

JOINT PUBLIC WORKS COMMITTEE/LANDFILL OVERSIGHT COMMITTEE REPORT  
to the BOARD OF SUPERVISORS  
Tuesday, November 30, 2021  
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; Gene Fisher; and Harvey E. "Ed" Strawsnyder, Jr.

Committee Members Absent: none

LANDFILL OVERSIGHT COMMITTEE ATTENDEES:

Committee Members Present: Michael Bollhoefer; Robert W. Wells; Perry Eisenach; Stan Crockett; and Chris Boies; Justin Hall; Mike Neese

Committee Members Absent:

Staff present: Joe C. Wilder, Director of Public Works; Mark Fleet, Building Code Official; Gloria Puffinburger, Solid Waste Manager; Ron Kimble, Landfill Manager; Kathy Whetzel, Animal Shelter Manager; Holly Grim, Assistant Animal Shelter Manager; Rod Williams, County Attorney; Michael Bollhoefer, County Administrator; Jay Tibbs, Deputy County Administrator; Karen Orndorff, Public Works Operations Manager

**(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 2023. Staff updated committee members about several on-going projects at the Landfill. The main project occurring this year is developing the bottom liner system for an approximate 11 acre, MSW Landfill Phase 3, Cell A. The cost for the new cell development is \$4,000,000.

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 2022, we will begin developing Phase 2 of the CDD Landfill.

After some addition discussions with the committees and staff, Supervisor Bob Wells made a motion to endorse the proposed FY2023 Landfill budget and to forward it to the Finance Department for further consideration. The motion was seconded by committee member Gene Fisher. The motion was unanimously approved by both committees.

2-We informed the committees that the only tipping fee increase in FY2023 will be for commercial tires. The proposed rate will be \$200 per ton for commercial tires. It is hopeful we can reduce the number of commercial tires at the Landfill with this increase.

3-Staff presented the Public Works Department FY2023 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 Supervisor Wells. The committee unanimously approved the motion.

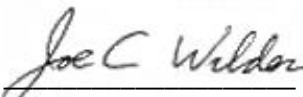
4-The committee was informed that Viola Engineering is completing the sinkhole study and will have a final report soon. Once the report is complete, we will hold a special Shawneeland Sanitary District Committee (SSDAC) meeting in January 2022 to discuss the different options for repairing/mitigating the sinkholes along with cost estimates for the various options. Once we get a recommendation from SSDAC, we will come back to the Public Works Committee for further discussion.

5-The Animal Shelter has requested that restitution funds totaling \$1,501.54 be appropriated into the FY2022 Animal Shelter budget. A motion was made by Supervisor Wells to endorse the request and forward to the Finance Committee for further action. The motion was seconded by committee member Gene Fisher and unanimously approved by the committee.

Respectfully submitted,

Public Works Committee

J. Douglas McCarthy, Chairman  
Robert W. Wells  
Gary Longerbeam  
Gene Fisher  
Harvey E. "Ed" Strawsnyder, Jr.

By 

Joe C. Wilder  
Public Works Director

JCW/kco

Attachments: as stated

cc: Michael Bollhoefer, 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 November 30, 2021  
**DATE:** November 22, 2021

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There will be a joint meeting of the Public Works Committee and the Landfill Oversight Committee on Tuesday, November 30, 2021 at 8:00 a.m. **in the conference room located on the second floor of the north end of the County Administration Building at 107 North Kent Street, Suite 200.**

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

1. Discuss on-going projects at the Landfill
2. Review Proposed FY 2023 Landfill Budget  
**(Attachment 1)**

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

3. Review Proposed FY 2023 budgets  
**(Attachment 2)**
4. Update on the Crystal Lake/Cherokee Dam sinkhole.
5. Animal Shelter supplemental appropriation request.  
**(Attachment 3)**
6. Miscellaneous Reports:
  - a. Tonnage Report: Landfill  
**(Attachment 4)**
  - b. Recycling Report  
**(Attachment 5)**
  - c. Animal Shelter Dog Report:  
**(Attachment 6)**

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Public Works Committee/Landfill Oversight Committee

November 22, 2021

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

JCW/kco

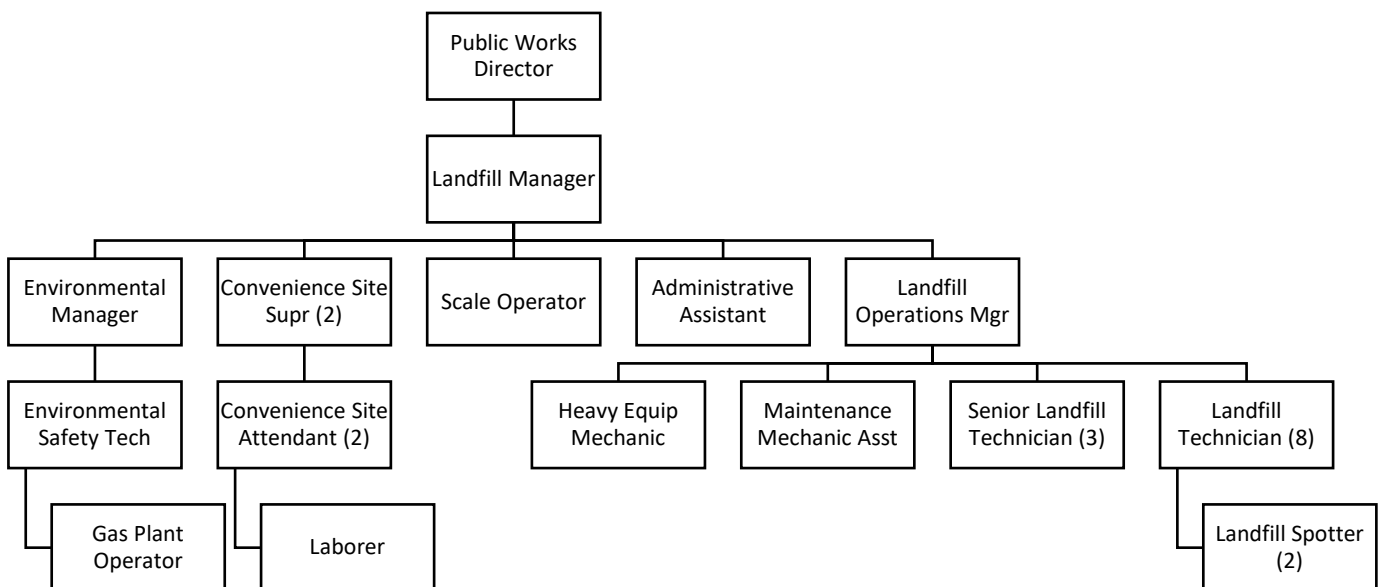
Attachments: as stated

### 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 overseeding and fertilizing, increase frequency of mowing established vegetation.
- Improve management of storm water control features.
- Increase safety awareness of all landfill employees and continuing education of operators.
- Begin process of expanding CDD landfill by construction of a large stormwater diversion channel.
- Modify the leachate system to better manage collection, treatment, and disposal.
- Maintain the landfill gas collection system as needed to maximize collection efficiency.
- Utilize GPS systems to maximize waste placement in landfill cells.
- Strive for waste reduction through recycling, composting, brush grinding, tire shredding, etc.
- Expand wireless communications to remote areas of landfill site.

Service Levels	FY2021 Actual	FY2022 Budget	FY2023 Plan
Tons of waste weighted and disposed	228,990	185,000	195,000
Megawatt/hours of power generated from Gas to Energy Plant	14,284	12,571	12,571
Gallons of pretreated leachate collected and discharged	21,326,000	25,000,000	25,000,000
Tons of scrap metal recycled	1,521	1,400	1,400
Tons of household hazardous waste collected	54	100	100
Tons of tires processed to rubber chips	2,000	2,500	2,500
Tons of yard waste processed to mulch	9,587	9,000	9,000



**Contractor is nearing final completion of MSW Cell 3A, an eleven acre area that is being prepared for future placement of solid waste. This photo shows a dozer placing the one foot layer of leachate collection stone in the bottom of the new cell.**

10/07/2021 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2021/10	
FUND #-012 FRED. WINC. LANDFILL FUND							
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin
		FY/2020	FY/2021	Budget	2021/10	FY2023	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	91,580	91,742	96,752	23,979	96,752	
042040-1001-000-003	ENVIRONMENTAL MANAGER	68,343	68,462	72,087	17,871	72,088	
042040-1001-000-004	ADMINISTRATIVE COSTS	137,385	137,621	144,979	35,938	144,980	
042040-1001-000-005	HEAVY EQUIPMENT MECHANIC	72,294	72,414	76,092	18,870	76,092	
042040-1001-000-036	SECRETARY III						
042040-1001-000-056	SCALE OPERATOR	36,829	39,638	41,586	10,315	41,586	
042040-1001-000-057	ADMINISTRATIVE ASSISTANT	48,454	48,535	51,105	12,669	51,105	
042040-1001-000-058	CONVENIENCE SITE SUPERVISOR	37,695	37,756	39,611	9,826	39,612	
042040-1001-000-066	LANDFILL SPOTTER	29,108	31,775	33,284	11,623	33,280	
042040-1001-000-067	MAINTENANCE MECHANIC ASSISTANT	36,357	38,286	36,414		36,414	
042040-1001-000-068	CONVENIENCE SITE ATTENDANT	32,875	32,929	34,547	8,569	34,547	
042040-1001-000-069	LANDFILL TECHNICIAN	37,935	25,076	34,791	7,853	37,692	
042040-1001-000-070	SR LANDFILL TECHNICIAN	47,192	47,274	49,777	12,340	49,778	
042040-1001-000-071	SR LANDFILL TECHNICIAN	44,392	44,462	46,721	11,586	46,721	
042040-1001-000-072	LANDFILL TECHNICIAN	41,225	38,112	41,252	7,521	36,100	
042040-1001-000-081	LANDFILL TECHNICIAN	33,869	35,341	37,037	9,350	36,100	
042040-1001-000-082	LANDFILL TECHNICIAN	43,718	43,792	46,039	11,416	46,039	
042040-1001-000-083	GAS PLANT OPERATOR	61,960	62,064	65,216	16,173	65,217	
042040-1001-000-084	LANDFILL TECHNICIAN	19,741	30,950	37,773	9,005	36,264	
042040-1001-000-085	LABORER I 1/2						
042040-1001-000-086	LANDFILL OPERATIONS MANAGER	70,130	70,252	73,972	18,338	73,973	
042040-1001-000-087	LABORER II						
042040-1001-000-088	LANDFILL TECHNICIAN	36,256	36,312	38,096	9,450	38,096	
042040-1001-000-089	LANDFILL SPOTTER	33,040	33,089	38,486	13,915	32,760	
042040-1001-000-090	CONVENIENCE SITE SUPERVISOR	43,467	43,536	45,747	11,345	45,747	
042040-1001-000-091	CONVENIENCE SITE ATTENDANT	30,603	30,650	32,105	7,966	32,106	
042040-1001-000-092	LABORER II						
042040-1001-000-093	SR LANDFILL TECHNICIAN	49,504	49,587	52,187	12,938	52,187	
042040-1001-000-094	ENVIRONMENTAL SAFETY TECH.	53,180	37,688	47,764	11,743	47,264	
042040-1001-000-095	LANDFILL TECHNICIAN	38,307	38,366	40,314	9,998	40,315	
042040-1001-000-096	LANDFILL TECHNICIAN	37,558	37,620	39,488	9,794	39,488	
042040-1001-000-097	LABORER	20,713	26,535	25,103	3,113	28,651	
042040-1001-000-098	LABORER						
042040-1003-000-000	PART TIME/EXTRA HELP	57,406	65,058	100,620	10,950	112,320	
042040-1005-000-000	OVERTIME	66,544	60,119	87,575	24,188	95,790	
042040-1005-000-001	OVERTIME - INVESTIGATIVE						
042040-1009-000-000	ACCRUED SALARIES	1,294	-2,095				

042040-1099-000-000	CHANGE IN ACCRUED LEAVE	19,971	3,409				
	PERSONAL SERVICE	1,478,925	1,456,355	1,606,520	378,642	1,619,064	
042040-2000-000-000	FRINGE BENEFITS						
042040-2001-000-000	F. I. C. A.	105,624	105,255	122,899	27,494	123,858	
042040-2002-000-000	RETIREMENT - VRS	130,470	150,970	162,683	37,967	161,836	
042040-2005-000-000	HOSPITAL/MEDICAL PLANS	374,431	371,566	405,160	91,574	419,300	
042040-2006-000-000	GROUP INSURANCE	17,458	17,637	19,007	4,436	16,790	
042040-2007-000-000	ACCRUED VACATION PAY						
042040-2008-000-000	SHORT & LONG TERM DISABILITY	2,808	2,750	3,000	717	3,100	
042040-2011-000-000	WORKER'S COMPENSATION	65,028	64,728	61,069	14,461	52,879	
042040-2013-000-000	EDUCATION - TUITION ASSISTANCE						
042040-2019-000-000	ACCRUED FRINGES	388	484				
042040-2099-000-000	FRINGE BENEFIT RESERVE						
	FRINGE BENEFITS	696,207	713,390	773,818	176,649	777,764	
042040-3000-000-000	CONTRACTUAL SERVICES						
042040-3001-000-000	PROFESSIONAL HEALTH SERVICES			1,500		1,500	
042040-3002-000-000	PROFESSIONAL SERVICES OTHER	953,449	608,198	919,913	58,589	655,000	
042040-3002-000-001	STATE PERMIT FEES	181,017	41,047	47,500	41,995	1,686,650	
042040-3002-000-002	PROFESSIONAL SVC - INVESTIGATION						
042040-3003-000-000	TEMPORARY HELP SERVICE FEES						
042040-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.	173,554	57,407	100,000	6,870	100,000	
042040-3004-000-002	REPAIR AND MAINTENANCE - VEHICLE	6,059	4,807	12,000	121	12,000	
042040-3004-000-003	REPAIR AND MAINTENANCE - BUILDING	20,528	42,866	40,000		45,000	
042040-3004-000-004	REPAIR AND MAINTENANCE - GENERATOR	13,657	51,857	198,143		164,000	
042040-3005-000-000	MAINTENANCE SERVICE CONTRACTS	19,193	28,680	37,350	3,052	144,350	
042040-3005-000-001	GENERATOR OIL SAMPLING			6,500	3,076	6,500	
042040-3007-000-000	ADVERTISING	1,570	1,345	3,000		3,000	
042040-3010-000-000	OTHER CONTRACTUAL SERVICES	404,466	481,383	678,970	21,301	698,070	
042040-3010-000-001	CONTRACTUAL SERV. - TIRE PROGRAM	139,113	114,032	259,250	12,062	259,250	
042040-3010-000-002	RTOP OPERATIONAL COSTS						
042040-3010-000-003	REGIONAL ELECTRONICS RECYCLING	52,200	36,438	100,000		100,000	
	PURCHASED SERVICES	1,964,806	1,468,060	2,404,126	147,066	3,875,320	
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	187	233				
	INTERNAL SERVICES	187	233			0	
042040-5100-000-000	UTILITIES						
042040-5101-000-000	ELECTRICAL SERVICES	46,361	51,269	50,000	3,054	55,000	
042040-5101-000-001	ELECTRICAL SRV.-INTERCONNECTION	20,922	24,675	26,000	1,900	26,000	
042040-5102-000-000	HEATING SERVICES	7,097	11,594	12,000		15,000	
042040-5204-000-000	POSTAGE AND TELEPHONE	23,754	31,763	30,360	2,995	33,960	
042040-5204-000-001	POSTAGE AND SHIPPING-GENERATOR	844	1,011	2,160	46	2,160	
042040-5301-000-000	BOILER INSURANCE	965	958	1,000	986	1,000	
042040-5302-000-000	FIRE INSURANCE	20,389	22,487	23,000	20,281	23,000	
042040-5305-000-000	MOTOR VEHICLE INSURANCE	6,146	4,821	6,500	4,076	5,850	



042040-5306-000-000	SURETY BONDS	27	26	40	26	40
042040-5308-000-000	GENERAL LIABILITY INSURANCE	6,705	6,604	7,000	5,932	7,000
042040-5401-000-000	OFFICE SUPPLIES	8,865	6,020	9,998	173	10,000
042040-5403-000-000	AGRICULTURAL SUPPLIES	1,974	1,872	10,000		15,000
042040-5404-000-000	MEDICAL AND LABORATORY SUPPLIES	1,380	1,325	2,500	265	2,500
042040-5405-000-000	LAUNDRY & JANITORIAL SUPPLIES	4,074	3,091	6,000	577	6,000
042040-5407-000-000	REPAIR AND MAINTENANCE SUPPLIES	22,099	18,716	30,000	439	30,000
042040-5408-000-000	VEHICLE AND POWERED EQUIPMENT	100,280	99,847	144,000	7,591	144,000
042040-5408-000-001	VEHICLES-TIRES AND PARTS	1,236	1,202	4,500		4,500
042040-5408-000-002	VEHICLE-FUELS AND LUBRICANTS	186,987	191,925	323,460	39,245	323,460
042040-5408-000-003	GENERATOR SPARE PARTS	38,034	72,489	302,510		220,000
042040-5408-000-004	GENERATOR LUBRICANTS	21,533	44,552	51,380		62,440
042040-5410-000-000	UNIFORMS	5,936	6,053	9,800	183	9,800
042040-5410-000-001	SAFETY EQUIPMENT	2,083	1,411	4,500	296	4,500
042040-5411-000-000	BOOKS & SUBSCRIPTIONS	585	602	2,000	620	2,000
042040-5413-000-000	OTHER OPERATING SUPPLIES	6,730	8,249	10,000	1,564	10,000
042040-5413-000-001	OTHER OPERATING SUPPLIES-GENER	30,917	2,468	35,000	268	35,000
042040-5413-000-999	EMERGENCY/DISASTER EXPENSE	3,190	3,351			
042040-5506-000-000	TRAVEL	2,583	450	12,000	1,677	12,000
042040-5506-000-001	LANDFILL GAS GENERATOR TRAINING			10,000		10,000
042040-5604-000-000	OTH. PAYMENTS OR CONTRIBUTIONS	188,374	216,330	185,000		195,000
042040-5801-000-000	DUES AND ASSOC.MEMBERSHIPS	1,315	1,215	2,000	1,115	2,000
042040-5806-000-000	RESERVE FOR CONTINGENCIES					
042040-5806-000-001	POST CLOSURE COSTS	422,131	332,479	360,000		500,000
042040-5806-000-002	CONTINGENCY-TIPPING FEE ADJUST					
042040-5806-000-003	PAYMENTS TO LOCALITIES					
042040-5810-000-000	PAYMENT OF UNEMPLOYMENT CLAIMS		3,314	10,000		10,000
042040-5810-000-001	EEOC CLAIMS					
	<b>OTHER CHARGES</b>	<b>1,183,516</b>	<b>1,172,169</b>	<b>1,682,708</b>	<b>93,309</b>	<b>1,777,210</b>
042040-8001-000-000	MACHINERY AND EQUIPMENT					
042040-8002-000-000	FURNITURE AND FIXTURES					
042040-8003-000-000	COMMUNICATIONS EQUIPMENT			100,000		100,000
042040-8005-000-000	MOTOR VEHICLES AND EQUIPMENT					
042040-8006-000-000	CONSTRUCTION VEHICLES & EQUIP.			170,000		870,000
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			5,792,882		
042040-8900-000-001	SITE DEVELOPMENT					3,950,000
042040-8901-000-000	LOSS ON DISPOSAL					
042040-8999-000-000	INTEREST EXPENSE					
	<b>CAPITAL OUTLAY</b>			<b>6,097,882</b>		<b>4,955,000</b>
042040-9000-000-000	DEPRECIATION					
042040-9001-000-000	LEASE/RENT OF EQUIPMENT	5,032	3,312	40,000	880	40,000

042040-9500-000-000	DEPRECIATION OF EQUIPMENT	2,481,742	2,777,530				
042040-9500-000-001	DEPRECIATION OF EQUIP.-GENERAT						
	OTHER USES OF FUNDS	2,486,774	2,780,842	40,000	880	40,000	
	TOTAL DEPARTMENT	7,810,415	7,591,049	12,605,054	796,546	13,044,358	
092010-5890-000-000	OPERATIONAL TRANSFERS				-15,183		
	OTHER CHARGES				-15,183	0	
	TOTAL DEPARTMENT				-15,183	0	
093010 -000-000	TRANSFERS						
093010-2011-000-000	WORKER'S COMP FOR WELLNESS	14	7		4		
093010-5807-000-001	MERIT RESERVE	350	150	7,041	100		
093010-5807-000-002	MERIT RESERVE FRINGES						
	FRINGE BENEFITS	364	157	7,041	104	0	
	TOTAL DEPARTMENT	364	157	7,041	104	0	
TOTAL FOR FUND		7,810,779	7,591,206	12,612,095	781,467	13,044,358	

