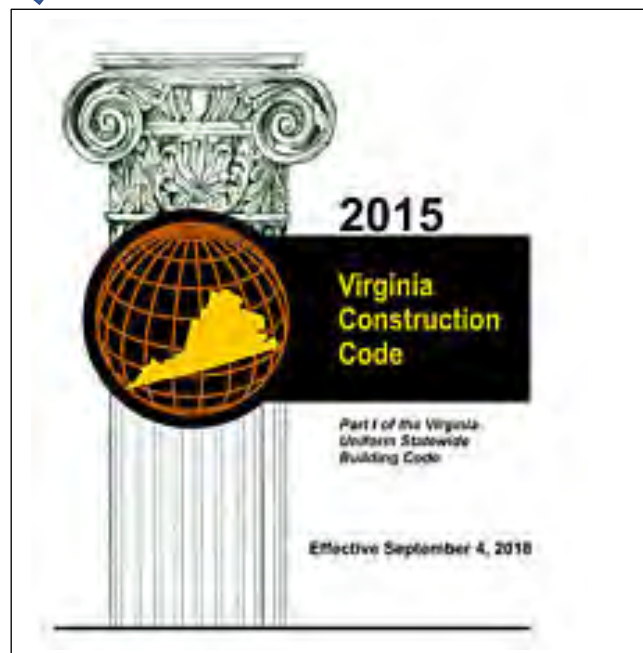
- The primary function of this office is to administer provisions of the State Building and Local Land Development Codes
- This office currently provides inspections for residential, commercial, and industrial in the fields of general building, plumbing, mechanical, and electrical
- This office also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



Goals/Objectives

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

Service Levels	FY2020 Actual	FY2021 Budget	FY2022 Plan
Number of inspections performed	23,123	18,122	18,867
Number of building/zoning related permits issued	6,647	6,724	6,811
Number of failed inspections	6,027	4,832	5,305
Number of code-related FOIA inquiries	168	240	226
Number of code-related Property Maintenance and complaints received	149	160	168
Number of plans submitted for review	2,365	2,260	2,241



10/01/2020 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2020/10	
FUND #-010 GENERAL OPERATING FUND							
		Prior Years FY/2019	Prior Years FY/2020	Amended Budget	Actual On 2020/10	Dept Request FY2022	Admin Request
034010 -000-000	INSPECTIONS						
034010-1000-000-000	PERSONNEL SERVICES						
034010-1001-000-011	SR PERMIT TECHNICIAN	49,293	51,152	51,233	12,808	51,233	
034010-1001-000-012	SENIOR INSPECTOR	66,767	69,416	69,531	17,383	69,531	
034010-1001-000-013	INSPECTOR	65,162	55,364	50,000	12,500	50,000	
034010-1001-000-014	SR INSPECTOR	62,114	64,621	64,730	16,182	64,730	
034010-1001-000-015	PERMIT TECH. I						
034010-1001-000-016	PERMIT TECHNICIAN	38,930	40,372	40,435	10,109	40,435	
034010-1001-000-017	INSPECTOR	53,304	55,314	55,402	13,850	55,402	
034010-1001-000-018	INSPECTOR III						
034010-1001-000-019	PERMIT TECHNICIAN I						
034010-1001-000-031	ADMINISTRATIVE ASSISTANT	55,619	57,680	57,769	14,442	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	PERMIT TECHNICIAN	31,350	34,861	35,360	8,840	35,360	
034010-1001-000-055	SENIOR DESIGN REVIEW SPECIALIS	64,775	67,389	67,503	16,876	67,503	
034010-1001-000-056	SENIOR DESIGN REVIEW SPECIALIS	58,672	70,901	61,101		61,101	
034010-1001-000-057	BLDG.OFFICIAL/CODE ADMINISTRAT	89,604	93,334	93,496	23,374	93,496	
034010-1001-000-058	DESIGN REVIEW SPECIALIST		29,167	50,000	12,500	50,000	
034010-1001-000-059	SENIOR INSPECTOR	69,453	72,256	72,378	18,095	72,378	
034010-1001-000-060	INSPECTOR I						
034010-1001-000-071	SENIOR INSPECTOR						
034010-1001-000-072	INSPECTOR II						
034010-1001-000-073	INSPECTOR	56,358	58,782	58,878	14,719	58,878	
034010-1001-000-074	INSPECTOR	52,560	54,645	54,736	13,684	54,736	
034010-1001-000-075	INSPECTOR	67,528	53,536	53,602	13,401	53,602	
034010-1003-000-000	PART-TIME	10,150	5,694	30,000		30,000	
034010-1005-000-000	OVERTIME	48	100	20,000		20,000	
034010-1007-000-000	INCENTIVE PAY						
034010-1009-000-000	ACCRUED SALARIES	17,420	370				
	PERSONAL SERVICE	909,107	934,954	986,154	218,763	986,154	
034010-2000-000-000	FRINGE BENEFITS						
034010-2001-000-000	F. I. C. A.	64,990	67,870	75,441	15,914	75,441	
034010-2002-000-000	RETIREMENT - V. S. R. S.	85,361	88,988	107,377	25,092	107,377	
034010-2005-000-000	HOSPITAL/MEDICAL PLANS	172,425	200,722	213,400	47,994	231,520	
034010-2006-000-000	GROUP INSURANCE	11,426	11,908	12,264	2,931	12,544	
034010-2008-000-000	SHORT & LONG TERM DISABILITY	1,322	1,638	1,700	473	2,000	
034010-2011-000-000	WORKER'S COMPENSATION - COMMO	16,781	21,256	24,208	4,827	22,331	
034010-2013-000-000	EDUCATION - TUITION ASSISTANCE						

034010-2019-000-000	ACCRUED FRINGES	2,607	46				
	FRINGE BENEFITS	354,912	392,428	434,390	97,231	451,213	
034010-3000-000-000	CONTRACTUAL SERVICES						
034010-3002-000-000	PROFESSIONAL SERVICES-OTHER			8,000		8,000	
034010-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.						
034010-3004-000-002	REPAIR AND MAINTENANCE-VEHICLE	5,779	4,801	6,561	-3,753	7,023	
034010-3005-000-000	MAINTENANCE SERVICE CONTRACTS	900	1,920	2,689		2,689	
034010-3006-000-000	PRINTING AND BINDING	2,545	3,735	2,600	258	4,500	
034010-3007-000-000	ADVERTISING						
034010-3010-000-000	OTHER CONTRACTUAL SERVICES						
	PURCHASED SERVICES	9,224	10,456	19,850	-3,495	22,212	
034010-4000-000-000	INTERNAL SERVICES						
034010-4001-000-000	DATA PROCESSING SERVICES						
034010-4003-000-002	CENTRAL STORES - GASOLINE	13,136	10,587	17,334	1,559	17,199	
	INTERNAL SERVICES	13,136	10,587	17,334	1,559	17,199	
034010-5204-000-000	POSTAGE AND TELEPHONE	7,901	7,961	8,340	748	8,388	
034010-5305-000-000	MOTOR VEHICLE INSURANCE	5,619	5,634	6,600	5,229	6,600	
034010-5306-000-000	SURETY BONDS	22	22	60	21	60	
034010-5401-000-000	OFFICE SUPPLIES	13,190	25,173	15,244	1,019	14,953	
034010-5408-000-000	VEHICLE AND POWERED EQUIPMENT						
034010-5410-000-000	UNIFORMS AND WEARING APPAREL	322	598	1,650		1,650	
034010-5411-000-000	BOOKS AND SUBSCRIPTIONS	2,894	2,274	2,490	416	2,490	
034010-5413-000-000	OTHER OPERATING SUPPLIES	32	97	500		500	
034010-5413-000-999	EMERGENCY/DISASTER EXPENSE		730		396		
034010-5414-000-000	MERCHANDISE FOR RESALE						
034010-5506-000-000	TRAVEL	892	1,941	2,136	438	2,136	
034010-5801-000-000	DUES AND ASSOC. MEMBERSHIPS	605	770	1,080		1,080	
034010-5806-000-000	RESERVE FOR CONTINGENCIES						
	OTHER CHARGES	31,477	45,200	38,100	8,267	37,857	
034010-8002-000-000	FURNITURE AND FIXTURES						
034010-8003-000-000	COMMUNICATIONS EQUIPMENT						
034010-8005-000-000	MOTOR VEHICLES AND EQUIPMENT	55,571					
034010-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMENT						
	CAPITAL OUTLAY	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	1,376,296	1,396,494	1,498,708	322,803	1,517,515	

2021-2022 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

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Inspections	DEPARTMENT CODE	3401
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3401-3004-002	<p>Repair and Maintenance Vehicle</p> <p>This money is used to maintain our fleet of 11 vehicles with an average fleet mileage of 87178 or more at the end of FY21 with annual travel of 122,983 miles.</p> <p>22 oil changes at \$66 each</p> <p>3 sets of tires at \$ 500 each</p> <p>2 batteries at \$125 each</p> <p>5 tuneups at \$150 each</p> <p>2 brakes at \$300 each</p> <p>1 motor/transmission damage</p> <p>wiper blades and bulbs</p>	<p>1,452</p> <p>1,500</p> <p>250</p> <p>750</p> <p>600</p> <p>2,100</p> <p>371</p>	7,023
3401-3005-000	<p>Maintenance Service Contract</p> <p>This money is used to cover the maintenance contract for our Data Gate Web.Net with Bright.</p> <p>Scanner maintenance/scanner software maintenance annual average of \$1847 with a potential increase of 5%, IT will cover the maintenance of Laserfiche software</p>	<p>750</p> <p>1,939</p>	2,689

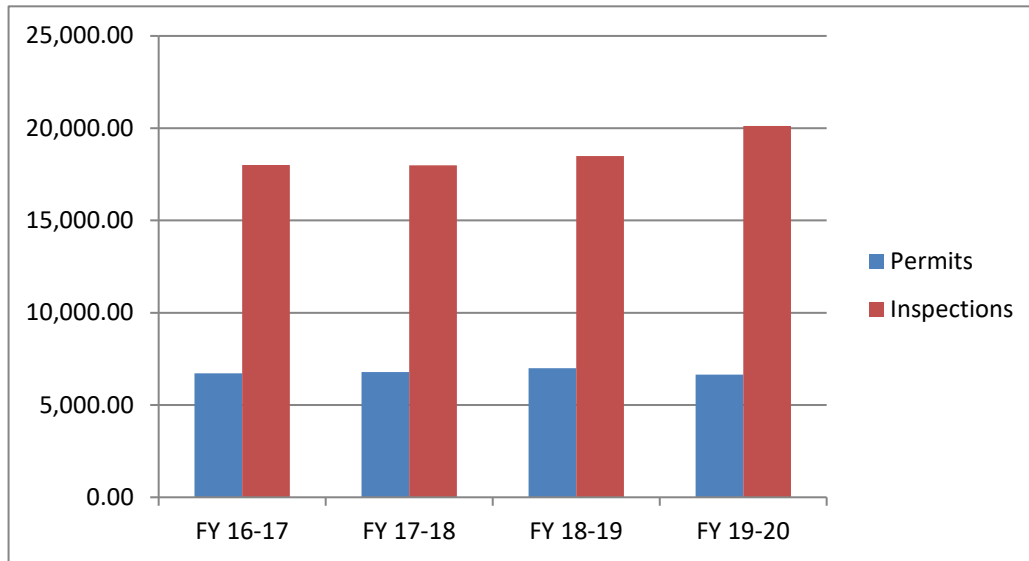
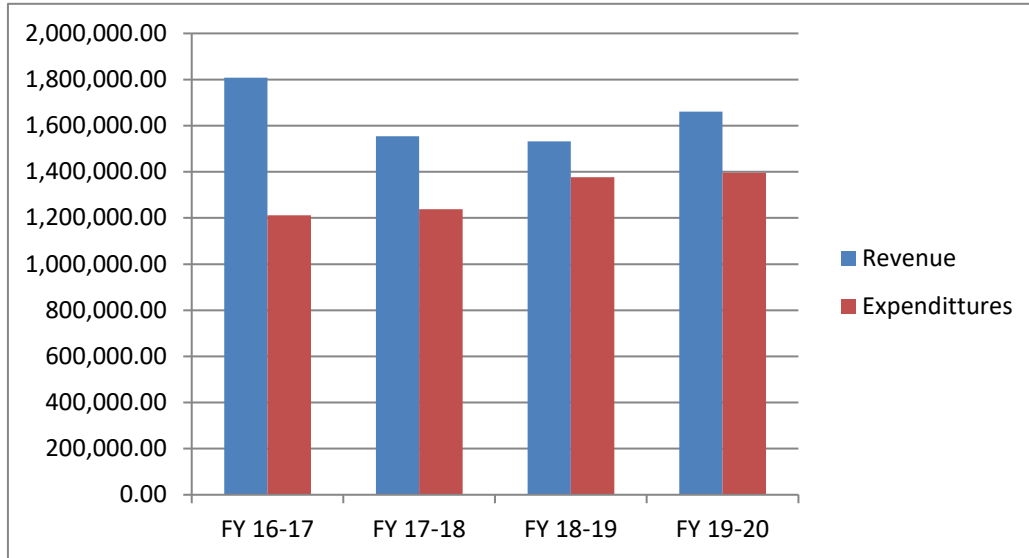
2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Inspections	DEPARTMENT CODE	3401
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3401-3006-000	Printing and Binding This money is used for printing business cards, letterhead, hard cards and envelopes.		4,500
3401-4003-002	Central Stores - Gasoline 11 vehicles with an anticipated total of 10,715 miles per year average - 18.2 miles/gal.per vehicle - 6,490 gallons of fuel per year. 6,490 x \$2.65 per gallon = \$17,199		17,199
3401-5204-000	Postage and Telephone This money is used to pay for postage, office phones and cell phones. Cell Phones - 2 Regular & 9 Smart Phones with hotspots \$544 per month. Comcast Postage	6,528 960 900	8,388
3401-5305-000	Motor Vehicle Insurance This money is used to insure our 11 vehicles at \$600 each		6,600
3401-5306-000	Security Bonds This money is used to pay for surety bonds of this department handling money.		60

2021-2022 BUDGET INFORMATION - EXPENDITURES

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

	FY 16-17	FY 17-18	FY 18-19	FY 19-20
Revenue	1,808,357.00	1,553,732.00	1,531,943.00	1,661,093.00
Expenditures	1,211,823.00	1,238,156.00	1,376,295.00	1,396,495.00
Permits	6,712.00	6,789.00	6,997.00	6,647.00
Inspections	18,010.00	17,995.00	18,483.00	20,123.00



Mission

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

What We Do

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

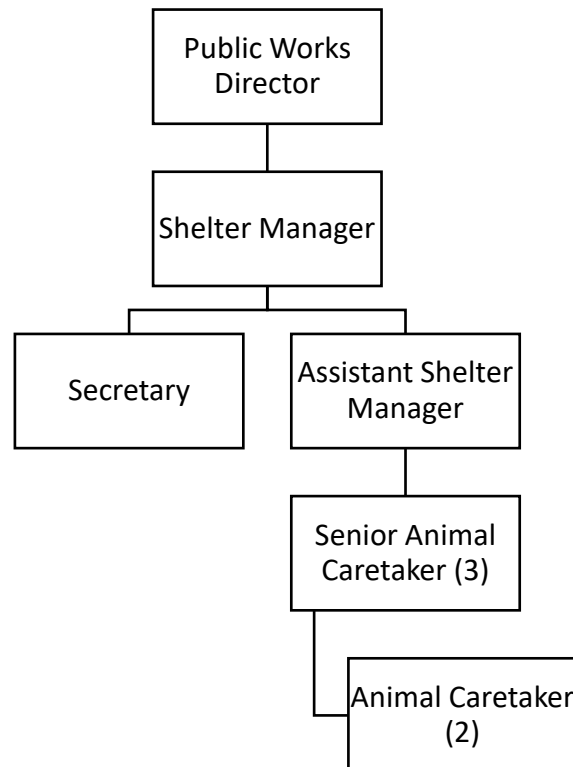
10/01/2020 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2020/10	
FUND #-010 GENERAL OPERATING FUND							
		Prior Years FY/2019	Prior Years FY/2020	Amended Budget	Actual On 2020/10	Dept Request FY2022	Admin Request
081060 -000-000	BUILDING APPEALS BOARD						
081060-1000-000-000	PERSONNEL SERVICES						
081060-1006-000-000	COMPENSATION OF MEMBERS		75	150		150	
	PERSONAL SERVICE		75	150		150	
081060-2001-000-000	F.I.C.A.		2	11		11	
	FRINGE BENEFITS		2	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		77	561		561	

Mission

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

What We Do

- Normally accepts approximately 800 dogs and 1,400 cats per year as well as other companion animals
- The shelter is cleaned and disinfected daily and is open six days a week
- To enhance accessibility to the public, the shelter is open one Sunday per month. During the summer months, the shelter is open every Sunday
- Strives to return lost animals to their owners and to find permanent loving homes for animals surrendered or unclaimed
- Provides for the emergency veterinary treatment of sick and injured animals in Frederick County
- Engages with the community by participating in events, school projects, tours, and civic groups
- Operates in accordance with Virginia state law and the Virginia Department of Agriculture
- Participates in the Northwestern Regional Detention Center's Community Corrections Program to utilize inmate labor to reduce operational costs and benefit inmates
- Refers citizens to available resources for animal related issues
- Provide for the care of animals confined for rabies observation and those seized pending court proceedings
- Partners with the Northern Virginia Community College Vet Tech Program; selected shelter animals are provided with pro bono veterinary care; nearly 100% of animals involved in the program have been adopted



Goals/Objectives

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

Service Levels	FY2020 Actual	FY2021 Budget	FY2022 Plan
Number of dogs adopted or reclaimed	633	800	800
Adoption and reclamation rate for dogs	96%	95%	95%
Number of cats adopted or reclaimed	492	600	600
Adoption and reclamation rate for cats	57%	40%	50%
Number of rabies clinics held	1	2	2
Number of animals vaccinated at rabies clinics	144	300	300
Business, community and other public events attended	8	12	12

*FY 20 service levels show the effect of the covid-19 pandemic



10/01/2020 COUNTY OF FREDERICK		- BUDGET -		EXPENSE		ACCOUNTING PERIOD 2020/10	
FUND #-010 GENERAL OPERATING FUND							
		Prior Years FY/2019	Prior Years FY/2020	Amended Budget	Actual On 2020/10	Dept Request FY2022	Admin Request
043050 -000-000	ANIMAL SHELTER						
043050-1000-000-000	PERSONNEL SERVICES						
043050-1001-000-002	ANIMAL SHELTER MANAGER	75,108	78,161	78,293	19,573	78,293	
043050-1001-000-003	ASST. ANIMAL SHELTER MANAGER	59,202	61,573	61,676	15,419	61,676	
043050-1001-000-004	SR ANIMAL CARETAKER	41,890	43,516	43,586	10,897	43,586	
043050-1001-000-005	ANIMAL CARETAKER	27,352	28,312	28,354	7,088	27,790	
043050-1001-000-006	SECRETARY	39,848	41,371	41,437	10,359	41,437	
043050-1001-000-092	SR ANIMAL CARETAKER	35,416	36,814	36,875	9,219	36,875	
043050-1001-000-093	SR ANIMAL CARETAKER	36,334	37,743	37,805	9,451	34,791	
043050-1001-000-094	ANIMAL CARETAKER	28,008	29,623	27,790	6,948	27,790	
043050-1003-000-000	PART TIME HELP	33,266	41,555	65,000	13,122	67,600	
043050-1003-000-001	ASST.ANIMAL SHELTER MGR.P/T						
043050-1003-000-002	COMPENSATION OF SECURITY PERSO						
043050-1005-000-000	OVERTIME	801	147	5,000		5,000	
043050-1009-000-000	ACCRUED SALARIES	13,167	527				
	PERSONAL SERVICE	390,392	399,342	425,816	102,076	424,838	
043050-2000-000-000	FRINGE BENEFITS						
043050-2001-000-000	F.I.C.A.	27,062	28,874	32,575	7,420	32,500	
043050-2002-000-000	RETIREMENT - VRS	33,595	34,641	40,812	10,203	40,402	
043050-2005-000-000	HOSPITAL/MEDICAL PLANS	98,154	101,280	103,200	23,918	118,760	
043050-2006-000-000	GROUP INSURANCE	4,495	4,636	4,661	1,192	4,720	
043050-2008-000-000	SHORT & LONG TERM DISABILITY	327	289	310	74	479	
043050-2011-000-000	WORKER'S COMPENSATION	4,826	5,742	6,089	1,460	5,863	
043050-2013-000-000	EDUCATION - TUITION ASSISTANCE						
043050-2019-000-000	ACCRUED FRINGES	1,178	99				
	FRINGE BENEFITS	169,637	175,561	187,647	44,267	202,724	
043050-3000-000-000	CONTRACTED SERVICES						
043050-3001-000-000	PROFESSIONAL HEALTH SERVICES	39,532	30,192	44,000	3,733	26,000	
043050-3001-000-001	PROFESSIONAL SERVICES - DONATION		13,516	2,355		2,355	
043050-3002-000-000	PROFESSIONAL SERVICES - OTHER	9,810	9,150	15,500	950	10,750	
043050-3002-000-001	CITIZEN ASSISTANCE PROGRAM						
043050-3002-000-002	PROF. SERV.-ENGINEERING/DESIGN	34,325	7,060				
043050-3003-000-000	TEMPORARY HELP SERVICE FEES						
043050-3004-000-000	REPAIR AND MAINTENANCE	3,459	13,880	10,000	449	12,000	
043050-3004-000-002	REPAIR AND MAINTENANCE - VEHICLE	1,764	1,066	2,200		2,200	
043050-3004-000-003	REPAIRS AND MAINTENANCE-BUILDING	1,600	3,082	1,940		3,220	
043050-3005-000-000	MAINTENANCE SERVICE CONTRACTS			365		365	
043050-3006-000-000	PRINTING AND BINDING	845	874	1,500		1,500	
043050-3007-000-000	ADVERTISING	898	824	1,200		1,200	
043050-3010-000-000	OTHER CONTRACTUAL SERVICES	6,025	6,344	9,400	415	9,400	
	PURCHASED SERVICES	98,258	85,988	88,460	5,547	68,990	

043050-4000-000-000	INTERNAL SERVICES						
043050-4003-000-001	CENTRAL STORES-COPIES						
043050-4003-000-002	CENTRAL STORES-GASOLINE	1,264	928	2,120	35	2,120	
	INTERNAL SERVICES	1,264	928	2,120	35	2,120	
043050-5100-000-000	UTILITIES						
043050-5101-000-000	ELECTRICAL SERVICES	20,560	19,868	28,236	4,592	24,000	
043050-5102-000-000	HEATING SERVICES	9,008	6,808	11,856	217	9,600	
043050-5103-000-000	WATER AND SEWER	6,615	6,785	8,016	425	7,200	
043050-5204-000-000	POSTAGE AND TELEPHONE	137	166	236	13	236	
043050-5301-000-000	BOILER INSURANCE	272	275	400	274	400	
043050-5302-000-000	FIRE INSURANCE	2,383	2,402	3,400	2,388	3,400	
043050-5305-000-000	MOTOR VEHICLE INSURANCE	1,022	1,024	1,800	821	1,100	
043050-5306-000-000	SURETY BONDS	45	43	55	42	55	
043050-5308-000-000	GENERAL LIABILITY INSURANCE						
043050-5401-000-000	OFFICE SUPPLIES	3,549	2,620	2,780		2,780	
043050-5402-000-001	DOG FOOD	63	196	2,500		2,000	
043050-5402-000-003	CAT FOOD	143	1,821	2,000		2,000	
043050-5404-000-000	MEDICAL AND LABORATORY SUPPLIES	7,951	8,950	12,220	528	11,620	
043050-5405-000-000	LAUNDRY/HOUSEKEEPING AND JANIT	9,191	10,176	15,000	478	15,000	
043050-5407-000-000	REPAIR AND MAINTENANCE SUPPL	2,518	2,620	5,580	676	5,580	
043050-5408-000-000	VEHICLE & POWERED EQUIPMENT SU						
043050-5410-000-000	UNIFORMS AND WEARING APPAREL	30		250		750	
043050-5413-000-000	OTHER OPERATING SUPPLIES	12,843	9,668	16,232		16,232	
043050-5413-000-999	EMERGENCY/DISASTER EXPENSE		60		71		
043050-5506-000-000	TRAVEL	2,091	149	1,375		1,375	
043050-5801-000-000	DUES AND ASSOC. MEMBERSHIPS	90	90	421		421	
043050-5802-000-000	CLAIMS & BOUNTIES						
	OTHER CHARGES	78,511	73,721	112,357	10,525	103,749	
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	738,062	735,540	816,400	162,450	802,421	

2021-2022 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	

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4305-1001-02	Animal Shelter Manager		78,293
10-4305-1001-03	Assistant Animal Shelter Manager		61,676
10-4305-1001-04	SR Animal Caretaker		43,586
10-4305-1001-05	Animal Caretaker		27,790
10-4305-1001-06	SR Secretary		41,437
10-4305-1001-92	SR Animal Caretaker		36,875
10-4305-1001-93	SR Animal Caretaker		34,791
10-4305-1001-94	Animal Caretaker		27,790
10-4305-1003-00	Part-time Salaries & Wages - Regular \$13.00/hr. x 100 hours x 52 weeks 4 employees @ 25 hrs./week. Includes pay raise of .50/hr	67,600	67,600
10-4305-1005-00	Extra Help/Overtime Accommodates overtime required during holidays, busy times and emergency situations		5,000

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT ANIMAL SHELTER		DEPARTMENT CODE 4305	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4305-2001-00	F.I.C.A.		32,500
10-4305-2002-00	Retirement - V.S.R.S.		40,402
10-4305-2005-00	Hospital/Medical Plans		118,760
10-4305-2006-00	Group Insurance		4,720
10-4305-2008-00	Short and Long Term Disability		479
10-4305-2011-00	Workers Compensation		5,863

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4305-3001-00	Professional Health Services Sick and injured animals requiring veterinary attention Employee preventive health: Vaccines and titers	22,000 4,000	26,000
10-4305-3001-01	Professional Services - Donations State animal friendly tag revenue	2,355	2,355
10-4305-3002-00	Professional Services Spay/neuter deposit funds equals revenue Dog deposits 100 @ \$70.00 = \$7,000.00 Cat deposits 75 @ \$50.00 = \$3,750.00	7,000 3,750	10,750
10-4305-3004-00	Repair and Maintenance - Equipment Yearly service generator contract = \$1,000.00 Generator repairs Misc. repairs - freezer, washer/dryer, air exchange units Increase \$2,000.00 for deteriorating RTU's	1,000 2,000 9,000	12,000

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4305-3004-02	Repair and Maintenance - Vehicle Oil Change (2 vehicles) 4 @ \$50.00 = \$200.00 Tires 4 @ \$250.00 = \$1,000.00 Misc. repairs - transmission, engine brakes, etc.	 200 1,000 1,000	2,200
10-4305-3004-03	Repair and Maintenance - Grounds Misc. repairs - roof, plumbing, and structure repairs Roto-Rooter 6 @ \$120.00 = \$720.00 Increase \$1,280.00 for deteriorating building	 2,500 720	3,220
10-4305-3005-00	Maintenance Service Contract Service contract for copier	 365	365
10-4305-3006-00	Printing and Binding Receipt books 2 @ \$300.00 = \$600.00 Adoption contracts Lost/found reports Informational Brochures Professional Printing	 600 300 100 500	1,500

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4305-3007-00	Advertising Rabies clinic advertising \$300.00 per event x 2 = \$600.00 Adoption/event advertising \$100.00 per event x 6 = \$600.00	600 600	1,200
10-4305-3010-00	Other Contractual Services Heating/Cooling maintenance contract Carcass disposal \$150.00 x 4 = \$600.00 Pump hair trap \$200.00 x 2 = \$400.00 Fire alarm system inspection and maintenance Snow removal \$350.00 X 6 = \$2,100.00 Pest control contract Landscaping maintenance contract	2,800 600 400 500 2,100 1,000 2,000	9,400
10-4305-4003-02	Central Stores - Gasoline 800 gals. (2 Vehicles) @ \$2.65 per gal. = \$2,120.00 Increased 300 gals. for increased spay/neuter trips	2,120	2,120
10-4305-5101-00	Electrical Services Assume \$2,000.00/month = \$24,000.00	24,000	24,000
10-4305-5102-00	Heating Services Assume \$800.00/month = \$9,600.00	9,600	9,600

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4305-5103-00	Water and Sewer Assume \$600.00/month = \$7,200.00	7,200	7,200
10-4305-5204-00	Postage and Telephone Approximately \$13.00/month for one phone and one fax line Misc. repairs	80	236
10-4305-5301-00	Boiler Insurance		400
10-4305-5302-00	Fire & Property Insurance		3,400
10-4305-5305-00	Motor Vehicle Insurance		1,100
10-4305-5306-00	Surety Bonds		55
10-4305-5401-00	Office Supplies General supplies (Paper, tape, staples, ink cartridges, etc.) Computer equipment Computer software Laser printer cartridges 4 @ \$70.00 = \$280.00 Laser printer color cartridges 1 @ \$200.00	200	2,780

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4305-5402-01	Dog Food Adult dog food 55 bags @ \$20.00 = \$1,100.00 Puppy food 36 bags @ \$20.00 = \$720.00 Canned food 12 cases @ \$15.00 = \$180.00	1,100 720 180	2,000
10-4305-5402-03	Cat Food Cat food 68 bags @ \$25.00 = \$1,700.00 Canned food 30 cases @ \$10.00 = \$300.00	1,700 300	2,000
10-4305-5404-00	Medical and Laboratory Fatal Plus 10 vials @ \$60.00 = \$600.00 Dog vaccines 30 boxes @ \$80.00 = \$2,400.00 Cat vaccines 30 boxes @ \$80.00 = \$2,400.00 De-wormer 6 pints @ \$70.00 = \$420.00 Sedative, needles, and misc. supplies Microchips 400 @ \$7.00 = \$2,800	600 2,400 2,400 420 3,000 2,800	11,620

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4305-5405-00	Laundry and Housekeeping Bleach, paper towels, laundry soap and toilet paper Disinfectants 5 - 55 gal per year @ \$600.00 = \$3,000.00 Trash bags 50 cases per year @ \$49.00 = \$2,450.00 Misc. mops, cleaning brushes, light bulbs Misc. disinfectants, dish soaps and deodorizers Shipping/handling charges New washer and dryer to replace old machines	6,000 3,000 2,450 600 600 350 2,000	15,000
10-4305-5407-00	Repair and Maintenance Hoses, nozzles and accessories Trap and other misc. filters, pressure washer oil Maintenance and other supplies, repair items, tools Replace carbon filters 3 X per year @ \$500.00 = \$1,500.00 Duct work filters 6 x per year @ \$80.00 = \$480.00	600 1,000 2,000 1,500 480	5,580
10-4305-5410-00	Uniforms and Wearing Apparel Insulated gloves 6 pairs @ \$10.00 = \$60.00 Slip on boots 6 pairs @ \$15.00 = \$90.00 Safety glasses and protective clothing Staff uniforms Increased \$500.00 for staff uniforms	60 90 100 500	750

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4305-5413-00	Other Operating Supplies		16,232
	Cat traps 6 @ \$60.00 = \$360.00	360	
	Disposable cat carriers 700 @ \$1.79 = \$1,253.00	1,253	
	Leashes 800 @ \$.64 = \$512.00	512	
	Kitty litter 1500 bags @ \$4.00 = \$6,000.00	6,000	
	Miscellaneous signs, plaques, tiles = \$300.00	300	
	Woven bags 600 per year @ \$.70 = \$420.00	420	
	Scoopers 5 per year @ \$15.00 = \$75.00	75	
	Disposable litter boxes 9,000 @ \$.45 = \$4,050.00	4,050	
	Feral cat handling boxes 5 @ \$80.00 = \$400.00	400	
	Road salt 20 – 50 lb. bags @ \$5.00 ea. = \$100.00	100	
	Promo items - t-shirts, event needs, marketing supplies	650	
	Small animal supplies	200	
	Miscellaneous supplies - keys, tools, pesticides, etc.	472	
	Chew proof dog benches 16 @ \$90.00 = \$1,440.00	1,440	

2021-2022 BUDGET INFORMATION - EXPENDITURES

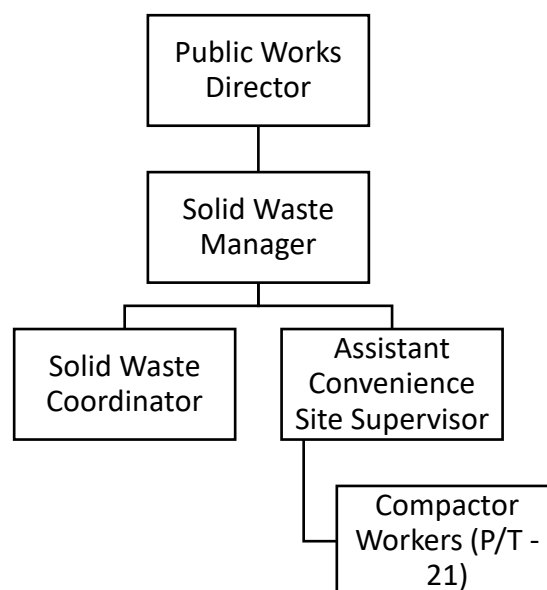
DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4305-5506-00	Travel Miscellaneous local training courses VA ACO seminar registration 2 @ \$250.00 = \$500.00 Hotel 4 nights @ \$100.00 = \$400.00 Meals/airfare, travel (tolls,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

Mission

To promote conservation and enhance the quality of life in the community through responsible solid waste management practices.

What We Do

- This department is responsible for the collection and removal of Frederick County municipal solid waste from all County compactor and container sites
- This function is a contractual service provided to the County by an approved hauler and is extended to schools, parks, libraries and other municipal facilities within the County
- The County owns or leases the compactor and container sites and provides necessary labor and supervision to maintain appearance and function
- Manages the County's recycling program to include collection containers, hauling, and all associated processing fees
- Environmental education outreach to public and private schools, community groups, landfill tours for school groups across the region; partners with Extension Office during Conservation Days at county middle schools
- Perform in-house collection of used footwear and textiles from convenience sites and other community drop-offs
- Host community events such as rain barrel and compost bin sales
- Manage waste/recycling hauling, recycling processing, electronics recycling, and shoe/textiles contracts and agreements, including tracking tonnage, convenience site usage, and industry and market trends
- Assist local businesses in locating markets for their recyclable materials
- File annual Recycling Rate Report with DEQ which entails extensive survey of local business activity
- Complete annual application and performance report for state Litter and Recycling Grant



Goals/Objectives

- Minimize the number of pulls and maximize compaction densities from compactor sites to reduce collection costs.
- Develop strategies for improved efficiency in County’s recycling program.
- Maintain coverage at all sites to discourage illegal dumping and misuse.
- Continue to promote recycling program – encourage proper recycling habits and curtail contamination in order to control costs and maintain markets.
- Emphasize waste reduction as the most effective method of solid waste management.
- Continue to work with local businesses and industry regarding best disposal options.
- Continue to maintain and upgrade services, facilities, and equipment.
- Expand Gore location on county-owned property to include trash compaction.

Service Levels	FY2020 Actual	FY2021 Budget	FY2022 Plan
Refuse collected and hauled (tons)	32,375	38,640	
Household material recycled (tons)	3,143	3,237	
Recycling Rate	53.9	54%	
Business, community and other public outreach audience members	60	0	

New trash compactor is set in place at relocated Albin neighborhood citizens' convenience site.



10/01/2020 COUNTY OF FREDERICK		- BUDGET -		EXPENSE		ACCOUNTING PERIOD 2020/10	
FUND #-010 GENERAL OPERATING FUND							
		Prior Years FY/2019	Prior Years FY/2020	Amended Budget	Actual On 2020/10	Dept Request FY2022	Admin Request
042030 -000-000	REFUSE COLLECTION						
042030-1001-000-001	SOLID WASTE MANAGER	71,801	74,768	74,897	18,724	74,897	
042030-1001-000-002	SOLID WASTE COORDINATOR	58,082	60,342	60,440	15,110	60,440	
042030-1001-000-003	ASST. CONV. SITE SUPR.	34,243	35,472	35,525	8,881	35,525	
042030-1001-000-004	LABORER II						
042030-1003-000-000	COMPACTOR SITE - PART TIME	314,435	325,659	360,568	86,613	368,771	
042030-1005-000-000	OVERTIME	5,258	4,318	14,348	1,446	14,358	
042030-1009-000-000	ACCRUED SALARIES	5,423	281				
	PERSONAL SERVICE	489,242	500,840	545,778	130,774	553,991	
042030-2000-000-000	FRINGE BENEFITS						
042030-2001-000-000	F.I.C.A.	36,516	37,783	41,752	9,884	69,963	
042030-2002-000-000	RETIREMENT - VRS	16,250	16,727	19,598	4,899	19,598	
042030-2005-000-000	HOSPITAL - MEDICAL PLANS	35,213	46,893	48,200	11,868	54,660	
042030-2006-000-000	GROUP INSURANCE	2,150	2,238	2,238	572	2,290	
042030-2008-000-000	SHORT & LONG TERM DISABILITY	202	190	195	47	200	
042030-2011-000-000	WORKER'S COMPENSATION - COMMO	21,777	22,336	28,337	6,298	30,221	
042030-2019-000-000	ACCRUED FRINGES	2,030	-18				
	FRINGE BENEFITS	114,138	126,149	140,320	33,568	176,931	
042030-3000-000-000	CONTRACTUAL SERVICES						
042030-3002-000-000	PROFESSIONAL SERVICES	8,750	9,033	35,000		35,000	
042030-3003-000-000	TEMPORARY HELP SERVICE FEES						
042030-3004-000-001	REPAIR & MAINTENANCE - EQUIP.	9,089	6,727	23,000	240	18,800	
042030-3004-000-002	REPAIR & MAINTENANCE - VEHICLE	6,373	14,495	11,152	1,032	8,770	
042030-3004-000-003	REPAIR AND MAINTENANCE -BUILD	64,497	184,332	14,720	48	11,970	
042030-3005-000-000	MAINTENANCE SERVICE CONTRACTS						
042030-3006-000-000	PRINTING AND BINDING	2,557	6,511	4,125	286	4,125	
042030-3007-000-000	ADVERTISING	4,583	4,128	5,712		4,155	
042030-3010-000-000	OTHER CONTRACTUAL SERVICES	561,287	725,582	841,396	71,372	1,221,300	
	PURCHASED SERVICES	657,136	950,808	935,105	72,978	1,304,120	
042030-4003-000-002	CENTRAL STORES - GASOLINE	6,343	4,972	9,455	554	8,708	
	INTERNAL SERVICES	6,343	4,972	9,455	554	8,708	
042030-5100-000-000	UTILITIES						
042030-5101-000-000	ELECTRICAL SERVICES	13,255	14,812	14,268	1,380	14,988	
042030-5103-000-000	WATER AND SEWAGE		14,429	900	13	192	
042030-5204-000-000	POSTAGE AND TELEPHONE	2,276	2,647	3,260	224	3,171	
042030-5302-000-000	FIRE & PROPERTY INSURANCE	1,190	1,192	950	1,185	1,200	
042030-5305-000-000	MOTOR VEHICLE INSURANCE	2,554	2,561	3,000	1,747	2,700	
042030-5401-000-000	OFFICE SUPPLIES	1,404	1,856	1,481	84	1,481	
042030-5405-000-000	LAUNDRY/HOUSEKEEPING SUPPLIES	1,984	2,358	3,271	112	5,177	
042030-5407-000-000	REPAIR AND MAINTENANCE SUPPL	12,548	7,669	12,412	512	12,412	
042030-5408-000-000	VEHICLE & POWERED EQUIP. SUPPL	683	4,147	1,200	807	1,200	

042030-5408-000-002	VEHICLE FUELS & LUBRICANTS	4,333	4,326	10,080		9,716	
042030-5410-000-000	UNIFORMS	602	544	700		700	
042030-5411-000-000	BOOKS AND SUBSCRIPTIONS	547	140	130		145	
042030-5412-000-000	EDUCATIONAL & RECREATIONAL SUP	1,259	7,562	4,475		975	
042030-5412-000-001	EDUCATIONAL SUPPLIES - GRANT			2,495			
042030-5413-000-000	OTHER OPERATING SUPPLIES	13,462	4,998	4,500	1,079	4,700	
042030-5413-000-999	EMERGENCY/DISASTER EXPENSE		96		132		
042030-5415-000-000	OTHER EXPENSES(RECYCLING GRANT						
042030-5416-000-000	POSTER COMPETITION						
042030-5506-000-000	TRAVEL	1,003	49	1,500		1,500	
042030-5801-000-000	DUES AND ASSOC. MEMBERSHIPS	537	223	225		595	
	OTHER CHARGES	57,637	69,609	64,847	7,275	60,852	
042030-8001-000-000	MACHINERY AND EQUIPMENT			188,800	188,800		
042030-8002-000-000	FURNITURE AND FIXTURES						
042030-8003-000-000	LEASE/RENT OF LAND						
042030-8005-000-000	MOTOR VEHICLES AND EQUIPMENT						
042030-8006-000-000	CONSTRUCTION VEHICLES AND EQUIP	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	309,789	873,960	250,000	70,196		
	CAPITAL OUTLAY	385,089	873,960	438,800	258,996	0	
042030-9001-000-000	LEASE/RENT OF EQUIPMENT	988	1,182	2,400	137	3,240	
042030-9003-000-000	LEASE/RENT OF LAND	6,000	6,000	8,000	6,000	6,000	
	OTHER USES OF FUNDS	6,988	7,182	10,400	6,137	9,240	
	TOTAL DEPARTMENT	1,716,573	2,533,520	2,144,705	510,282	2,113,842	

2021-2022 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					66,288
	Stephenson (8%) \$718/mo x 12	8,616				
	Double Toll Gate (21%) \$1854/mo x 12	22,248				
	Landfill (13%) \$2858 x 12	34,296				
	Greenwood \$94/mo x 12	1,128				
1904-03	Winchester Container Fees	60,696				60,696
	Landfill (23%) \$5058/mo x 12					

2021-2022 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					2,000
	Recycling Reimbursement/Clarke					9,900
	Sale of Rain Barrels/Compost Bins resale of units at cost to residents; encourage conservation					1,300
1904-12	Payments/Bowman Library \$145/mo x 12					1,740
						261,249

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-1001-00	Solid Waste Manager		74,897
10-4203-1001-02	Solid Waste Coordinator		60,440
10-4203-1001-03	Assistant Site Supervisor		35,525
10-4203-1003-00	Part-time Salaries and Wages - Regular 29,692 hrs @ 11.75/hr; one staff floater 1560/hrs @ \$12.75/hr		368,771
10-4203-1005-00	Extra Help/Overtime Allows for 300 hrs @ 43.59/hr for unscheduled overtime; on-call duties by coordinator = \$13,077; also includes 50 hrs overtime for assistant @ \$25.63/hr = \$1281		14,358
10-4203-2001-00	F.I.C.A.		69,963
10-4203-2002-00	Retirement - VSRS		19,598
10-4203-2005-00	Hospital/Medical Plans		54,660
10-4203-2006-00	Group Insurance		2,290

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-2008-00	Short & Long Term Disability		200
10-4203-2011-00	Workman's Compensation Based on \$6.90/\$100 for compactor workers/assistant; 0.09 for solid waste manager; \$2.95 for solid waste coordinator		30,221
10-4203-3002-00	Professional Services Design/survey work for expanded Double Toll Gate site; included in CIP request		35,000
10-4203-3004-01	Repair/Maintenance - Equipment Assume can repair \$2500 x 4 cans = \$10,000; compactor repair/trouble-shooting x 11 units = \$8800		18,800
10-4203-3004-02	Repair/Maintenance - Vehicle Oil changes \$50 x 13 changes = \$650; inspections/5 vehicles and trailer \$120; allowance for routine repairs @ 5 vehicles = \$8,000		8,770
10-4203-3004-03	Repair/Maintenance - Buildings and Grounds Gravel @ \$275/load = \$825; fence/gate repair @ \$650/repair = \$1950; pole lights \$495; spray for bag worms @ \$1000; update metal signs \$300 x 5 = \$1500; tree trimming \$5000; mow drainage structure \$1200		11,970

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-3006-00	Printing and Binding Signs, decals, brochures, flyers, banners to educate/promote programs; 6 banners @ \$95 = \$570; coroplast signs @ \$250; update can decals @ \$2250; allowance for brochures, flyers and posters @ \$655; construction plans @ \$400		4,125
10-4203-3007-00	Advertising Promote TreeCycle, Earth Day, Arbor Day, other diversion programs; outreach; holiday schedules; assume 15 ads @ \$277/insertion		4,155
10-4203-3010-00	Other Contractual Services Hauling contract with 4% anticipated increase based on FY 20/21 four month average plus increase based on CPI/US Bureau of Labor Statistics for Waste Hauling \$69,891 x 12 = \$838,692 Recycling hauling and processing fees based on four month average Recycling of glass at landfill drop-off; hauling and tip fees Bowman Library (\$145 x 12) Portable Toilet Service at sites (\$725/mo x 12) Contracted Snow Removal (Gore, Star Tannery, emergency service) Fire extinguisher annual service/replacement Emergency first aid kits; bi-annual re-stocking	838,692 344,868 18,000 1,740 8,700 7,500 800 1,000	1,221,300

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-4003-02	Central Stores 3286 @ \$2.65/gal for five vehicles; based on 19/20 fuel logs		8,708
10-4203-5101-00	Electrical Services Estimate for 10 sites @ \$1249/mo x 12; based on FY 19/20		14,988
10-4203-5103-00	Water and Sewage		192
10-4203-5204-00	Postage and Telephone Correspondence @ \$200; includes cell phone for solid waste coordinator/assistant @ \$145/mo x 12 = \$1740; also includes data plan for manager's tablet @ \$45/mo = \$540; desk phone \$45/mo = \$540; also includes reimbursement for personal cell use by manager		3,171
10-4203-5302-00	Fire and Property Insurance		1,200
10-4203-5305-00	Motor Vehicle Insurance		2,700
10-4203-5401-00	Office Supplies Ink cartridges 8 @ \$70 = \$560; color paper @ \$12/ream x 10 = \$120; copier paper 2 cartons @ \$90; laminate/legal \$30; laminate/letter \$20; binders 3 @ \$36; rubber bands 25 bx @ \$5/bx = \$125; pre-printed educational booklets/brochures, i.e. composting, pollinators @ \$300; allowance for post-its; folders; tape; batteries; note pads, etc. = \$200		1,481

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-5405-00	<p>Laundry and Housekeeping</p> <p>Hand tools @ \$175; gloves 24 @ \$144; tarps 6 @ \$750; rain suits 5 @ \$175; garbage bags 15 bx @ \$285; 20 bx shop rags @ \$340; 21 cases paper towels @ \$75; 12 Tyvek suits @ \$55; disinfectant wipes 6 six-packs @ \$98 = \$588; spray \$140/case x 2 = \$280; disposable face masks \$30/bx x 24 = \$720; N95 masks 24 x \$5 = \$120; latex gloves \$17/bx x 36 = \$612; face shields \$9 x 24 = \$216; 12 grabbers @ \$312; hand sanitizer @ \$330</p>		5,177
10-4203-5407-00	<p>Repair and Maintenance - Buildings and Grounds</p> <p>Rodent blocks 18 lb @ \$100; ice melt \$7/bag @ \$910; #8 gravel for snow/ice treatment \$800; patch filler \$14/bag x 35 = \$490; 2-4D @ \$20/gal x 15 = \$300; RoundUp \$50/gal @ 15 = \$750; concrete 20 bags @ \$6 = \$120; compactor paint \$74/gal x 26 gal = \$1924; primer \$65/gal x 25 gal = \$1625; surfactant \$10/gal x 5 = \$50; 2 grease guns @ \$80; 2 screen doors @ \$350; 2 wall heaters @ \$450; Stay Dry absorbant 25 bags @ \$12 = \$300; degreaser 24 @ \$7/can = \$168; insect repellent 15 cans @ \$4 = \$60; K31 rye @ \$1/lb = \$100; a/c unit @ \$300; 2 bx pad locks @ \$85; leaf blower @ \$200; weed trimmer @ \$150; steel/compactor rail replacement @\$2,200; misc flat steel for can repair/patch @ \$900; allowance for drill bits, grinding wheels, hinges, couplings, hoses, spray paint, lumber, screws, nails, shingles, wheel stops, etc.</p>		12,412

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-5408-00	Vehicle and Powered Equipment Supplies Parts, lubes, blades, filters, plugs, hoses, belts for mowers, trimmers, plows, blowers, etc.; wiper blades, fuel filters, chains, etc. for vehicles; in-house compactor repair parts/oil filters @ \$70 ea.		1,200
10-4203-5408-02	Vehicle Fuels and Lubricants Allowance for motor oil, antifreeze, fuel/mowers, oxygen/acetylene; kerosene, diesel @ \$2500; grease for compactors 6 tubes/wk = \$9 x 52/wk @ 12 units = \$5616; 2 drums hydraulic oil for compactors @ \$800/drum x 2 = \$1600		9,716
10-4203-5410-00	Uniforms Clothing allowance for two field staff @ \$350 ea		700
10-4203-5411-00	Books and Subscriptions Winchester Star @ \$145		145
10-4203-5412-00	Educational and Recreational Promotional/outreach materials for school programs, community events, America Recycles Day, Earth Day, Arbor Day, rain barrel/ compost bin sale, etc.		975

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-5413-00	Other Operating Supplies Misc. fees and supplies, including bottled water for sites @ \$650/yr based on FY 19/20 consumption; meals for trustees during snow events @ \$350; cost of direct buy rain barrels/compost bins for re-sale at cost to residents @ \$1300; shoe/textile steel donation bin for Double Toll Gate site @ \$2400		4,700
10-4203-5506-00	Travel Includes travel to SWANA and VRA conference/training by manager @ \$1000; allowance for on-line training		1,500
10-4203-5801-00	Dues and Memberships Solid Waste Association of North America @ \$245; Virginia Recycling Association @ \$350		595
10-4203-9001-00	Lease/Rent of Equipment Rental of hoe/fork lift; roller, jackhammer, etc.; 4 rentals/mobilization @ \$540 x 4 = \$2,160; copier lease @ \$90/mo = \$1080		3,240
10-4203-9003-00	Lease/Rent of Land Greenwood @ \$6000/yr		6,000

2021-2022 CAPITAL REQUESTS

DEPARTMENT		DEPARTMENT CODE	4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-8800-00	Buildings Expand and upgrade Gore Convenience Site to include a trash compactor; site improvements for improved traffic flow; electrical upgrades to site; landscaping , additional fencing and lighting; Included in CIP request; design work completed in FY 20/21		750,000
			750,000

Mission

To promote conservation and enhance the quality of life in the community through responsible solid waste management practices.