## 2022-2023 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	50,000				50,000
1502-01	Sale of Junk Scrap recycling	130,000				130,000
1608-05	Sanitary Landfill Fees Based on 195,000 Tons Received					7,934,550
	<b>Commercial/Industrial</b> \$52/ton x 43% x 195,000 ton	4,360,200				
	<b>Municipal</b> \$22/ton x 27% x 195,000 ton	1,158,300				
	<b>Construction Demolition Debris</b> \$47/ton x 22% x 195,000 ton	2,016,300				
	<b>Municipal Sludge</b> \$40/ton x 3% x 195,000	234,000				
	<b>Rubble/Concrete/Rock</b> \$17/ton x 5% x 195,000	165,750				
					<b>Subtotal</b>	<b>8,114,550</b>

1-Nov

## 2022-2023 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	
<b>1608-08</b>	<b>Tire Charges/Reimbursement</b> Based on 2,500 ton of tires delivered yearly NSVRC (RTOP) Members $\$80 \times 23\% \times 2,500 = \$46,000$	<b>46,000</b>				<b>431,000</b>
	<b>Commercial</b> $\$200 \times 77\% \times 2,500 = \$385,000$	<b>385,000</b>				
<b>1608-11</b>	<b>E-Cycle Collections</b> Fees collected for the collection of electronics & unacceptable waste paid by haulers $\$3,333 \times 2 \times 12 \text{ months}$	<b>80,000</b>				<b>80,000</b>
<b>1608-12</b>	<b>Greenhouse Gas Credits</b>	<b>10,000</b>				<b>10,000</b>
<b>1608-13</b>	<b>Gas to Energy</b> $\$24.00/\text{mwh} \times 1.8\text{mwh}/\text{hr} \times 80\% \times 8760\text{hrs}$	<b>302,746</b>				<b>302,746</b>
<b>1608-14</b>	<b>Renewable Energy Credit</b> $1.8 \times 8,760 \times 80\% \times \$15$	<b>189,216</b>				<b>189,216</b>
					<b>Subtotal</b>	<b>1,012,962</b>
					<b>TOTAL</b>	<b>9,127,512</b>

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-1003	<b>Part Time Help / Convenience Center Staffing</b> Required extra help necessary for mowing, litter control, tire grinding and convenience center staffing. 6 people x 30 hr/week x \$12.00/hr x 52 weeks	112,320	112,320
12-4204-1005	<b>Overtime / Holiday Work</b> Overtime = 2,340 hours/yr X \$31/hr = \$72,540 Holiday work = 750 hours/yr X \$31/hr = \$23,250	72,540 23,250	95,790
12-4204-3001-00	<b>Professional Health Services</b> Hepatitis B vaccinations for new hires	1,500	1,500
12-4204-3002-00	<b>Professional Services</b> 1. Surveying-Marsh & Legge 2. Environmental Monitoring, Sampling and CQA 3. Northern Shenandoah Valley Regional Commission 4. Gas Management Design Services-SCS Engineers 5. Leachate Treatment/Management Professional Services 6. Treasurer (Credit Card Fees) 7. Engineering Services (Cell Construction)	75,000 120,000 20,000 150,000 75,000 15,000 200,000	655,000
		<b>Subtotal</b>	<b>864,610</b>

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>12-4204-3002-01</b>	<b>State Permit Fees</b>		<b>1,686,650</b>
	Title V Annual permit fee	12,700	
	Solid Waste permit #40	7,500	
	Solid Waste permit #591, \$.31 X 50,000 tons of CDD Waste	15,500	
	Solid Waste permit #529, \$.31 X 145,000 tons of MSW Waste	44,950	
	Tire Processing	6,000	
	Wetlands Bank Credits required for CDD cell construction	1,600,000	
<b>12-4204-3004-01</b>	<b>Repair and Maintenance - Equipment</b>	<b>100,000</b>	<b>100,000</b>
	Repairs that need to be made to equipment because of inadequate facilities or tools that prevent landfill heavy equipment mechanic from performing work.		
	Anticipate additional expenses due to age of equipment.		
<b>12-4204-3004-02</b>	<b>Repair and Maintenance - Vehicles</b>	<b>12,000</b>	<b>12,000</b>
	This figure reflects the amount for installation of new tires and miscellaneous repairs and maintenance of vehicles that landfill heavy equipment mechanic cannot perform.		
<b>12-4204-3004-03</b>	<b>Repair and Maintenance - Buildings and Grounds</b>	<b>45,000</b>	<b>45,000</b>
	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)		
10-Nov		<b>Subtotal</b>	<b>1,843,650</b>

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-3004-04	<b>Repair and Maintenance - Generators</b> <b>(Gas to Energy)</b> This figure represents repairs to be made to generators and ancilliary equipment by others.	164,000	164,000
12-4204-3005-00	<b>Maintenance Service Contracts</b> PraxAir \$300/month X 12 (Tank & welding supplies since all work is performed in house) Scale maintenance: Calibrate scales 2 X year @ \$2,125 each Fire X \$6,000 X 2 Events (Service on fire supression systems on heavy equipment) OSHA Certification on overhead crane and forklift Leachate Line Flushing GEM factory calibration 2 x \$1000	3,600	144,350
12-4204-3005-01	<b>Generator Oil Samples</b> Annual Subscription for weekly sampling	4,250	6,500
12-4204-3007-00	<b>Advertising</b> Includes ads for Household Hazardous Waste Collections, E-Cycle, Holiday closings and other special events.	12,000	3,000
10-Nov		<b>Subtotal</b>	<b>317,850</b>

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-3010-00	<p><b>Other Contractual Services</b></p> <p>Rags / Rug Rentals \$1500/month X 12</p> <p><b>Water Coolers</b></p> <p>5 gallon water containers 10- per week X \$6.00 each X 52 weeks</p> <p><b>Leachate Treatment</b></p> <p>Costs for monitoring, testing and maintaining leachate system (includes laboratory testing) \$800/week x 52 weeks</p> <p><b>Brush Grinding</b></p> <p>Private contractor to grind brush (two times/year) Assume 9,500 tons x \$17/ton= \$161,500</p> <p><b>Household Hazardous Waste</b></p> <p>Costs for Environmental Company to Package and Remove these special wastes. Estimate \$10,000 / month</p> <p><b>Wastewater Disposal Fees</b></p> <p>Leachate pumped to Opequon Water Reclamation Facility, Based on 25,000,000 gal/year X \$8.13/1000 gal</p> <p><b>Septage Pump and Haul \$375/month X 12</b></p> <p><b>Rock Crushing Aggregate</b></p> <p>*Separate approximately 4,000 tons concrete@ \$15/crushed ton</p>	<p><b>18,000</b></p> <p><b>3,120</b></p> <p><b>41,600</b></p> <p><b>161,500</b></p> <p><b>120,000</b></p> <p><b>203,250</b></p> <p><b>4,500</b></p> <p><b>60,000</b></p>	<p><b>611,970</b></p>
10-Nov		<b>Subtotal</b>	<b>611,970</b>



## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>12-4204-3010-00</b>	Office floor stripping and waxing ( 2x year @ \$750)	1,500	86,100
	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	6,000	
	Waste Oil Collection Services	14,400	
<b>12-4204-3010-01</b>	<b>Tire Grinding- Local Tires</b>	<b>259,250</b>	<b>259,250</b>
	Costs related to grinding tires by the Northern Shenandoah Planning Commissson.		
<b>12-4204-3010-03</b>	<b>Regional Electronics Recycling Program</b>	<b>100,000</b>	<b>100,000</b>
	Costs related to disposal of wastes collected at E-Cycle programs Estimate \$8,333/month x 12 months= \$100,000		
<b>12-4204-5101-00</b>	<b>Electrical Services</b>	<b>55,000</b>	<b>55,000</b>
<b>12-4204-5101-01</b>	<b>Electrical Services - Interconnection Fees</b>	<b>26,000</b>	<b>26,000</b>
	Fees paid to Rappahannock Electric Cooperative for use of power lines to transport power from GTE plant to utility substation.		
<b>12-4204-5102-00</b>	<b>Heating Services (LP)</b>	<b>15,000</b>	<b>15,000</b>
	Based on using LP gas rather than landfill gas		
		<b>Subtotal</b>	<b>541,350</b>

10-Nov

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-5204-00	<b>Postage and Telephone</b> AT&T \$21/month X 12 X 5 Long Distance: \$100/month X 12 Two Way Radio Repeater Tower Rental \$175 X 12  <b>Mobile Telephone</b> Average Monthly Charge \$60/month X 12 X 6  <b>Internet Fees</b> Comcast \$1,600 month X 12= \$19,200 Machine to machine cellular connections 4 units x 12 months x \$60  <b>Postage</b> average \$250/ month x 12 months = \$3,000	 1,260 1,200 2,100  4,320  19,200 2,880 3,000	33,960
12-4204-5204-01	<b>Postage and Shipping - Gas to Energy</b> Oil Analysis shipping 52 weeks X \$30 Ship GEM for calibration 2 times/year	1,560 600	2,160
12-4204-5301-00	<b>Boiler Insurance</b> Air Compressors 4 X \$250 = \$1,000	1,000	1,000
12-4204-5302-00	<b>Fire Insurance</b>	23,000	23,000
10-Nov		<b>Subtotal</b>	<b>60,120</b>

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>12-4204-5305-00</b>	<b>Motor Vehicle Insurance</b>		<b>5,850</b>
	2006 Chevrolet Colorado (Tag# 130-750L)	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	
<b>12-4204-5306</b>	<b>Surety Bonds</b>	<b>40</b>	<b>40</b>
<b>12--4204-5308-00</b>	<b>General Liability Insurance</b>	<b>7,000</b>	<b>7,000</b>
<b>12-4204-5401-00</b>	<b>Office Supplies</b>	<b>10,000</b>	<b>10,000</b>
	Computer paper, disks, scale tickets, etc.		
<b>12-4204-5403-00</b>	<b>Agricultural Supplies</b>	<b>15,000</b>	<b>15,000</b>
	Seed, fertilizer and mulch to establish vegetation on disturbed areas		
<b>12-4204-5404-00</b>	<b>Medical and Laboratory Supplies</b>	<b>2,500</b>	<b>2,500</b>
	To replenish existing first aid kits (Based on historical use)		
10-Nov		<b>Subtotal</b>	<b>40,390</b>

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-5405-00	<b>Laundry and Janitorial Supplies</b> Average \$500/ month x 12 months = \$6,000	6,000	6,000
12-4204-5407-00	<b>Repair and Maintenance - Buildings and Grounds</b> Gravel, signs, road salt, etc. Based on previous year cost and projected in-house projects	30,000	30,000
12-4204-5408-00	<b>Repair and Maintenance - Powered Equipment</b> Parts: \$12,000/month X 12 months	144,000	144,000
12-4204-5408-01	<b>Miscellaneous (motor vehicles)</b> For licensed vehicles ( Based on average of previous years spending)	4,500	4,500
12-4204-5408-02	<b>Fuels and Lubricants (Landfill)</b> 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	<b>Generator Spare Parts - Gas to Energy</b> Costs associated with maintenance of generators and associated equipment, including air compressor, gas treatment skid, and flare. Based on historical averages	220,000	220,000
10-Nov		<b>Subtotal</b>	<b>727,960</b>

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-5408-04	<b>Generator Lubricants - Gas to Energy</b> 7 oil changes/yr. 220 gal X \$18/gal X 2 units Glycol 500 gal/yr. X \$11 Misc Bearing Grease and Lubricants	55,440 5,500 1,500	62,440
12-4204-5410-00	<b>Uniforms</b> 28 employees x \$350= \$9,800	9,800	9,800
12-4204-5410-01	<b>Safety Equipment</b> Personal Protective Equipment including safety vests, respirators, gloves and other equipment (Includes replacement -Hard Hats)	4500	4,500
12-4204-5411-00	<b>Books and Subscriptions</b> Safety Films; On Demand SDS Service	2000	2,000
12-4204-5413-00	<b>Other Operating Supplies</b> Includes miscellaneous specialty tools Based on 5 year average	10,000	10,000
12-4204-5413-01	<b>Other Operating Supplies - Gas to Energy</b> Specialty Tools required to perform maintenance Siloxane removal media \$1000/ton X 30 tons	5,000 30,000	35,000
10-Nov		<b>Subtotal</b>	<b>123,740</b>

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-5506-00	<b>Travel / Training</b> Required training for maintaining landfill certification. Twelve people @ \$1000/ea. (Includes training costs, travel and per diem.)	12,000	12,000
12-4204-5506-01	<b>Gas to Energy - Travel - Training</b> Plant operator to attend Jenbacher training event and PJM certification training (2 operators @ \$2,500/class + travel expenses)	10,000	10,000
12-4204-5604-00	<b>Payments to other Municipalities</b> Distribution of recycling funds. Proportioned by Population Based on \$1/ton X 195,000 tons/year. Frederick County - 68% = \$119,325 Clarke County - 11% = \$21,450 Winchester - 21% = \$40,950	132,600 21,450 40,950	195,000
12-4204-5801-00	<b>Dues and Memberships</b> SWANA Membership (10 Members @ \$200/ea.)	2,000	2,000
12-4204-5806-01	<b>Post Closure Financial Assurance</b> Financial Assurance required by State DEQ Estimated amount based on formula that is specified by DEQ	500,000	500,000
12-4204-5810-00	<b>Payment of Unemployment Claims</b> Estimated Amount	10,000	10,000
		<b>Subtotal</b>	<b>729,000</b>

10-Nov

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-8003-00	<b>Communication Equipment</b> Funding to expand onsite wireless network	100,000	100,000
12-4204-8006-00	<b>Construction Vehicles and Equipment</b> Replacement MSW 963 Track Loader Replacement CDD 963 Track Loader	435,000 435,000	870,000
12-4204-8007-00	<b>Integrated Technology Equipment (A.D.P.)</b> Funded at minimum to replace equipment as needed	5,000	5,000
12-4204-8009-00	<b>Miscellaneous (Landfill)</b> New tools for shop New GEM gas meter	10,000 15,000	25,000
12-4204-8009-01	<b>Miscellaneous Equipment - Generators (Gas to Energy)</b> New specialty tools for gas plant	5,000	5,000
10-Nov		<b>Subtotal</b>	<b>1,005,000</b>

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-8900-00	Improvements Other Than		3,950,000
	Stormwater Diversion Cut direct stormwater away from future CDD Cells	3,500,000	
	HHW Building Expansion	150,000	
	Stormwater Management Improvements	300,000	
12-4204-9001-00	Lease/Rent Equipment	40,000	40,000
		<b>Subtotal</b>	<b>3,990,000</b>
		<b>Total Expenditures</b>	<b>13,044,358</b>
		<b>Total Revenue</b>	<b>9,127,512</b>
		<b>From Landfill Reserve</b>	<b>3,916,846</b>

12-Nov



## 2022-2023 CAPITAL REQUESTS

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-8003-00	<b>Communication Equipment</b> Funding to expand onsite wireless network		100,000
12-4204-8006-00	<b>Construction Vehicles and Equipment</b> Replacement MSW 963 Track Loader Replacement CDD 963 Track Loader	435,000 435,000	870,000
12-4204-8007-00	<b>Integrated Technology Equipment (A.D.P.)</b> Funded at minimum to replace equipment as needed		5,000
12-4204-8009-00	<b>Miscellaneous (Landfill)</b> New tools for shop New GEM gas meter	10,000 15,000	25,000
12-4204-8009-01	<b>Miscellaneous Equipment - Generators (Gas to Energy)</b> New specialty tools for gas plant	5,000	5,000
10-Nov		<b>Subtotal</b>	<b>1,005,000</b>

## 2022-2023 CAPITAL REQUESTS

DEPARTMENT	LANDFILL	DEPARTMENT CODE	12-4204
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
12-4204-8900-00	<b>Improvements Other Than</b>  <b>Stormwater Diversion Cut</b> direct stormwater away from future CDD Cells  <b>HHW Building Expansion</b>  <b>Stormwater Management Improvements</b>	  <b>3,500,000</b>  <b>150,000</b>  <b>300,000</b>	<b>3,950,000</b>
12-4204-9001-00	<b>Lease/Rent Equipment</b>		<b>40,000</b>
10-Nov		Subtotal	3,990,000
		<b>Total</b>	<b>4,995,000</b>



MEMORANDUM

**TO:** Public Works Committee  
**FROM:** Joe C. Wilder, Director of Public Works *JCW*  
**SUBJECT:** Fiscal Year 2022/2023 Budgets  
**DATE:** November 18, 2021

The following is a summary of the proposed Public Works budgets and the projected revenues for Fiscal Year 2022/2023 and the current amended Fiscal Year 2021/2022 budgets:

DISCIPLINE	FY 21/22 AMENDED BUDGETS	FY 22/23 BUDGETS (Proposed)	FY 22/23 PROJECTED REVENUES
Inspections - 3401	1,551,492	1,582,985	1,400,000
Building Appeals Board - 8106	561	561	0
Animal Shelter - 4305	835,605	861,813	77,445
Refuse Collection – 4203	2,085,372	1,935,612	269,096
Refuse Disposal – 10-4204	849,984	803,832	108,564
Litter Control - 4205	27,925	38,679	14,000
Engineering - 4201	524,365	545,145	249,505
<b>General Fund Total</b>	<b>5,875,304</b>	<b>5,768,627</b>	<b>2,118,610</b>
Landfill (12 fund) – 4204 *	12,612,095	13,044,358	9,127,512
Shawneeland - 8108 **	981,762	908,740	844,400
<b>Public Works Total Budget</b>	<b>19,469,161</b>	<b>19,721,725</b>	<b>12,090,522</b>

\*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 2023.

We are proposing no capital requests during Fiscal Year 2023.

Our projected expenditures for Fiscal Year 2023 are \$1,582,985. This is an increase of \$31,493 from Fiscal Year 2022.

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 FY2023 budget. Our projected expenditures for Fiscal Year 2023 are \$861,813. This is an increase of \$26,208 over the current Fiscal Year 2022 budget.

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

Our projected expenditures for Fiscal Year 2023 are \$1,935,612. This is a decrease of \$149,760 over the current Fiscal Year 2022 budget amount.

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

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

We have proposed a Fiscal Year 2023 expenditure amount of \$803,832. This represents a decrease of \$46,152 from the current Fiscal Year 2022 budget.

6. Litter Control 10-4205-000-000

We have proposed a Fiscal Year 2023 expenditure amount of \$38,679. This represents an increase of \$10,754 from the current Fiscal Year 2022 budget.

7. Engineering 10-4201-000-000

We have proposed a Fiscal Year 2023 expenditure amount of \$545,145. This represents an increase of \$20,780 from the current Fiscal Year 2022 budget.

Due to the ongoing need to provide inspections and enforcement action on active development projects, we are recommending hiring an additional Environmental Inspector I. The recommended salary for this position is \$45,563.00. We will also need to purchase a new 4x4 pick-up truck, office equipment, etc. The total cost for this new position is \$107,367.00.

8. Landfill 12-4204-000-000

We have proposed a Fiscal Year 2023 expenditure of \$13,044,358. This represents an increase of \$432,263 from the current Fiscal Year 2022 budget.

9. Shawneeland 16-8108-000-000

We are proposing no Sanitary District fee increases in Fiscal Year 2023. We have proposed a Fiscal Year 2023 expenditures of \$908,740. This represents a decrease of \$73,022 from the current Fiscal Year 2022 budget.