What We Do

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

10/01/2020 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2020/10	
FUND #-010 GENERAL OPERATING FUND							
		Prior Years FY/2019	Prior Years FY/2020	Amended Budget	Actual On 2020/10	Dept Request FY2022	Admin Request
042040 -000-000	REFUSE DISPOSAL						
042040-3000-000-000	CONTRACTUAL SERVICES						
042040-3009-000-004	COUNTY PAYMENTS - CITIZENS COL	614,476	647,498	651,360	121,083		849,984
042040-3010-000-000	OTHER CONTRACTUAL SERVICES						
	PURCHASED SERVICES	614,476	647,498	651,360	121,083	0	
042040-5413-000-999	EMERGENCY/DISASTER EXPENSE						
042040-5810-000-001	EEOC Claims						
042040-8001-000-000	MACHINERY AND EQUIPMENT						
042040-8002-000-000	FURNITURE AND FIXTURES						
042040-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMENT						
	OTHER CHARGES					0	
	TOTAL DEPARTMENT	614,476	647,498	651,360	121,083	0	849,984

Mission

To protect the environment and quality of life by removing roadside litter while fostering community pride.

What We Do

- This budget includes personnel costs associated with providing a part-time employee for the supervision of the County's trustee litter crew and associated operating costs
- The Northwestern Regional Adult Detention Center provides labor at no charge through the Community Inmate Workforce Program
- The crew collects litter from along the County's roads with a focus on roads leading to the landfill

10/01/2020 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2020/10	
FUND #-010 GENERAL OPERATING FUND							
		Prior Years FY/2019	Prior Years FY/2020	Amended Budget	Actual On 2020/10	Dept Request FY2022	Admin Request
042050 -000-000	LITTER CONTROL - GRANT						
042050-1001-000-004	LITTER CREW - LABORER II						
042050-1003-000-000	LITTER CREW - PART-TIME	10,038	10,763	16,900	1,094		14040
042050-1005-000-000	OVERTIME						
042050-1009-000-000	MERIT RESERVE						
	PERSONAL SERVICE	10,038	10,763	16,900	1,094	0	14040
042050-2000-000-000	FRINGE BENEFITS						
042050-2001-000-000	F. I. C. A.	768	823	1,293	84	0	1074
042050-2011-000-000	WORKER'S COMPENSATION	616	655	1,109	72	0	969
	FRINGE BENEFITS	1,384	1,478	2,402	156	0	2043
042050-3000-000-000	CONTRACTED SERVICES						
042050-3004-000-002	REPAIR AND MAINTENANCE-VEHICLE	1,224	1,332	2,000	1,228		2000
042050-3006-000-000	PRINTING AND BINDING	342	108	300			300
042050-3007-000-000	ADVERTISING	490	473	1,125			1,385
042050-3010-000-000	OTHER CONTRACTED SERVICES						
	PURCHASED SERVICES	2,056	1,913	3,425	1,228	0	3,685
042050-4000-000-000	INTERNAL SERVICES						
042050-4003-000-002	CENTRAL STORES - GASOLINE	1,614	1,313	2,380	41		2380
	INTERNAL SERVICES	1,614	1,313	2,380	41	0	2,380
042050-5204-000-000	POSTAGE AND TELEPHONE	9	6	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	511	512	600	309		600
042050-5401-000-000	OFFICE SUPPLIES						
042050-5405-000-000	LAUNDRY/HOUSEKEEPING AND JANIT	1,664	1,603	2,053			2,603
042050-5407-000-000	REPAIR & MAINTENANCE SUPPLIES	375	451	849			849
042050-5408-000-000	VEHICLE AND POWERED EQUIPMENT	5	107	200			200
042050-5410-000-000	UNIFORMS						
042050-5412-000-000	EDUCATIONAL SUPPLIES	718	445	675			675
042050-5413-000-000	OTHER OPERATING SUPPLIES	305	285	750			750
042050-5413-000-999	EMERGENCY/DISASTER EXPENSE						
042050-5506-000-000	TRAVEL						
042050-5600-000-000	CONTRIBUTIONS TO CIVIC & COMMU						
042050-5604-000-000	OTHER PAYMENTS TO CIVIC ORGAN						
	OTHER CHARGES	5,565	3,409	5,227	309	0	5,777
042050-8005-000-000	MOTOR VEHICLES AND EQUIPMENT						
	CAPITAL OUTLAY					0	
	TOTAL DEPARTMENT	20,657	18,876	30,334	2,828	0	27,925

2021-2022 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					14,931
						14,931

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	4205
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4205-1001-00	Litter Crew Leader Part-time staff \$13.50/hour @ 1040 hours = \$14,040 Monitors trustees during roadside litter cleanups; completes daily logs; remediates illegal tire dumps		14,040
10-4205-2001-00	F.I.C.A.		1,074
10-4205-2011-00	Workman's Compensation Based on \$6.90/\$100 for one 20/hour/week crew supervisor		969
10-4205-3004-02	Repair and Maintenance Vehicle Tires, repair, routine maintenance of vehicle; based on FY 20/21 expenditures		2,000
10-4205-3006-00	Printing and Binding Brochures, posters, etc. for outreach/education		300
10-4205-3007-00	Advertising Five ads/year @ \$277/insertion; promote litter prevention; Secure Load		1,385
10-4205-4003-02	Central Stores 898 gal @ \$2.65/gal; transport trustees; based on usage logs		2,380

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT		DEPARTMENT CODE	4205
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4205-5204-00	Postage and Telephone Postage for correspondence; illegal dumping violation notices		100
10-4205-5305-00	Motor Vehicle Insurance		600
10-4205-5405-00	Laundry and Housekeeping Hand wipes @ \$25; refuse bags 30 bx @ \$58 = \$1740; 12 tick repellant sprays @ \$80; first aid supplies \$110; work gloves 12 @ \$4 = \$48; PPE @ \$600; latex gloves; disinfectant spray; face masks		2,603
10-4205-5407-00	Repair and Maintenance Supplies Replace road sign/base @ \$525; 12 grabbers @ \$27 = \$324		849
10-4205-5408-00	Vehicle and Powered Equipment Supplies Antifreeze, wiper blades, bulbs, seat protection; replace floor mats		200
10-4205-5412-00	Educational Supplies Promotional items for outreach/presentations; supplies for in-class activities relating to litter impacts and prevention		675
10-4205-5413-02	Other Operating Supplies Bottled water 10 cases @ \$4.50 = \$45; fast food/Sunday cleanups		750
			27,925

Grant Application Request Form

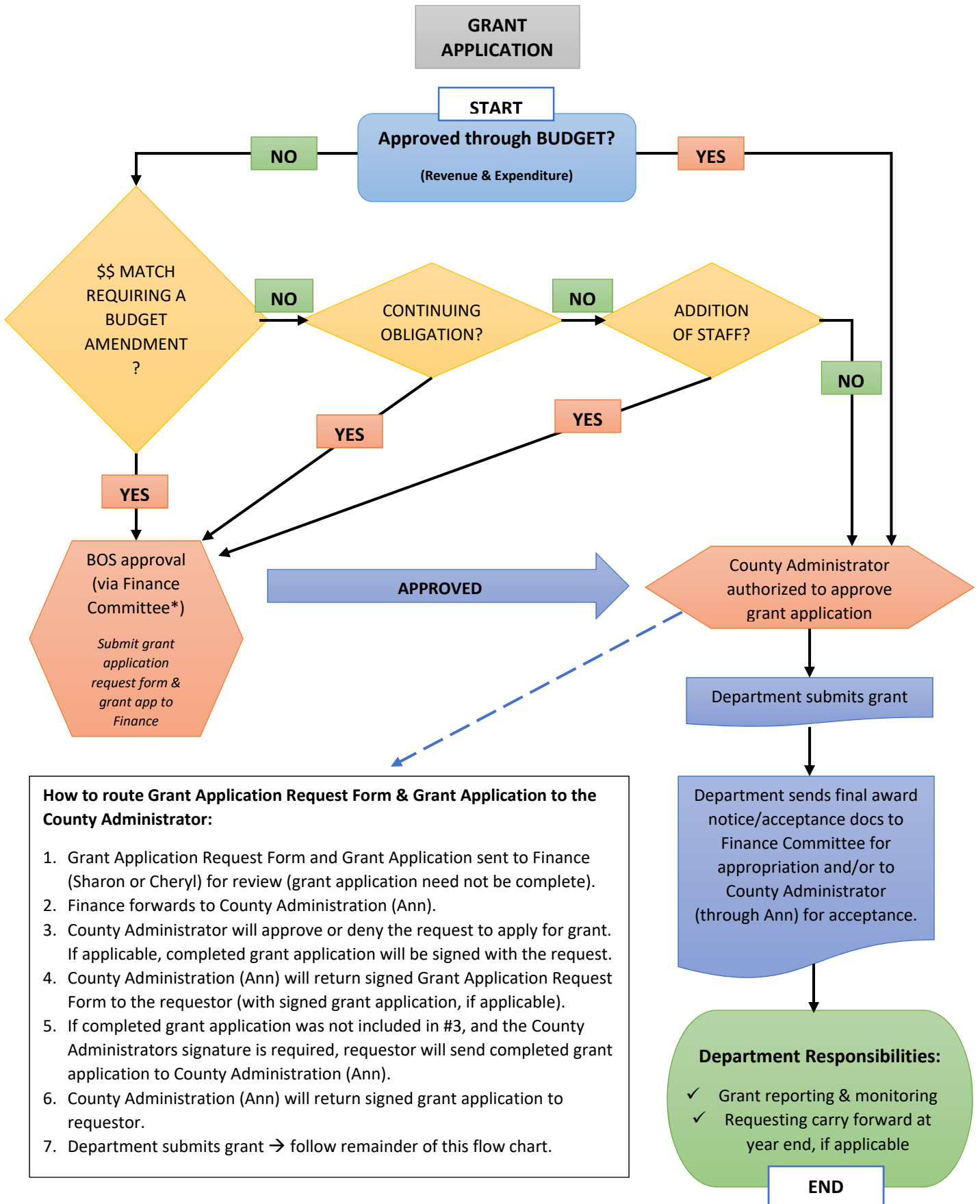
The Grant Application & Acceptance Policy, adopted by the Board of Supervisors on March 23, 2016, outlines the policies for submitting grant applications on behalf of Frederick County and for the acceptance and appropriation of all grant awards. This policy applies to any Frederick County program, department or constitutional office preparing and submitting grant applications to agencies outside the County government for funds, materials or equipment to be received and administered by the County or by an agency for which the County acts as fiscal agent.

Please refer to the policy flow chart on the back of this form to assist in determining the appropriate course of action. The policy in its entirety can be found on the Finance intranet page.

Complete the information below and attach as the cover to all grant applications sent to the County Administrator for approval.

Requesting Department					
Name of Grant					
Grantor					
Grant deadline for submission					
Total Amount of Anticipated Award					
Purpose of grant (summary)					
Grant approved through budget process? (Yes/No)					
Local Match Requirement (Yes/No)		Amount:			
If yes, Source(s) & amount(s) of local match (fin comm/BOS approval required if match requires a budget amendment)					
Other associated costs					
Continuing obligation and cost (fin comm/BOS approval required)					
Addition of Staff and cost (Yes/No) (fin comm/BOS approval required)		How many?		Total cost, including fringes:	
Revenue and Expenditure codes & amounts					
Department Contact (name, email, phone)					
Department Head approval to apply for grant				Date	
BOS approval date (if applicable)					
Finance review of grant policy compliance				Date	
County Administrator approval to apply for grant				Date	

Notes:

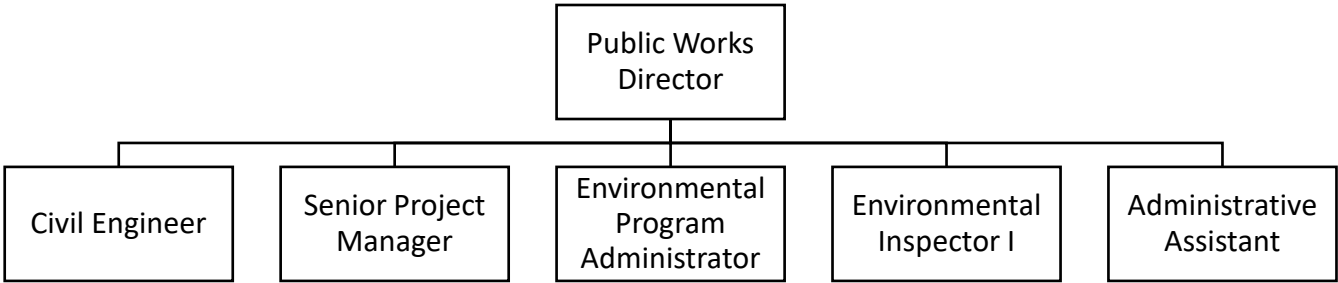


Mission

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

What We Do

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



Goals/Objectives

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

Service Levels	FY2020 Actual	FY2021 Budget	FY2022 Plan
Number of land disturbance permits issued	639	620	625
Number of final grading inspections and preliminary Erosion & Sediment control inspections performed	1113	650	1200
Number of residential permit applications reviewed	613	600	610
First submittal reviews (i.e., site, subdivision, rezoning, Master Development, stormwater, land disturbance applications) performed	110	100	110
Second submittal reviews (i.e., site, subdivision, rezoning, Master Development, stormwater, land disturbance applications) performed	28	30	25

This photo depicts the future road known as Crossover Blvd. This project consists of a road approximately 1.07 miles in length, a bridge that is 321.3 feet in length, and a two-lane roundabout. This major road improvement is expected to take approximately 2 years to complete and all aspects of this road project to include coordination of utilities, maintenance of traffic at the I-81 bridge crossing and major improvements at Route 522 and construction of stormwater management facilities will all be managed by this department.



10/01/2020 COUNTY OF FREDERICK		- BUDGET -		EXPENSE		ACCOUNTING PERIOD 2020/10	
FUND #-010 GENERAL OPERATING FUND							
		Prior Years FY/2019	Prior Years FY/2020	Amended Budget	Actual On 2020/10	Dept Request FY2022	Admin Request
042010 -000-000	GENERAL ENGINEERING/ADMIN						
042010-1000-000-000	PERSONNEL SERVICES						
042010-1001-000-002	SR PROJECT MANAGER	72,048	74,816	74,936	18,734	74,936	
042010-1001-000-003	ENVIRONMENTAL PGM ADMN	54,885	56,993	57,085	14,271	57,085	
042010-1001-000-004	CIVIL ENGINEER	77,129	80,091	80,220	20,055	80,220	
042010-1001-000-005	DEPUTY DIRECTOR						
042010-1001-000-006	ENVIRONMENTAL INSPECTOR I					45,563	
042010-1001-000-036	ADMINISTRATIVE ASST.	60,438	62,830	62,934	15,733	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	445				
	PERSONAL SERVICE	272,332	275,175	275,175	68,793	320,738	
042010-2000-000-000	FRINGE BENEFITS						
042010-2001-000-000	F. I. C. A.	19,127	19,626	21,051	4,901	24,536	
042010-2002-000-000	RETIREMENT - VRS	25,857	26,940	31,562	7,891	36,789	
042010-2005-000-000	HOSPITAL/MEDICAL PLANS	57,570	63,880	64,800	16,192	85,100	
042010-2006-000-000	GROUP INSURANCE	3,465	3,605	3,605	922	4,298	
042010-2008-000-000	SHORT & LONG TERM DISABILITY	455	428	440	106	450	
042010-2011-000-000	WORKER'S COMPENSATION	5,239	6,625	6,551	1,638	7,662	
042010-2013-000-000	EDUCATION - TUITION ASSISTANCE						
042010-2019-000-000	ACCRUED FRINGES	785	32				
	FRINGE BENEFITS	112,498	121,136	128,009	31,650	158,835	
042010-3000-000-000	CONTRACTUAL SERVICES						
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	2,560	1,680	4,550	60	4,700	
042010-3004-000-003	REPAIR AND MAINTENANCE BLDGS.&						
042010-3005-000-000	MAINTENANCE SERVICE CONTRACTS						
042010-3007-000-000	ADVERTISING						
042010-3010-000-000	OTHER CONTRACTUAL SERVICES						
	PURCHASED SERVICES	2,560	1,680	5,150	60	5,300	
042010-4000-000-000	INTERNAL SERVICES						
042010-4003-000-002	CENTRAL STORES - GASOLINE	2,917	2,423	4,638	257	4,638	
	INTERNAL SERVICES	2,917	2,423	4,638	257	4,638	
042010-5204-000-000	POSTAGE AND TELEPHONE	3,754	3,666	4,680	347	5,220	
042010-5305-000-000	MOTOR VEHICLE INSURANCE	2,043	2,049	2,400	1,846	3,000	
042010-5401-000-000	OFFICE SUPPLIES	5,878	4,343	6,016	400	6,008	
042010-5407-000-000	REPAIR/MAINTENANCE SUPPLIES						
042010-5408-000-000	VEHICLE AND POWERED EQUIPMENT		176				
042010-5411-000-000	BOOKS AND SUBSCRIPTIONS			250		7,850	

042010-5412-000-000	EDUCATIONAL SUPPLIES						
042010-5413-000-000	OTHER OPERATING SUPPLIES	1,401	847	1,870	83	1,470	
042010-5413-000-001	ROAD AND STREET MATERIALS						
042010-5413-000-999	EMERGENCY/DISASTER EXPENSE						
042010-5506-000-000	TRAVEL	1,277	1,796	2,000		5,000	
042010-5801-000-000	DUES AND ASSOC. MEMBERSHIPS	223	303	400		400	
	OTHER CHARGES	14,576	13,180	17,616	2,676	28,948	
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		1,061	1,000	137	1,000	
	OTHER USES OF FUNDS		1,061	1,000	137	1,000	
	TOTAL DEPARTMENT	433,291	414,655	431,588	103,573	519,459	

2021-2022 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 625 single family dwellings, duplexes and townhouses @ \$290 each Commercial/Industrial permits	181,250 41,005				242,255
1907-02	Reimbursement Reimbursement from Shawneeland Sanitary District for a portion of the engineering services provided by the engineering staff.	20,000				

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Engineering	DEPARTMENT CODE	10-4201
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4201-3002-00	<p>Professional Services</p> <p>Contingency fees related to consulting for surveying, plan review and miscellaneous designs beyond capability of staff. This amount represents a contingency fund for emergency projects related to stormwater, etc.</p>		0
10-4201-3004-01	<p>Repair and Maintenance - Equipment</p> <p>Includes minor repair costs for computer equipment. We have six (6) computers and six (6) printers for a total of 12 devices within the department. Consequently, we are recommending an amount of \$50 per device for miscellaneous repairs for a total of \$600.</p>		600
10-4201-3004-02	<p>Repair and Maintenance - Vehicles</p> <p>This amount is for the costs associated with the maintenance of five (5) vehicles during Fiscal Year 2021-2022. The following is a summary of anticipated required maintenance.</p> <p>- Oil Change/Lubrication</p> <p style="padding-left: 20px;">Two (2) times per year per two (2) vehicles @\$100 per visit</p> <p style="padding-left: 20px;">Two (2) times per year per one (2) vehicles @\$175 per visit</p> <p style="padding-left: 20px;">Three (3) times per year per one (1) vehicle @\$100 per visit</p>	1,200	4,700

2021-2022 BUDGET INFORMATION - EXPENDITURES

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

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Engineering	DEPARTMENT CODE	10-4201
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4201-4003-02	<p>Central Stores - Gasoline</p> <p>Five (5) vehicles with a total of 35,000 miles per year average ÷ 20 miles/gal.per vehicle = 1,750 gallons of fuel per year. 1,750 x \$2.65 per gallon = \$4,638</p>		4,638
10-4201-5204-00	<p>Postage and Telephone</p> <p>This item includes costs associated with telephone, mobile phones and postage (certified mail).</p> <p>General Postage, certified mail - \$30 per month = \$360</p> <p>Cellular Communication - 6 phones @ \$60 = \$360 per month = \$4,320</p> <p>Comcast = \$45.00 per month = \$540</p>	<p>360</p> <p>4,320</p> <p>540</p>	5,220
10-4201-5305-00	<p>Motor Vehicle Insurance</p> <p>Includes insurance costs related to the department's five (5) vehicles.</p> <p>Five (5) vehicles x \$600 per vehicle = \$3,000</p>		3,000
10-4201-5401-00	<p>Office Supplies</p> <p>Includes office supply costs and miscellaneous software for the Engineering Department.</p> <p>Quicken Deluxe Software yearly renewal</p>	50	6,008

2021-2022 BUDGET INFORMATION - EXPENDITURES

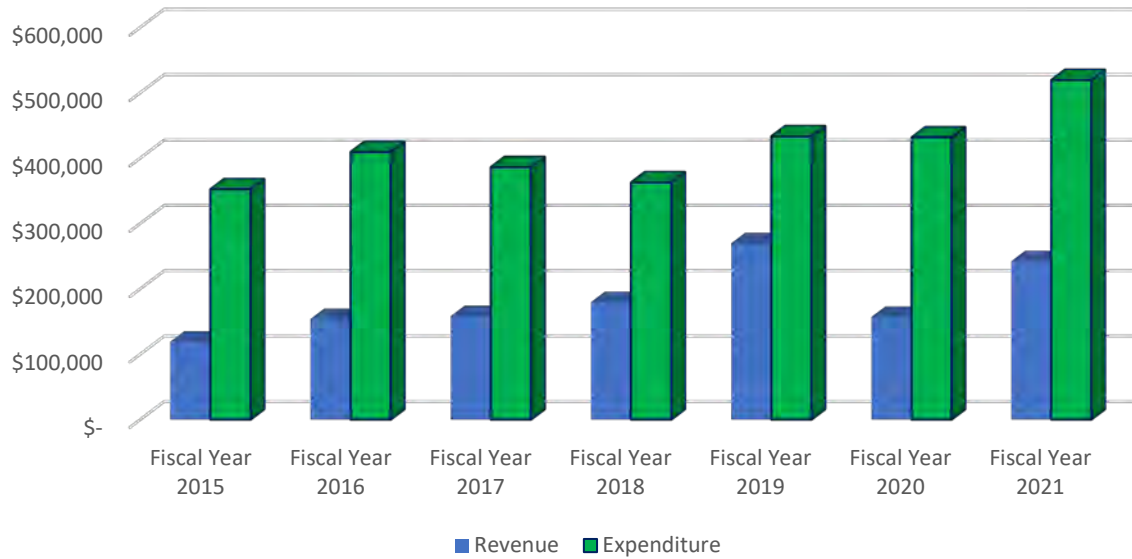
DEPARTMENT	Engineering	DEPARTMENT CODE	10-4201
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4201-5401-00	<p>Office Supplies (cont'd)</p> <p>Blue print hanger with poly hangers that hold approx. 288 plans</p> <p>Paper - 8 ½" x 11" - 10 cases per year @ \$70 per case = \$700</p> <p style="padding-left: 20px;">8 ½" x 14" - 2 reams per year @ \$9 per ream = \$18</p> <p style="padding-left: 20px;">11" x 17" - 2 reams per year @ \$16 per ream = \$32</p> <p>Writing tablets</p> <p style="padding-left: 20px;">5" x 8" and 8 ½" x 11" - 1 dzn per year @\$20 per dzn = \$20</p> <p style="padding-left: 20px;">Post-It Notes 6 dzn per year @\$15 per dzn = \$90</p> <p>Envelopes</p> <p style="padding-left: 20px;">500 envelopes per box @\$75 per box (costs associated</p> <p style="padding-left: 20px;">10" x 13" manila envelopes @\$17 per box</p> <p>Receipt Book</p> <p style="padding-left: 20px;">24 receipt books @ \$15 a piece = \$360</p>	<p>2,000</p> <p>700</p> <p>18</p> <p>32</p> <p>20</p> <p>90</p> <p>75</p> <p>17</p> <p>360</p>	

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Engineering	DEPARTMENT CODE	10-4201
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4201-5413-00	Other Operating Supplies (cont'd) Water Bottle Equipment Lease \$60 x 12 = \$720	720	
10-4201-5506-00	Travel This item includes costs associated with attending seminars/courses related to stormwater management, erosion and sediment control and maintain erosion and sediment control certification and stormwater certification. Includes costs for lodging, meals and seminar fees for five (5) employees. Five employees @\$1,000 per person = \$5,000		5,000
10-4201-5801-00	Dues and Associated Memberships Virginia Society of Professional Engineers, American Society of Civil Engineers, Professional Engineer Registration, and, International Erosion and Sediment Control Association.		400
10-4201-9001-00	Lease/Rent of Equipment Copier Lease - \$250 x 12 months = \$3,000 ÷ 3 = \$1,000 (copier lease is split between 3 departments yearly)		1,000

	Revenue	Expenditure
Fiscal Year 2015	\$ 119,090	\$ 352,290
Fiscal Year 2016	\$ 153,889	\$ 409,373
Fiscal Year 2017	\$ 158,278	\$ 386,173
Fiscal Year 2018	\$ 179,658	\$ 362,852
Fiscal Year 2019	\$ 269,733	\$ 433,291
Fiscal Year 2020	\$ 157,101	\$ 431,588
Fiscal Year 2021	\$ 242,255	\$ 519,459

Engineering Revenue and Expenditures



**Shawneeland (16-8108) Narrative
2021-2022**

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. 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.



The Sanitary District staff works to widen the roadways and shoulders on the trails within Shawneeland. The staff work diligently to make the roads safer for residents and emergency personnel.

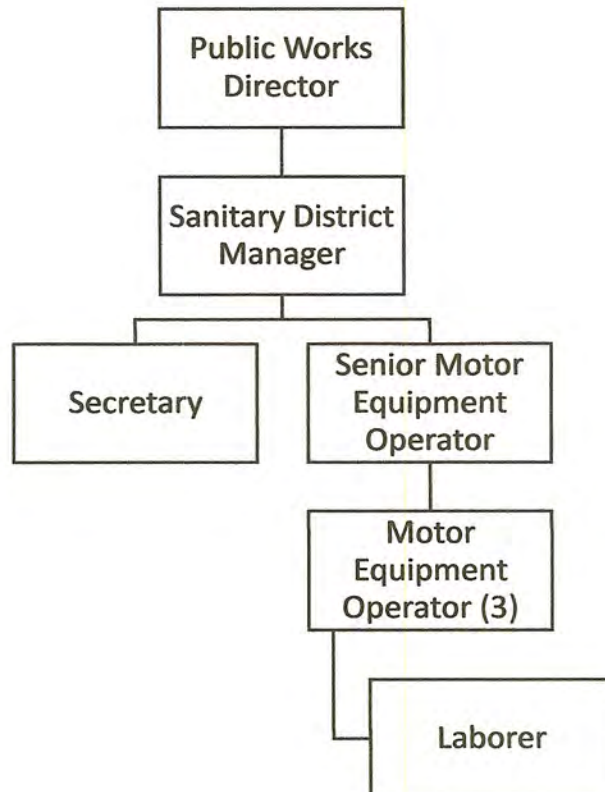
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Mission

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

What We Do

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



DRAFT

Shawneeland Sanitary District Fund

Goals/Objectives

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

Departmental Accomplishments

- Staff has cut back trees and brush at intersections and on 18 miles of roadway. The staff upgraded 16 miles of ditches and shoulders on the roadways. Carroll Construction tarred & chipped 9.96 miles of trails throughout Shawneeland.
- The staff has placed 1,013.37 tons of asphalt on Shawneeland roads through grader patching.
- Continued cutting dead trees along roadways to prevent trees from falling on roads and power lines.
- Staff has replaced and upgraded damaged and undersized culverts to improve and maintain roadways and drainage ditches.
- 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. The crew weed eats the dam four to five times per season.
- Staff continues to fabricate and replace street signs as necessary.

DRAFT

2022 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 2020 BUDGET	FY 2021 BUDGET	FY 2022 BUDGET		FY 2020 BUDGET	FY 2021 BUDGET	FY 2022 BUDGET
COSTS:				REVENUES:			
Personnel	496,653	501,407	503,397	Fees	804,300	812,880	832,520
Operating	783,523	649,982	464,871	State/Federal			
Capital	0	0	0	SSD Reserve Fund	475,876	338,509	135,748
TOTAL	1,280,176	1,151,389	968,268	TOTAL	1,280,176	1,151,389	968,268

2021-2022 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, three Motor Equipment Operator positions, one Senior Motor Equipment Operator position, 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.		\$13,000
	a. Emergency Help	\$13,000	
16-8108-1099-00	Merit Reserve		
16-8108-2001-00	F.I.C.A.		\$24,708
16-8108-2002-00	Retirement		\$35,555
16-8108-2005-00	Hospital/Medical Plans		\$104,540
16-8108-2006-00	Group Insurance		\$4,154
16-8108-2008-00	Short & Long Disability		\$550
16-8108-2011-00	Workers Compensation		\$10,906
16-8108-3002-00	Professional Services Surveying and engineering costs related to road improvements and evaluation of Cherokee Dam and other capital projects. Sources used outside of local government.		\$2,000

REVISED: 11/5/2020

2021-2022 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>		\$15,000
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>		\$10,000
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 5.46 miles of trails. 63,993 sq. yds. @ \$2.50 per sq. yd.</p>	159,983	\$159,983
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: 11/5/2020

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2021-2022 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 \$600 \$2,500 \$10,000	
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	\$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: 11/5/2020

2021-2022 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 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. \$300</p> <p style="padding-left: 40px;">9 Lots @ \$20 per Lot. \$180</p>		\$480
16-8108-5204-02	<p>Telephone Verizon - \$90 x 12 months. (Shawneeland Office Phone Monthly) \$1,080</p> <p>MCI - \$8.00 x 12 months. (Shawneeland Office Long Distance Monthly) \$96</p> <p>Verizon Wireless -7 mobile phones \$43.00 per month @ 12 months \$3,612 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 \$540</p>		\$5,328
16-8108-5301-00	Boiler Insurance		\$100
16-8108-5302-00	<p>Fire Insurance Includes property coverage for Cherokee Dam and fire insurance for the maintenance building, council house, etc.</p>		4,500

REVISED: 11/5/2020

2021-2022 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.	\$1,000	\$1,500
	Paper supplies (copy paper, folders, mailing supplies, notepads).	\$150	
	Pens/miscellaneous	\$100	
	Computer programs (includes recordable cds).	\$250	
16-8108-5403-00	Agricultural Supplies This amount is utilized for flowers, mulch, and plants to landscape both entrances to Shawneeland. Also to purchase 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. The purchase of required personal protection equipment such as safety glasses, rubber gloves, and bug repellent.		\$350

REVISED: 11/5/2020

2021-2022 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.		\$600
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.		\$10,000
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.		\$15,000
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.)		\$5,000
16-8108-5408-02	Vehicle - Fuels and Lubricants 3,500 gallon of Gasoline @\$2.65 per gallon 5,000 gallons of Diesel @\$2.65 per gallon 375 gallons of Hydraulic and Motor Oil @\$14.00 per gallon	\$9,275 \$13,250 \$5,250	\$27,775

REVISED: 11/5/2020

2021-2022 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 coveralls and 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	\$124,600

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT SHAWNEELAND SANITARY DISTRICT		DEPARTMENT CODE	8108
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
16-8108-5413-01-Cont'd	#RRAL-OGB-300 tons x \$13.00 per ton equals \$3,900. #8- 300 tons x \$12.50 per ton equals \$3,750. Asphalt:1,000 tons @ \$70/ton. Calcium: 20 tons @\$700/ton. Salt: 50 tons @\$200/ton. Culverts: (15 inch to 42 inch diameter \$10-\$35/foot) estimate to upgrade and replace culverts Asphalt Millings: 50 tons @ \$15 per ton.	\$70,000 \$14,000 \$10,000 \$13,000 \$750	
16-8108-5415-00	Other Expenses To cover purchase and replacement of road signs. 50 stop signs @ \$40/ea. 10 Children at Play signs @\$35/ea. 10 Speed limit signs @\$55/ea. 5 Handicap signs @\$35/ea. To purchase trout for fishing derby	\$2,000 \$350 \$550 \$175 \$1,400	\$4,475
TOTAL			\$968,268

2021-2022 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	
16-1101-01	CURRENT SANITARY DISTRICT TAX Unimproved lots \$190/year x 1000 lots Improved lots \$660/year x 922 lots				\$190,000
					\$608,520
16-1501-01	REVENUE FROM USE OF MONEY Back taxes paid				\$8,000
					\$25,000
16-1911-07	REVENUE FROM CULVERT INSTALL.				\$1,000
					\$832,520
				Total	\$832,520

REVISED: 11/5/2020

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10/01/2020 COUNTY OF FREDERICK		- BUDGET - EXPENSE			ACCOUNTING PERIOD 2020/10		
FUND #016 SHAWNEELAND SANITARY DISTRICT							
		Prior Years FY/2019	Prior Years FY/2020	Amended Budget	Actual On 2020/10	Dept Request FY2022	Admin Request
081080 -000-000	SHAWNEE-LAND SANITARY DISTRICT						
081080-1000-000-000	PERSONNEL SERVICES						
081080-1001-000-000	SANITARY DISTRICT MANAGER	70,650	73,570	73,697	18,424	73,697	
081080-1001-000-001	SR MOTOR EQUIPMENT OPERATOR	51,234	53,227	53,314	13,329	53,314	
081080-1001-000-002	MOTOR EQUIPMENT OPERATOR	40,619	28,601	34,791	1,266	34,791	
081080-1001-000-003	MOTOR EQUIPMENT OPERATOR	40,278	41,793	41,859	10,465	41,859	
081080-1001-000-004	MOTOR EQUIPMENT OPERATOR	41,011	42,555	42,622	10,655	42,622	
081080-1001-000-005	SECRETARY	33,282	34,619	34,677	8,669	34,677	
081080-1001-000-006	LABORER	27,963	28,979	29,024	7,256	29,024	
081080-1003-000-000	PART TIME/EXTRA HELP	10,316	1,404				
081080-1003-000-001	OFFICE ASST. II						
081080-1003-000-002	LIFEGUARDS						
081080-1005-000-000	OVERTIME	9,473	1,650	13,000		13,000	
081080-1009-000-000	ACCRUED SALARIES	5,125	1,715				
081080-1099-000-000	MERIT RESERVE						
	PERSONAL SERVICE	329,951	308,113	322,984	70,064	322,984	
081080-2000-000-000	FRINGE BENEFITS						
081080-2001-000-000	F.I.C.A.	23,024	21,467	23,714	5,016	24,708	
081080-2002-000-000	RETIREMENT - VRS	29,246	30,063	35,555	7,891	35,555	
081080-2005-000-000	HOSPITAL/MEDICAL PLANS	87,455	90,327	96,372	19,654	104,540	
081080-2006-000-000	GROUP INSURANCE	3,920	4,023	4,061	922	4,154	
081080-2008-000-000	SHORT & LONG DISABILITY	567	508	550	84	550	
081080-2011-000-000	WORKER'S COMPENSATION	11,746	12,806	12,805	2,856	10,906	
081080-2013-000-000	EDUCATION-TUITION						
081080-2019-000-000	ACCRUED FRINGES	806	127				
081080-2099-000-000	FRINGE BENEFIT RESERVE						
	FRINGE BENEFITS	156,764	159,321	173,057	36,423	180,413	
081080-3000-000-000	CONTRACTUAL SERVICES						
081080-3002-000-000	PROFESSIONAL SERVICES - OTHER			2,000		2,000	
081080-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.	12,219	13,508	22,000		15,000	
081080-3004-000-002	REPAIR AND MAINTENANCE-VEHICLE	4,694	10,773	15,000	77	10,000	
081080-3004-000-003	REPAIR AND MAINTENANCE - BUILDING	1,175		5,000		5,000	
081080-3004-000-004	REPAIR & MAINTENANCE - ROADS	347,077	134,116	309,499		159,983	
081080-3006-000-000	PRINTING AND BINDING						
081080-3007-000-000	ADVERTISING						
081080-3010-000-000	CONTRACTUAL SERVICES	33,313	29,741	47,860	421	47,860	
	PURCHASED SERVICES	398,478	188,138	401,359	498	239,843	
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						

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081080-5101-000-000	ELECTRICAL SERVICES	4,795	4,688	6,120	279	6,120
081080-5102-000-000	HEATING SERVICES	1,607	659	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	4,077	5,719	5,328	527	5,328
081080-5301-000-000	BOILER INSURANCE	38	38	100	38	100
081080-5302-000-000	FIRE INSURANCE	3,673	3,699	4,500	3,517	4,500
081080-5305-000-000	MOTOR VEHICLE INSURANCE	5,619	6,146	6,500	4,111	6,500
081080-5306-000-000	SURETY BONDS					
081080-5307-000-000	PUBLIC OFFICIAL LIABILITY					
081080-5308-000-000	GENERAL LIABILITY INSURANCE	1,167	1,567	1,800	1,339	1,800
081080-5310-000-000	BURGLARY INSURANCE					
081080-5401-000-000	OFFICE SUPPLIES	525	791	1,501		1,500
081080-5403-000-000	ARGICULTURAL SUPPLIES	1,101	2,236	3,000	414	3,000
081080-5404-000-000	MEDICAL & LABORATORY SUPPLIES	165	248	500		350
081080-5405-000-000	LAUNDRY/HOUSEKEEPING AND JANIT	320	531	850	94	600
081080-5407-000-000	REPAIR AND MAINTENANCE SUPPLIES	7,035	4,160	13,000	73	10,000
081080-5408-000-000	VEHICLE AND POWERED EQUIPMENT	10,138	11,623	17,000	748	15,000
081080-5408-000-001	VEHICLE - TIRES AND PARTS	5,261	8,960	6,000		5,000
081080-5408-000-002	VEHICLE - FUELS AND LUBRICANTS	23,505	14,838	31,750	2,141	27,775
081080-5410-000-000	UNIFORMS-CLOTHING	2,128	1,852	3,000	164	3,000
081080-5413-000-000	OTHER OPERATING SUPPLIES	309	276	2,500	234	2,500
081080-5413-000-001	ROAD AND STREET MATERIALS	84,594	88,458	137,820	28,897	124,600
081080-5413-000-999	EMERGENCY/DISASTER EXPENSE					
081080-5414-000-000	MERCHANTS FOR RESALE					
081080-5415-000-000	OTHER EXPENSES	3,781	4,455	4,475		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			39	
081080-5899-000-000	CAPITAL TRANSFER					
	OTHER CHARGES	159,851	161,106	248,624	42,615	225,028
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		71,000			
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	71,000			0
081080-9001-000-000	LEASE/RENT OF EQUIPMENT	3,618				
081080-9500-000-000	DEPRECIATION OF EQUIPMENT					

	OTHER USES OF FUNDS	3,618				0
	TOTAL DEPARTMENT	1,086,948	887,678	1,146,024	149,600	968,268
092010-5890-000-000	OPERATIONAL TRANSFERS				-2,941	
	OTHER CHARGES				-2,941	0
	TOTAL DEPARTMENT				-2,941	0
093010 -000-000	TRANSFERS					
093010-2011-000-000	WORKER'S COMP FOR WELLNESS		12			
093010-5807-000-001	MERIT RESERVE	300	250			
093010-5807-000-002	MERIT RESERVE FRINGES					
	OTHER CHARGES	300	250			0
	TOTAL DEPARTMENT	300	262			0
TOTAL FOR FUND		1,087,248	887,940	1,146,024	146,659	968,268

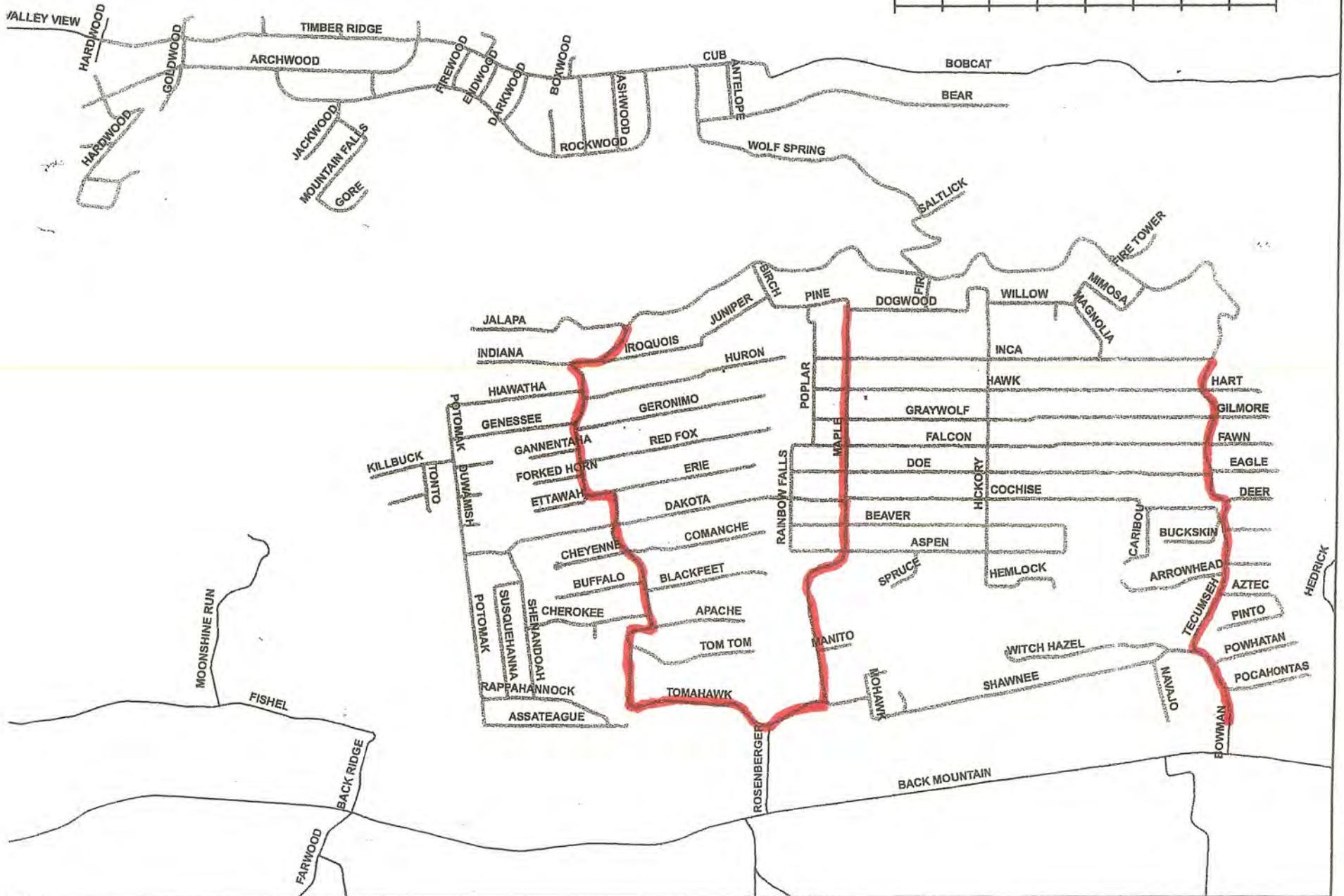
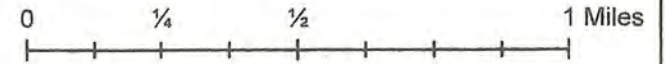
Trail Name and Square Yards for Tar & Chip – FY 2022

<u>Name of Trail</u>	<u>Width</u>	<u>Length</u>	<u>Square Yard</u>
Bowman	20'	1,018	2,262
Maple	20'	5,740	12,755
Tecumseh	20'	7,748	17,218
Tomahawk	20'	14,291	31,758
Total Miles:			5.46
Total Sq. Yards of Trails:			63,993
			<u>x \$2.50 per sq. yd.</u>
Total Cost of Tar & Chip:			\$159,983

SHAWNEELAND

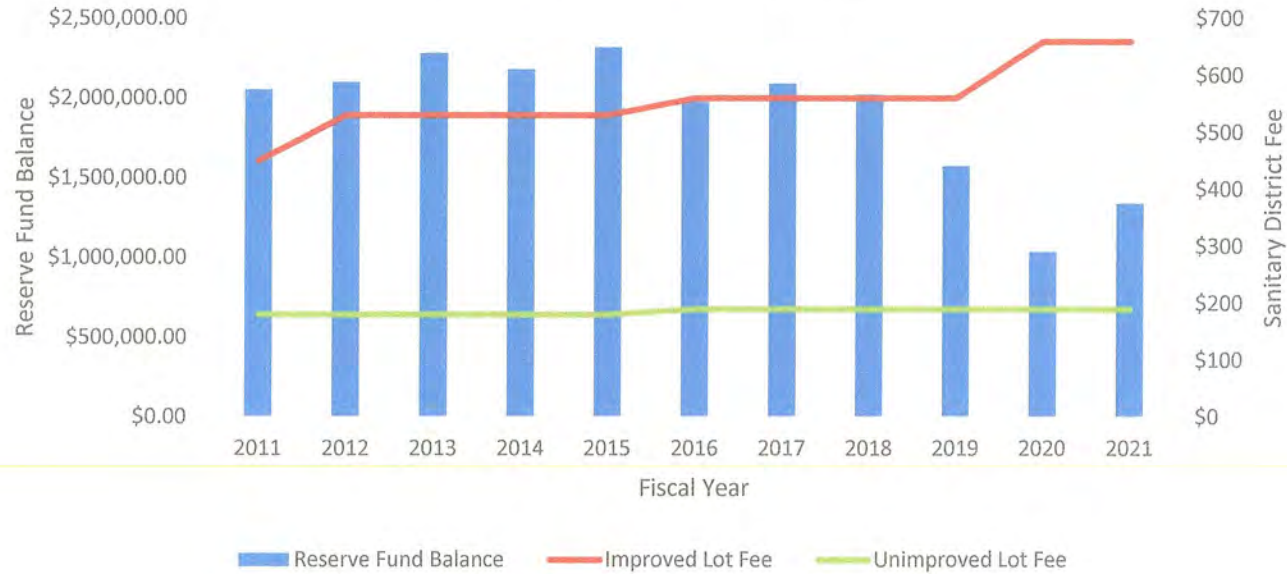
FREDERICK COUNTY, VA

Frederick County GIS
107 N Kent St
Winchester, VA 22601



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Shawneeland Sanitary District



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	\$1,340,291.73	\$660	\$190

--DETAIL--

7/01/2019 - 6/30/2020

--DETAIL--

FUND #016 SHANNESLAND SANITARY DISTRICT

MAJOR		BUDGET	APPR.	CURRENT	Y-T-D	ENCUMBRANCE	UNENCUMBERED	%
ACCT#	DESCRIPTION	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	BALANCE	REMAIN.
999	SHANNESLAND SANITARY DISTRICT							
81080	SHANNESLAND SANITARY DISTRICT							
81080-000	SHANNESLAND SANITARY DISTRICT							
	SHANNESLAND SANITARY DISTRICT							
1001-000	SANITARY DISTRICT MANAGER	70,650.10	73,697.14	.00	73,570.08	.00	127.06	.17
1001-001	SR MOTOR EQUIPMENT OPERATOR	51,234.58	53,314.18	.00	53,227.43	.00	86.75	.16
1001-002	MOTOR EQUIPMENT OPERATOR	41,797.31	41,797.31	.00	28,600.79	.00	13,196.52	31.57
1001-003	MOTOR EQUIPMENT OPERATOR	40,277.44	41,859.04	.00	41,792.99	.00	66.05	.15
1001-004	MOTOR EQUIPMENT OPERATOR	41,011.26	42,621.66	.00	42,554.50	.00	67.16	.15
1001-005	SECRETARY	33,282.43	34,677.31	.00	34,619.01	.00	58.30	.16
1001-006	LABORER	27,962.54	29,023.58	.00	28,979.47	.00	44.11	.15
1003-000	PART TIME/EXTRA HELP	.00	.00	.00	1,404.00	.00	1,404.00	100.00
1005-000	OVERTIME	16,000.00	16,000.00	.00	1,650.22	.00	14,349.78	89.68
1009-000	ACCUMULATED SALARIES	.00	.00	.00	1,714.51	.00	1,714.51	100.00
2001-000	F.I.C.A.	24,649.00	25,473.40	.00	21,467.03	.00	4,006.37	15.72
2002-000	RETIREMENT - V.S.R.S.	29,978.00	31,033.04	.00	30,063.44	.00	969.60	3.12
2005-000	HOSPITAL/MEDICAL PLANS	101,512.00	101,512.00	.00	90,327.02	.00	11,184.98	11.01
2006-000	GROUP INSURANCE	4,011.00	4,152.12	.00	4,022.82	.00	129.30	3.11
2008-000	SHORT & LONG DISABILITY	650.00	650.00	.00	508.08	.00	141.92	21.83
2011-000	WORKER'S COMPENSATION - COMM	13,638.00	14,081.04	.00	12,805.55	.00	1,275.49	9.05
2019-000	ACCUMULATED FRINGES	.00	.00	.00	127.20	.00	127.20	100.00
3002-000	PROFESSIONAL SERVICES - OTHER	2,000.00	2,000.00	.00	.00	.00	2,000.00	100.00
3004-001	REPAIR AND MAINTENANCE-EQUIP.	25,000.00	25,000.00	.00	13,507.75	.00	11,492.25	45.96
3004-002	REPAIR AND MAINTENANCE-VEHICLE	17,000.00	17,000.00	.00	10,772.99	.00	6,227.01	36.62
3004-003	REPAIR AND MAINTENANCE - BUILD	7,000.00	7,000.00	.00	.00	.00	7,000.00	100.00
3004-004	REPAIR & MAINTENANCE - ROADS	403,767.00	480,067.55	.00	134,115.71	.00	345,951.84	72.06
3010-000	CONTRACTUAL SERVICES	66,540.00	66,540.00	271.50	29,741.45	.00	36,798.55	55.30
5101-000	ELECTRICAL SERVICES	5,940.00	5,940.00	311.73	4,688.25	.00	1,251.75	21.07
5102-000	HEATING SERVICES	2,400.00	2,400.00	.00	659.05	.00	1,740.95	72.53
5103-000	WATER & SEWER SERVICES	480.00	480.00	.00	162.00	.00	318.00	66.25
5204-002	TELEPHONE	5,076.00	5,076.00	455.95	5,719.02	.00	643.02	12.66
5301-000	BOILER INSURANCE	100.00	100.00	.00	38.47	.00	61.53	61.53
5302-000	FIRE INSURANCE	4,500.00	4,500.00	.00	3,698.51	.00	801.49	17.81
5305-000	MOTOR VEHICLE INSURANCE	6,500.00	6,500.00	.00	6,145.80	.00	354.20	5.44
5308-000	GENERAL LIABILITY INSURANCE	1,800.00	1,800.00	.00	1,566.97	.00	233.03	12.94
5401-000	OFFICE SUPPLIES	2,000.00	1,999.34	19.73	790.58	.00	1,208.76	60.45
5403-000	AGRICULTURAL SUPPLIES	5,000.00	5,000.00	139.98	2,236.08	.00	2,763.92	55.27
5404-000	MEDICAL & LABORATORY SUPPLIES	500.00	500.00	.00	247.95	.00	252.05	50.41
5405-000	LAUNDRY/HOUSEKEEPING AND JANIT	850.00	850.00	.00	531.40	.00	318.60	37.48
5407-000	REPAIR AND MAINTENANCE SUPPL	15,000.00	15,000.00	.00	4,159.58	.00	10,840.42	72.26
5408-000	VEHICLE AND POWERED EQUIPMENT SUPPL	19,000.00	19,000.00	.00	11,622.88	.00	7,377.12	38.82
5408-001	VEHICLE - TIRES AND PARTS	6,000.00	9,500.00	.00	8,960.47	.00	539.53	5.67
5408-002	VEHICLE - FUELS AND LUBRICANTS	31,750.00	31,750.00	.00	14,837.68	.00	16,912.32	53.26
5410-000	UNIFORMS-CLOTHING	3,000.00	3,000.00	18.99	1,852.47	.00	1,147.53	38.25
5413-000	OTHER OPERATING SUPPLIES	2,500.00	2,500.00	.00	276.12	.00	2,223.88	88.95
5413-001	ROAD AND STREET MATERIALS	137,820.00	133,320.00	15,910.67	88,458.33	.00	44,861.67	33.64
5415-000	OTHER EXPENSES	4,000.00	5,000.00	.00	4,455.48	.00	544.52	10.89
8006-000	CONSTRUCTION VEHICLES AND EQUIPMENT	.00	75,000.00	.00	71,000.00	.00	4,000.00	5.33