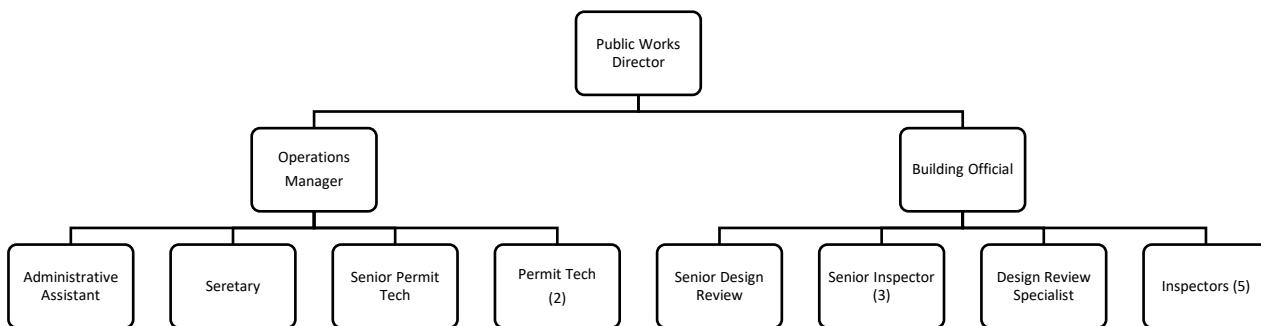
A Shawneeland Sanitary District Advisory Committee (SSDAC) meeting was held on Monday, November 15, 2021. This was a public meeting to discuss the FY 2023 budgets. The proposed budget was unanimously endorsed by the SSDAC.

## 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

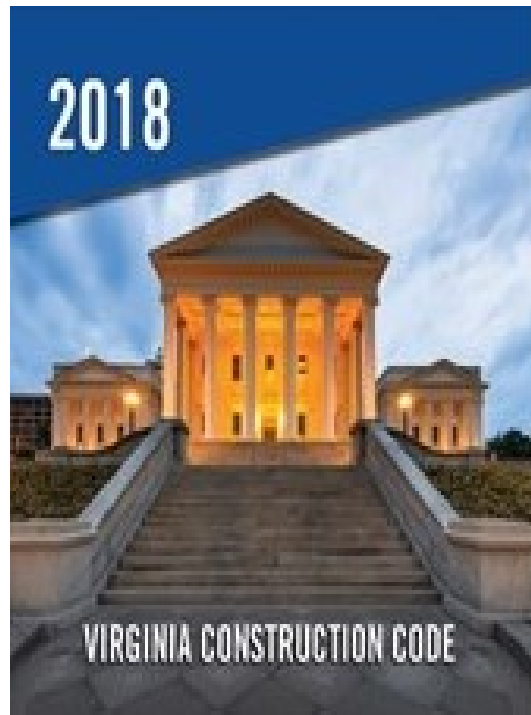
- The primary function of this office is to administer provisions of the State Building and Local Land Development Codes.
- This office currently provides inspections for residential, commercial, and industrial in the fields of general building, plumbing, mechanical, and electrical.
- This office also 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 schedules with efficient responses 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	FY2021 Actual	FY2022 Budget	FY2023 Plan
Number of inspections performed	29,911	18,867	22,129
Number of building/zoning related permits issued	8,024	6,811	7,221
Number of failed inspections	8,021	5,305	6,414
Number of code-related FOIA inquiries	154	226	186
Number of code-related Property Maintenance and complaints received	134	168	153
Number of plans submitted for review	2793	2,241	2,461



Effective: September 1, 2021

10/07/2021 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2021/10	
FUND #-010 GENERAL OPERATING FUND							
		Prior Years FY/2020	Prior Years FY/2021	Amended Budget	Actual On 2021/10	Dept Request FY2023	Admin Request
034010 -000-000	INSPECTIONS						
034010-1000-000-000	PERSONNEL SERVICES						
034010-1001-000-011	SR PERMIT TECHNICIAN	51,152	49,650	53,500	11,863	47,830	
034010-1001-000-012	SENIOR INSPECTOR	69,416	69,531	72,991	18,104	72,992	
034010-1001-000-013	INSPECTOR	55,364	50,000	52,627	13,047	52,627	
034010-1001-000-014	SR INSPECTOR	64,621	64,730	68,098	16,884	68,098	
034010-1001-000-015	SECRETARY			31,775	5,460	32,760	
034010-1001-000-016	PERMIT TECHNICIAN	40,372	38,750	40,435	7,473	35,870	
034010-1001-000-017	INSPECTOR	55,314	55,402	58,102	14,413	58,102	
034010-1001-000-018	INSPECTOR III						
034010-1001-000-019	PERMIT TECHNICIAN I						
034010-1001-000-031	ADMINISTRATIVE ASSISTANT	57,680	57,769	60,518	15,015	60,519	
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	34,861	35,360	37,119	9,207	37,120	
034010-1001-000-055	SENIOR DESIGN REVIEW SPECIALIS	67,389	67,503	71,015	17,607	71,015	
034010-1001-000-056	SENIOR DESIGN REVIEW SPECIALIS	70,901		61,101		61,101	
034010-1001-000-057	BLDG.OFFICIAL/CODE ADMINISTRAT	93,334	93,496	98,515	24,420	98,515	
034010-1001-000-058	DESIGN REVIEW SPECIALIST	29,167	50,000	52,575	13,037	52,576	
034010-1001-000-059	SENIOR INSPECTOR	72,256	72,378	76,106	18,871	76,107	
034010-1001-000-060	INSPECTOR I						
034010-1001-000-071	SENIOR INSPECTOR						
034010-1001-000-072	INSPECTOR II						
034010-1001-000-073	INSPECTOR	58,782	58,878	61,710	15,310	61,711	
034010-1001-000-074	INSPECTOR	54,645	54,736	57,431	14,246	57,432	
034010-1001-000-075	INSPECTOR	53,536	53,603	56,363	13,976	56,364	
034010-1003-000-000	PART-TIME	5,694	4,296				
034010-1005-000-000	OVERTIME	100		937		10,000	
034010-1007-000-000	INCENTIVE PAY						
034010-1009-000-000	ACCRUED SALARIES	370	-1,921				
	PERSONAL SERVICE	934,954	874,161	1,010,918	228,933	1,010,739	
034010-2000-000-000	FRINGE BENEFITS						
034010-2001-000-000	F. I. C. A.	67,870	63,717	78,658	16,694	77,322	
034010-2002-000-000	RETIREMENT - V. S. R. S.	88,988	99,682	115,846	26,631	114,785	
034010-2005-000-000	HOSPITAL/MEDICAL PLANS	200,722	191,329	225,340	52,666	264,575	
034010-2006-000-000	GROUP INSURANCE	11,908	11,646	13,533	3,111	11,909	
034010-2008-000-000	SHORT & LONG TERM DISABILITY	1,638	1,890	2,168	544	2,300	
034010-2011-000-000	WORKER'S COMPENSATION - COMMO	21,256	19,309	24,881	5,010	18,049	
034010-2013-000-000	EDUCATION - TUITION ASSISTANCE						



034010-2019-000-000	ACCRUED FRINGES	46	-135				
	FRINGE BENEFITS	392,428	387,438	460,426	104,656	488,940	
034010-3000-000-000	CONTRACTUAL SERVICES						
034010-3002-000-000	PROFESSIONAL SERVICES-OTHER			8,000		8,000	
034010-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.						
034010-3004-000-002	REPAIR AND MAINTENANCE-VEHICLE	4,801	4,780	7,023	1,157	6,891	
034010-3005-000-000	MAINTENANCE SERVICE CONTRACTS	1,920	900	2,689	1,318	2,689	
034010-3006-000-000	PRINTING AND BINDING	3,735	3,890	4,500		4,500	
034010-3007-000-000	ADVERTISING						
034010-3010-000-000	OTHER CONTRACTUAL SERVICES						
	PURCHASED SERVICES	10,456	9,570	22,212	2,475	22,080	
034010-4000-000-000	INTERNAL SERVICES						
034010-4001-000-000	DATA PROCESSING SERVICES						
034010-4003-000-002	CENTRAL STORES - GASOLINE	10,587	11,027	17,199	2,617	16,994	
	INTERNAL SERVICES	10,587	11,027	17,199	2,617	16,994	
034010-5204-000-000	POSTAGE AND TELEPHONE	7,961	7,722	8,388	687	8,536	
034010-5305-000-000	MOTOR VEHICLE INSURANCE	5,634	5,229	6,600	3,840	6,600	
034010-5306-000-000	SURETY BONDS	22	21	60	26	60	
034010-5401-000-000	OFFICE SUPPLIES	25,173	16,032	14,953	2,115	17,665	
034010-5408-000-000	VEHICLE AND POWERED EQUIPMENT						
034010-5410-000-000	UNIFORMS AND WEARING APPAREL	598	236	1,650	96	1,650	
034010-5411-000-000	BOOKS AND SUBSCRIPTIONS	2,274	2,389	2,490	2,303	2,800	
034010-5413-000-000	OTHER OPERATING SUPPLIES	97	125	500		500	
034010-5413-000-999	EMERGENCY/DISASTER EXPENSE	730	396		396		
034010-5414-000-000	MERCHANDISE FOR RESALE						
034010-5506-000-000	TRAVEL	1,941	1,364	2,136		2,136	
034010-5801-000-000	DUES AND ASSOC. MEMBERSHIPS	770	860	1,080	10	1,405	
034010-5806-000-000	RESERVE FOR CONTINGENCIES						
	OTHER CHARGES	45,200	34,374	37,857	9,077	41,352	
034010-8002-000-000	FURNITURE AND FIXTURES						
034010-8003-000-000	COMMUNICATIONS EQUIPMENT						
034010-8005-000-000	MOTOR VEHICLES AND EQUIPMENT						
034010-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMENT						
	CAPITAL OUTLAY					0	
034010-9001-000-000	LEASE/RENT OF EQUIPMENT	2,869	2,675	2,880	555	2,880	
	OTHER USES OF FUNDS	2,869	2,675	2,880	555	2,880	
	TOTAL DEPARTMENT	1,396,494	1,319,245	1,551,492	348,313	1,582,985	

## 2022-2023 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

**2022-2023 BUDGET INFORMATION - EXPENDITURES**

<b>DEPARTMENT</b>	Inspections	<b>DEPARTMENT CODE</b>	3401
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EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
3401-1003-000	Part Time		
3401-1005-000	<p><b>Overtime</b></p> <p>Funds are utilized to cover wages earned in excess of 40 hour work week caused by heavy influx of plans or inspections scheduled.</p>	10,000	<b>10,000</b>
3401-3002-000	<p><b>Professional Services - Others</b></p> <p>Laserfiche Scanner Maintnenace (not contracted)</p> <p>Registered Design Professional Services if required - Reserve</p>	<p>500</p> <p>7,500</p>	<b>8,000</b>

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Inspections	DEPARTMENT CODE	3401
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>3401-3004-002</b>	<p><b>Repair and Maintenance Vehicle</b></p> <p>This money is used to maintain our fleet of 11 vehicles with an average fleet mileage of 118,407 or more at the end of FY22 with annual travel of 109,050 miles.</p> <p>20 oil changes at \$66 each; 3 sets of tires at \$ 500 each</p> <p>2 batteries at \$125 each; 5 tuneups at \$150 each</p> <p>2 brakes at \$300 each</p> <p>1 motor/transmission damage</p> <p>wiper blades and bulbs</p>	<p>2,820</p> <p>1,000</p> <p>600</p> <p>2,100</p> <p>371</p>	<b>6,891</b>
<b>3401-3005-000</b>	<p><b>Maintenance Service Contract</b></p> <p>This money is used to cover the maintenance contract for our Data Gate Web.Net with Bright.</p> <p>Scanner maintenance/scanner software maintenance annual average of \$1,847 with a potential increase of 5%, IT will cover the maintenance of Laserfiche software</p>	<p>750</p> <p>1,939</p>	<b>2,689</b>

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Inspections	DEPARTMENT CODE	3401
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>3401-3006-000</b>	<b>Printing and Binding</b> This money is used for printing business cards, letterhead, hard cards and envelopes.	4,500	<b>4,500</b>
<b>3401-4003-002</b>	<b>Central Stores - Gasoline</b> 11 vehicles with an anticipated total of 9,913 miles per year average - 17 miles/gal.per vehicle - 6,413 gallons of fuel per year. 6,413 x \$2.65 per gallon = \$16,994	16,994	<b>16,994</b>
<b>3401-5204-000</b>	<b>Postage and Telephone</b> 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   1,036 972	<b>8,536</b>
<b>3401-5305-000</b>	<b>Motor Vehicle Insurance</b> This money is used to insure our 11 vehicles at \$600 each	6,600	<b>6,600</b>
<b>3401-5306-000</b>	<b>Security Bonds</b> This money is used to pay for surety bonds of this department handling money.	60	<b>60</b>

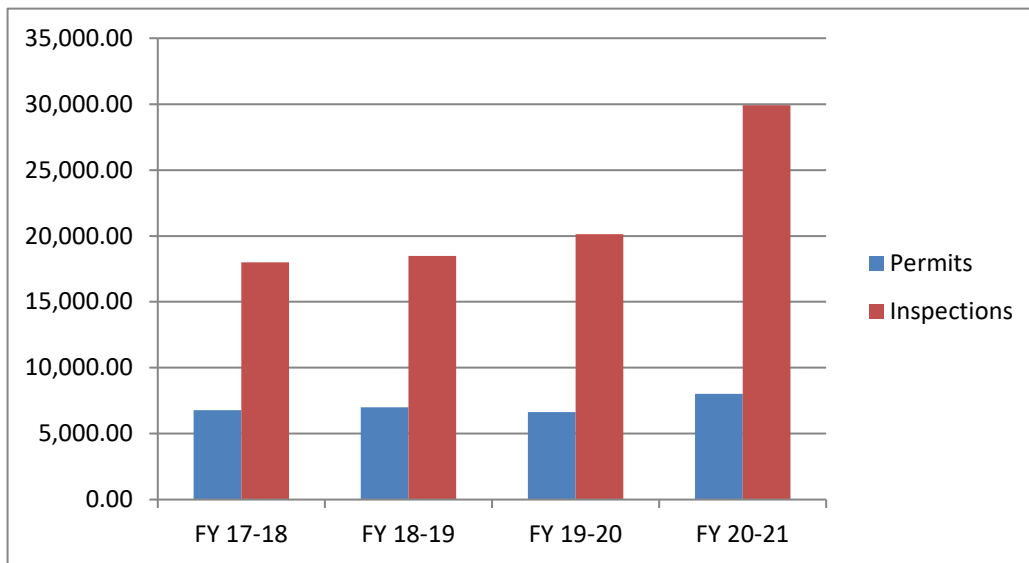
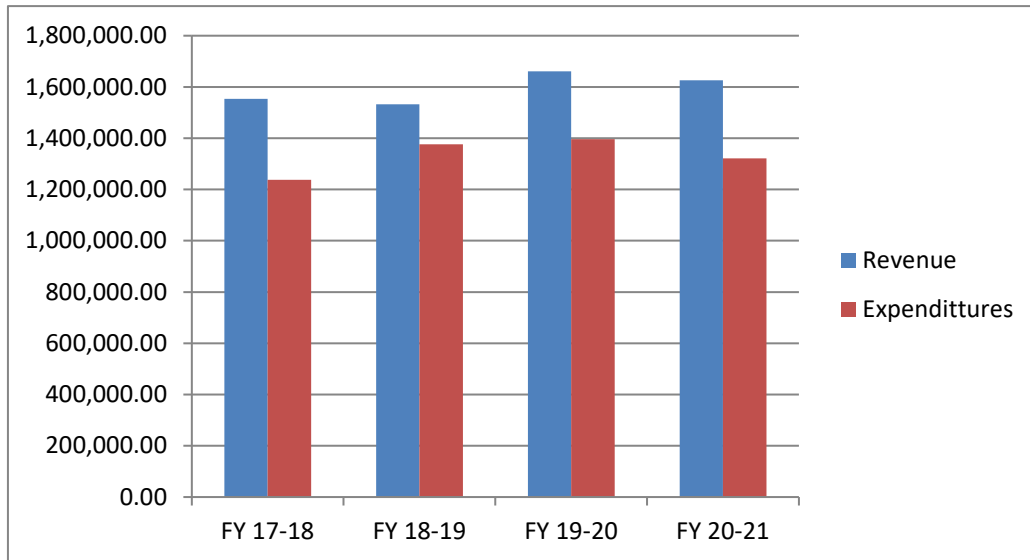
## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Inspections	DEPARTMENT CODE	3401
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>3401-5401-000</b>	<b>Office Supplies</b> This money is used to cover our office supplies. Toners for Laser Jet Printers. Ink for Copier/Scanning Printers. Printed Permit Labels/ Correction Orders/ Stickers/ Permit Applications Copy Paper/ Folders/Pens/Pencils/Markers/Post-It Notes/ Clips/ Stamp Pads/Refills/ Staplers/Staples/	          5,574 2,518 3,685 5,888	          17,665
<b>3401-5410-000</b>	<b>Uniforms and Weating Apparel</b> This money is used to allow each field staff member \$150.00 for boots, shirts, etc. (11 staff members x \$150.00 each)	          1,650	          1,650
<b>3401-5411-000</b>	<b>Books and Subscriptions</b> This money is used to purchase code books and work related publications for staff members. (16 staff members @ \$175.00 each) Code book purchase for upcoming code change.	          2,800	          2,800
<b>3401-5413-000</b>	<b>Other Operating Supplies</b> Testers Batteries Flashlights, Filters Other Misc. Items	          100 150 100 150	          500

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Inspections	DEPARTMENT CODE	3401
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>3401-5506-000</b>	<p><b>Travel</b></p> <p>This money is used to attend meeting and conferences pertaining to our jobs and code changes. This includes meals and hotels fees.</p> <p>4 Field/Design Review Staff at \$250 each</p> <p>2 Office Staff at \$150 each</p> <p>4 Certification Tests at \$209 each</p>	<p>1,000</p> <p>300</p> <p>836</p>	<b>2,136</b>
<b>3401-5801-000</b>	<p><b>Dues and Associated Memberships</b></p> <p>State VBCOA - 16 members at \$40 each</p> <p>Region III VBCOA - 16 members at \$25 each</p> <p>VPMIA - 5 members at \$40 each</p> <p>NFPA</p>	<p>640</p> <p>400</p> <p>200</p> <p>165</p>	<b>1,405</b>
<b>3401-9001-000</b>	<p><b>Lease Equipment</b></p> <p>This money is requested for lease of our copier under state contract.</p> <p>This copier replaced our old copier with high maintenance.</p>	<p>2,880</p>	<b>2,880</b>

	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>
<b>Revenue</b>	1,553,732.00	1,531,943.00	1,661,093.00	1,626,436.00
<b>Expenditures</b>	1,238,156.00	1,376,295.00	1,396,495.00	1,321,301.00
<b>Permits</b>	6,789.00	6,997.00	6,647.00	8,024.00
<b>Inspections</b>	17,995.00	18,483.00	20,123.00	29,911.00





### 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

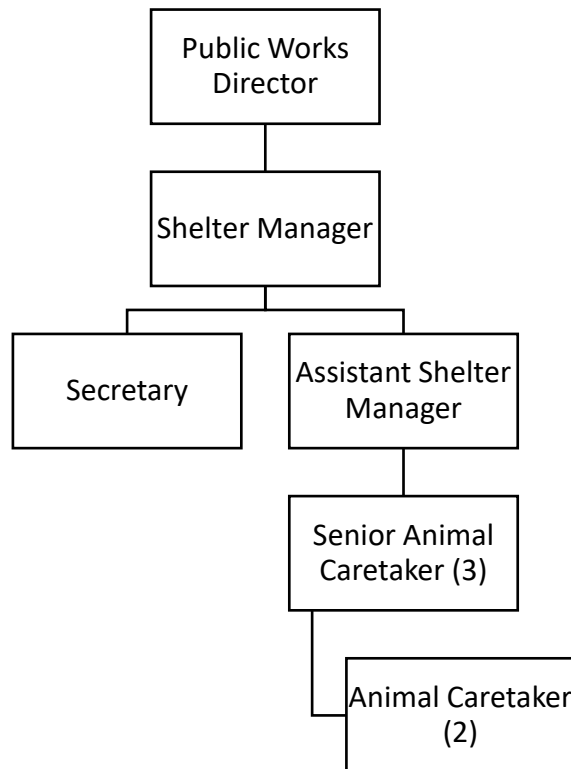
10/07/2021 COUNTY OF FREDERICK		- B U D G E T - E X P E N S E			ACCOUNTING PERIOD 2021/10		
FUND #-010 GENERAL OPERATING FUND							
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin
		FY/2020	FY/2021	Budget	2021/10	FY2023	Request
081060 -000-000	BUILDING APPEALS BOARD						
081060-1000-000-000	PERSONNEL SERVICES						
081060-1006-000-000	COMPENSATION OF MEMBERS	75	75	150		150	
	PERSONAL SERVICE	75	75	150		150	
081060-2001-000-000	F.I.C.A.	2	2	11		11	
	FRINGE BENEFITS	2	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	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