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--DETAIL--

7/01/2019 - 6/30/2020

--DETAIL--

FUND #-016 SHANNELED SANITARY DISTRICT

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
SHANNELED SANITARY DISTRICT								
8900-000	IMPROVEMENTS OTHER THAN BUILDINGS	.00	30,000.00	.00	.00	.00	30,000.00	100.00
9001-000	LEASE/RENT OF EQUIPMENT	8,000.00	8,000.00	.00	.00	.00	8,000.00	100.00
	--SUB TOTAL--	1,280,176.66	1,474,714.71	17,128.55	887,679.13	.00	587,035.58	39.80
	SHANNELED SANITARY DISTRICT	1,280,176.66	1,474,714.71	17,128.55	887,679.13	.00	587,035.58	39.80

	SHANNELED SANITARY DISTRICT	1,280,176.66	1,474,714.71	17,128.55	887,679.13	.00	587,035.58	39.80
92010-000	SHANNELED SANITARY DISTRICT OPERATIONAL TRANSFERS							
	--SUB TOTAL--	.00	.00	.00	.00	.00	.00	.00
93010-000	SHANNELED SANITARY DISTRICT TRANSFERS							
2011-000	WORKER'S COMP FOR WELLNESS	.00	.00	.00	11.80	.00	11.80	100.00
5807-001	MERIT RESERVE	15,039.00	1,800.84	.00	250.00	.00	1,550.84	86.11
	--SUB TOTAL--	15,039.00	1,800.84	.00	261.80	.00	1,539.04	85.46
	SHANNELED SANITARY DISTRICT	15,039.00	1,800.84	.00	261.80	.00	1,539.04	85.46

	SHANNELED SANITARY DISTRICT	15,039.00	1,800.84	.00	261.80	.00	1,539.04	85.46
	--FUND TOTAL--	1,295,215.66	1,476,515.55	17,128.55	887,940.93	.00	588,574.62	39.86

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Total Expenditure for Last 5 Fiscal Years:

Line Item 16-8108-3004-01:

Repair & Maintenance – Equipment

FY20: \$13,507.75
FY19: \$12,219.29
FY18: \$11,189.15
FY17: \$3,898.71
FY16: \$2,781.85

Line Item 16-8108-3004-02:

Repair & Maintenance - Vehicle

FY20: \$10,772.99
FY19: \$4,694.02
FY18: \$15,241.38
FY17: \$7,212.61
FY16: \$11,947.02

Line Item 16-8108-5407-00:

Repair & Maintenance Supplies

FY20: \$4,159.58
FY19: \$7,034.79
FY18: \$13,207.84
FY17: \$7,607.70
FY16: \$12,244.35

Line Item 16-8108-5408-00:

Vehicles & Powered Equipment Supplies

FY20: \$11,622.88
FY19: \$10,138.34
FY18: \$13,991.55
FY17: \$12,307.98
FY16: \$17,528.77

Line Item 16-8108-5408-02-Vehicle-Fuel & Lubricants:

FY20: \$14,837.68
FY19: \$23,505.46
FY18: \$17,345.06
FY17: \$13,563.22
FY16: \$15,695.44

Line Item 16-8108-5413-01-Road & Street Materials:

FY20: \$88,458.33
FY19: \$84,594.35
FY18: \$89,734.92
FY17: \$70,169.62
FY16: \$83,230.02

Total Expenditure for Overtime/Extra Help:

FY20: OT-\$1,650.22	Part-time/Extra Help-\$1,404.00	Total: \$3,054.22
FY19: OT-\$9,472.82	Part-time/Extra Help-\$10,316.00	Total: \$19,788.82
FY18: OT-\$955.69	Part-time/Extra Help-\$2,376.00	Total: \$3,331.69
FY17: OT-\$850.45	Part-time/Extra Help-\$5,030.00	Total: \$5,880.45
FY16: OT-\$1,341.07	Part-time/Extra Help-\$24,507.50	Total: \$25,848.57

Beginning Budget Last 5 Fiscal Years:

FY20: \$1,280,176.66

FY19: \$1,385,091

FY18: \$957,660

FY17: \$942,847.99

FY16: \$811,026.00

Unencumbered At the End of the Fiscal Year

FY20: \$587,035.58

FY19: \$297,840.34

FY18: \$95,793.15

FY17: \$117,592.54

FY16: \$159,667.61

Total End Revenue Last 5 Fiscal Years:

FY20: \$873,993.76

FY19: \$814,550.43

FY18: \$804,442.50

FY17: \$759,453.45

FY16: \$763,928.92

From: Monroe, Charlie <samuel.monroe@vdot.virginia.gov>
Sent: Wednesday, September 9, 2020 11:47 AM
To: Joe Wilder <jwilder@fcva.us>
Cc: Kevin Alderman <kalderman@fcva.us>; Edwin Carter <edwin.carter@vdot.virginia.gov>
Subject: '[External]'Re: Meeting

Mr. Wilder,

I hope all is well . It was nice to get to spend some time with you and Kevin last week. After speaking with the two of you Kevin and I traveled over a good many of the roads in Shawnee Land. In talking with Kevin in my opinion he has a good plan in place for the continued maintenance of the roadway infrastructure in Shawnee Land. Kevin is addressing everything we try to address in our roadway maintenance (drainage, leveling ,sealing , and vegetation control) which all have a negative impact to the roadway if they are not continually part of the plan. All though a road looks fine and rides fine these items need to be addressed each year in a cyclical fashion to stay in front of future roadway failures. As I stated before I believe Kevin has a good plan and is working his plan. Thanks for the opportunity to spend some time with the two of you and let me know if you need anything else.

Thanks and Stay SAFE !!!

Charlie Monroe
samuel.monroe@vdot.virginia.gov
Edinburg Maintenance Operations Manager
Office 540-535-1822
Cell 540-820-5148



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**Shawneeland (16-8108) Narrative
2021-2022**

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. 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.



The Sanitary District staff works to widen the roadways and shoulders on the trails within Shawneeland. The staff work diligently to make the roads safer for residents and emergency personnel.

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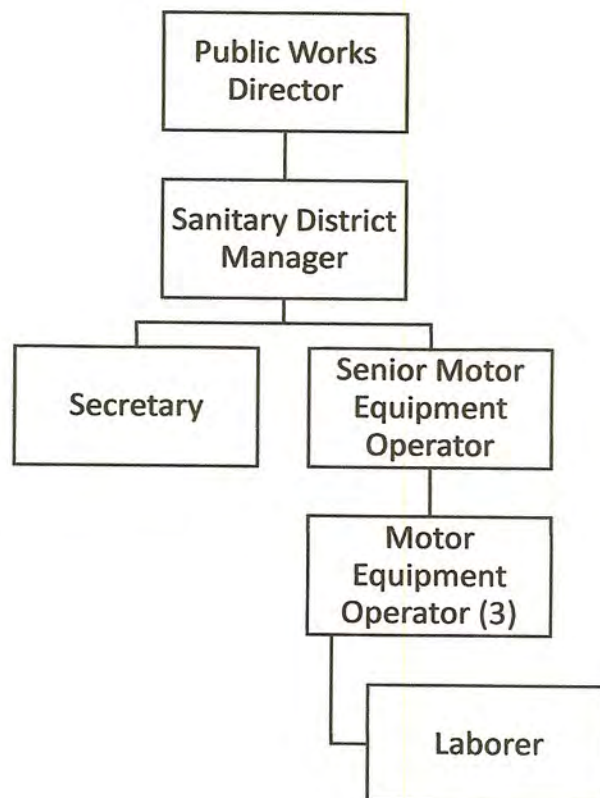
Shawneeland Sanitary District Fund

Mission

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

What We Do

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



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Shawneeland Sanitary District Fund

Goals/Objectives

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

Departmental Accomplishments

- Staff has cut back trees and brush at intersections and on 18 miles of roadway. The staff upgraded 16 miles of ditches and shoulders on the roadways. Carroll Construction tarred & chipped 9.96 miles of trails throughout Shawneeland.
- The staff has placed 1,013.37 tons of asphalt on Shawneeland roads through grader patching.
- Continued cutting dead trees along roadways to prevent trees from falling on roads and power lines.
- Staff has replaced and upgraded damaged and undersized culverts to improve and maintain roadways and drainage ditches.
- 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. The crew weed eats the dam four to five times per season.
- Staff continues to fabricate and replace street signs as necessary.

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2022 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 2020 BUDGET	FY 2021 BUDGET	FY 2022 BUDGET		FY 2020 BUDGET	FY 2021 BUDGET	FY 2022 BUDGET
COSTS:				REVENUES:			
Personnel	496,653	501,407	503,397	Fees	804,300	812,880	832,520
Operating	783,523	649,982	304,888	State/Federal			
Capital	0	0	0	SSD Reserve Fund	475,876	338,509	0
TOTAL	1,280,176	1,151,389	808,285	TOTAL	1,280,176	1,151,389	808,285

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2021-2022 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, three Motor Equipment Operator positions, one 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
16-8108-1099-00	Merit Reserve		
16-8108-2001-00	F.I.C.A.		\$24,708
16-8108-2002-00	Retirement		\$35,555
16-8108-2005-00	Hospital/Medical Plans		\$104,540
16-8108-2006-00	Group Insurance		\$4,154
16-8108-2008-00	Short & Long Disability		\$550
16-8108-2011-00	Workers Compensation		\$10,906
16-8108-3002-00	Professional Services Surveying and engineering costs related to road improvements and evaluation of Cherokee Dam and other capital projects. Sources used outside of local government.		\$2,000

REVISED: 11/5/2020

2021-2022 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>		\$15,000
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>		\$10,000
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</p>		
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>	<p>\$8,000 \$6,760</p>	\$47,860

REVISED: 11/5/2020

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2021-2022 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	\$20,000	
	Pest Control--\$50 per month	\$600	
	Combs Wasterwater Management-- 1 at the maintenance office for 12 months 2 at the beach and 1 at the playground for 6 months	\$2,500	
	Stormwater/E and S Permits Lump Sum (State Requirement)	\$10,000	
16-8108-5101-00	Electrical Services		\$6,120
	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	\$2,916	
16-8108-5102-00	Outdoor security lighting: front entrance, 2 mailhouse complexes, the light on Bear Trail, and at the beach. \$267 per month average for 12 months	\$3,204	
	Heating Services		\$2,400
	Fuel for the furnace that heats the garage area: 800 gals. X \$3.00 per gallon		

REVISED: 11/5/2020

2021-2022 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 Includes costs associated with Aqua Virginia's water availability fees for lots owned by Shawneeland. Pumping of the septic tank. 9 Lots @ \$20 per Lot.</p>	<p align="right">\$300 \$180</p>	\$480
16-8108-5204-02	<p>Telephone Verizon - \$90 x 12 months. (Shawneeland Office Phone Monthly) MCI - \$8.00 x 12 months. (Shawneeland Office Long Distance Monthly) Verizon Wireless -7 mobile phones \$43.00 per month @ 12 months Each employee has a phone to communicate in the Sanitary District because 2 way radio's do not work. Verizon Wireless - internet \$45.00 per month @ 12 months</p>	<p align="right">\$1,080 \$96 \$3,612 \$540</p>	\$5,328
16-8108-5301-00	Boiler Insurance		\$100
16-8108-5302-00	<p>Fire Insurance Includes property coverage for Cherokee Dam and fire insurance for the maintenance building, council house, etc.</p>		4,500

REVISED: 11/5/2020

2021-2022 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 This amount is utilized for flowers, mulch, and plants to landscape both entrances to Shawneeland. Also to purchase 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. The purchase of required personal protection equipment such as safety glasses, rubber gloves, and bug repellent.		\$350

REVISED: 11/5/2020

2021-2022 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.		\$600
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.		\$10,000
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.		\$15,000
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.)		\$5,000
16-8108-5408-02	Vehicle - Fuels and Lubricants 3,500 gallon of Gasoline @\$2.65 per gallon 5,000 gallons of Diesel @\$2.65 per gallon 375 gallons of Hydraulic and Motor Oil @\$14.00 per gallon	\$9,275 \$13,250 \$5,250	\$27,775

REVISED: 11/5/2020

2021-2022 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 equipment.</p> <p>These items are required to be worn while doing assigned job duties.</p> <ul style="list-style-type: none"> hard hats safety coveralls and 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	\$124,600

2021-2022 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT SHAWNEELAND SANITARY DISTRICT

DEPARTMENT CODE 8108

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
16-8108-5413-01-Cont'd	#RRAL-OGB-300 tons x \$13.00 per ton equals \$3,900. #8- 300 tons x \$12.50 per ton equals \$3,750. Asphalt:1,000 tons @ \$70/ton. Calcium: 20 tons @\$700/ton. Salt: 50 tons @\$200/ton. Culverts: (15 inch to 42 inch diameter \$10-\$35/foot) estimate to upgrade and replace culverts Asphalt Millings: 50 tons @ \$15 per ton.	\$70,000 \$14,000 \$10,000 \$13,000 \$750	
16-8108-5415-00	Other Expenses To cover purchase and replacement of road signs. 50 stop signs @ \$40/ea. 10 Children at Play signs @\$35/ea. 10 Speed limit signs @\$55/ea. 5 Handicap signs @\$35/ea. To purchase trout for fishing derby	\$2,000 \$350 \$550 \$175 \$1,400	\$4,475
TOTAL			\$808,285

2021-2022 BUDGET INFORMATION - REVENUES

DEPARTMENT SHAWNEELAND SANITARY DISTRICT						DEPARTMENT CODE 8108
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
16-1101-01	CURRENT SANITARY DISTRICT TAX					
	Unimproved lots \$190/year x 1000 lots					\$190,000
	Improved lots \$660/year x 922 lots					\$608,520
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	\$832,520

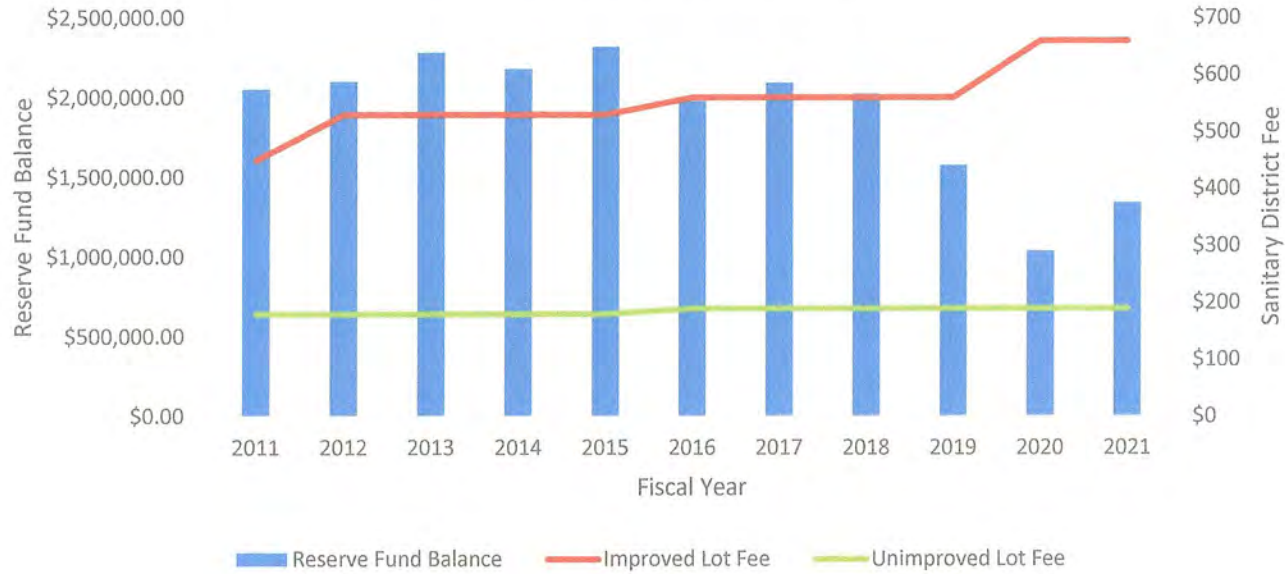
REVISED: 11/5/2020

10/01/2020 COUNTY OF FREDERICK		- BUDGET -		EXPENSE		ACCOUNTING PERIOD 2020/10	
FUND #-016 SHAWNEELAND SANITARY DISTRICT							
		Prior Years FY/2019	Prior Years FY/2020	Amended Budget	Actual On 2020/10	Dept Request FY2022	Admin Request
081080 -000-000	SHAWNEE-LAND SANITARY DISTRICT						
081080-1000-000-000	PERSONNEL SERVICES						
081080-1001-000-000	SANITARY DISTRICT MANAGER	70,650	73,570	73,697	18,424	73,697	
081080-1001-000-001	SR MOTOR EQUIPMENT OPERATOR	51,234	53,227	53,314	13,329	53,314	
081080-1001-000-002	MOTOR EQUIPMENT OPERATOR	40,619	28,601	34,791	1,266	34,791	
081080-1001-000-003	MOTOR EQUIPMENT OPERATOR	40,278	41,793	41,859	10,465	41,859	
081080-1001-000-004	MOTOR EQUIPMENT OPERATOR	41,011	42,555	42,622	10,655	42,622	
081080-1001-000-005	SECRETARY	33,282	34,619	34,677	8,669	34,677	
081080-1001-000-006	LABORER	27,963	28,979	29,024	7,256	29,024	
081080-1003-000-000	PART TIME/EXTRA HELP	10,316	1,404				
081080-1003-000-001	OFFICE ASST. II						
081080-1003-000-002	LIFEGUARDS						
081080-1005-000-000	OVERTIME	9,473	1,650	13,000		13,000	
081080-1009-000-000	ACCRUED SALARIES	5,125	1,715				
081080-1099-000-000	MERIT RESERVE						
	PERSONAL SERVICE	329,951	308,113	322,984	70,064	322,984	
081080-2000-000-000	FRINGE BENEFITS						
081080-2001-000-000	F.I.C.A.	23,024	21,467	23,714	5,016	24,708	
081080-2002-000-000	RETIREMENT - VRS	29,246	30,063	35,555	7,891	35,555	
081080-2005-000-000	HOSPITAL/MEDICAL PLANS	87,455	90,327	96,372	19,654	104,540	
081080-2006-000-000	GROUP INSURANCE	3,920	4,023	4,061	922	4,154	
081080-2008-000-000	SHORT & LONG DISABILITY	567	508	550	84	550	
081080-2011-000-000	WORKER'S COMPENSATION	11,746	12,806	12,805	2,856	10,906	
081080-2013-000-000	EDUCATION-TUITION						
081080-2019-000-000	ACCRUED FRINGES	806	127				
081080-2099-000-000	FRINGE BENEFIT RESERVE						
	FRINGE BENEFITS	156,764	159,321	173,057	36,423	180,413	
081080-3000-000-000	CONTRACTUAL SERVICES						
081080-3002-000-000	PROFESSIONAL SERVICES - OTHER			2,000		2,000	
081080-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.	12,219	13,508	22,000		15,000	
081080-3004-000-002	REPAIR AND MAINTENANCE-VEHICLE	4,694	10,773	15,000	77	10,000	
081080-3004-000-003	REPAIR AND MAINTENANCE - BUILDING	1,175		5,000		5,000	
081080-3004-000-004	REPAIR & MAINTENANCE - ROADS	347,077	134,116	309,499			
081080-3006-000-000	PRINTING AND BINDING						
081080-3007-000-000	ADVERTISING						
081080-3010-000-000	CONTRACTUAL SERVICES	33,313	29,741	47,860	421	47,860	
	PURCHASED SERVICES	398,478	188,138	401,359	498	79,860	
081080-4000-000-000	INTERNAL SERVICES						
081080-4003-000-001	CENTRAL STORES-COPIES						
081080-4003-000-002	CENTRAL STORES - GASOLINE						
081080-5100-000-000	UTILITIES						

081080-5101-000-000	ELECTRICAL SERVICES	4,795	4,688	6,120	279	6,120
081080-5102-000-000	HEATING SERVICES	1,607	659	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	4,077	5,719	5,328	527	5,328
081080-5301-000-000	BOILER INSURANCE	38	38	100	38	100
081080-5302-000-000	FIRE INSURANCE	3,673	3,699	4,500	3,517	4,500
081080-5305-000-000	MOTOR VEHICLE INSURANCE	5,619	6,146	6,500	4,111	6,500
081080-5306-000-000	SURETY BONDS					
081080-5307-000-000	PUBLIC OFFICIAL LIABILITY					
081080-5308-000-000	GENERAL LIABILITY INSURANCE	1,167	1,567	1,800	1,339	1,800
081080-5310-000-000	BURGLARY INSURANCE					
081080-5401-000-000	OFFICE SUPPLIES	525	791	1,501		1,500
081080-5403-000-000	ARGICULTURAL SUPPLIES	1,101	2,236	3,000	414	3,000
081080-5404-000-000	MEDICAL & LABORATORY SUPPLIES	165	248	500		350
081080-5405-000-000	LAUNDRY/HOUSEKEEPING AND JANIT	320	531	850	94	600
081080-5407-000-000	REPAIR AND MAINTENANCE SUPPLIES	7,035	4,160	13,000	73	10,000
081080-5408-000-000	VEHICLE AND POWERED EQUIPMENT	10,138	11,623	17,000	748	15,000
081080-5408-000-001	VEHICLE - TIRES AND PARTS	5,261	8,960	6,000		5,000
081080-5408-000-002	VEHICLE - FUELS AND LUBRICANTS	23,505	14,838	31,750	2,141	27,775
081080-5410-000-000	UNIFORMS-CLOTHING	2,128	1,852	3,000	164	3,000
081080-5413-000-000	OTHER OPERATING SUPPLIES	309	276	2,500	234	2,500
081080-5413-000-001	ROAD AND STREET MATERIALS	84,594	88,458	137,820	28,897	124,600
081080-5413-000-999	EMERGENCY/DISASTER EXPENSE					
081080-5414-000-000	MERCHANTS FOR RESALE					
081080-5415-000-000	OTHER EXPENSES	3,781	4,455	4,475		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			39	
081080-5899-000-000	CAPITAL TRANSFER					
	OTHER CHARGES	159,851	161,106	248,624	42,615	225,028
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		71,000			
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	71,000			0
081080-9001-000-000	LEASE/RENT OF EQUIPMENT	3,618				
081080-9500-000-000	DEPRECIATION OF EQUIPMENT					

	OTHER USES OF FUNDS	3,618				0
	TOTAL DEPARTMENT	1,086,948	887,678	1,146,024	149,600	808,285
092010-5890-000-000	OPERATIONAL TRANSFERS				-2,941	
	OTHER CHARGES				-2,941	0
	TOTAL DEPARTMENT				-2,941	0
093010 -000-000	TRANSFERS					
093010-2011-000-000	WORKER'S COMP FOR WELLNESS		12			
093010-5807-000-001	MERIT RESERVE	300	250			
093010-5807-000-002	MERIT RESERVE FRINGES					
	OTHER CHARGES	300	250			0
	TOTAL DEPARTMENT	300	262			0
TOTAL FOR FUND		1,087,248	887,940	1,146,024	146,659	808,285

Shawneeland Sanitary District



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	\$1,340,291.73	\$660	\$190

--DETAIL--

7/01/2019 - 6/30/2020

--DETAIL--

FUND #-016 SHANNELAND SANITARY DISTRICT

MAJOR		BUDGET	APPR.	CURRENT	Y-T-D	ENCUMBRANCE	UNENCUMBERED	%
ACCT#	DESCRIPTION	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	BALANCE	REMAIN.
999	SHANNELAND SANITARY DISTRICT							
81080	SHANNELAND SANITARY DISTRICT							
81080-000	SHANNELAND SANITARY DISTRICT	SHANNELAND SANITARY DISTRICT						
1001-000	SANITARY DISTRICT MANAGER	70,650.10	73,697.14	.00	73,570.08	.00	127.06	.17
1001-001	SR MOTOR EQUIPMENT OPERATOR	51,234.58	53,314.18	.00	53,227.43	.00	86.75	.16
1001-002	MOTOR EQUIPMENT OPERATOR	41,797.31	41,797.31	.00	28,600.79	.00	13,196.52	31.57
1001-003	MOTOR EQUIPMENT OPERATOR	40,277.44	41,859.04	.00	41,792.99	.00	66.05	.15
1001-004	MOTOR EQUIPMENT OPERATOR	41,011.26	42,621.66	.00	42,554.50	.00	67.16	.15
1001-005	SECRETARY	33,282.43	34,677.31	.00	34,619.01	.00	58.30	.16
1001-006	LABORER	27,962.54	29,023.58	.00	28,979.47	.00	44.11	.15
1003-000	BRKT TIME/EXTRA HELP	.00	.00	.00	1,404.00	.00	1,404.00	100.00
1005-000	OVERTIME	16,000.00	16,000.00	.00	1,650.22	.00	14,349.78	89.68
1009-000	ACCUMD SALARIES	.00	.00	.00	1,714.51	.00	1,714.51	100.00
2001-000	F.I.C.A.	24,649.00	25,473.40	.00	21,467.03	.00	4,006.37	15.72
2002-000	RETIREMENT - V.S.R.S.	29,978.00	31,033.04	.00	30,063.44	.00	969.60	3.12
2005-000	HOSPITAL/MEDICAL PLANS	101,512.00	101,512.00	.00	90,327.02	.00	11,184.98	11.01
2006-000	GROUP INSURANCE	4,011.00	4,152.12	.00	4,022.82	.00	129.30	3.11
2008-000	SHORT & LONG DISABILITY	650.00	650.00	.00	508.08	.00	141.92	21.83
2011-000	WORKER'S COMPENSATION - COMM	13,638.00	14,081.04	.00	12,805.55	.00	1,275.49	9.05
2019-000	ACCUMD FRINGES	.00	.00	.00	127.20	.00	127.20	100.00
3002-000	PROFESSIONAL SERVICES - OTHER	2,000.00	2,000.00	.00	.00	.00	2,000.00	100.00
3004-001	REPAIR AND MAINTENANCE-EQUIP.	25,000.00	25,000.00	.00	13,507.75	.00	11,492.25	45.96
3004-002	REPAIR AND MAINTENANCE-VEHICLE	17,000.00	17,000.00	.00	10,772.99	.00	6,227.01	36.62
3004-003	REPAIR AND MAINTENANCE - BUILD	7,000.00	7,000.00	.00	.00	.00	7,000.00	100.00
3004-004	REPAIR & MAINTENANCE - ROADS	403,767.00	480,067.55	.00	134,115.71	.00	345,951.84	72.06
3010-000	CONTRACTUAL SERVICES	66,540.00	66,540.00	271.50	29,741.45	.00	36,798.55	55.30
5101-000	ELECTRICAL SERVICES	5,940.00	5,940.00	311.73	4,688.25	.00	1,251.75	21.07
5102-000	HEATING SERVICES	2,400.00	2,400.00	.00	659.05	.00	1,740.95	72.53
5103-000	WATER & SEWAGE SERVICES	480.00	480.00	.00	162.00	.00	318.00	66.25
5204-002	TELEPHONE	5,076.00	5,076.00	455.95	5,719.02	.00	643.02	12.66
5301-000	BOILER INSURANCE	100.00	100.00	.00	38.47	.00	61.53	61.53
5302-000	FIRE INSURANCE	4,500.00	4,500.00	.00	3,698.51	.00	801.49	17.81
5305-000	MOTOR VEHICLE INSURANCE	6,500.00	6,500.00	.00	6,145.80	.00	354.20	5.44
5308-000	GENERAL LIABILITY INSURANCE	1,800.00	1,800.00	.00	1,566.97	.00	233.03	12.94
5401-000	OFFICE SUPPLIES	2,000.00	1,999.34	19.73	790.58	.00	1,208.76	60.45
5403-000	AGRICULTURAL SUPPLIES	5,000.00	5,000.00	139.98	2,236.08	.00	2,763.92	55.27
5404-000	MEDICAL & LABORATORY SUPPLIES	500.00	500.00	.00	247.95	.00	252.05	50.41
5405-000	LAUNDRY/HOUSEKEEPING AND JANIT	850.00	850.00	.00	531.40	.00	318.60	37.48
5407-000	REPAIR AND MAINTENANCE SUPPL	15,000.00	15,000.00	.00	4,159.58	.00	10,840.42	72.26
5408-000	VEHICLE AND POWERED EQUIPMENT SUPPL	19,000.00	19,000.00	.00	11,622.86	.00	7,377.12	38.82
5408-001	VEHICLE - TIRES AND PARTS	6,000.00	9,500.00	.00	8,960.47	.00	539.53	5.67
5408-002	VEHICLE - FUELS AND LUBRICANTS	31,750.00	31,750.00	.00	14,837.68	.00	16,912.32	53.26
5410-000	UNIFORMS-CLOTHING	3,000.00	3,000.00	18.99	1,852.47	.00	1,147.53	38.25
5413-000	OTHER OPERATING SUPPLIES	2,500.00	2,500.00	.00	276.12	.00	2,223.88	88.95
5413-001	ROAD AND STREET MATERIALS	137,820.00	133,320.00	15,910.67	88,458.33	.00	44,861.67	33.64
5415-000	OTHER EXPENSES	4,000.00	5,000.00	.00	4,455.48	.00	544.52	10.89
8006-000	CONSTRUCTION VEHICLES AND EQUIPMENT	.00	75,000.00	.00	71,000.00	.00	4,000.00	5.33

--DETAIL--

7/01/2019 - 6/30/2020

--DETAIL--

FUND #-016 SHANNELED SANITARY DISTRICT

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
SHANNELED SANITARY DISTRICT								
8900-000	IMPROVEMENTS OTHER THAN BUILDINGS	.00	30,000.00	.00	.00	.00	30,000.00	100.00
9001-000	LEASE/RENT OF EQUIPMENT	8,000.00	8,000.00	.00	.00	.00	8,000.00	100.00
	--SUB TOTAL--	1,280,176.66	1,474,714.71	17,128.55	887,679.13	.00	587,035.58	39.80
	SHANNELED SANITARY DISTRICT	1,280,176.66	1,474,714.71	17,128.55	887,679.13	.00	587,035.58	39.80
SHANNELED SANITARY DISTRICT								
	SHANNELED SANITARY DISTRICT	1,280,176.66	1,474,714.71	17,128.55	887,679.13	.00	587,035.58	39.80
92010-000 SHANNELED SANITARY DISTRICT OPERATIONAL TRANSFERS								
	--SUB TOTAL--	.00	.00	.00	.00	.00	.00	.00
93010-000 SHANNELED SANITARY DISTRICT TRANSFERS								
2011-000	WORKER'S COMP FOR WELLNESS	.00	.00	.00	11.80	.00	11.80	100.00
5807-001	MERIT RESERVE	15,039.00	1,800.84	.00	250.00	.00	1,550.84	85.11
	--SUB TOTAL--	15,039.00	1,800.84	.00	261.80	.00	1,539.04	85.46
	SHANNELED SANITARY DISTRICT	15,039.00	1,800.84	.00	261.80	.00	1,539.04	85.46
SHANNELED SANITARY DISTRICT								
	SHANNELED SANITARY DISTRICT	15,039.00	1,800.84	.00	261.80	.00	1,539.04	85.46
--FUND TOTAL--								
		1,295,215.66	1,476,515.55	17,128.55	887,940.93	.00	588,574.62	39.86

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Total Expenditure for Last 5 Fiscal Years:

Line Item 16-8108-3004-01:

Repair & Maintenance – Equipment

FY20: \$13,507.75
FY19: \$12,219.29
FY18: \$11,189.15
FY17: \$3,898.71
FY16: \$2,781.85

Line Item 16-8108-3004-02:

Repair & Maintenance - Vehicle

FY20: \$10,772.99
FY19: \$4,694.02
FY18: \$15,241.38
FY17: \$7,212.61
FY16: \$11,947.02

Line Item 16-8108-5407-00:

Repair & Maintenance Supplies

FY20: \$4,159.58
FY19: \$7,034.79
FY18: \$13,207.84
FY17: \$7,607.70
FY16: \$12,244.35

Line Item 16-8108-5408-00:

Vehicles & Powered Equipment Supplies

FY20: \$11,622.88
FY19: \$10,138.34
FY18: \$13,991.55
FY17: \$12,307.98
FY16: \$17,528.77

Line Item 16-8108-5408-02-Vehicle-Fuel & Lubricants:

FY20: \$14,837.68
FY19: \$23,505.46
FY18: \$17,345.06
FY17: \$13,563.22
FY16: \$15,695.44

Line Item 16-8108-5413-01-Road & Street Materials:

FY20: \$88,458.33
FY19: \$84,594.35
FY18: \$89,734.92
FY17: \$70,169.62
FY16: \$83,230.02

Total Expenditure for Overtime/Extra Help:

FY20: OT-\$1,650.22	Part-time/Extra Help-\$1,404.00	Total: \$3,054.22
FY19: OT-\$9,472.82	Part-time/Extra Help-\$10,316.00	Total: \$19,788.82
FY18: OT-\$955.69	Part-time/Extra Help-\$2,376.00	Total: \$3,331.69
FY17: OT-\$850.45	Part-time/Extra Help-\$5,030.00	Total: \$5,880.45
FY16: OT-\$1,341.07	Part-time/Extra Help-\$24,507.50	Total: \$25,848.57

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Beginning Budget Last 5 Fiscal Years:

FY20: \$1,280,176.66
FY19: \$1,385,091
FY18: \$957,660
FY17: \$942,847.99
FY16: \$811,026.00

Unencumbered At the End of the Fiscal Year

FY20: \$587,035.58
FY19: \$297,840.34
FY18: \$95,793.15
FY17: \$117,592.54
FY16: \$159,667.61

Total End Revenue Last 5 Fiscal Years:

FY20: \$873,993.76
FY19: \$814,550.43
FY18: \$804,442.50
FY17: \$759,453.45
FY16: \$763,928.92

DRAFT

From: Monroe, Charlie <samuel.monroe@vdot.virginia.gov>
Sent: Wednesday, September 9, 2020 11:47 AM
To: Joe Wilder <jwilder@fcva.us>
Cc: Kevin Alderman <kalderman@fcva.us>; Edwin Carter <edwin.carter@vdot.virginia.gov>
Subject: '[External]'Re: Meeting

Mr. Wilder,

I hope all is well . It was nice to get to spend some time with you and Kevin last week. After speaking with the two of you Kevin and I traveled over a good many of the roads in Shawnee Land. In talking with Kevin in my opinion he has a good plan in place for the continued maintenance of the roadway infrastructure in Shawnee Land. Kevin is addressing everything we try to address in our roadway maintenance (drainage, leveling ,sealing , and vegetation control) which all have a negative impact to the roadway if they are not continually part of the plan. All though a road looks fine and rides fine these items need to be addressed each year in a cyclical fashion to stay in front of future roadway failures. As I stated before I believe Kevin has a good plan and is working his plan. Thanks for the opportunity to spend some time with the two of you and let me know if you need anything else.

Thanks and Stay SAFE !!!

Charlie Monroe

samuel.monroe@vdot.virginia.gov

Edinburg Maintenance Operations Manager

Office 540-535-1822

Cell 540-820-5148

Safety Is Our Job !!



DRAFT



MEMORANDUM

TO: Public Works Committee

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

SUBJECT: Monthly Tonnage Report - Fiscal Year 19/20

DATE: November 19, 2020

The following table shows the tonnage for the months of July 2020 through June 2021. The average monthly tonnage for fiscal years 03/04 through 20/21 are also listed below:

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: 16,973 TONS (UP 379 TONS)
FY 20-21: AVERAGE PER MONTH: 17,778 TONS (UP 805 TONS)

MONTH	FY 2018-2019	FY 2019-2020	FY 2020-2021
JULY	17,704	17,956	17,677
AUGUST	18,543	17,267	16,517
SEPTEMBER	14,799	17,985	16,789
OCTOBER	18,158	22,528	20,127
NOVEMBER	15,404	17,304	
DECEMBER	14,426	14,362	
JANUARY	13,973	14,913	
FEBRUARY	12,764	13,380	
MARCH	17,079	15,533	
APRIL	20,313	17,475	
MAY	19,443	17,010	
JUNE	16,519	17,968	

RECYCLING REPORT - FY 20/21

<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	22,360		15,900	62,440	136,120	3,240	28,440	289,478	557,978
AUG		28,880		11,240	73,280	128,260	4,560		265,740	511,960
SEP		23,480		12,380	62,540	129,600	2,840	50,800	274,820	556,460
OCT		18,680		12,020	64,040	125,982	5,660		283,901	510,283
NOV		4,320		1,700	19,440					25,460
DEC										0
JAN										0
FEB										0
MAR										0
APR										0
MAY										0
JUN										0
TOTAL	0	97,720	0	53,240	281,740	519,962	16,300	79,240	1,113,939	2,162,141
FY 19-20	0	454,859	37,370	108,974	854,350	1,174,530	55,100	391,900	3,209,400	6,286,483
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 2020-2021

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	23	20	33	2	0	17	22	5	0	0	34
AUG	34	6	22	3	0	19	17	3	0	0	26
SEP	26	3	23	0	0	11	20	1	0	0	20
OCT	20	14	25	1	0	18	21	2	0	0	19
NOV											
DEC											
JAN											
FEB											
MAR											
APR											
MAY											
JUN											
TOTAL	103	43	103	6	0	65	80	11	0	0	99

In the month of October - 60 dogs in and out of kennel. 10 dogs transferred to other agencies.

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2020-2021

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	30	54	8	1	0	43	1	3	0	0	46
AUG	46	38	5	2	0	32	1	1	0	0	57
SEP	57	52	11	5	5	45	3	2	1	0	79
OCT	79	33	5	3	0	47	3	3	1	0	85
NOV											
DEC											
JAN											
FEB											
MAR											
APR											
MAY											
JUN											
TOTAL	212	177	29	11	5	167	8	9	2	0	267

In the month of October - 139 cats in and out of shelter. 8 cats transferred to other agencies.

November 17, 2020

Jimmy Smith
Chairman of SSADC

Mr Wilder,

Mr Wilder and the public works committee.

I would like to thank you for the opportunity to review the budget again this year. The process started on 10-29-2020 with a meeting at the Shawneeland office with Kevin Aldermen . We went over the budget line to line on the proposed budget A and B. After our meeting I emailed the the committee so they could review both proposed budgets . I received two emails back from committee members in response to my email.

I created several ways for the citizens to review the budget proposals . The citizens were given a link on the county's website, SSDAC Facebook and copies at the office for pickup for their review. As of today's date our Facebook live for the budget meeting on November 16th has had 525 views. Please see our minutes from last night's meeting which includes the emails that two citizens emailed in before our meeting. Along with two emails from two committee members who were not able to attend.

Committee member Barry Vanmeter and Ken Baker were absent from our meeting. Mr Baker emailed his comments along with calling in to the meeting. So he was available on the speaker phone. Mr Vanmeter had a work issue and wasn't able to attend the meeting . We did receive a email from Mr Vanmeter of which I read out loud to the committee. As We reviewed the budget A and B with comments from the committee.

We came out with a 3-1-1 in favor of Budget A. We would like to give our support to the committee on approving budget A. This budget allows the citizens of Shawneeland to continue with the road program. The tar and chip program will keep the roads up to standard . Discontinuing the tar and chip program or the lack of will result in road failures . Which could lead to a much higher repair cost to repair the roads.

Jimmy Smith Option A

Jason Croasdale Option A

Ken Baker Option A

Barry Van Meter Option B

Jeff Stevens his proposed draft budget

So in closing the committee would like to see the budget proposed for the fiscal year 2021-2022
Option A be approved.

Sincerely yours,

Jimmy Smith

Shawneeland Sanitary District Advisory Committee - Minutes of November 16, 2020

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

Those in attendance were Jimmy Smith, Jeff Stevens, Jason Croasdale, Ken Baker (via speakerphone), Kevin Alderman, and Director of Public Works Joe Wilder. Supervisor Shawn Graber, Barry Van Meter and Michelle Springer was absent.

Due to the Coronavirus pandemic social distancing guidelines, residents were unable to sit in on the meeting but could wait outside till their turn to enter the building and speak on their concerns. There was 1 resident who spoke at the meeting and 2 residents voiced their comments and concerns via email prior to the meeting.

Jimmy called for approval/correction of the August 3, 2020 meeting minutes. The minutes passed unanimously.

Manager's Report:

See Attached Manager's Report.

New Business:

Final Numbers from Fiscal Year 2019-2020:

- Jimmy explained that the money that was returned to the Reserve Fund is what was meant by the final numbers. The information is available on the Frederick County, VA website (www.fcva.us). The amount returned to the Reserve Fund at the end of Fiscal Year 2019-2020 was \$588,574.62. This is money that was not spent.

Facebook Page Update:

- We are asking for everyone to please work with us as we are trying to provide every option that we have available to us under the circumstances. With the virus and all of the requirements from the state and the county, we are trying to provide as much information and visibility for everybody as possible.

Open House:

- The Open House had to be moved due to the Coronavirus. It has been moved to April 2021. Hopefully it will be very effective. Jimmy has spoken to the Sheriff's Office and North Mountain Fire Department regarding having representatives attend the Open House. We are hoping this will give residents a better understanding what goes on here at the office.

Fiscal Year 2021-2022 Proposed Budgets:

- This information is available either on the Frederick County, VA website or at the Shawneeland office. There are 2 proposed budgets from Kevin and 1 proposed budget from Committee Member, Jeff Stevens. None of the budget options include a fee increase. Option A is with the Tar and Chip Project totaling \$968,268.00 and Option B is without the Tar and Chip Project totaling \$808,285.00. Both option A and B include

keeping all positions. Jeff Stevens presented his proposed budget of \$758,410.00 which does not include the Tar and Chip Project and cuts a position.

Committee Comments regarding the Proposed Budgets:

Jeff Stevens:

- Would like to see his proposed budget passed. Would like to see no fee increase and to only do the Tar and Chip Project every other year. This would allow for more money to be put into the Reserve which is what he is trying to preserve.

Jason Croasdale:

- Feels as the point of the Sanitary District is to build and maintain the roads so with that in mind, he would like to see Budget Option A – with the Tar and Chip Project passed. He would question eliminating a position because it is much tougher to get the budget back for a position once it is eliminated rather than it not being filled at the moment.

Ken Baker (Via Speakerphone):

- Agrees with Jason. One of the most important things done for the community is to maintain the roads. He would like to see Budget Option A – with the Tar and Chip Project passed.

Barry Van Meter (Via Email):

- Barry was not present but did send his comment via email to Jimmy. He would like to see no fee increase. He is against doing Tar and Chip this year. It had been formerly planned to skip Tar and Chip every other year and begin paving some of the main roads (Tomahawk, Maple, and Tecumseh). This would make the roads more durable and require less maintenance. This was canceled due to some emergency patching of the roads but after 2 rounds of Tar and Chip the roads should be in good enough shape to last long enough to pave. We could get 2 rounds of paving before needing to do Tar and Chip again.

Jimmy Smith:

- Would like to preserve what we have. Believes we are in the right direction. He spoke about a letter from Charles Monroe that works at the Edinburg, VA VDOT. Mr. Monroe came and drove around Shawneeland. Mr. Monroe stated that we should keep doing what we are doing to maintain the roads. With that being said he would like to go with Budget Option A – with the Tar and Chip Project. He commended Jeff on presenting a budget. He also agrees with Jason on keeping the position.

The committee had 3 out of 5 votes to endorse Budget Option A – With the Tar and Chip Project.

Joe Wilder, Director of Public Works spoke about how he appreciates the committee for having a budget meeting ahead of the Public Works Committee meeting.

Mr. Smith will now send a report of this meeting and the minutes to me. This will be included along with the 3 proposed budget options that is presented to the Public Works Committee and Board of Supervisors. The budget must be turned into the Finance Department by December 1, 2020. The Finance Department sets the dates for the budgets. Joe already spoke to the Public Works Committee publicly to let them know the process that we are working on. We want to make sure there aren't any questions about what we have done with these budgets. We've received input and I think we have done a much better job this year communicating about where we stand. We will submit what we recommend but it is up to the Board of Supervisors to make the final decision. Joe did want to let it be known that if there is an emergency that occurs, we will not do the Tar and Chip Project. We were able to build up the Reserve this year and plan to do so again with this year's budget. We have already saved \$80,000 and Kevin is going to work hard to save more. If anything comes up, we will have a meeting and talk about it.

Public Comments:

Jenny Guy:

- Wanted to say how much she appreciates the guys that are taking care of the property here. They do a fantastic job.
- Asked if anyone had looked into how much damage is caused to the dam itself from the vibrations of the large construction trucks when they cross the dam.
- Suggested that we get Virginia Tech and West Virginia University into a competition to see which university could figure out the most feasible way to fix the dam.
- She spoke about the dog named Winston that lives in Shawneeland.
- She informed the committee about the Mountain Blessings Program and if they know anyone in need of coats, food, presents for Christmas to please reach out to her or Donna Chandler.

Rhonda Sargent (Via Email):

- Good Evening,
I am sending this email since I won't be attending tomorrow evening's meeting. After obtaining and reviewing copies of option A and option B of the subject budget, I am in favor of option A which includes tar and chip of the roads within Shawneeland.

If the tar and chip program is discontinued for even a year or two, this will be detrimental to the road system up here. Worst case scenario is that the roads could possibly revert back to the condition they were in when Shawneeland became a Sanitary District. The tar and chip program is a form of "routine" maintenance that

needs to be done. Just as a vehicle or home is routinely maintained to prevent major issues, the roads in Shawneeland require routine maintenance (i.e., tar and chip). For those that believe that it will save money and keep the sanitary district fees from increasing by discontinuing this routine maintenance, I beg to differ. It may require more preparation to bring the roads up to the level required to be able to perform the tar and chip, which in turn, would increase the overall cost.

Although it may be necessary to increase the sanitary district fees even if the tar and chip program is continued, the increase would probably not be as much as it would if the tar and chip program is discontinued for a year or two.

Thanks to the routine maintenance of the roads up here, they are in great shape compared to other rural subdivisions in this area. The condition of the roads also helps with the value of homes up here (albeit by a small amount, but it still helps). One example would be Mountain Falls/Wild Acres (MF/WA).

Speaking of MF/WA, they pay a substantial yearly fee as well. Their fee is about \$550 per year. However, as far as their roads are concerned - snow is cleared from them and occasional patching is done. At this time, the shoulders of the paved roads are crumbling. The repair of the potholes just recently started being patched with asphalt instead of being filled with gravel as in the past. It is my understanding that approximately \$400 of that fee is to cover debt on machinery and to make up for the gap of individuals who don't pay their fees.

Thank you in advance for your consideration in this matter.

Rhonda L. Sargent

Neila Harrigan (Via Email):

- November 3, 2020 With the upcoming task of a new budget for 2021-2022 on November 16, 2020 as a Shawneeland homeowner I would like to make some suggestions. For the years of 2018, 2019, and part of 2020 1. The amount that was spent on a portable toilet over the last three years was \$5,325.00. This is an un-necessary amount that can be used for other expenses. There is a restroom available in the office building. 2. The fish derby might be a nice thing, but it only benefits a few in Shawneeland. The amount that was spent on fish over the last 3 years was \$3,594.00. My suggestion is to find someone that might sponsor the fish derby. 3. The beach is also an unnecessary expense. Over the last 3 years \$4,270.00 as spent on lake testing. 4. For the last 3 years; \$28,912.00 has been spent on maintaining the beach which covers testing, trash, sand, mowing, weeding, portable toilets, rebuilding the bulkhead, any supplies for repairs to the buoys or rope. The lake again only benefits a very few in Shawneeland. The lake does not add value to our land. Homes are not bought because there is a lake available. Have the Park and Rec take over the upkeep of the lake/beach. The argument is, if they take over the beach then becomes a public beach. In reality it is a public beach, we have no one to police the beach, or the funds to pay someone to do so. Or close the beach completely by putting up a fence, no sand, no Johnny Blue, and

plant foliage around the lake to take over... 5. I am not in favor of a tax increase. I have shown that there are items that can be cut, and the money put back into the operating account. \$42,101.00 over the last 3 years was spent that need not have been. 6. I am still waiting to see what the SSDAC come up with on how to bill heavy oversize trucks using our roads. 7. As of November 2020 we are still down one maintenance crew member because of the cov19 virus. A member of the crew had to give up his job (back in the spring) because lack of a childcare.

Thank you,

Jimmy adjourned the meeting.

FREDERICK COUNTY SANITARY DISTRICT OF SHAWNEELAND
MANAGER'S REPORT – NOVEMBER 2020

Tar & Chip Program:

The Tar & Chip Program commenced on September 23, 2020 and was completed on October 5, 2020. Carroll Construction was the only company that submitted a bid and was awarded the contract by the Frederick County Finance Department. I had originally projected 12.19 miles of roadway to be treated but after the mild winter and careful reevaluation, we had 9.96 miles of roadways treated with the double seal of tar and chip. The amount budgeted for this project was \$309,499. The total end cost of the project was \$230,032.95 which equals \$2.45 per square yard to treat 93,891 square yards. We ended up coming in \$79,466.05 under the budgeted amount. Carroll Construction once again did a very good job with the project under very difficult circumstances pertaining to the challenging terrain of Shawneeland.