- 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	FY2021 Actual*	FY2022 Budget	FY2023 Plan
Number of dogs adopted or reclaimed	456	800	600
Adoption and reclamation rate for dogs	95%	95%	90%
Number of cats adopted or reclaimed	487	600	600
Adoption and reclamation rate for cats	89%	50%	60%
Number of rabies clinics held	0	2	2
Number of animals vaccinated at rabies clinics	0	300	250
Business, community, and other public events attended	3	12	10

\*FY 2021 service levels show the effect of the COVID-19 pandemic



10/07/2021 COUNTY OF FREDERICK		- BUDGET -		EXPENSE		ACCOUNTING PERIOD 2021/10	
FUND #-010 GENERAL OPERATING FUND							
		Prior Years FY/2020	Prior Years FY/2021	Amended Budget	Actual On 2021/10	Dept Request FY2023	Admin Request
043050 -000-000	ANIMAL SHELTER						
043050-1000-000-000	PERSONNEL SERVICES						
043050-1001-000-002	ANIMAL SHELTER MANAGER	78,161	78,293	82,455	20,441	82,456	
043050-1001-000-003	ASST. ANIMAL SHELTER MANAGER	61,573	61,676	64,923	16,096	64,924	
043050-1001-000-004	SR ANIMAL CARETAKER	43,516	43,586	45,791	11,356	45,791	
043050-1001-000-005	ANIMAL CARETAKER	28,312	26,797	29,014	7,203	29,014	
043050-1001-000-006	SECRETARY	41,371	41,437	43,554	10,801	43,555	
043050-1001-000-092	SR ANIMAL CARETAKER	36,814	36,875	38,740	9,607	38,741	
043050-1001-000-093	SR ANIMAL CARETAKER	37,743	37,395	36,479	9,049	36,479	
043050-1001-000-094	ANIMAL CARETAKER	29,623	27,790	29,110	7,222	29,110	
043050-1003-000-000	PART TIME HELP	41,555	54,429	67,600	17,441	91,000	
043050-1003-000-001	ASST.ANIMAL SHELTER MGR.P/T						
043050-1003-000-002	COMPENSATION OF SECURITY PERSO						
043050-1005-000-000	OVERTIME	147	40	5,000	56	5,000	
043050-1009-000-000	ACCRUED SALARIES	527	-149				
	PERSONAL SERVICE	399,342	408,169	442,666	109,272	466,070	
043050-2000-000-000	FRINGE BENEFITS						
043050-2001-000-000	F.I.C.A.	28,874	29,878	33,864	8,059	35,654	
043050-2002-000-000	RETIREMENT - VRS	34,641	40,239	42,447	10,612	42,447	
043050-2005-000-000	HOSPITAL/MEDICAL PLANS	101,280	85,418	109,160	21,363	119,800	
043050-2006-000-000	GROUP INSURANCE	4,636	4,701	4,958	1,240	4,404	
043050-2008-000-000	SHORT & LONG TERM DISABILITY	289	420	479	125	550	
043050-2011-000-000	WORKER'S COMPENSATION	5,742	5,839	6,109	1,508	5,779	
043050-2013-000-000	EDUCATION - TUITION ASSISTANCE						
043050-2019-000-000	ACCRUED FRINGES	99	-208				
	FRINGE BENEFITS	175,561	166,287	197,017	42,907	208,634	
043050-3000-000-000	CONTRACTED SERVICES						
043050-3001-000-000	PROFESSIONAL HEALTH SERVICES	30,192	31,513	27,346	4,858	30,000	
043050-3001-000-001	PROFESSIONAL SERVICES - DONATION	13,516	12,638	22,072	2,174	2,445	
043050-3002-000-000	PROFESSIONAL SERVICES - OTHER	9,150	5,610	10,750	320	9,000	
043050-3002-000-001	CITIZEN ASSISTANCE PROGRAM						
043050-3002-000-002	PROF. SERV.-ENGINEERING/DESIGN	7,060	4,515				
043050-3003-000-000	TEMPORARY HELP SERVICE FEES						
043050-3004-000-000	REPAIR AND MAINTENANCE	13,880	16,503	12,000	615	14,000	
043050-3004-000-002	REPAIR AND MAINTENANCE - VEHICLE	1,066	564	2,200		1,700	
043050-3004-000-003	REPAIRS AND MAINTENANCE-BUILDING	3,082	3,883	3,220	1,890	4,220	
043050-3005-000-000	MAINTENANCE SERVICE CONTRACTS		340	365		365	
043050-3006-000-000	PRINTING AND BINDING	874	619	1,500	460	1,500	
043050-3007-000-000	ADVERTISING	824	45	1,200		1,200	
043050-3010-000-000	OTHER CONTRACTUAL SERVICES	6,344	7,097	9,400	2,649	11,376	
	PURCHASED SERVICES	85,988	83,327	90,053	12,966	75,806	

043050-4000-000-000	INTERNAL SERVICES						
043050-4003-000-001	CENTRAL STORES-COPIES						
043050-4003-000-002	CENTRAL STORES-GASOLINE	928	1,086	2,120	123	1,855	
	INTERNAL SERVICES	928	1,086	2,120	123	1,855	
043050-5100-000-000	UTILITIES						
043050-5101-000-000	ELECTRICAL SERVICES	19,868	19,027	24,000	4,739	24,000	
043050-5102-000-000	HEATING SERVICES	6,808	7,654	9,600	247	9,600	
043050-5103-000-000	WATER AND SEWER	6,785	6,311	7,200	515	7,200	
043050-5204-000-000	POSTAGE AND TELEPHONE	166	159	236	13	956	
043050-5301-000-000	BOILER INSURANCE	275	274	400	236	400	
043050-5302-000-000	FIRE INSURANCE	2,402	2,388	3,400	1,757	2,000	
043050-5305-000-000	MOTOR VEHICLE INSURANCE	1,024	821	1,100	784	1,100	
043050-5306-000-000	SURETY BONDS	43	42	55	42	55	
043050-5308-000-000	GENERAL LIABILITY INSURANCE						
043050-5401-000-000	OFFICE SUPPLIES	2,620	3,277	2,780		3,380	
043050-5402-000-001	DOG FOOD	196	229	2,000	286	2,000	
043050-5402-000-003	CAT FOOD	1,821	240	2,000	154	2,000	
043050-5404-000-000	MEDICAL AND LABORATORY SUPPLIES	8,950	7,570	11,620	1,602	13,300	
043050-5405-000-000	LAUNDRY/HOUSEKEEPING AND JANIT	10,176	6,790	15,000	1,131	15,000	
043050-5407-000-000	REPAIR AND MAINTENANCE SUPPL	2,620	4,048	5,580	262	5,580	
043050-5408-000-000	VEHICLE & POWERED EQUIPMENT SU						
043050-5410-000-000	UNIFORMS AND WEARING APPAREL		176	750		750	
043050-5413-000-000	OTHER OPERATING SUPPLIES	9,668	8,307	16,232	3,361	20,632	
043050-5413-000-999	EMERGENCY/DISASTER EXPENSE	60	1,038		71		
043050-5506-000-000	TRAVEL	149		1,375		1,375	
043050-5801-000-000	DUES AND ASSOC. MEMBERSHIPS	90	120	421		120	
043050-5802-000-000	CLAIMS & BOUNTIES						
	OTHER CHARGES	73,721	68,471	103,749	15,129	109,448	
043050-8001-000-000	MACHINERY AND EQUIPMENT						
043050-8002-000-000	FURNITURE AND FIXTURES						
043050-8005-000-000	MOTOR VEHICLES AND EQUIPMENT		30,619				
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		30,619			0	
	TOTAL DEPARTMENT	735,540	757,959	835,605	180,397	861,813	

## 2022-2023 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	9,000	2,445			11,445
	Total	75,000	2,445			77,445

## 2022-2023 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		82,456
10-4305-1001-03	Assistant Animal Shelter Manager		64,924
10-4305-1001-04	SR Animal Caretaker		45,791
10-4305-1001-05	Animal Caretaker		29,014
10-4305-1001-06	SR Secretary		43,555
10-4305-1001-92	SR Animal Caretaker		38,741
10-4305-1001-93	SR Animal Caretaker		36,479
10-4305-1001-94	Animal Caretaker		29,110
10-4305-1003-00	<b>Part-time Salaries &amp; Wages - Regular</b> \$14.00/hr. x 125 hours x 52 weeks 5 employees @ 25 hrs./week	<b>91,000</b>	<b>91,000</b>
10-4305-1005-00	<b>Extra Help/Overtime</b> Accommodates overtime required during holidays, busy times and emergency situations		5,000



## 2022-2023 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.		35,654
10-4305-2002-00	Retirement - V.S.R.S.		42,447
10-4305-2005-00	Hospital/Medical Plans		119,800
10-4305-2006-00	Group Insurance		4,404
10-4305-2008-00	Short and Long Term Disability		550
10-4305-2011-00	Workers Compensation		5,779

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>10-4305-3001-00</b>	<b>Professional Health Services</b> Sick and injured animals requiring veterinary attention Employee preventive health: Vaccines and titers	<b>26,000</b> <b>4,000</b>	<b>30,000</b>
<b>10-4305-3001-01</b>	<b>Professional Services - Donations</b> State animal friendly tag revenue	<b>2,445</b>	<b>2,445</b>
<b>10-4305-3002-00</b>	<b>Professional Services</b> Spay/neuter deposit funds equals revenue Dog deposits 75 @ \$70.00 = \$5,250.00 Cat deposits 75 @ \$50.00 = \$3,750.00	<b>5,250</b> <b>3,750</b>	<b>9,000</b>
<b>10-4305-3004-00</b>	<b>Repair and Maintenance - Equipment</b> Yearly service generator contract = \$1,000.00 Generator repairs Misc. repairs - freezer, washer/dryer, air exchange units	<b>1,000</b> <b>2,000</b> <b>11,000</b>	<b>14,000</b>

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>10-4305-3004-02</b>	<b>Repair and Maintenance - Vehicle</b> Oil Change (2 vehicles) 4 @ \$50.00 = \$200.00 Tires 4 @ \$250.00 = \$1,000.00 Misc. repairs	 <b>200</b> <b>1,000</b> <b>500</b>	<b>1,700</b>
<b>10-4305-3004-03</b>	<b>Repair and Maintenance - Grounds</b> Misc. repairs - roof, plumbing, and structure repairs Roto-Rooter 6 @ \$120.00 = \$720.00	 <b>3,500</b> <b>720</b>	<b>4,220</b>
<b>10-4305-3005-00</b>	<b>Maintenance Service Contract</b> Service contract for copier	 <b>365</b>	<b>365</b>
<b>10-4305-3006-00</b>	<b>Printing and Binding</b> Receipt books 2 @ \$300.00 = \$600.00 Adoption contracts Lost/found reports Informational Brochures Professional Printing	 <b>600</b> <b>300</b> <b>100</b> <b>500</b>	<b>1,500</b>

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>10-4305-3007-00</b>	<b>Advertising</b> Rabies clinic advertising \$300.00 x 2 = \$600.00 Adoption/event advertising \$100.00 x 6 = \$600.00	<b>600</b> <b>600</b>	<b>1,200</b>
<b>10-4305-3010-00</b>	<b>Other Contractual Services</b> Heating/Cooling maintenance contract (Increased due to new 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 \$300 x 4 = \$1,200.00	<b>6,576</b> <b>600</b> <b>400</b> <b>500</b> <b>2,100</b> <b>1,200</b>	<b>11,376</b>
<b>10-4305-4003-02</b>	<b>Central Stores - Gasoline</b> 700 gals. (2 Vehicles) @ \$2.65 per gal. = \$1,855.00	<b>1,855</b>	<b>1,855</b>
<b>10-4305-5101-00</b>	<b>Electrical Services</b> Assume \$2,000.00/month = \$24,000.00	<b>24,000</b>	<b>24,000</b>
<b>10-4305-5102-00</b>	<b>Heating Services</b> Assume \$800.00/month = \$9,600.00	<b>9,600</b>	<b>9,600</b>

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>10-4305-5103-00</b>	<b>Water and Sewer</b> Assume \$600.00/month = \$7,200.00	<b>7,200</b>	<b>7,200</b>
<b>10-4305-5204-00</b>	<b>Postage and Telephone</b> Approximately \$13.00/month for one phone and one fax line Misc. repairs Cellular phone \$60.00/month = \$720.00	<b>720</b>	<b>956</b>
<b>10-4305-5301-00</b>	<b>Boiler Insurance</b>		<b>400</b>
<b>10-4305-5302-00</b>	<b>Fire &amp; Property Insurance</b>		<b>2,000</b>
<b>10-4305-5305-00</b>	<b>Motor Vehicle Insurance</b>		<b>1,100</b>
<b>10-4305-5306-00</b>	<b>Surety Bonds</b>		<b>55</b>
<b>10-4305-5401-00</b>	<b>Office Supplies</b> General supplies (Paper, tape, staples, ink cartridges, etc.) Computer equipment Animal Management Software Laser printer cartridges 4 @ \$70.00 = \$280.00 Laser printer color cartridges 1 @ \$200.00	<b>200</b>	<b>3,380</b>

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>10-4305-5402-01</b>	<b>Dog Food</b> Adult dog food 55 bags @ \$20.00 = \$1,100.00 Puppy food 36 bags @ \$20.00 = \$720.00 Canned food 12 cases @ \$15.00 = \$180.00	<b>1,100</b>  <b>720</b>  <b>180</b>	<b>2,000</b>
<b>10-4305-5402-03</b>	<b>Cat Food</b> Cat food 68 bags @ \$25.00 = \$1,700.00 Canned food 30 cases @ \$10.00 = \$300.00	<b>1,700</b>  <b>300</b>	<b>2,000</b>
<b>10-4305-5404-00</b>	<b>Medical and Laboratory</b> Fatal Plus 5 vials @ \$60.00 = \$300.00 Dog vaccines 30 boxes @ \$130.00 = \$3,900.00 Cat vaccines 30 boxes @ \$130.00 = \$3,900.00 Sedative, needles, and misc. supplies Microchips 400 @ \$8.00 = \$3,200.00	<b>300</b>  <b>3,900</b>  <b>3,900</b>  <b>2,000</b>  <b>3,200</b>	<b>13,300</b>

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

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

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>10-4305-5413-00</b>	<b>Other Operating Supplies</b>		<b>20,632</b>
	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 @ \$6.00 = \$9,000.00	9,000	
	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 @ \$ .60 = \$5,400.00	5,400	
	Feral cat handling boxes 5 @ \$90.00 = \$450.00	450	
	Road salt 20 – 50 lb. bags @ \$5.00 ea. = \$100.00	100	
	Promo items - 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	



## 2022-2023 BUDGET INFORMATION - EXPENDITURES

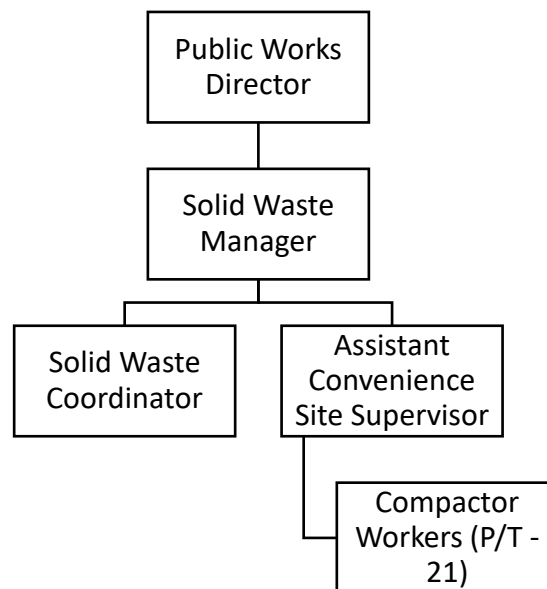
DEPARTMENT	ANIMAL SHELTER	DEPARTMENT CODE	4305
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>10-4305-5506-00</b>	<b>Travel</b> Miscellaneous local training courses VA ACO seminar registration 2 @ \$250.00 = \$500.00 Hotel 4 nights @ \$100.00 = \$400.00 Meals/airfare, travel expenses = \$225.00	250 500 400 225	1,375
<b>10-4305-5801-00</b>	<b>Dues and Memberships</b> State controlled substance permit = \$120	120	120

### 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 parks, library, airport 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
- 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 which controls costs and maintains 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, increasing efficiency.

Service Levels	FY2021 Actual	FY2022 Budget	FY2023 Plan
Refuse collected and hauled (tons)	38,640	25,000	30,300
Household material recycled (tons)	3237	3,500	3400
Recycling Rate	54%	53%	56%
Business, community and other public outreach audience members	100	200	275



Relocated and expanded Albin neighborhood citizens convenience site open for business.

10/07/2021 COUNTY OF FREDERICK		- BUDGET -		EXPENSE		ACCOUNTING PERIOD 2021/10	
FUND #-010 GENERAL OPERATING FUND							
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin
		FY/2020	FY/2021	Budget	2021/10	FY2023	Request
042030 -000-000	REFUSE COLLECTION						
042030-1001-000-001	SOLID WASTE MANAGER	74,768	74,898	78,778	19,533	78,779	
042030-1001-000-002	SOLID WASTE COORDINATOR	60,342	67,029	50,195	12,486	50,195	
042030-1001-000-003	ASST. CONV. SITE SUPR.	35,472	35,525	37,278	9,247	37,278	
042030-1001-000-004	LABORER II						
042030-1003-000-000	COMPACTOR SITE - PART TIME	325,659	329,596	368,771	94,801	432,452	
042030-1005-000-000	OVERTIME	4,318	3,273	14,358	1,331	12,204	
042030-1009-000-000	ACCRUED SALARIES	281	-490				
	PERSONAL SERVICE	500,840	509,831	549,380	137,398	610,908	
042030-2000-000-000	FRINGE BENEFITS						
042030-2001-000-000	F.I.C.A.	37,783	38,520	42,027	10,342	46,050	
042030-2002-000-000	RETIREMENT - VRS	16,727	18,683	19,069	4,767	19,069	
042030-2005-000-000	HOSPITAL - MEDICAL PLANS	46,893	45,263	51,060	10,924	47,925	
042030-2006-000-000	GROUP INSURANCE	2,238	2,183	2,227	557	1,978	
042030-2008-000-000	SHORT & LONG TERM DISABILITY	190	252	460	115	490	
042030-2011-000-000	WORKER'S COMPENSATION - COMMO	22,336	24,413	30,041	6,725	28,860	
042030-2019-000-000	ACCRUED FRINGES	-18	-1,527				
	FRINGE BENEFITS	126,149	127,787	144,884	33,430	144,373	
042030-3000-000-000	CONTRACTUAL SERVICES						
042030-3002-000-000	PROFESSIONAL SERVICES		5,950	35,000		35,000	
042030-3003-000-000	TEMPORARY HELP SERVICE FEES						
042030-3004-000-001	REPAIR & MAINTENANCE - EQUIP.	6,727	4,851	18,800	4,831	25,400	
042030-3004-000-002	REPAIR & MAINTENANCE - VEHICLE	14,495	5,220	8,770	1,643	8,913	
042030-3004-000-003	REPAIR AND MAINTENANCE -BUILD	181,728	4,113	11,970	1,245	8,070	
042030-3005-000-000	MAINTENANCE SERVICE CONTRACTS						
042030-3006-000-000	PRINTING AND BINDING	6,511	984	4,125		3,305	
042030-3007-000-000	ADVERTISING	4,128	4,286	4,155		4,155	
042030-3010-000-000	OTHER CONTRACTUAL SERVICES	725,582	827,537	1,121,300	84,079	1,022,556	
	PURCHASED SERVICES	939,171	852,941	1,204,120	91,798	1,107,399	
042030-4003-000-002	CENTRAL STORES - GASOLINE	4,972	4,584	8,708	678	7,886	
	INTERNAL SERVICES	4,972	4,584	8,708	678	7,886	
042030-5100-000-000	UTILITIES						
042030-5101-000-000	ELECTRICAL SERVICES	14,812	15,223	14,988	963	16,140	
042030-5103-000-000	WATER AND SEWAGE	14,429	156	192	13	166	
042030-5204-000-000	POSTAGE AND TELEPHONE	2,647	2,540	3,171	260	3,616	
042030-5302-000-000	FIRE & PROPERTY INSURANCE	1,192	1,185	1,200	1,553	1,250	
042030-5305-000-000	MOTOR VEHICLE INSURANCE	2,561	1,747	2,700	1,332	1,900	
042030-5401-000-000	OFFICE SUPPLIES	1,856	3,944	1,481	165	1,481	
042030-5405-000-000	LAUNDRY/HOUSEKEEPING SUPPLIES	2,358	1,605	5,177	221	3,518	
042030-5407-000-000	REPAIR AND MAINTENANCE SUPPL	7,669	3,466	12,412	1,599	7,191	
042030-5408-000-000	VEHICLE & POWERED EQUIP. SUPPL	4,147	1,263	1,200	366	1,300	