Grader Asphalt Patching:

The Shawneeland staff started the grader patching project on May 19, 2020 and completed the 1st of 2 phases on June 25, 2020. During this phase, the staff placed 534.93 tons of SM 9.5A asphalt on 9 different trails (Jalapa, Indiana, Timber Ridge, Rockwood, Bear, Archwood, Wolf Spring, Duwamish, and Shenandoah). The cost of asphalt was \$62.15 per ton. The total cost of asphalt for phase 1 was \$33,245.90.

The staff started the 2nd phase of this project on July 14, 2020 and completed the project on October 21, 2020. During this phase of the project the staff placed 1,013.37 tons of SM 9.5A asphalt on 13 different trails (Beaver, Cochise, Gilmore, Tecumseh, Hickory, Doe, Maple, Erie, Juniper, Pine, Birch, Cherokee, and Rosenberger). The total cost of asphalt for phase 2 was \$62,980.95.

The staff worked on a total of 22 trails over this time period. They placed 1,548.3 tons of SM 9.5A asphalt at a total cost of \$96,226.85. Grader patching is the costliest activity we do but has the most positive impact on our road system.

Widening of Trails:

As many of you know, some of the trails in Shawneeland are very narrow. It is very difficult or impossible for 2 vehicles to safely pass on many of these trails.

It has always been my goal to make the trails as safe as possible for all of those that use them. We have worked very hard over the years to maintain and upgrade the trails in Shawneeland. It has been an ongoing task to remove trees and brush, widen shoulders, upgrade drainage, and then widen the driving surface itself. We will continue to widen the trails that have the most negative impact on traffic to ensure safety.

Tree Removal:

As many of you have noticed, we have lots of trees dying in Shawneeland. The staff will start the dead tree removal project sometime in November. This project will continue throughout the fall and winter months if the weather allows. We have many trees to remove from the right of way throughout Shawneeland. There are a few trees that the Shawneeland staff cannot safely take down therefore we will use the help of a licensed and insured tree contractor to remove those trees.

As always, the wood will be left on the right of way in locations that it is safe to do so. This wood is for Shawneeland residents to take for their own use. If anyone has questions about this, please call the office at (540) 877-1035.

Cherokee Lake:

On January 23, 2020 the water level of Cherokee Lake was minus 11'5", by May 1, 2020 the lake made a remarkable comeback and was plus 2". For the next 6 weeks the lake stayed around full pool. We experienced a dry spell and the lake level started dropping very rapidly. On July 6, 2020 the lake level was minus 17.5". We also noted that the leak had increased by 15 gallons per minute from 120 gallons to 135 gallons per minute. As of November 4, 2020, the lake level is at minus 10'. We continue to monitor the lake level and leak daily as we have for many years.

Emergency Parking:

As we enter the winter weather season, we want to remind residents to remove vehicles from the right of way and the shoulder of the road as this can hinder the snow removal process. Unfortunately, vehicles parked in these areas can create a safety hazard during the snow removal process and will be towed. During a winter weather event there is emergency parking available at both

mailhouse parking lots and the lot beside the old mailhouse. We would like to thank the residents for their cooperation.

Winter Weather Preparations:

As we do every year before the winter season gets a grip on us, the Shawneeland staff prepares all the snow equipment and stocks up on supplies for the winter weather. We go over every piece of equipment with a very close eye to make sure we are going into the season as prepared as we can be. All repairs that need to be addressed are done at this point. All the snow and ice control chemicals are now stocked up for the first winter weather event.

Public Works:

The Public Works Department has continued their constant support for Shawneeland by once again donating items that will benefit the Sanitary District. As you know, this past spring the Public Works Department gave Shawneeland about 400 tons of Rip Rap stone and delivered it to our site on Maple Trail at no cost.

Gloria Puffinburger, the Recycle and Solid Waste Manager for the Frederick County Public Works Department donated 18 Bin blocks to the Sanitary District. Bin blocks are concrete blocks that can be used for a variety of things. These blocks cost about \$100 each. In addition, Gloria also donated several hundred feet of chain link fence and gates that were removed from the old Clearbrook convenience site. At some point it is my intention to install the fence around the entire property at the Shawneeland Maintenance Facility. Gloria also donated a Dodge 4x4 pickup truck you see the staff using daily. This truck has been a big help in our daily operations.

Jim Smith-45

From: James Smith <jimmymustangva@icloud.com>
Sent: Monday, November 16, 2020 9:11 AM
To: Jim Smith-45
Subject: Fwd: Shawneeland Proposed Fiscal Year 2022 Budget

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Jimmy Smith

Begin forwarded message:

From: Rhonda Sargent <rsargent7677@gmail.com>
Date: November 16, 2020 at 9:10:32 AM EST
To: James Smith <jimmymustangva@icloud.com>
Subject: Shawneeland Proposed Fiscal Year 2022 Budget

----- Forwarded message -----

From: Rhonda Sargent <rsargent7677@gmail.com>
Date: Sun, Nov 15, 2020, 6:07 PM
Subject: Shawneeland Proposed Fiscal Year 2022 Budget
To: Michelle Springer <Mspringer@fcva.us>, Karen Vacchio <kvacchio@fcva.us>

Good Evening,

I am sending this email since I won't be attending tomorrow evening's meeting. After obtaining and reviewing copies of option A and option B of the subject budget, I am in favor of option A which includes tar and chip of the roads within Shawneeland.

If the tar and chip program is discontinued for even a year or two, this will be detrimental to the road system up here. Worst case scenario is that the roads could possibly revert back to the condition they were in when Shawneeland became a Sanitary District. The tar and chip program is a form of "routine" maintenance that needs to be done. Just as a vehicle or home is routinely maintained to prevent major issues, the roads in Shawneeland require routine maintenance (i.e., tar and chip). For those that believe that it will save money and keep the sanitary district fees from increasing by discontinuing this routine maintenance, I beg to differ. It may require more preparation to bring the roads up to the level required to be able to perform the tar and chip, which in turn, would increase the overall cost.

Although it may be necessary to increase the sanitary district fees even if the tar and chip program is continued, the increase would probably not be as much as it would if the tar and chip program is discontinued for a year or two.

You have a new online form submission.

Note: all answers displaying "*****" are marked as sensitive and must be viewed after your login.

Name

Neila Harrigan

Address

622 Shawnee Trail

Magisterial District

Back Creek

Comments

November 3, 2020 With the upcoming task of a new budget for 2021-2022 on November 16, 2020 as a Shawneeland home owner I would like to make some suggestions. For the years of 2018, 2019, and part of 2020 1. The amount that was spent on a portable toilet over the last three years was \$5,325.00. This is an un-necessary amount that can be used for other expenses. There is a restroom available in the office building. 2. The fish derby might be a nice thing but it only benefits a few in Shawneeland. The amount that was spent on fish over the last 3 years was \$3,594.00. My suggestion is to find someone that might sponsor the fish derby. 3. The beach is also an unnecessary expense. Over the last 3 years \$4,270.00 as spent on lake testing. 4. For the last 3 years; \$28,912.00 has been spent on maintaining the beach which covers testing, trash, sand, mowing, weeding, portable toilets, rebuilding the bulkhead, any supplies for repairs to the buoys or rope. The lake again only benefits a very few in Shawneeland. The lake does not add value to our land. Homes are not bought because there is a lake available. Have the Park and Rec take over the upkeep of the lake/beach. The argument is, if they take over the beach then becomes a public beach. In reality it is a public beach, we have no one to police the beach, or the funds to pay someone to do so. Or close the beach completely by putting up a fence, no sand, no Johnny Blue, and plant foliage around the lake to take over.... 5. I am not in favor of a tax increase. I have shown that there are items that can be cut and the money put back into the operating account. \$42,101.00 over the last 3 years was spent that need not have been. 6. I am still waiting to see what the SSDAC come up with on how to bill heavy oversize trucks using our roads. 7. As of November 2020 we are still down one maintenance crew member because of the cov19 virus. A member of the crew had to give up his job (back in the spring) because lack of a child car

Thank you,
Frederick County

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.

Personnel

Manager	\$73,697
SR Equipment operator	\$53,314
SR Equipment Operator	\$34,791
Motor Equipment Operator	\$42,622
Secretary	\$34,677
Laborer	\$29,024
Overtime	\$13,000

Jeff Stevens

F.I.C.A

Retirement	\$23,714
Medical Plans	\$30,347
Group Insurance	\$101,580
Dissability	\$4,061
Workers Comp.	\$550
	\$12,805

Repair and Maintenance Equipment	\$20,000
Repair and Maintenance Vehicle	\$15,000
Repair and Maintenance Building	\$1,500
Repair and Maintenance Roads	\$0
Contractual Services	\$40,000
Electrical Services	\$6,000
Heating Services	\$2,000
Water and Sewage Services	\$300
Telephone	\$5,328
Boiler Insurance	\$100
Fire Insurance	\$4,500
Motor Vehicle Insurance	\$6,500
General Liability Insurance	\$1,800
Office Supplies	\$500
Agricultural Supplies	\$1,500
Medical and Laboratory Supplies	\$200
Laundry and Housekeeping	\$500
Repair and Maintenance Supplies	\$10,000
Vehicle and Powered Equipment	\$10,000
Vehicle Tires and Parts	\$5,500
Vehicle Fuels and Lubricants	\$25,000
Uniforms- Clothing	\$2,500
Other Operating Supplies	\$1,500
Road and Street Materials	\$90,000
Other Expenses	\$4,000
Emergency Fund	\$50,000

Total

Jim Smith-45

From: James Smith <jimmymustangva@icloud.com>
Sent: Monday, November 16, 2020 8:59 AM
To: Jim Smith-45
Subject: Fwd: November Agenda .pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Jimmy Smith

Begin forwarded message:

From: Kenneth Baker <kenneth.g.baker@gmail.com>
Date: November 15, 2020 at 8:55:40 PM EST
To: James Smith <jimmymustangva@icloud.com>, jwilder@fcva.us, Kevin Alderman <kalderman@fcva.us>, Baker Kenneth <kenneth.g.baker@gmail.com>
Cc: Barry Van Meter <barryvanmeter@yahoo.com>, Jeff Stevens <jeff_biggerdog@yahoo.com>, Jason croasdale <jlcbikes@icloud.com>, Shawn Graber <shawn.graber@fcva.us>
Subject: Re: November Agenda .pdf

Jimmy,

As discussed earlier, I will be unable to attend tomorrow's meeting in person due to previously scheduled out of state commitment. However, I do plan to attend the meeting virtually (via phone) and will coordinate with Jason or you on who to call and when.

Thanks for sending the committee members the two budget options. I have reviewed each line item and overall am satisfied with the proposed budget. In regards to the difference between the two, with one including the continuation of the tar-and-chip program, and the other not, my "vote" is to select option A, which includes the tar and chip program.

The Shawneeland maintenance crew has been managing this program for years and it is proven to be a cost effective road maintenance program that extends the service life of our roads. I firmly believe that any decision to remove this program is irresponsible and will be a disservice to the residents of this community.

V/r, Kenneth Baker

On Mon, Nov 9, 2020 at 9:57 AM James Smith <jimmymustangva@icloud.com> wrote:
I'll be sending you all two more emails with the attachments . The budget packs as they will be available for pickup at the office . Along with online with our budget agenda . Thanks again for all your help.

Jim Smith-45

From: James Smith <jimmymustangva@icloud.com>
Sent: Wednesday, November 18, 2020 8:16 AM
To: Jim Smith-45
Subject: Fwd: Budget meeting

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Jimmy Smith

Begin forwarded message:

From: James Smith <jimmymustangva@icloud.com>
Date: October 29, 2020 at 8:53:04 PM EDT
To: "barryvanmeter@yahoo.com" <barryvanmeter@yahoo.com>, Jeff Stevens <jeff_biggerdog@yahoo.com>, Jason croasdale <jlcbikes@icloud.com>, kenneth.g.baker@gmail.com
Subject: Budget meeting

Good evening all,

I meet with Kevin today He shared the proposed budget with me. I Would like to meet with each of you to share the budget in person before the meeting. Please let me know when is a good time to meet to go over the budget . Have a great weekend, hope to hear from you soon.

Jimmy Smith

Jim Smith-45

From: James Smith <jimmymustangva@icloud.com>
Sent: Friday, November 20, 2020 8:36 AM
To: Jim Smith-45
Subject: Fwd: November Agenda .pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Jimmy Smith

Begin forwarded message:

From: Hugh Van Meter <barryvanmeter@yahoo.com>
Date: November 16, 2020 at 6:43:46 PM EST
To: James Smith <jimmymustangva@icloud.com>, Jason croasdale <jlcbikes@icloud.com>
Cc: Jeff Stevens <jeff_biggerdog@yahoo.com>, kenneth.g.baker@gmail.com, Shawn Graber <shawn.graber@fcva.us>
Subject: Re: November Agenda .pdf

Gentlemen,

Unfortunately, I will not be able to attend the meeting. I had to work and am unable to get there. A couple points from me on the budget.

1. I am against a fee increase. With Kevin returning 588,000 and a higher than budgeted income, I believe that we can operate without a fee increase.
2. Tar and Chip. I am against tar and chip this year. We had formerly planned on skipping every other Tar and Chip and use that money to begin paving some of the main roads, Tomahawk, Maple, Tecumseh. This would make the roads more durable, require less maintenance materials and easier to plow in the winter.

Originally, this was cancelled due to some emergency patching of roads, but after two rounds of Tar and Chip, the roads should be in good enough shape to last long enough for us to pave. We could get two rounds of paving before needing to do some Tar and Chip again.

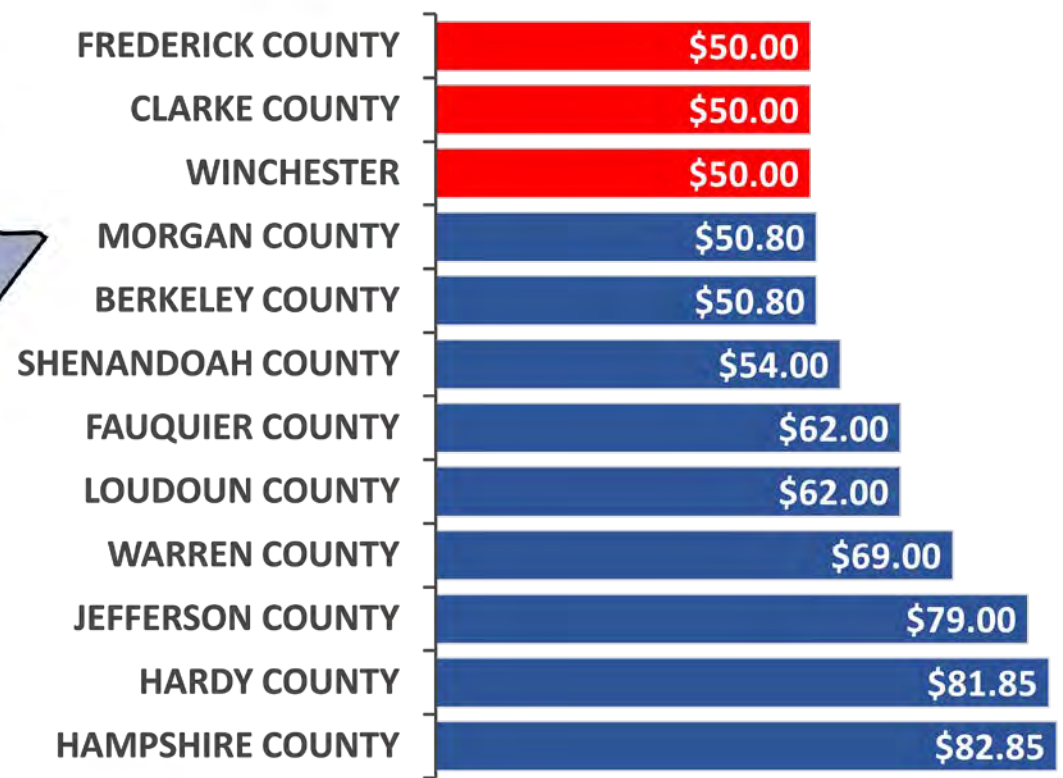
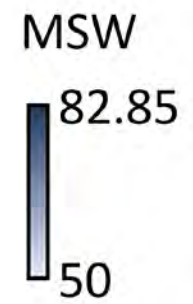
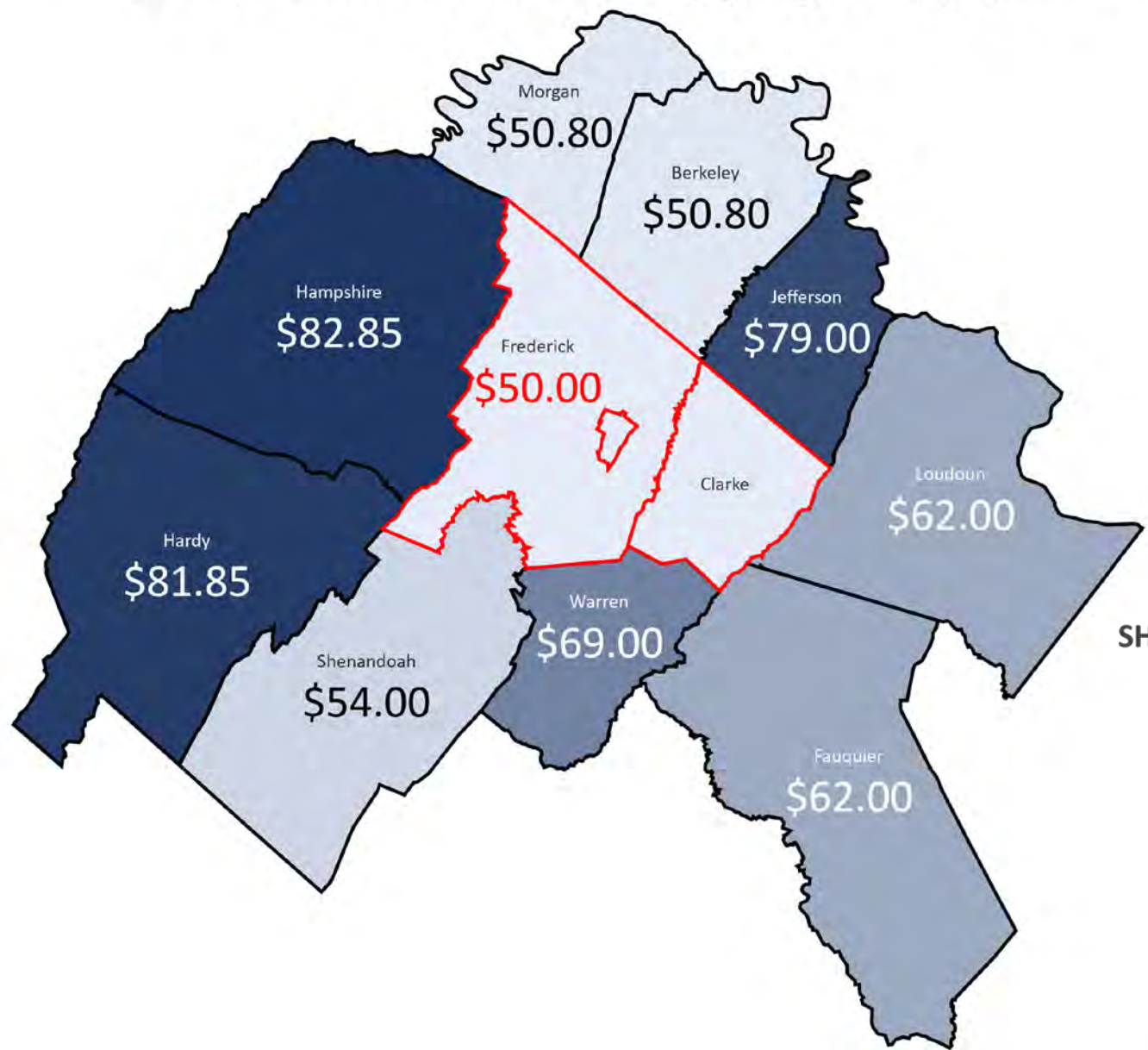
Barry

On Monday, November 16, 2020, 3:19:44 PM EST, Jason croasdale <jlcbikes@icloud.com> wrote:

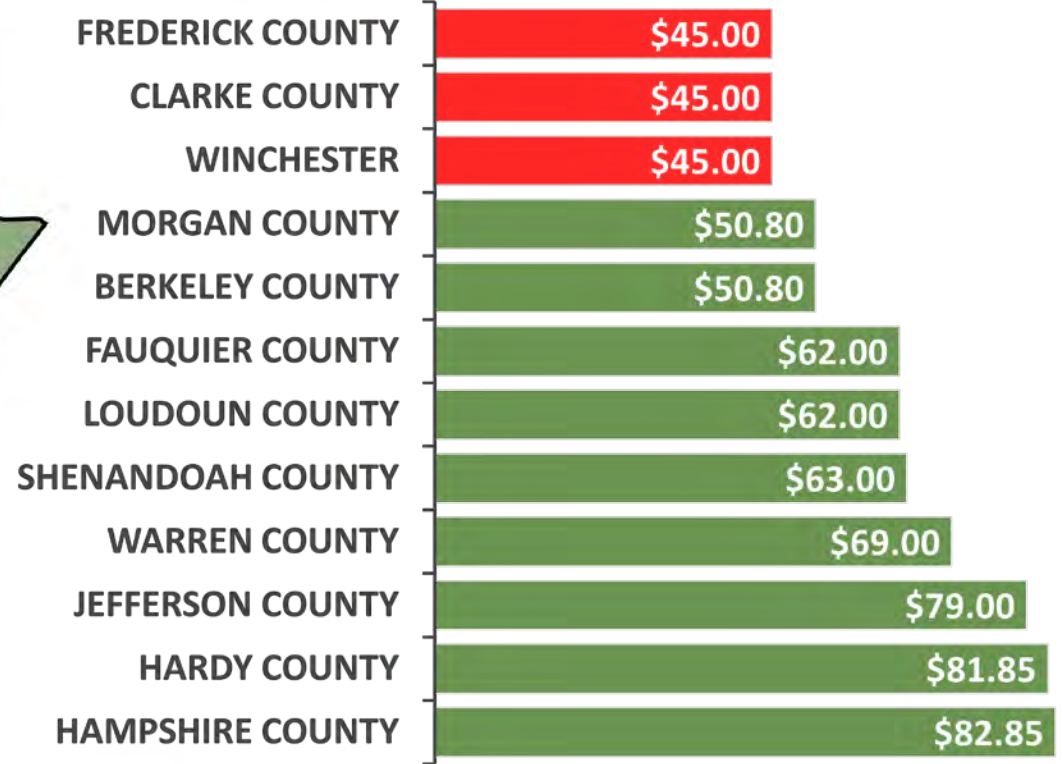
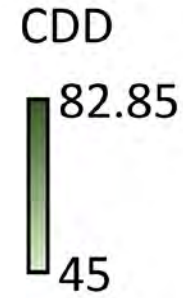
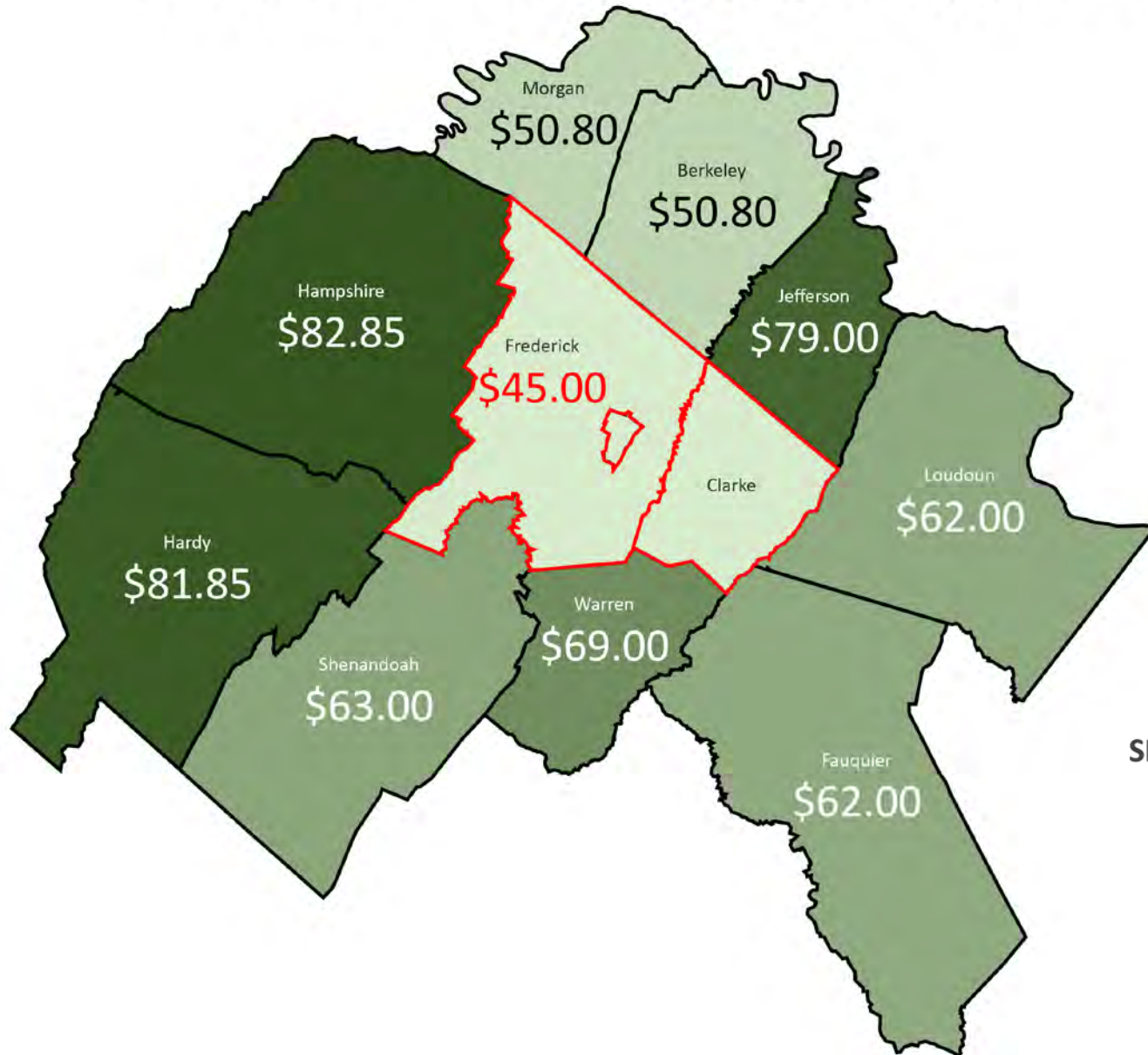
Jimmy

As always, thanks so much for getting this info out to us, and early enough for us to evaluate it carefully.