042030-5408-000-002	VEHICLE FUELS & LUBRICANTS	4,326	2,942	9,716	1,551	9,716
042030-5410-000-000	UNIFORMS	544	408	700		700
042030-5411-000-000	BOOKS AND SUBSCRIPTIONS	140	170	145	6	175
042030-5412-000-000	EDUCATIONAL & RECREATIONAL SUP	7,562	954	975		975
042030-5412-000-001	EDUCATIONAL SUPPLIES - GRANT					
042030-5413-000-000	OTHER OPERATING SUPPLIES	4,998	5,009	4,700	163	5,583
042030-5413-000-999	EMERGENCY/DISASTER EXPENSE	96	775			
042030-5415-000-000	OTHER EXPENSES(RECYCLING GRANT					
042030-5416-000-000	POSTER COMPETITION					
042030-5506-000-000	TRAVEL	49		1,500	249	1,500
042030-5801-000-000	DUES AND ASSOC. MEMBERSHIPS	223	223	595	223	595
	OTHER CHARGES	69,609	41,610	60,852	8,664	55,806
042030-8001-000-000	MACHINERY AND EQUIPMENT		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					
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	885,597	192,254	108,188		
	CAPITAL OUTLAY	885,597	381,054	108,188		0
042030-9001-000-000	LEASE/RENT OF EQUIPMENT	1,182	1,373	3,240	130	3,240
042030-9003-000-000	LEASE/RENT OF LAND	6,000	6,000	6,000	6,000	6,000
	OTHER USES OF FUNDS	7,182	7,373	9,240	6,130	9,240
	TOTAL DEPARTMENT	2,533,520	1,925,180	2,085,372	278,098	1,935,612

## 2022-2023 BUDGET INFORMATION - REVENUES

DEPARTMENT Refuse Collection		DEPARTMENT CODE 10-4203				
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		FEES/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
1899-22	<b>From Landfill Budget 5604 line item</b> \$1 ton @ 195,000 tons @ 68 percent					132,600
1904-01	<b>Clarke Container Fees</b>  Stephenson (8%) \$459/mo x 12  Double Toll Gate (21%) \$1416/mo x 12  Landfill (11%) \$2606 x 12  Greenwood (3%) \$196/mo x 12	5,508				56,124
1904-03	<b>Winchester Container Fees</b>  Landfill (21%) \$4974 x 12	59,688				59,688

## 2022-2023 BUDGET INFORMATION - REVENUES

DEPARTMENT Refuse Collection						DEPARTMENT CODE 10-4203
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		FEES/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
1904-06	Recycling Rebate/Commodities					9,000
	Recycling Reimbursement/Clarke					8,000
	Sale of Rain Barrels/Compost Bins resale of units at cost to residents; encourage conservation					1,500
1904-12	Payments/Bowman Library \$182/mo x 12					2,184
						<b>269,096</b>

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Refuse Collection	DEPARTMENT CODE	10-4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-1001-00	<b>Solid Waste Manager</b>		78,779
10-4203-1001-02	<b>Solid Waste Coordinator</b>		50,195
10-4203-1001-03	<b>Assistant Site Supervisor</b>		37,278
10-4203-1003-00	<b>Part-time Salaries and Wages -- Regular</b> 29,692 hrs @ \$13.50/hr; one staff floater 1560/hrs @ \$14.50; one staff floater 620/hrs @ \$14.50		432,452
10-4203-1005--00	<b>Extra Help/Overtime</b> Allows for 300 hrs @ \$36.20/hr for unscheduled overtime; on-call duties by coordinator = \$10,860; also includes 50 hrs overtime for assistant @ \$26.88/hr = \$1344		12,204
10-4203-2001-00	<b>F.I.C.A.</b>		46,050
10-4203-2002-00	<b>Retirement - VSRS</b>		19,069
10-4203-2005-00	<b>Hospital/Medical Plans</b>		47,925
10-4203-2006-00	<b>Group Insurance</b>		1,978



## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Refuse Collection	DEPARTMENT CODE	10-4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-2008-00	<b>Short &amp; Long Term Disability</b>		490
10-4203-2011-00	<b>Workman's Compensation</b> Based on \$5.93/\$100 for compactor workers/assistant; 0.09 for solid waste manager; \$2.27 for solid waste coordinator		28,860
10-4203-3002-00	<b>Professional Services</b> Design/survey work for expanded Double Toll Gate site; included in CIP request		35,000
10-4203-3004-01	<b>Repair/Maintenance -- Equipment</b> Assume can repair \$2500 x 4 cans = \$10,000; compactor repair/trouble-shooting x 11 units = \$8800; paint/prime one unit \$6600		25,400
10-4203-3004-02	<b>Repair/Maintenance -- Vehicle</b> Oil changes \$61 x 13 changes = \$793; inspections/5 vehicles and trailer \$120; allowance for routine repairs @ 5 vehicles = \$8000		8,913
10-4203-3004-03	<b>Repair/Maintenance -- Buildings and Grounds</b> Gravel @ \$275/load = \$825; fence/gate repair @ \$650/repair = \$1950; pole lights \$495; spray for bag worms @ \$1000; update metal signs \$300 x 2 = \$600; tree trimming \$2000; mow drainage structure \$1200		8,070

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Refuse Collection	DEPARTMENT CODE	10-4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>10-4203-3006-00</b>	<b>Printing and Binding</b> Signs, decals, brochures, flyers, banners to educate/promote programs; update can decals @ \$2250; allowance for brochures, flyers and posters @ \$655; construction plans @ \$400		3,305
<b>104-4203-3007-00</b>	<b>Advertising</b> Promote TreeCycle; Earth Day; Arbor Day; other diversion programs; outreach; holiday schedules; assume 15 ads @ \$277/insertion		4,155
<b>10-4203-3010-00</b>	<b>Other Contractual Services</b> Hauling contract with 6% anticipated increase based on FY 21/22 three-month average plus increase based on CPI/US Bureau of Labor Statistics for Waste Hauling \$80,045 x 12 = \$960,540 Recycling processing fees based on three-month average Recycling of glass at landfill site; hauling to Fairfax and tip fees Bowman Library (\$183/mo x 12) Portable Toilet Service at sites (\$825/mo x 12) Contracted Snow Removal at Gore, Star Tannery, emergency service Fire extinguisher annual service/replacement Emergency first aid kits; bi-annual restocking	960,540 21,120 20,000 2,196 9,900 7,500 500 800	1,022,556

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Refuse Collection	DEPARTMENT CODE	10-4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-4003-02	<b>Central Stores</b> 2976 @ \$2.65/gal for five vehicles; based on FY 20/21 fuel logs		7,886
10-4203-5101-00	<b>Electrical Services</b> Estimate for 10 sites @ \$1345/mo x 12; based on FY 20/21		16,140
10-4203-5103-00	<b>Water and Sewage</b>		166
10-4203-5204-00	<b>Postage and Telephone</b> Correspondence @ \$200; includes cell phone for solid waste coordinator/assistant @ \$178/mo x 12 = \$2136; also includes data plan for manager's tablet @ \$45/mo = \$540; desk phone \$45/mo = \$540; also includes reimbursement for personal cell phone use by manager @ \$200		3,616
10-4203-5302-00	<b>Fire and Property Insurance</b>		1,250
10-4203-5305-00	<b>Motor Vehicle Insurance</b>		1,900

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Refuse Collection	DEPARTMENT CODE	10-4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-5401-00	<p><b>Office Supplies</b></p> <p>Ink cartridges 8 @ \$70, \$560; 10 color paper @ \$12/ream \$120; copier paper 2 cartons @ \$90; laminate/legal \$30; laminate/letter \$20; binders 3 @ \$36; rubber bands 25 boxes @ \$5/box, \$125; pre-printed educational booklets/brochures, i.e. composting, pollinators @ \$300; allowance for post-its, folders, tape, batteries, note pads, etc. \$200</p>		1,481
10-4203-5405-00	<p><b>Laundry and Housekeeping</b></p> <p>Hand tools and brooms @ \$175; gloves 24 @ \$144; tarps 6 @ \$750; rain suits 5 @ \$175; contractor bags 15 boxes @ \$315; 12 Tyvek suits @ \$55; disinfectant wipes 3 six-packs @ \$98, \$294; spray \$140/case x 2, \$280; disposable face masks \$30/box x 6, \$180; latex gloves \$17/box x 3, \$51; 12 grabbers @ \$324; hand sanitizer @ \$150; 3 carpet runners @ \$325; 2 vacuum cleaners \$300</p>		3,518

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Refuse Collection	DEPARTMENT CODE	10-4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>10-4203-5407-00</b>	<b>Repair and Maintenance -- Buildings and Grounds</b> Rodent blocks 18 lb @ \$100; ice melt \$7/bag @ \$910; #8 gravel for snow/ice treatment \$800; patch filler \$14/bag @ \$168; 2-4D @ \$20/gal \$300; RoundUp \$50/gal @ \$700; concrete mix \$6/bag @ \$120; surfactant \$10/gal, \$50; grease gun @ \$130; screen doors @ \$175, \$350; Stay Dry absorbant 25 bags \$12/bag @ \$300; degreaser 24 @ \$7/can, \$168; insect repellent 15 cans @ \$4/can, \$60; K31 rye \$1/lb, \$100; box pad locks 2 @ \$85; leaf blower @ \$200; weed trimmer @ \$150; steel/compactor rail replacement @ \$2200; allowance for drill bits, grinding wheels, hinges, couplings, hoses spray paint, lumber, screws, nails, wheel stops, etc. @ \$300		7,191
<b>10-4203-5408-00</b>	<b>Vehicle and Powered Equipment Supplies</b> Parts, lubes, filters, plugs, hoses, belts for mowers/plows/trimmers; wiper blades, fuel filters, chains, etc. for vehicles; in-house compactor repair parts/oil filters @ \$75 ea		1,300
<b>10-4203-5408-02</b>	<b>Vehicle Fuels and Lubricants</b> Motor oil, antifreeze, fuel, oxygen/acetylene, kerosene, diesel @ \$2500; compactor grease 6 tubes/wk x \$9/tube @ 12 compactors = \$5616; 2 drums hydraulic oil/compactors @ \$800/drum = \$1600		9,716

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Refuse Collection	DEPARTMENT CODE	10-4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-5410-00	<b>Uniforms</b> Clothing allowance for two field staff @ \$350 ea		700
10-4203-5411-00	<b>Books and Subscriptions</b> Winchester Star @ \$175		175
10-4203-5412-00	<b>Educational and Recreational</b> Promotional/outreach materials for school programs, community events, America Recycles Day, Earth Day, Arbor Day, rain barrel/compost bin sale, etc.		975
10-4203-5413-00	<b>Other Operating Supplies</b> Misc. fees and supplies, including bottled water for sites @ \$825/yr based on FY 21/22 consumption; meals for trustees during snow events @ \$350; cost of direct buy rain barrels/compost bins for re-sale at cost to residents @ \$1500; informational kiosk for Star Tannery and Double Toll Gate sites @ \$1550; compact fridge @ \$165, \$330; window a/c unit @ \$325; wall heaters @ \$239, \$478; replacement shade/rain umbrellas @ \$75, \$225		5,583

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Refuse Collection	DEPARTMENT CODE	10-4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-5506-00	<b>Travel</b> Includes travel to SWANA and VRA conference/training by manager @ \$1000; allowance for on-line training		1,500
10-4203-5801-00	<b>Dues and Memberships</b> Solid Waste Association of North America @ \$245; Virginia Recycling Association @ \$350		595
10-4203-9001-00	<b>Lease/Rent of Equipment</b> Rental of hoe/fork lift; roller; jackhammer, post hole digger, etc. for work at sites by staff; 4 rentals/mobilization @ \$540 x 4 = \$2160; copier lease @ \$90/mo = \$1080		3,240
10-4203-9003-00	<b>Lease/Rent of Land</b> Greenwood @ \$6000/yr		6,000

## 2022-2023 CAPITAL REQUESTS

DEPARTMENT	Refuse Collection	DEPARTMENT CODE	10-4203
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4203-8900-00	<p><b>Improvements Other Than Buildings</b></p> <p>Expand Double Toll Gate location onto existing leased property; add second trash compactor; site improvements for better traffic flow; landscaping; additional fencing and lighting; electrical upgrades.</p> <p>Included in CIP request. Design work included in FY 22-23 budget.</p> <p>Expansion necessary to keep pace with growing usage.</p>		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, the landfill citizens center, and town disposal
- This charge is based on the prevailing rate/ton and the charges are transferred to the Landfill Fund

10/07/2021 COUNTY OF FREDERICK		- B U D G E T -			E X P E N S E		ACCOUNTING PERIOD 2021/10	
FUND #-010 GENERAL OPERATING FUND								
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin	
		FY/2020	FY/2021	Budget	2021/10	FY2023	Request	
042040 -000-000	REFUSE DISPOSAL							
042040-3000-000-000	CONTRACTUAL SERVICES							
042040-3009-000-004	COUNTY PAYMENTS - CITIZENS COL	647,498	675,127	849,984	186,071	803,832		
042040-3010-000-000	OTHER CONTRACTUAL SERVICES							
	<b>PURCHASED SERVICES</b>	<b>647,498</b>	<b>675,127</b>	<b>849,984</b>	<b>186,071</b>	<b>803,832</b>		
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							
	<b>OTHER CHARGES</b>					0		
	<b>TOTAL DEPARTMENT</b>	<b>647,498</b>	<b>675,127</b>	<b>849,984</b>	<b>186,071</b>	<b>803,832</b>		

## 2022-2023 BUDGET INFORMATION - REVENUES

DEPARTMENT Refuse Disposal		DEPARTMENT CODE 10-4204				
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		FEES/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
<b>1904-04</b>	<b>Clarke County (reimbursement)</b>					
	Stephenson (8%) \$299 x 12					3,588
	Double Toll Gate (21%) \$668 x 12					8,016
	Landfill (11%) \$2736 x 12					32,832
	Greenwood (3%) \$121 x 12					1,452
	<b>City of Winchester (reimbursement)</b>					
	Landfill (21%) \$5223 x 12					62,676
						<b>108,564</b>



### 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

### Goals/Objectives

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

10/07/2021 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2021/10	
FUND #-010 GENERAL OPERATING FUND							
		Prior Years FY/2020	Prior Years FY/2021	Amended Budget	Actual On 2021/10	Dept Request FY2023	Admin Request
042050 -000-000	LITTER CONTROL - GRANT						
042050-1001-000-004	LITTER CREW - LABORER II						
042050-1003-000-000	LITTER CREW - PART-TIME	10,763	5,430	14,040	267	22,620	
042050-1005-000-000	OVERTIME						
042050-1009-000-000	MERIT RESERVE						
	PERSONAL SERVICE	10,763	5,430	14,040	267	22,620	
042050-2000-000-000	FRINGE BENEFITS						
042050-2001-000-000	F. I. C. A.	823	415	1,074	20	1,730	
042050-2011-000-000	WORKER'S COMPENSATION	655	356	969	18	1,561	
	FRINGE BENEFITS	1,478	771	2,043	38	3,291	
042050-3000-000-000	CONTRACTED SERVICES						
042050-3004-000-002	REPAIR AND MAINTENANCE-VEHICLE	1,332	2,160	2,000	20	2,400	
042050-3006-000-000	PRINTING AND BINDING	108	75	300		300	
042050-3007-000-000	ADVERTISING	473	76	1,385		1,385	
042050-3010-000-000	OTHER CONTRACTED SERVICES						
	PURCHASED SERVICES	1,913	2,311	3,685	20	4,085	
042050-4000-000-000	INTERNAL SERVICES						
042050-4003-000-002	CENTRAL STORES - GASOLINE	1,313	901	2,380	519	2,862	
	INTERNAL SERVICES	1,313	901	2,380	519	2,862	
042050-5204-000-000	POSTAGE AND TELEPHONE	6		100			
042050-5214-000-000	LITTERTHON PROGRAM						
042050-5214-000-001	WALK YOUR HUMAN PROGRAM						
042050-5214-000-002	SECURE YOUR LOAD PROGRAM						
042050-5305-000-000	MOTOR VEHICLE INSURANCE	512	309	600	235	350	
042050-5401-000-000	OFFICE SUPPLIES						
042050-5405-000-000	LAUNDRY/HOUSEKEEPING AND JANIT	1,603	653	2,603	976	2,863	
042050-5407-000-000	REPAIR & MAINTENANCE SUPPLIES	451	7	849	33	873	
042050-5408-000-000	VEHICLE AND POWERED EQUIPMENT	107	110	200		200	
042050-5410-000-000	UNIFORMS						
042050-5412-000-000	EDUCATIONAL SUPPLIES	445		675		675	
042050-5413-000-000	OTHER OPERATING SUPPLIES	285	290	750	113	860	
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	3,409	1,369	5,777	1,357	5,821	
042050-8005-000-000	MOTOR VEHICLES AND EQUIPMENT						
	CAPITAL OUTLAY					0	
	TOTAL DEPARTMENT	18,876	10,782	27,925	2,201	38,679	

## 2022-2023 BUDGET INFORMATION - REVENUES

DEPARTMENT Litter Control						DEPARTMENT CODE 10-4205
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		FEES/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
2404-0007	Litter Control Grant/DEQ					14,000
						<b>14,000</b>

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Litter Control	DEPARTMENT CODE	10-4205
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4205-1003-00	<b>Litter Crew Leader</b> Part-time staff \$14.50/hour @ 1560/hours = \$22,620 Monitors trustees during roadside litter cleanups; completes daily logs; remediates illegal tire dumps		22,620
10-4205-2001-00	<b>F.I.C.A.</b>		1,730
10-4205-2011-00	<b>Workman's Compensation</b> Based on 30/hours/week part-time crew leader		1,561
10-4205-3004-02	<b>Repair and Maintenance Vehicle</b> Tires, repair, oil changes and other routine maintenance; based on FY 21/22 expenditures		2,400
10-4205-3006-00	<b>Printing and Binding</b> Brochures, posters, etc. for outreach/education		300
10-4205-3007-00	<b>Advertising</b> Five ads/year @ \$277/insertion; promote litter prevention; Secure Your Load campaign		1,385
10-4205-4003-02	<b>Central Stores</b> 1080 gal @ \$2.65/gal; transport trustees; based on 21/22 fuel logs		2,862



## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Litter Control	DEPARTMENT CODE	10-4205
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
10-4205-5305-00	<b>Motor Vehicle Insurance</b>		350
10-4205-5405-00	<b>Laundry and Housekeeping</b> Handwipes and paper towels @ \$45; refuse bags @ \$65/box = \$1950; 12 tick repellent sprays @ \$85; first aid supplies @ \$135; work gloves @ \$4/pair \$48; PPE @ \$600; latex gloves, disinfectant spray, face coverings		2,863
10-4205-5407-00	<b>Repair and Maintenance Supplies</b> Replace road sign/base @ \$525; 12 grabbers @ \$29 ea \$348		873
10-4205-5408-00	<b>Vehicle and Power Equipment Supplies</b> Antifreeze, wiper blades, bulbs, seat protection, replace floor mats		200
10-4205-5412-00	<b>Education Supplies</b> Promotional items for outreach/presentations; supplies for in-class activities relating to litter impacts and prevention		675
10-4205-5413-00	<b>Other Operating Supplies</b> Bottled water 10 cases x \$4.50 = \$45; fast food/Sunday/holiday cleanups/allowance \$705; drink mix 5 @ \$22 = \$110		860
			<b>38,679</b>

# Grant Application Request Form

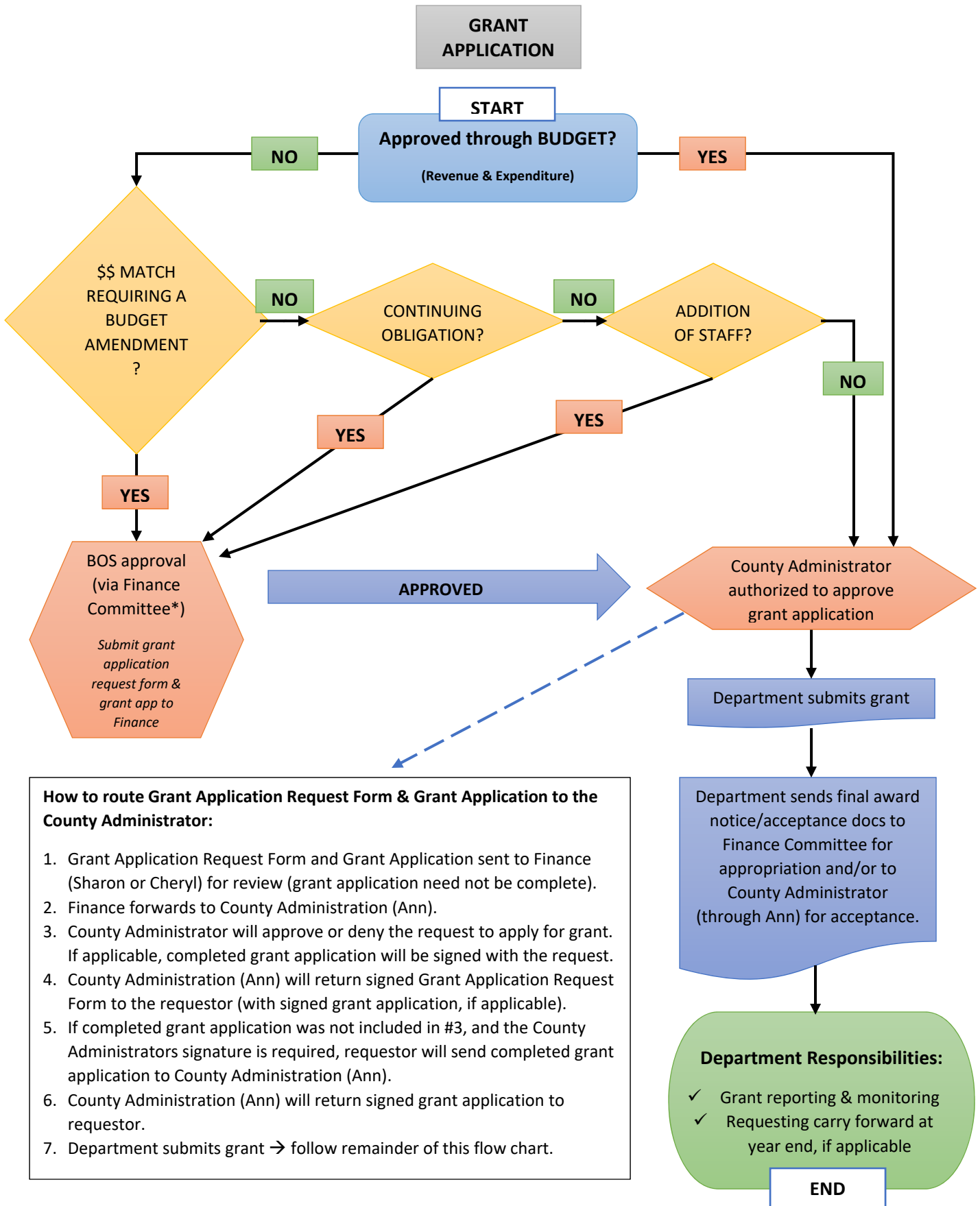
The Grant Application & Acceptance Policy, adopted by the Board of Supervisors on March 23, 2016, outlines the policies for submitting grant applications on behalf of Frederick County and for the acceptance and appropriation of all grant awards. This policy applies to any Frederick County program, department 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:

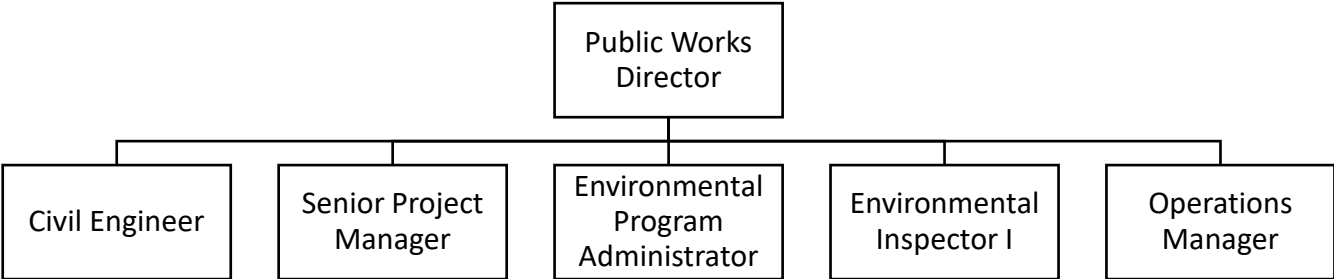


Mission

To ensure that all land 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.
- Perform bi-weekly inspections of all active land development projects with the county.
- Assist Planning Department in assessing bond and letter of credit amounts.
- Continue to customize SWPPTTrack software to help perform all functions required by county and state requirements.

Service Levels	FY2021 Actual	FY2022 Budget	FY2023 Plan
Number of land disturbance permits issued	779	625	650
Number of preliminary erosion and sediment control inspections performed	580	550	575
Number of final grading inspections performed	946	950	975
Number of residential permit applications reviewed	741	610	625
First submittal reviews (i.e., site, subdivision, rezoning, Master Development, stormwater, land disturbance applications) performed	106	110	108
Second submittal reviews (i.e., site, subdivision, rezoning, Master Development, stormwater, land disturbance applications) performed	33	25	30



This photo depicts the recently completed Crossover Boulevard. Design and construction of this roadway was managed by Frederick County Public Works. This project consisted of a 1.07-mile road including a 321-foot bridge over interstate 81 and a two-lane round-a-bout connecting future Warrior Drive. This project was completed on-time and under budget and serves as a much-needed arterial connector between eastern Frederick County and the City of Winchester. Public Works is currently working through the design phase of its next transportation project: Renaissance Drive located in the Kernstown area.

10/07/2021 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2021/10	
FUND #-010 GENERAL OPERATING FUND							
		Prior Years FY/2020	Prior Years FY/2021	Amended Budget	Actual On 2021/10	Dept Request FY2023	Admin Request
042010 -000-000	GENERAL ENGINEERING/ADMIN						
042010-1000-000-000	PERSONNEL SERVICES						
042010-1001-000-002	SR PROJECT MANAGER	74,816	74,936	78,696	19,517	78,696	
042010-1001-000-003	ENVIRONMENTAL PGM ADMN	56,993	57,085	60,007	14,880	60,008	
042010-1001-000-004	CIVIL ENGINEER	80,091	80,220	84,410	20,928	84,411	
042010-1001-000-005	DEPUTY DIRECTOR						
042010-1001-000-006	ENVIRONMENTAL INSPECTOR I		21,667	44,014	10,265	45,000	
042010-1001-000-036	OPERATIONS MANAGER	62,830	62,934	69,401	17,108	69,532	
042010-1001-000-037	SECRETARY I						
042010-1003-000-000	COMPACTOR OPERATOR						
042010-1005-000-000	OVERTIME						
042010-1009-000-000	ACCRUED SALARIES	445	1,667				
	<b>PERSONAL SERVICE</b>	<b>275,175</b>	<b>298,509</b>	<b>336,528</b>	<b>82,698</b>	<b>337,647</b>	
042010-2000-000-000	FRINGE BENEFITS						
042010-2001-000-000	F. I. C. A.	19,626	21,235	25,561	6,014	25,830	
042010-2002-000-000	RETIREMENT - VRS	26,940	34,239	38,325	9,617	38,728	
042010-2005-000-000	HOSPITAL/MEDICAL PLANS	63,880	69,320	77,100	17,706	91,875	
042010-2006-000-000	GROUP INSURANCE	3,605	4,000	4,476	1,124	4,018	
042010-2008-000-000	SHORT & LONG TERM DISABILITY	428	547	650	168	750	
042010-2011-000-000	WORKER'S COMPENSATION	6,625	7,214	7,872	1,950	6,149	
042010-2013-000-000	EDUCATION - TUITION ASSISTANCE						
042010-2019-000-000	ACCRUED FRINGES	32	134				
	<b>FRINGE BENEFITS</b>	<b>121,136</b>	<b>136,689</b>	<b>153,984</b>	<b>36,579</b>	<b>167,350</b>	
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	1,680	2,514	3,200	66	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						
	<b>PURCHASED SERVICES</b>	<b>1,680</b>	<b>2,514</b>	<b>3,800</b>	<b>66</b>	<b>5,300</b>	
042010-4000-000-000	INTERNAL SERVICES						
042010-4003-000-002	CENTRAL STORES - GASOLINE	2,423	3,249	4,638	730	4,638	
	<b>INTERNAL SERVICES</b>	<b>2,423</b>	<b>3,249</b>	<b>4,638</b>	<b>730</b>	<b>4,638</b>	
042010-5204-000-000	POSTAGE AND TELEPHONE	3,666	4,445	5,220	412	5,220	
042010-5305-000-000	MOTOR VEHICLE INSURANCE	2,049	1,846	3,000	1,803	3,000	
042010-5401-000-000	OFFICE SUPPLIES	4,343	10,443	2,372	453	6,070	
042010-5407-000-000	REPAIR/MAINTENANCE SUPPLIES						
042010-5408-000-000	VEHICLE AND POWERED EQUIPMENT	176					
042010-5411-000-000	BOOKS AND SUBSCRIPTIONS			7,850		8,050	

042010-5412-000-000	EDUCATIONAL SUPPLIES						
042010-5413-000-000	OTHER OPERATING SUPPLIES	847	760	1,470	111	1,470	
042010-5413-000-001	ROAD AND STREET MATERIALS						
042010-5413-000-999	EMERGENCY/DISASTER EXPENSE						
042010-5506-000-000	TRAVEL	1,796	892	4,103	175	5,000	
042010-5801-000-000	DUES AND ASSOC. MEMBERSHIPS	303	223	400		400	
	OTHER CHARGES	13,180	25,658	24,415	2,954	29,210	
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		29,307				
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		29,307			0	
042010-9001-000-000	LEASE/RENT OF EQUIPMENT	1,061	924	1,000	130	1,000	
	OTHER USES OF FUNDS	1,061	924	1,000	130	1,000	
	TOTAL DEPARTMENT	414,655	496,850	524,365	123,157	545,145	

## 2022-2023 BUDGET INFORMATION - REVENUE

DEPARTMENT <b>Engineering</b>						DEPARTMENT CODE <b>10-4201</b>
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		GENERATED/ OTHER	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
<b>1303-44</b>	<b>Land Disturbance Permits</b> 650 single family dwellings, duplexes and townhouses @ \$290 each  Commercial/Industrial permits	<b>188,500</b>   <b>41,005</b>				<b>249,505</b>
<b>1907-02</b>	<b>Reimbursement</b> Reimbursement from Shawneeland Sanitary District for a portion of the engineering services provided by the engineering staff.	<b>20,000</b>				



## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Engineering	DEPARTMENT CODE	10-4201
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>10-4201-3002-00</b>	<p><b>Professional Services</b> Contingency fees related to consulting for surveying, plan review and miscellaneous designs beyond capability of staff. This amount represents a contingency fund for emergency projects related to stormwater, etc.</p>		<b>0</b>
<b>10-4201-3004-01</b>	<p><b>Repair and Maintenance - Equipment</b> Includes minor repair costs for computer equipment. We have six (6) computers and six (6) printers for a total of 12 devices within the department. Consequently, we are recommending an amount of \$50 per device for miscellaneous repairs for a total of \$600.</p>		<b>600</b>
<b>10-4201-3004-02</b>	<p><b>Repair and Maintenance - Vehicles</b> 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 Two (2) times per year per two (2) vehicles @\$100 per visit Two (2) times per year per one (2) vehicles @\$175 per visit Three (3) times per year per one (1) vehicle @\$100 per visit</p>	<b>1,200</b>	<b>4,700</b>



## 2022-2023 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><b>Central Stores - Gasoline</b></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><b>Postage and Telephone</b></p> <p>This item includes costs associated with telephone, mobile phones and postage (certified mail).</p> <p>General Postage, certified mail - \$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><b>Motor Vehicle Insurance</b></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><b>Office Supplies</b></p> <p>Includes office supply costs and miscellaneous software for the Engineering Department.</p> <p>Quicken Deluxe Software yearly renewal</p>	50	6,070

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Engineering	DEPARTMENT CODE	10-4201
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>10-4201-5401-00</b>	<p><b>Office Supplies (cont'd)</b></p> <p>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>Receipt Book</p> <p style="padding-left: 20px;">24 receipt books @ \$15 a piece = \$360</p> <p>Two (2) Metal Bookcase at \$275.00 each</p>	<p><b>2,000</b></p> <p><b>700</b></p> <p><b>18</b></p> <p><b>32</b></p> <p><b>20</b></p> <p><b>90</b></p> <p><b>360</b></p> <p><b>550</b></p>	

## 2022-2023 BUDGET INFORMATION - EXPENDITURES

DEPARTMENT	Engineering	DEPARTMENT CODE	10-4201
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
<b>10-4201-5401-00</b>	<b>Office Supplies (cont'd)</b>		
	Folders	<b>400</b>	
	Five boxes per year @\$80 per box = \$400		
	Miscellaneous labels for inspections/documentation	<b>600</b>	
	Miscellaneous (I.e., pens, pencils, markers, highlighters, tape, staples, paperclips)	<b>250</b>	
	Ink/Toner Cartridges for printers - five printers X \$200 per year \$1,000	<b>1000</b>	
<b>10-4201-5411-00</b>	<b>Books and Subscriptions</b>		<b>8,050</b>
	Includes costs for books, magazines and technical literature .	<b>250</b>	
	AutoCad Light Subscription for County Engineer	<b>400</b>	
	SWPPPTrack subscription \$617 per month x 12 = \$7,400	<b>7,400</b>	
<b>10-4201-5413-00</b>	<b>Other Operating Supplies</b>		<b>1,470</b>
	Includes costs for supplies for public works committee meetings and miscellaneous equipment for the department.		
	\$62.50/ month x12 months = \$750	<b>750</b>	



## 2022-2023 CAPITAL REQUESTS

DEPARTMENT **Engineering** DEPARTMENT CODE **10-4201**

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
4-010-042010-1002-000-000	One (1) crew cab 4x4 pick-up truck (This vehicle is for the new position requested during this budget cycle)	32,100	<b>32,100</b>

## 2022-2023 NEW POSITION REQUEST

DEPARTMENT      ENGINEERING

DEPARTMENT CODE      4201

**PLEASE INCLUDE:**

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

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

EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
4-010-042010-1002-000-000	Environmental Inspector	45,563	45,563
4-010-042010-2001-000-000	F.I.C.A.	3,486	3,486
4-010-042010-2002-000-000	Retirement - V.R.S.	5,226	5,226
4-010-042010-2005-000-000	Hospital/Medical Plans	14,975	14,975
4-010-042010-2006-000-000	Group Insurance	542	542
4-010-042010-2008-000-000	Short and Long Term Disability	241	241
4-010-042010-2011-000-000	Worker's Compensation	1,034	1,034
4-010-042010-5401-000-000	Office Supplies - Computer Desk	1,200 3,000	4,200
4-010-042010-8005-000-000	One (1) 4x4 pick-up truck	32,100	32,100
	Total Cost for New Position		107,367





MEMORANDUM

**TO:** Cheryl Shiffler, Director of Finance

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

**SUBJECT:** Request to Fund Position, FY 2023 Engineering Budget

**DATE:** November 17, 2021

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In the proposed Fiscal Year 2023 budget for the Engineering Department, we are requesting an additional Environmental Inspector I position be funded.

As more growth and development occur in Frederick County, it has become apparent that the need for this position is warranted. We have seen additional state Department of Environmental Quality (DEQ) requirements come through that are requiring us to do more erosion and sediment control inspections and stormwater enforcement actions. Recently, DEQ has performed audits of our program and have recommended we bring more staff on board to perform more inspections. We are currently under a corrective action agreement with DEQ and one of our main issues is the need for more frequent inspections on projects.

Therefore, we are requesting funding for the Environmental Inspector I position at a salary of \$45,563.00. We will also need to purchase a new 4x4 pickup truck at a cost of \$32,100.00, since this position will be in the field. The total request to include office equipment, the new vehicle, the salary and fringe benefits will be \$107,367.00. We have submitted a new position request form in the Engineering budget packet.

If you should have any questions or need any further information, please do not hesitate to contact me.

JCW/kco

cc: file



## Shawneeland (16-8108) Narrative 2022-2023

### 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 suggestions 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, 2 mail houses, 3 bus stop shelters, the Shawneeland Office and Maintenance Shop, 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.



(Leak emerging from the ground)



(Point where the leak is measured)



(Cherokee Lake)

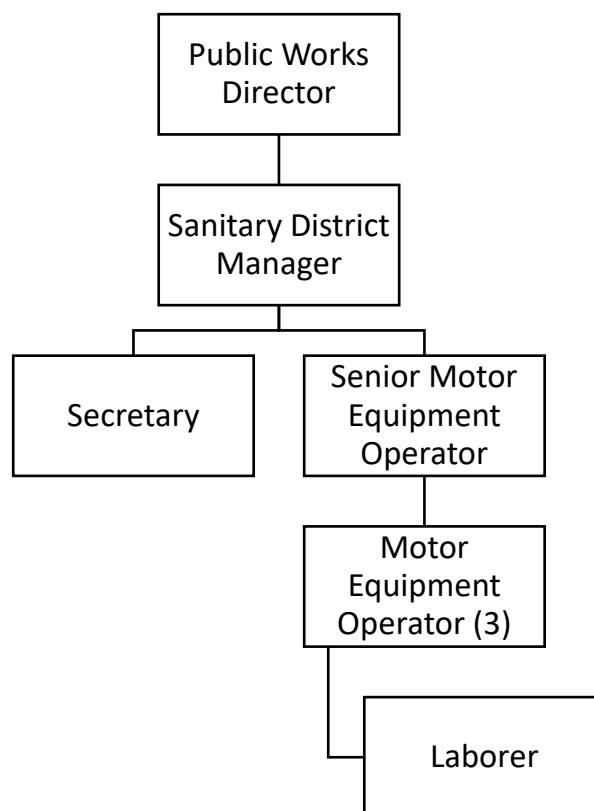
The Shawneeland staff monitors the water level in Cherokee Lake on a daily basis. They also measure the flow of water leaking from the lake where it emerges from the ground near the Clowser House. Over the past 10 years the leak has increased from 75 gallons per minute in 2011 to 170 gallons per minute in 2021.

## 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.



## 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 within 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.
- Work 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 22 miles of roadway. The staff upgraded 19 miles of ditches and shoulders on the roadways. Carroll Construction tarred & chipped 5.24 miles of trails throughout Shawneeland.
- The staff has placed 912.07 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.
- Staff upgraded Geronimo and Red Fox Trails by grader patching, widening the shoulders, and adding shoulder stone. They also replaced and upgraded 2 cross pipes on Geronimo Trail.