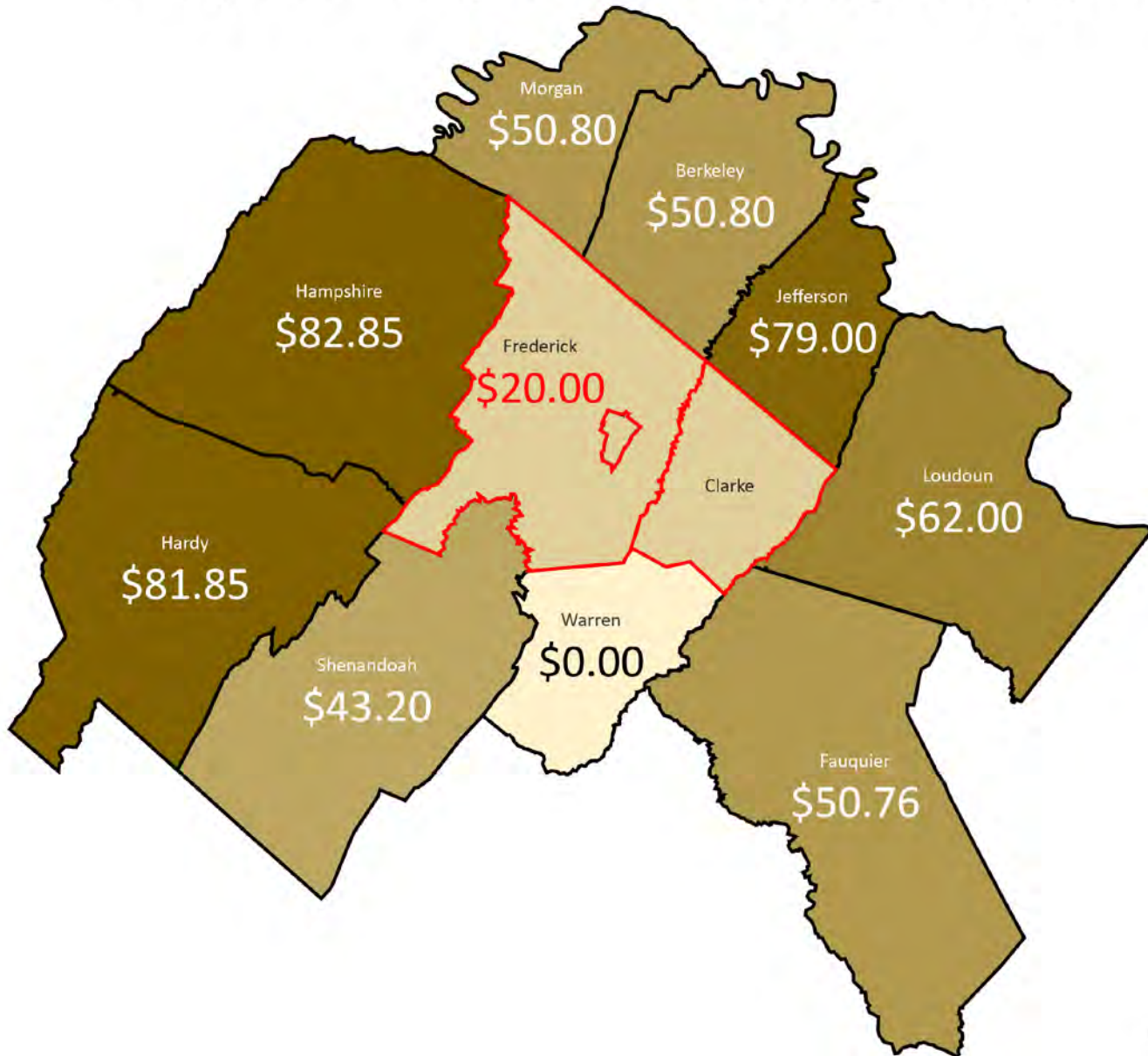
FY20/21 MSW Landfill Tipping Fees / \$ Per Ton



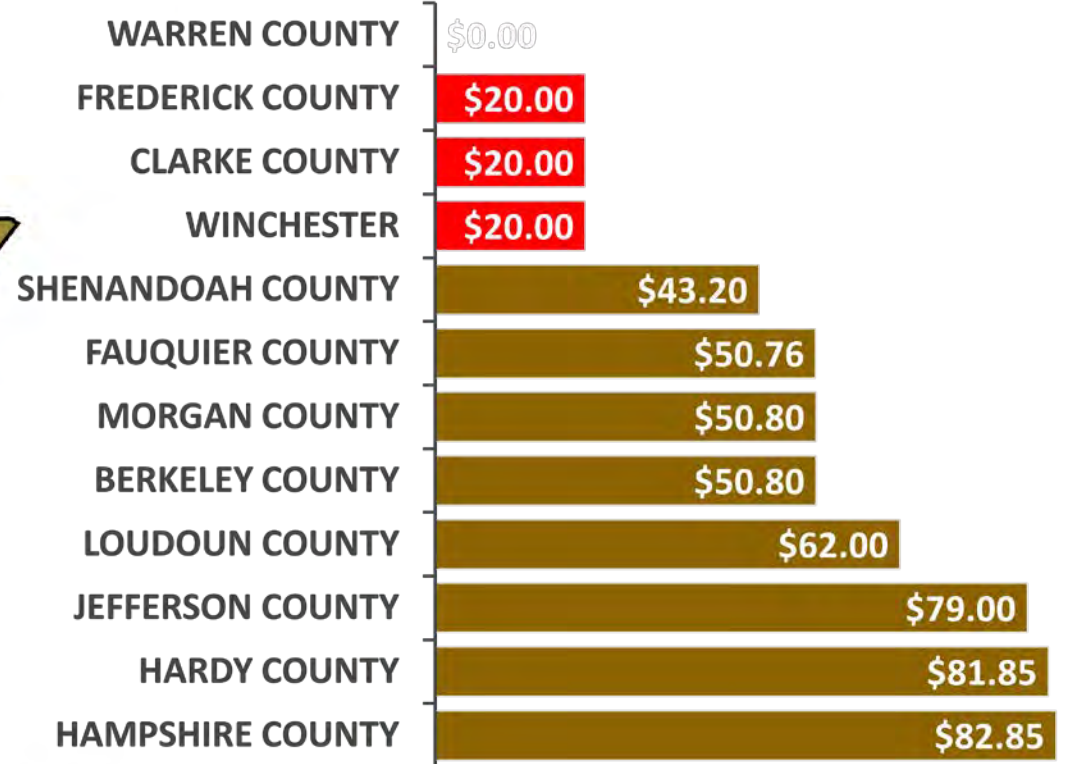
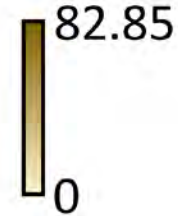
FY20/21 CDD Landfill Tipping Fees / \$ Per Ton



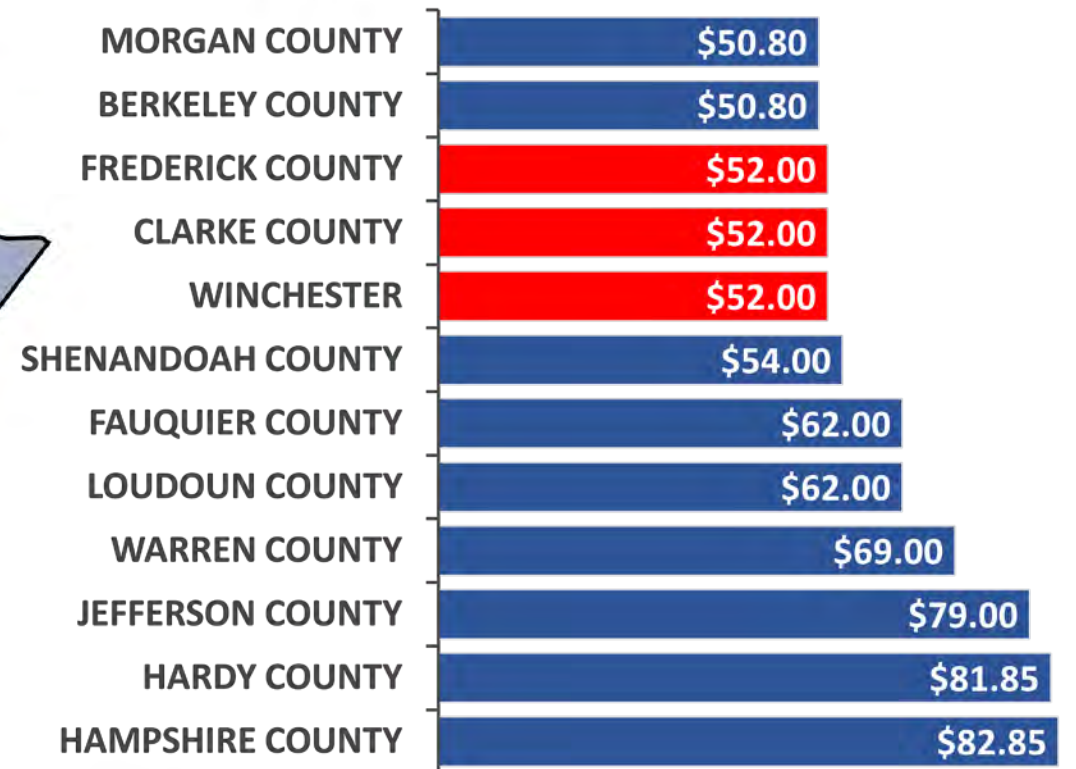
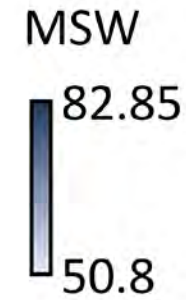
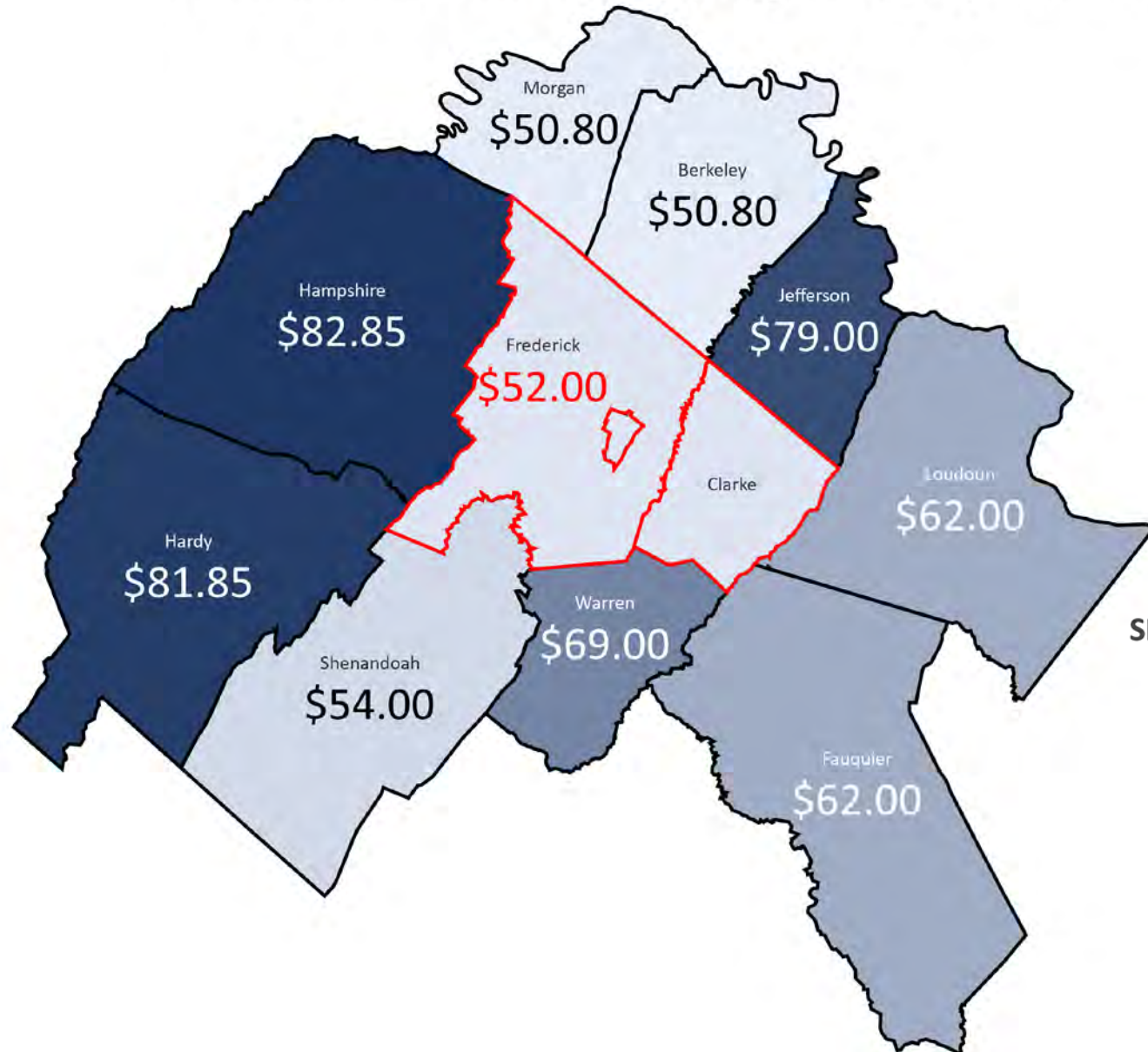
FY20/21 Municipal Waste Tipping Fees / \$ Per Ton



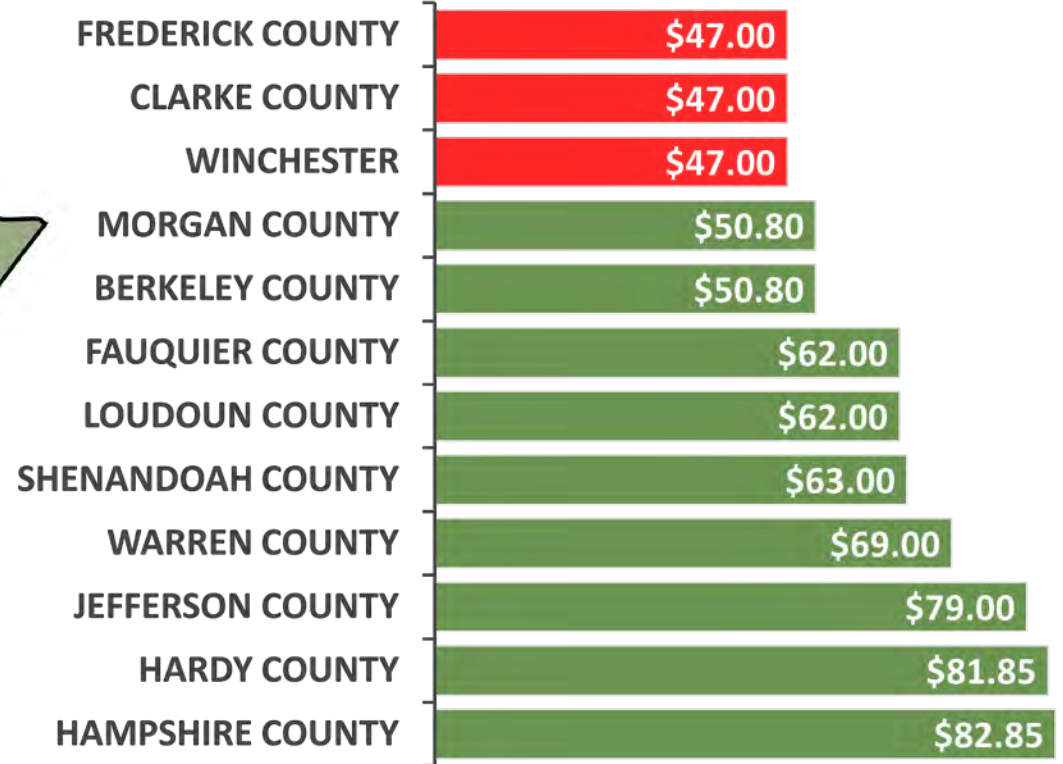
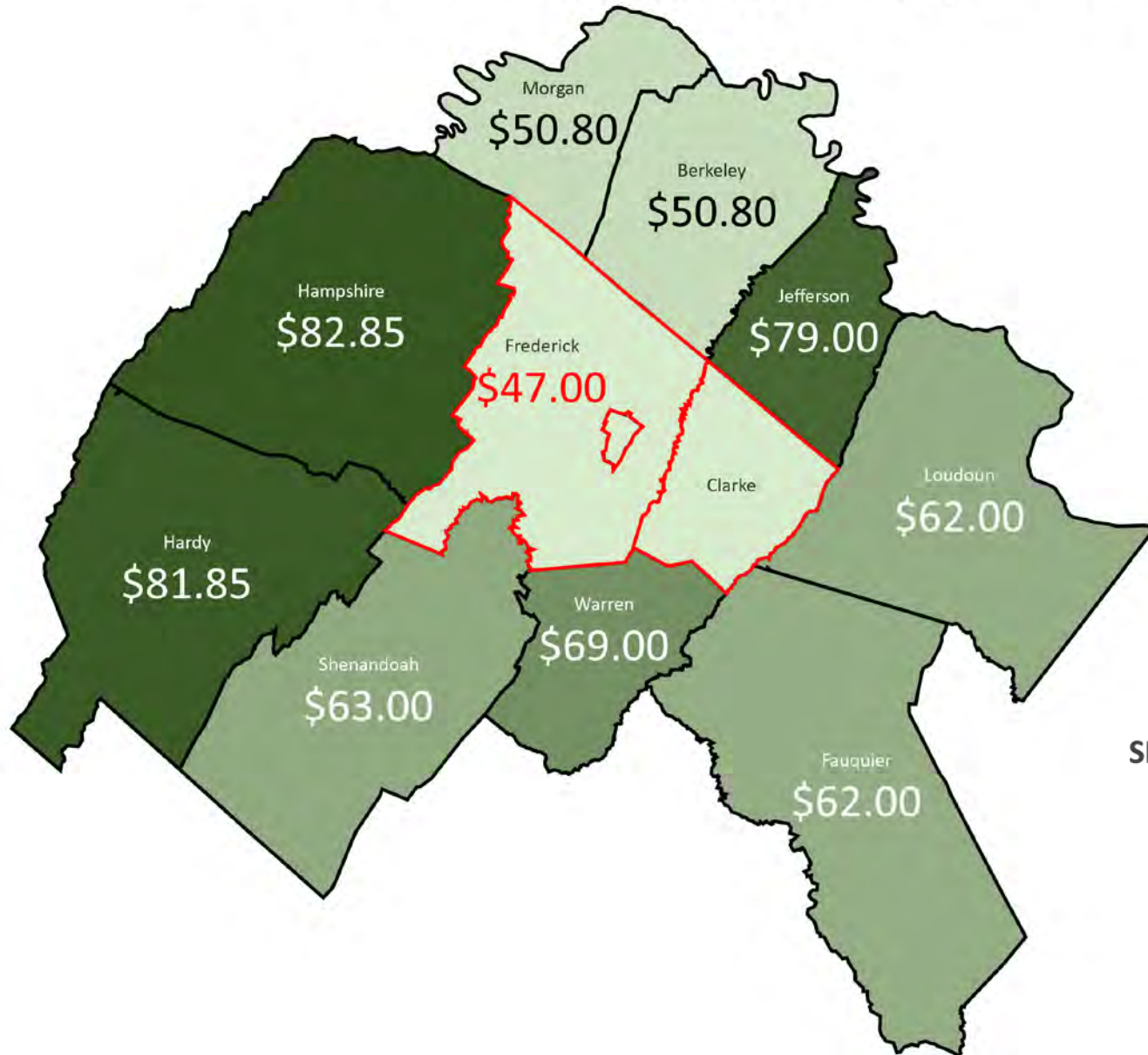
Municipal



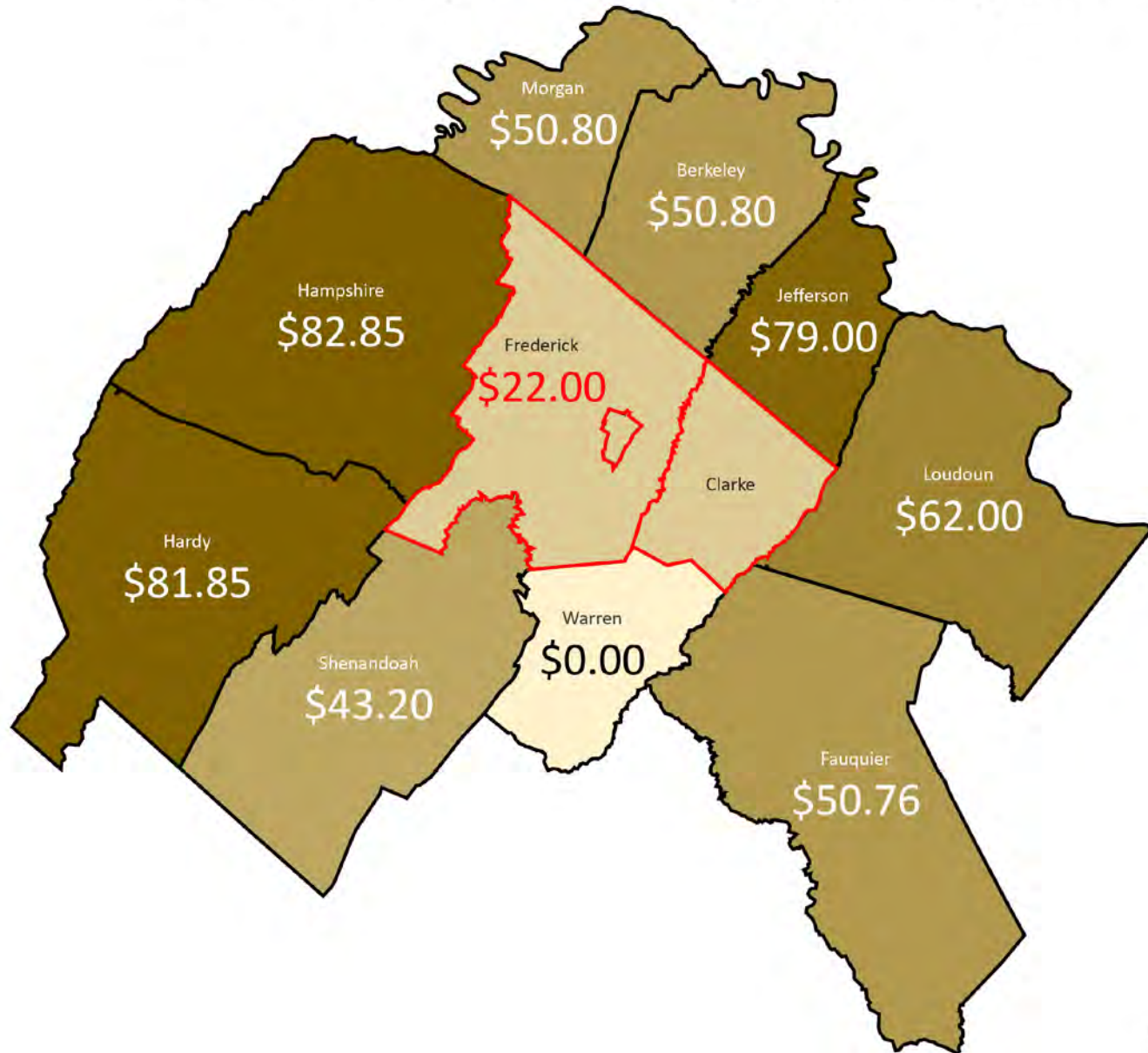
2020 MSW Landfill Tipping Fees / \$ Per Ton



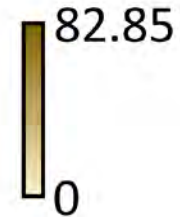
2020 CDD Landfill Tipping Fees / \$ Per Ton



2020 Municipal Waste Tipping Fees / \$ Per Ton



Municipal



WARREN COUNTY	\$0.00
FREDERICK COUNTY	\$22.00
CLARKE COUNTY	\$22.00
WINCHESTER	\$22.00
SHENANDOAH COUNTY	\$43.20
FAUQUIER COUNTY	\$50.76
MORGAN COUNTY	\$50.80
BERKELEY COUNTY	\$50.80
LOUDOUN COUNTY	\$62.00
JEFFERSON COUNTY	\$79.00
HARDY COUNTY	\$81.85
HAMPSHIRE COUNTY	\$82.85