10/07/2021 COUNTY OF FREDERICK		- BUDGET -		EXPENSE		ACCOUNTING PERIOD 2021/10	
FUND #-016 SHAWNEELAND SANITARY DISTRICT							
		Prior Years FY/2020	Prior Years FY/2021	Amended Budget	Actual On 2021/10	Dept Request FY2023	Admin Request
081080 -000-000	SHAWNEE-LAND SANITARY DISTRICT						
081080-1000-000-000	PERSONNEL SERVICES						
081080-1001-000-000	SANITARY DISTRICT MANAGER	73,570	73,697	77,599	19,237	77,600	
081080-1001-000-001	SR MOTOR EQUIPMENT OPERATOR	53,227	53,314	56,005	13,889	56,006	
081080-1001-000-002	MOTOR EQUIPMENT OPERATOR	28,601	1,266	34,791		35,870	
081080-1001-000-003	MOTOR EQUIPMENT OPERATOR	41,793	41,859	43,950	10,901	43,951	
081080-1001-000-004	MOTOR EQUIPMENT OPERATOR	42,555	42,622	44,729	11,095	44,729	
081080-1001-000-005	SECRETARY	34,619	34,677	36,463	9,041	36,464	
081080-1001-000-006	LABORER	28,979	29,024	30,444	7,552	30,444	
081080-1003-000-000	PART TIME/EXTRA HELP	1,404	8,761	10,000		12,000	
081080-1005-000-000	OVERTIME	1,650	1,063	3,000	165	3,000	
081080-1009-000-000	ACCRUED SALARIES	1,715	-1,266				
081080-1099-000-000	MERIT RESERVE						
	<b>PERSONAL SERVICE</b>	<b>308,113</b>	<b>285,017</b>	<b>336,981</b>	<b>71,880</b>	<b>340,064</b>	
081080-2000-000-000	FRINGE BENEFITS						
081080-2001-000-000	F.I.C.A.	21,467	20,456	25,778	5,104	26,015	
081080-2002-000-000	RETIREMENT - VRS	30,063	31,565	37,160	8,293	37,285	
081080-2005-000-000	HOSPITAL/MEDICAL PLANS	90,327	81,679	99,440	21,534	109,825	
081080-2006-000-000	GROUP INSURANCE	4,023	3,688	4,341	969	3,868	
081080-2008-000-000	SHORT & LONG DISABILITY	508	336	550	88	400	
081080-2011-000-000	WORKER'S COMPENSATION	12,806	11,689	11,390	2,488	9,932	
081080-2013-000-000	EDUCATION-TUITION						
081080-2019-000-000	ACCRUED FRINGES	127	-127				
081080-2099-000-000	FRINGE BENEFIT RESERVE						
	<b>FRINGE BENEFITS</b>	<b>159,321</b>	<b>149,286</b>	<b>178,659</b>	<b>38,476</b>	<b>187,325</b>	
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.	13,508	2,251	15,000		15,000	
081080-3004-000-002	REPAIR AND MAINTENANCE-VEHICLE	10,773	2,598	10,000	50	10,000	
081080-3004-000-003	REPAIR AND MAINTENANCE - BUILDING		360	5,000		78,725	
081080-3004-000-004	REPAIR & MAINTENANCE - ROADS	134,116	230,033	178,983		0	
081080-3006-000-000	PRINTING AND BINDING						
081080-3007-000-000	ADVERTISING						
081080-3010-000-000	CONTRACTUAL SERVICES	29,741	49,392	47,860	2,120	50,360	
	<b>PURCHASED SERVICES</b>	<b>188,138</b>	<b>284,634</b>	<b>258,843</b>	<b>2,170</b>	<b>156,085</b>	
081080-4000-000-000	INTERNAL SERVICES						
081080-4003-000-001	CENTRAL STORES-COPIES						
081080-4003-000-002	CENTRAL STORES - GASOLINE						
081080-5100-000-000	UTILITIES						
081080-5101-000-000	ELECTRICAL SERVICES	4,688	4,604	6,120	259	6,120	
081080-5102-000-000	HEATING SERVICES	659	1,302	2,400		2,400	

081080-5103-000-000	WATER & SEWAGE SERVICES	162	151	480		480
081080-5204-000-000	POSTAGE AND TELEPHONE					
081080-5204-000-001	POSTAGE					
081080-5204-000-002	TELEPHONE	5,719	5,232	5,328	507	4,848
081080-5299-000-000	INTERNET ACCESS		722		177	1,068
081080-5301-000-000	BOILER INSURANCE	38	38	100	40	100
081080-5302-000-000	FIRE INSURANCE	3,699	3,517	4,500	3,230	4,500
081080-5305-000-000	MOTOR VEHICLE INSURANCE	6,146	4,111	6,500	3,135	6,500
081080-5306-000-000	SURETY BONDS					
081080-5307-000-000	PUBLIC OFFICIAL LIABILITY					
081080-5308-000-000	GENERAL LIABILITY INSURANCE	1,567	1,339	1,800	976	1,800
081080-5310-000-000	BURGLARY INSURANCE					
081080-5401-000-000	OFFICE SUPPLIES	791	2,256	1,501		1,500
081080-5403-000-000	ARGICULTURAL SUPPLIES	2,236	1,933	3,000		3,000
081080-5404-000-000	MEDICAL & LABORATORY SUPPLIES	248	187	350		350
081080-5405-000-000	LAUNDRY/HOUSEKEEPING AND JANIT	531	467	600	17	600
081080-5407-000-000	REPAIR AND MAINTENANCE SUPPLIES	4,160	7,192	10,000	2,247	10,000
081080-5408-000-000	VEHICLE AND POWERED EQUIPMENT	11,623	9,369	15,000	479	15,000
081080-5408-000-001	VEHICLE - TIRES AND PARTS	8,960	2,231	5,000	113	5,000
081080-5408-000-002	VEHICLE - FUELS AND LUBRICANTS	14,838	17,018	27,775	2,374	27,775
081080-5410-000-000	UNIFORMS-CLOTHING	1,852	2,005	3,000	50	2,650
081080-5413-000-000	OTHER OPERATING SUPPLIES	276	561	2,500	62	2,500
081080-5413-000-001	ROAD AND STREET MATERIALS	88,458	131,437	105,600	11,058	124,600
081080-5413-000-999	EMERGENCY/DISASTER EXPENSE		179			
081080-5414-000-000	MERCHANTS FOR RESALE					
081080-5415-000-000	OTHER EXPENSES	4,455	3,306	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		2,181			
081080-5899-000-000	CAPITAL TRANSFER					
	OTHER CHARGES	161,106	201,338	206,029	24,724	225,266
081080-8001-000-000	MACHINERY & EQUIPMENT					
081080-8003-000-000	COMMUNICATIONS EQUIPMENT					
081080-8005-000-000	MOTOR VEHICLES					
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	71,000				0
081080-9001-000-000	LEASE/RENT OF EQUIPMENT					
081080-9500-000-000	DEPRECIATION OF EQUIPMENT					
	OTHER USES OF FUNDS					0



	TOTAL DEPARTMENT	887,678	920,275	980,512	137,250	908,740	
092010-5890-000-000	OPERATIONAL TRANSFERS				-2,576		
	OTHER CHARGES				-2,576	0	
	TOTAL DEPARTMENT				-2,576	0	
093010 -000-000	TRANSFERS						
093010-2011-000-000	WORKER'S COMP FOR WELLNESS	12	7				
093010-5807-000-001	MERIT RESERVE	250	200	1,250			
093010-5807-000-002	MERIT RESERVE FRINGES						
	OTHER CHARGES	250	207	1,250		0	
	TOTAL DEPARTMENT	262	207	1,250		0	
TOTAL FOR FUND		887,940	920,482	981,762	134,674	908,740	



## 2023 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 2021 BUDGET	FY 2022 BUDGET	FY 2023 BUDGET		FY 2021 BUDGET	FY 2022 BUDGET	FY 2023 BUDGET
<b>COSTS:</b>				<b>REVENUES:</b>			
Personnel	501,407	503,397	527,389	Fees	812,880	832,520	844,400
Operating	649,982	464,871	381,351	State/Federal			
Capital	0	0	0	SSD Reserve Fund	338,509	135,748	64,340
<b>TOTAL</b>	<b>1,151,389</b>	<b>968,268</b>	<b>908,740</b>	<b>TOTAL</b>	<b>1,151,389</b>	<b>968,268</b>	<b>908,740</b>

**2022-2023 BUDGET INFORMATION - EXPENDITURES**

**DEPARTMENT SHAWNEELAND SANITARY DISTRICT**

**8108**

<b>EXPENDITURE LINE ITEM</b>	<b>DESCRIPTION</b>	<b>DETAIL AMOUNT</b>	<b>TOTAL AMOUNT (PER LINE ITEM)</b>
<b>16-8108-1001-00</b>	<p><b>Personnel Services</b> 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.</p>		<b>\$325,064</b>
<b>16-8108-1003-00</b>	<b>Part-Time/Extra Help</b>		<b>\$12,000</b>
<b>16-8108-1005-00</b>	<p><b>Overtime</b> Includes overtime wages for emergency situations.</p>		<b>\$3,000</b>
<b>16-8108-1099-00</b>	<b>Merit Reserve</b>		
<b>16-8108-2001-00</b>	<b>F.I.C.A.</b>		<b>\$26,015</b>
<b>16-8108-2002-00</b>	<b>Retirement</b>		<b>\$37,285</b>
<b>16-8108-2005-00</b>	<b>Hospital/Medical Plans</b>		<b>\$109,825</b>
<b>16-8108-2006-00</b>	<b>Group Insurance</b>		<b>\$3,868</b>
<b>16-8108-2008-00</b>	<b>Short &amp; Long Disability</b>		<b>\$400</b>
<b>16-8108-2011-00</b>	<b>Workers Compensation</b>		<b>\$9,932</b>
<b>16-8108-3002-00</b>	<p><b>Professional Services</b> Surveying and engineering costs related to road improvements and evaluation of Cherokee Dam and other capital projects.  Sources used outside of local government.</p>		<b>\$2,000</b>

**REVISED: 11/17/2021**

**2022-2023 BUDGET INFORMATION - EXPENDITURES**

**DEPARTMENT SHAWNEELAND SANITARY DISTRICT**

**8108**

<b>EXPENDITURE LINE ITEM</b>	<b>DESCRIPTION</b>	<b>DETAIL AMOUNT</b>	<b>TOTAL AMOUNT (PER LINE ITEM)</b>
16-8108-3004-01	<p><b>Repair and Maintenance - Equipment</b> Heavy duty repairs that cannot be performed in-house (i.e., engine overhaul, transmission repair or flat tire on backhoe or grader).</p>		<b>\$15,000</b>
16-8108-3004-02	<p><b>Repair and Maintenance - Vehicle</b> This amount includes anticipated maintenance and repairs to vehicles which are essential to our daily duties as well as our snow removal plan.</p>		<b>\$10,000</b>
16-8108-3004-03	<p><b>Repair and Maintenance - Buildings</b> This amount covers the cost of 47 new mailbox clusters at the Tomahawk Mailhouse.</p>		<b>\$78,725</b>
16-8108-3004-04	<p><b>Repair and Maintenance - Roads</b></p>		<b>\$0</b>
16-8108-3010-00	<p><b>Other Contractual Services</b> 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 align="right"><b>\$8,000</b> <b>\$6,760</b></p>	<b>\$50,360</b>

REVISED: 11/17/2021

**2022-2023 BUDGET INFORMATION - EXPENDITURES**

<b>DEPARTMENT SHAWNEELAND SANITARY DISTRICT</b>		<b>DEPARTMENT CODE</b>	<b>8108</b>
<b>EXPENDITURE LINE ITEM</b>	<b>DESCRIPTION</b>	<b>DETAIL AMOUNT</b>	<b>TOTAL AMOUNT (PER LINE ITEM)</b>
<b>16-8108-3010-00-Cont'd</b>	Management reimbursement to Frederick County (Engineering Budget: 3010-019070-0002) for the services of the County staff for administration Pest Control--\$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) Installation of 47 mailbox clusters	<b>\$20,000</b>  <b>\$600</b>  <b>\$2,500</b>   <b>\$10,000</b>  <b>\$2,500</b>	
<b>16-8108-5101-00</b>	<b>Electrical Services</b> Electric service to maintenance building: lights to garage bays, heat/air conditioning, lights to the offices and meeting room. \$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	  <b>\$2,916</b>   <b>\$3,204</b>	<b>\$6,120</b>
<b>16-8108-5102-00</b>	<b>Heating Services</b> Fuel for the furnace that heats the garage area: 800 gals. X \$3.00 per gallon		<b>\$2,400</b>

REVISED: 11/17/2021

**2022-2023 BUDGET INFORMATION - EXPENDITURES**

<b>DEPARTMENT SHAWNEELAND SANITARY DISTRICT</b>		<b>DEPARTMENT CODE 8108</b>	
<b>EXPENDITURE LINE ITEM</b>	<b>DESCRIPTION</b>	<b>DETAIL AMOUNT</b>	<b>TOTAL AMOUNT (PER LINE ITEM)</b>
<b>16-8108-5103-00</b>	<p><b>Water and Sewage Services</b>                      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><b>\$300</b> <b>\$180</b></p>	<b>\$480</b>
<b>16-8108-5204-02</b>	<p><b>Telephone</b>                      Verizon - \$90 x 12 months. (Shawneeland Office Phone Monthly)                      MCI - \$8.00 x 12 months. (Shawneeland Office Long Distance Monthly)                      Verizon Wireless -6 mobile phones \$51.00 per month @ 12 months                      Each employee has a phone to communicate in the Sanitary District because 2 way radio's do not work.</p>	<p><b>\$1,080</b> <b>\$96</b> <b>\$3,672</b></p>	<b>\$4,848</b>
<b>16-8108-5299-00</b>	<b>Comcast Internet</b> - \$89.00 x 12 months		<b>\$1,068</b>
<b>16-8108-5301-00</b>	<b>Boiler Insurance</b>		<b>\$100</b>
<b>16-8108-5302-00</b>	<p><b>Fire Insurance</b>                      Includes property coverage for Cherokee Dam and fire insurance for the maintenance building, council house, etc.</p>		<b>4,500</b>

REVISED: 11/17/2021

**2022-2023 BUDGET INFORMATION - EXPENDITURES**

DEPARTMENT SHAWNEELAND SANITARY DISTRICT		DEPARTMENT CODE 8108	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
16-8108-5305-00	<b>Motor Vehicle Insurance</b> 11 vehicles @ \$590.91/year.		<b>\$6,500</b>
16-8108-5308-00	<b>General Liability Insurance</b>		<b>\$1,800</b>
16-8108-5401-00	<b>Office Supplies</b> Ink cartridges for copier, fax, and printer. Paper supplies (copy paper, folders, mailing supplies, notepads). Pens/miscellaneous Computer programs (includes recordable cds).	<b>\$1,000</b> <b>\$150</b> <b>\$100</b> <b>\$250</b>	<b>\$1,500</b>
16-8108-5403-00	<b>Agricultural Supplies</b> 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.		<b>\$3,000</b>
16-8108-5404-00	<b>Medical Laboratory Supplies</b> To restock the first aid kits. The purchase of required personal protection equipment such as safety glasses, rubber gloves, and bug repellent.		<b>\$350</b>

REVISED: 11/17/2021

**2022-2023 BUDGET INFORMATION - EXPENDITURES**

<b>DEPARTMENT SHAWNEELAND SANITARY DISTRICT</b>		<b>DEPARTMENT CODE 8108</b>	
<b>EXPENDITURE LINE ITEM</b>	<b>DESCRIPTION</b>	<b>DETAIL AMOUNT</b>	<b>TOTAL AMOUNT (PER LINE ITEM)</b>
<b>16-8108-5405-00</b>	<b>Laundry/Housekeeping and Janitorial Supplies</b> To maintain cleanliness of office and meeting rooms.		<b>\$600</b>
<b>16-8108-5407-00</b>	<b>Repair and Maintenance Supplies</b> This line item includes lumber and posts for all buildings, bus stop shelters, street signs, etc. Because we perform most of our vehicle and small equipment maintenance and repairs in-house, we need to replace tools, parts, and supplies.		<b>\$10,000</b>
<b>16-8108-5408-00</b>	<b>Vehicle and Powered Equipment</b> This line item is targeted for all necessary equipment parts required to perform in-house repairs to each piece of equipment from large to small (grader, backhoe, trucks, mowers, weed eaters, etc).		<b>\$15,000</b>
<b>16-8108-5408-01</b>	<b>Vehicle - Tires and Parts</b> To purchase new tires for equipment (as needed). (Pick-up Truck, Motor Grader, Wheel Loader, Lawn Mowers, Etc.)		<b>\$5,000</b>
<b>16-8108-5408-02</b>	<b>Vehicle - Fuels and Lubricants</b> 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	<b>\$9,275</b> <b>\$13,250</b> <b>\$5,250</b>	<b>\$27,775</b>

REVISED: 11/17/2021

**2022-2023 BUDGET INFORMATION - EXPENDITURES**

**DEPARTMENT SHAWNEELAND SANITARY DISTRICT**

**DEPARTMENT CODE**

**8108**

<b>EXPENDITURE LINE ITEM</b>	<b>DESCRIPTION</b>	<b>DETAIL AMOUNT</b>	<b>TOTAL AMOUNT (PER LINE ITEM)</b>
<b>16-8108-5410-00</b>	<p><b>Uniforms and Clothing</b></p> <p>5 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"> <li>hard hats</li> <li>safety coveralls and vest</li> <li>gloves</li> <li>eye protection</li> <li>hearing protection</li> <li>chaps</li> <li>rubber boots</li> </ul>	<p align="center"><b>\$1,750</b></p> <p align="center"><b>\$900</b></p>	<b>\$2,650</b>
<b>16-8108-5413-00</b>	<p><b>Other Operating Supplies</b></p> <p>To purchase industrial chemicals, manufacturing supplies, electrical supplies, ADP supplies, and other operating supplies not provided for in the foregoing accounts.</p>		<b>\$2,500</b>
<b>16-8108-5413-01</b>	<p><b>Road and Street Materials</b></p> <p>For general maintenance of approximately 50 miles of roads, along with culvert replacements and upgrades. This line item also covers salt, calcium, and #8 stones for snow and ice control.</p> <p>Stones 21A, #10, #8, 3" x 8".</p> <p><b>21A -800 tons x \$10.75 per ton equals \$8,600.</b></p> <p><b>#10 -50 tons x \$12.00 per ton equals \$600.</b></p>	<b>\$16,850</b>	<b>\$124,600</b>



**2022-2023 BUDGET INFORMATION - EXPENDITURES**

<b>DEPARTMENT SHAWNEELAND SANITARY DISTRICT</b>		<b>DEPARTMENT CODE 8108</b>	
<b>EXPENDITURE LINE ITEM</b>	<b>DESCRIPTION</b>	<b>DETAIL AMOUNT</b>	<b>TOTAL AMOUNT (PER LINE ITEM)</b>
<b>16-8108-5413-01-Cont'd</b>	<b>#RRAL-OGB-300 tons x \$13.00 per ton equals \$3,900.</b>		
	<b>#8- 300 tons x \$12.50 per ton equals \$3,750.</b>		
	Asphalt:1,000 tons @ \$70/ton.	<b>\$70,000</b>	
	Calcium: 20 tons @\$700/ton.	<b>\$14,000</b>	
	Salt: 50 tons @\$200/ton.	<b>\$10,000</b>	
	Culverts: (15 inch to 42 inch diameter \$10-\$35/foot) estimate to upgrade and replace culverts	<b>\$13,000</b>	
	Asphalt Millings: 50 tons @ \$15 per ton.	<b>\$750</b>	
<b>16-8108-5415-00</b>	<b>Other Expenses</b>		<b>\$4,475</b>
	To cover purchase and replacement of road signs.		
	50 stop signs @ \$40/ea.	<b>\$2,000</b>	
	10 Children at Play signs @\$35/ea.	<b>\$350</b>	
	10 Speed limit signs @\$55/ea.	<b>\$550</b>	
	5 Handicap signs @\$35/ea.	<b>\$175</b>	
	To purchase trout for fishing derby	<b>\$1,400</b>	
<b>TOTAL</b>			<b>\$908,740</b>

**2022-2023 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	
<b>16-1101-01</b>	<b>CURRENT SANITARY DISTRICT TAX</b>					
	Unimproved lots \$190/year x 1000 lots					<b>\$190,000</b>
	Improved lots \$660/year x 940 lots					<b>\$620,400</b>
<b>16-1501-01</b>	<b>REVENUE FROM USE OF MONEY</b>					<b>\$8,000</b>
	Back taxes paid					<b>\$25,000</b>
<b>16-1911-07</b>	<b>REVENUE FROM CULVERT INSTALL.</b>					<b>\$1,000</b>
					<b>Total</b>	<b>\$844,400</b>

REVISED: 11/17/2021

**Total Expenditure for Last 5 Fiscal Years:**

**Line Item 16-8108-3004-01:**

**Repair & Maintenance – Equipment**

FY21: \$2,251.15  
FY20: \$13,507.75  
FY19: \$12,219.29  
FY18: \$11,189.15  
FY17: \$3,898.71

**Line Item 16-8108-3004-02:**

**Repair & Maintenance - Vehicle**

FY21: \$2,597.53  
FY20: \$10,772.99  
FY19: \$4,694.02  
FY18: \$15,241.38  
FY17: \$7,212.61

**Line Item 16-8108-5407-00:**

**Repair & Maintenance Supplies**

FY21: \$7,191.55  
FY20: \$4,159.58  
FY19: \$7,034.79  
FY18: \$13,207.84  
FY17: \$7,607.70

**Line Item 16-8108-5408-00:**

**Vehicles & Powered Equipment Supplies**

FY21: \$9,368.85  
FY20: \$11,622.88  
FY19: \$10,138.34  
FY18: \$13,991.55  
FY17: \$12,307.98

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

FY21: \$17,017.70  
FY20: \$14,837.68  
FY19: \$23,505.46  
FY18: \$17,345.06  
FY17: \$13,563.22

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

FY21: \$131,436.52  
FY20: \$88,458.33  
FY19: \$84,594.35  
FY18: \$89,734.92  
FY17: \$70,169.62

**Total Expenditure for Overtime/Extra Help:**

FY21: OT-\$1,063.19	Part-time/Extra Help-\$8,761.00	Total: \$9,824.19
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

**Beginning Budget Last 5 Fiscal Years:**

FY21: \$1,146,023.00

FY20: \$1,280,176.66

FY19: \$1,385,091

FY18: \$957,660

FY17: \$942,847.99

**Unencumbered At the End of the Fiscal Year**

FY21: \$224,331.58

FY20: \$587,035.58

FY19: \$297,840.34

FY18: \$95,793.15

FY17: \$117,592.54

**Total End Revenue Last 5 Fiscal Years:**

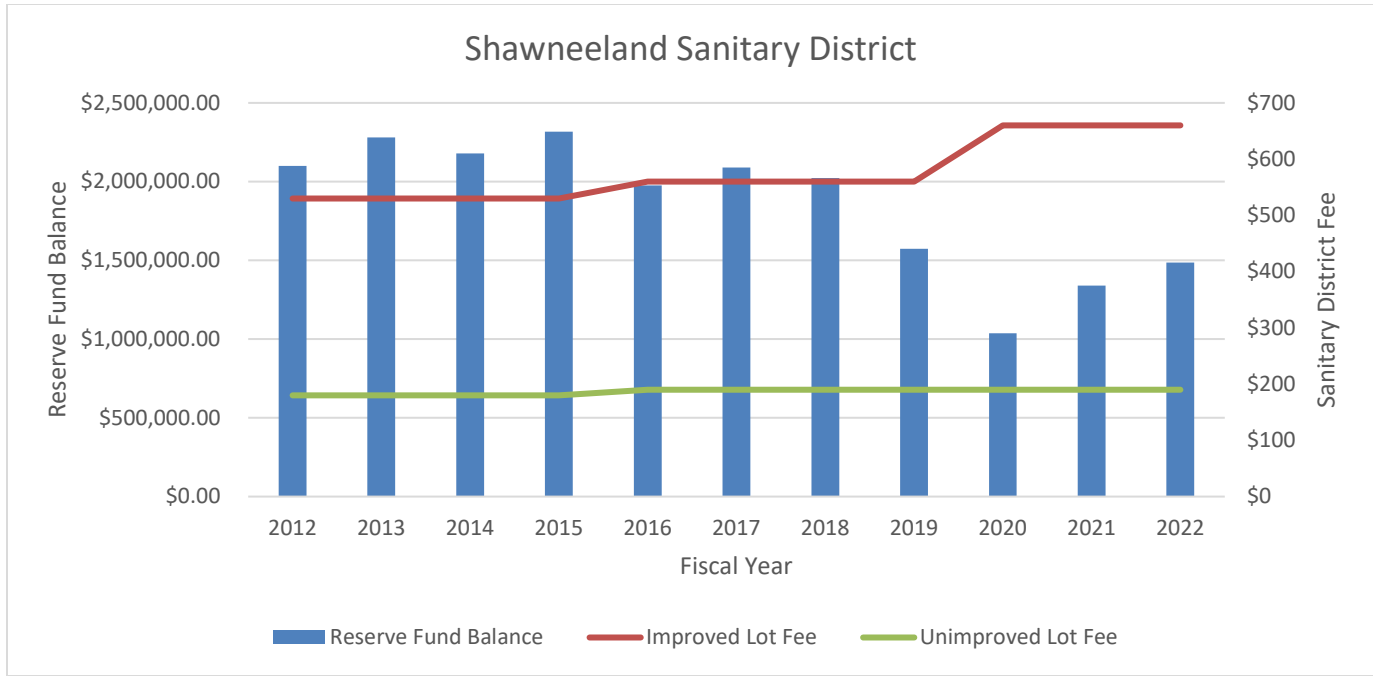
FY21: \$883,601.58

FY20: \$873,993.76

FY19: \$814,550.43

FY18: \$804,442.50

FY17: \$759,453.45



Fiscal Year	Reserve Fund Balance	Improved Lot Fee	Unimproved Lot Fee
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
2022	\$1,485,369.83	\$660	\$190

# Attendance Record

Shawneeland Sanitary District Advisory Committee  
 January - December

NAME																		#	%			
		2/8/2021	5/3/2021	8/3/2021	11/15/2021																	
1	Jimmy Smith	X																			1	25.0%
2	Barry Vanmeter	X	X	X																	3	75.0%
3	Kenneth Baker	X	X	X																	3	75.0%
4	Jeff Stevens	X	X	X																	3	75.0%
5	Jason Croasdale	X	X	X																	3	75.0%
6	George Bishop		X	X																	2	50.0%
7	Rhonda Sargent																				0	0.0%
																					0	0.0%
																					0	0.0%
# in Attendance:		5	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

**FREDERICK COUNTY - ANIMAL SHELTER**

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Kathy M. Whetzel  
Shelter Manager  
540/667-9192 ext. 2502  
FAX 540/722-6108  
E-mail: kwhetzel@fcva.us

**MEMORANDUM**

TO: Joe Wilder, Director of Public Works

FROM: Kathy Whetzel, Shelter Manager

SUBJECT: Supplemental Appropriation Request  
Court Case Restitution – Professional Health Services

DATE: 11/19/21

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The shelter is requesting funding in the amount of \$1501.54 be appropriated to line item 010-04305-3001-00 Professional Health Services from 10DR 3-010-019040-0014 restitution fund in FY22. This amount represents funding received from court ordered restitution in the following cases: Donovan case \$1,460; Hall case \$7.69 and \$33.85. Restitution is from court cases in 2020.

Please contact me if you have any questions.

KMW:hag



## MEMORANDUM

**TO:** Public Works Committee

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

**SUBJECT:** Monthly Tonnage Report - Fiscal Year 21/22

**DATE:** November 16, 2021

The following table shows the tonnage for the current fiscal year. The average monthly tonnage for fiscal years 03/04 through 21/22 is 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: 16,803 TONS (DOWN 170 TONS)  
**FY 21-22:** AVERAGE PER MONTH: 19,213 TONS (UP 2,410 TONS)

MONTH	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022
JULY	17,704	17,956	17,677	17,893
AUGUST	18,543	17,267	16,517	21,437
SEPTEMBER	14,799	17,985	16,789	19,306
OCTOBER	18,158	22,528	20,127	18,215
NOVEMBER	15,404	17,304	15,432	
DECEMBER	14,426	14,362	15,496	
JANUARY	13,973	14,913	14,480	
FEBRUARY	12,764	13,380	12,030	
MARCH	17,079	15,533	18,758	
APRIL	20,313	17,475	18,627	
MAY	19,443	17,010	17,105	
JUNE	16,519	17,968	18,594	



RECYCLING REPORT - FY 21/22

<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	40,740		12,520	45,120	123,500	3,500	27,940	286,082	539,402
AUG		12,240		8,320	53,280	104,140	4,340	25,840	248,900	457,060
SEP		27,440		8,740	53,740	107,280	4,840		264,760	466,800
OCT		15,050		13,080	40,360	113,260	3,280	28,860	247,740	461,630
NOV										0
DEC										0
JAN										0
FEB										0
MAR										0
APR										0
MAY										0
JUN										0
<b>TOTAL</b>	0	95,470	0	42,660	192,500	448,180	15,960	82,640	1,047,482	1,924,892
<b>FY 20-21</b>		283,300	0	154,330	717,120	1,540,682	45,620	362,600	3,123,261	6,226,913
<b>FY 19-20</b>	0	454,859	37,370	108,974	854,350	1,174,530	55,100	391,900	3,209,400	6,286,483
<b>FY 18-19</b>	0	430,963	47,082	96,494	998,815	1,243,232	83,104	467,720	2,909,857	6,277,267
<b>FY 17-18</b>	0	465,080	53,224	94,530	1,066,300	1,080,087	37,260	536,420	2,874,709	6,207,610
<b>FY 16-17</b>	372,600	430,435	41,002	89,976	1,082,737	1,009,153	37,220	495,500	2,687,241	6,245,864
<b>FY 15-16</b>	919,540	428,300	52,077	97,252	1,275,060	974,493	48,820	480,400	2,376,344	6,652,286
<b>FY 14-15</b>	895,600	407,703	40,060	97,515	1,272,660	893,380	49,440	532,283	1,890,729	6,079,370
<b>FY 13-14</b>	904,780	417,090	39,399	99,177	1,281,105	902,701	37,800	611,580	1,639,225	5,932,937
<b>FY 12-13</b>	913,530	410,338	45,086	102,875	1,508,029	878,450	39,700	502,680	1,321,938	5,722,626
<b>FY 11-12</b>	865,380	398,320	43,884	99,846	1,492,826	840,717	37,920	484,600	1,432,678	5,696,171
<b>FY 10-11</b>	949,185	378,452	42,120	98,474	1,404,806	824,873	41,700	467,920	1,220,107	5,427,637
<b>FY 09-10</b>	1,123,671	370,386	42,844	96,666	1,235,624	671,669	21,160	435,680	1,348,398	5,346,098
<b>FY 08-09</b>	762,810	322,928	23,473	55,246	1,708,302	564,957	28,780	404,760	1,097,151	4,968,407
<b>FY 07-08</b>	794,932	284,220	15,783	40,544	1,971,883	545,692	0	498,110	1,172,880	5,324,044
<b>FY 06-07</b>	600,464	200,720	11,834	29,285	1,684,711	441,321	0	382,574	550,070	3,900,979
<b>FY 05-06</b>	558,367	190,611	12,478	28,526	1,523,162			381,469	204,220	2,898,833
<b>FY 04-05</b>	549,527	193,224	11,415	27,525	1,552,111			273,707	25,080	2,632,589
<b>FY 03-04</b>	541,896	174,256	11,437	31,112	1,443,461			156,870	336,230	2,695,262
<b>FY 02-03</b>	413,627	146,770	9,840	23,148	1,381,195			62,840	171,680	2,209,100
<b>FY 01-02</b>	450,280	181,040	10,565	25,553	1,401,206			54,061	58,140	2,180,845
<b>FY 00-01</b>	436,615	198,519	10,367	24,988	1,759,731				9,620	2,439,840
<b>FY 99-00</b>	422,447	177,260	10,177	22,847	1,686,587				44,180	2,363,498
<b>FY 98-99</b>	402,192	184,405	9,564	22,905	1,411,950				48,810	2,079,826
<b>FY 97-98</b>	485,294	136,110	13,307	29,775	1,830,000					2,494,486
<b>FY 96-97</b>	373,106	211,105	23,584	46,625	1,690,000					2,344,420
<b>FY 95-96</b>	511,978	167,486	28,441	44,995	1,553,060					2,305,960
<b>TO DATE</b>	14,247,821	6,009,678	548,737	1,234,855	33,150,206	8,547,406	342,540	6,225,034	17,634,721	87,941,078

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2021-2022

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	29	14	23	1	0	13	25	4	0	0	25
AUG	25	11	31	1	0	6	26	2	0	0	34
SEP	34	27	28	1	0	22	25	1	0	0	42
OCT	42	15	23	1	0	19	24	1	0	0	37
NOV											
DEC											
JAN											
FEB											
MAR											
APR											
MAY											
JUN											
TOTAL	130	67	105	4	0	60	100	8	0	0	138

In the month of October - 81 dogs in and out of kennel. 0 dogs transferred to other agencies.

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2021-2022

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	87	60	24	2	0	33	1	28	0	0	111
AUG	111	34	4	2	4	27	0	27	3	0	98
SEP	98	27	6	1	9	26	0	3	1	0	111
OCT	111	27	2	1	1	29	0	9	5	0	99
NOV											
DEC											
JAN											
FEB											
MAR											
APR											
MAY											
JUN											
TOTAL	407	148	36	6	14	115	1	67	9	0	419

In the month of October - 142 cats in and out of shelter. 1 cat transferred to other agencies.

## **Shawneeland Sanitary District Advisory Committee - Minutes of November 15, 2021**

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

Those in attendance were Ken Baker, Barry Van Meter, Jeff Stevens, George Bishop, Rhonda Sargent, Kevin Alderman, Director of Public Works - Joe Wilder, Michelle Springer, and 14 residents. Supervisor Shawn Graber was absent.

Ken called for approval/correction of the August 2, 2021 meeting minutes. It was asked to make one correction regarding the number of quotes received. The minutes passed unanimously.

**2022 SSDAC Meeting Dates:** 2/7/2022, 5/2/2022, 8/1/2022, 11/7/2022

### **New Business:**

#### **Cherokee Lake Engineering Evaluation:**

- Mark and Tim from Viola Engineering gave a presentation on their study from Cherokee Lake. They conducted a study downstream from where the sinkholes have developed. They wanted to get a good idea of where the water is going and what it is doing to the bedrock. Also, how the dam is impacted. The area that was fixed before is on the same side just the opposite side of the dam. They looked at multiple lines and determined there is fractured bedrock that is holding water. They showed comparison between their survey and the survey conducted by Triad Engineering 15 years ago. The comparison's show similar conditions. It is deep and wide and could be quite costly to fix. The survey section for Viola Engineering was 150-160 feet deep whereas Triad Engineering was only 50-60 feet deep. The subsurface has not changed drastically. This is not a simple fix as a couple bore holes and filling it with grout or polymer.
- Joe Wilder spoke about what the next steps will be:
  - Viola Engineering will put their study into a report and present some different options.
  - We will report back to the board with the study and the suggestions. Nobody will do anything until there is a consensus of what effort we want to try to do.
  - There are 3 options: just do nothing, solution to fill the holes to make it safe and give the lake a chance or develop a grouting operation again (will be 6 figures).
  - We want to get data and facts that we can present to have another discussion at a later date. There may be a special meeting called in December or January to talk through the options. The board wants residents to have the opportunity to speak their thoughts on the issue.

Questions from the citizens:

- Will there be multiple vendors come out and give an estimate? Once we receive the report and know the data, we will talk through the options and choose to go a certain direction then we will get pricing.
- What is the timeframe? We will have a report in a week or two. There is a Public Works Committee meeting on November 30<sup>th</sup> to update them. We will get feedback from the

Public Works Committee and the Board. Then a meeting will be planned to present some options to the residents.

- Is anyone considering researching grant options? At this point no we have not. We will check with Dam Safety.
- Will the kids be able to enjoy the beach in the summertime? Not unless we fill the holes and get the lake to hold water.
- Would the county consider an emergency loan like they did with Lake Holiday? This is still early stages, but it could be an option if that is something the citizens would want to do.
- A grant was proposed at one time to make the area a wetland and we could receive money for that. Is that still an option? It could be checked into.
- Has there been success with situation's like this before? Viola has seen smaller ponds get plugged and recover. This pond is unique. It could be fixed but at what cost. Viola has not seen a situation like this be fixed.
- There is an environmental concern with injecting anything into the ground. Whatever the fix there will be other issues.

A subcommittee was formed of committee members and residents to look into grant options.

#### **Tomahawk Mailhouse Mailboxes:**

- The Tomahawk Mailhouse is running out of mailboxes. It is proposed to either buy and install all new mailboxes to replace the old ones or to add an addition on to the existing mailhouse and add mailboxes as needed. The post office will not pay for new mailboxes or the installation. Newer mailboxes are front loading whereas the old mailboxes are back loading. \$78,000 is proposed in the FY23 budget for the project. Ken Baker will head a subcommittee to gather information for this project.

#### **FY23 Annual Budget Review:**

- The total budget proposed for FY2022/2023 is \$908,740. It is expected that \$844,400 will come from the Sanitary District Fees and \$64,000 will come from the Reserve.
- There is no fee increase proposed in this budget.
- \$78,000 plus \$2,500 is proposed for the new mailboxes and installation.
- There is no tar & chip project proposed in the upcoming budget.
- The county is going through a salary survey that may affect personnel services.
- The budget was approved unanimously.

**New Committee Member:** Rhonda Sargent was introduced as the new committee member. She spoke about working for the county for 30 years. She wanted to join the committee to try and bring an understanding of how things work behind the scenes. She wants to help citizens if they have questions and to help them understand.

**2022 SSDAC Chairman:** Ken nominated Rhonda for chairman. Barry asked if anyone else is interested in being chairman. It was voted unanimous that Rhonda will be the chairman for 2022.

### **Public Comments:**

- Micah Jacobs presented a study he did on Tar & Chip versus Paving. He wants everyone to look at the cost and the payback. If anyone has any questions, they could feel free to reach out to him. The study did not include inflation.
- Brian Schmitt spoke on how the Tar & Chip seemed the worst this year. He had the following questions:
  - did the committee ever receive the cost benefit analysis on tar & chip versus asphalt?
  - why are subcommittees created but they aren't addressed at any of the meetings?
  - what are the important projects that prevented the sickle bar mowing?
  - what is the exact purpose of the committee?
  - what recourse does the committee and community have since Joe and Kevin are not in appointed positions to see that the money is used without community input?

The SSDAC chairman asked if he could send an email with his concerns/questions.

- A new resident spoke about his concerns/questions:
  - main concern was the lake, but you presented something and that was fantastic.
  - would like to see the recreational amenities improved and extended.
  - would like to see the ballfield improved and maybe a basketball hoop installed.
  - the secondary playground is unsafe for children. There is jagged metal, the steps are loose. It is not a family atmosphere.
  - there is no path to the main playground.
  - years of stonework gone neglected.
  - the pumphouse is not operational and does not appear to be a priority to repair.
  - abandoned and unsafe properties. (contact Planning and Zoning for this issue).

He will email his list of concerns/questions to the SSDAC chairman.

- Jeny Guy asked if the exposed tires that litter the lake could be removed while the lake is low. She also spoke how the lake was heavily used during the summer and it would be sad to lose that. Also, how a gentleman was able to feed his family because of the fish he had caught at the lake on that particular day. It would be a shame to lose the wonderful, fantastic lake.

The tires are shelters for the little fish to hide from the big fish. This is common in lots of places.

### **Traffic Concerns – Barry Vanmeter**

- The Sheriff's Office did a speed survey on Tomahawk, Maple, Doe, Shawnee, and Apache Trails.

- Over the course of 8 days on Tomahawk Trail there were 18,541 vehicles registered on the road. Most of the speeds up or down the hill fell in the range of 26-45 mph.
- In a weeks' time on Maple Trail there were 5,888 vehicles registered.
- Doe Trail had 2,000 vehicles registered in a week's time.
- Shawnee Trail only had 3 days of operation and there were 3 vehicles at over 65 mph and a significant portion of speeds in the 45-55 range.
- This is only the 1<sup>st</sup> step; we are going to look at other spots as well.
- Most people only travel the mains and may be where we want to focus on looking into speedbumps.
- Frederick County does not use speed cameras.
- Step 2 will be to break down the numbers and see what the solution's might be.
- A variety of options along with the cost will be brought up.
- There will be another update in February.

**The Manager's Report was not discussed during the meeting but is posted at the mailhouse's and the Frederick County, VA website. Copies are also available at the Shawneeland Office.**

Ken adjourned the meeting at 8:37pm.

## **FREDERICK COUNTY SANITARY DISTRICT OF SHAWNEELAND MANAGER'S REPORT – NOVEMBER 2021**

### **Tar & Chip Program:**

Carroll Construction was awarded the contract for the Tar & Chip Program for the Sanitary District this year. They were the only company to submit a bid to the Frederick County Finance Department.

The project began on September 13, 2021 and was completed on September 27, 2021. There were 5.24 miles of trails completed during this process. The total square yards treated was 59,575. The cost per sq. yard increased from \$2.45 to \$3.00. According to the representative I spoke with at Carroll Construction the cost increase was driven by 2 factors, increase in the cost of fuel and the increase in the cost of liquid asphalt due to the rising fuel cost. The labor cost did not increase and was not a factor.

### **Cherokee Lake:**

Cherokee Lake is at an all time low at this point. As of November 4, 2021, the lake level is 160 inches below full pool.

There are 2 large sinkholes that have opened up on the eastside of the lake. The Frederick County Public Works Director had Viola Engineering come in and do a study on the state of the lake. This company has worked for Frederick County for several years. Viola Engineering will be at the SSDAC meeting on November 15, 2021 to speak about the state of the lake.

### **Sickle Bar Mowing:**

We have fallen behind on sickle bar mowing again this year due to being short staffed. We are currently mowing with the sickle bar mower on the top of the mountain. Once that is completed, we will be done with mowing for the year. It should be completed by the end of November.

### **Tree Removal:**

The staff is in the process of removing dead and dying trees from along the right of way. This project will continue throughout the fall and winter months if the weather allows. 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.



**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.

**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 at the owner's expense. 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.