

PUBLIC WORKS COMMITTEE REPORT to the BOARD OF SUPERVISORS
Tuesday, February 25, 2020
8:00 a.m.
107 NORTH KENT STREET, SUITE 200, WINCHESTER, VIRGINIA

PUBLIC WORKS COMMITTEE ATTENDEES:

Committee Members Present: Robert W. Wells; Gene E. Fisher; Whitney “Whit” L. Wagner; and Harvey E. “Ed” Strawsnyder, Jr.

Committee Members Absent: J. Douglas McCarthy, Gary E. Longerbeam

Note: Because Chairman McCarthy was not present, Supervisor Robert Wells was acting Chairman.

Staff and others present: Joe C. Wilder, Director of Public Works; Kris Tierney, County Administrator; Gloria Puffinburger, Solid Waste Manager; Ron Kimble, Landfill Manager; Mike Stewart, Senior Project Manager; Rod Williams, County Attorney; Joseph Johnson, P.E.; Kevin Alderman, Shawneeland Manager; Kathy Whetzel, Animal Shelter Manager; Holly Grim, Assistant Shelter Manager; C. William Orndoff, Jr., Treasurer; Wayne Lee, Frederick County Public Schools

Attachment 1 – Agenda Packet

ITEM FOR INFORMATION ONLY

1-New Animal Shelter Training Facility.

Due to high construction costs at this time, we are going to reject the bids for construction of the new facility.

2-Budget scenarios for the Shawneeland Sanitary District.

The committee discussed at length about the budget scenarios provided by staff. The committee felt it is very important to keep up the maintenance of roads and to not cut any staff. Therefore, committee member Strawsnyder recommended budget scenario 2A which is the original budget submitted by staff with no fee increase. The motion was seconded by Supervisor Fisher and unanimously approved by the committee. This information will be passed on to the Board of Supervisors for final discussion.

3-Land Disturbance/Stormwater permit fee increases.

Staff presented some proposed fee increases for the Engineering budget related to land disturbance and stormwater permit fees. We have proposed funding an additional Environmental Inspector in the Fiscal Year 2021 budget. We indicated to the committee that fees could be increased to offset the cost of an additional position. Since these funds are shared with the Department of Environmental Quality (DEQ), we would need to seek approvals from DEQ on any fee schedule revisions. DEQ has verbally indicated they can work with Frederick County as we move forward with the proposed fee increases. Therefore, Supervisor

Fisher made a motion to support moving forward with revising the fee schedule to increase departmental revenue to offset funds for a new position. The motion was seconded by committee member Strawsnyder and unanimously approved by the committee. This information will be passed on to the Board of Supervisors for further discussion.

4-Recycling transportation costs and landfill impacts.

There was a lengthy discussion about the state of recycling in Frederick County. Staff presented different options that could cut overall costs to the budget including:

- a. Cutting the plastics recycling program would save approximately \$134,000 per year. However, the impact this would have on the community as a whole would be larger. The big concern is cost impacts at the Landfill by filling up valuable air space with plastics. It would send a negative message to the community that recycling is not as important as it should be and if citizens stop recycling now, it would be difficult to get the program going again. The message to the local industry would also be very negative and could indirectly cause industry to slow down or stop recycling altogether. This could lead to even more plastics being sent to the landfill.
- b. We could eliminate another day that the citizen convenience centers are open to save staff and operational costs. We proposed closing all sites on Sunday or another day during the week.

After more discussion including one local waste/hauler, Ross Hewitt with RCS Container Service, it became clearer that eliminating or reducing the recycling program would have a ripple affect in the region. Continuing our current program of recycling will keep local consistency as we try to determine our best options in the future. The committee did not do a motion regarding this issue, but the committee recommends continuing the recycling program for Fiscal Year 2021.

5-Update on projects.

Staff presented an update on the Albin Convenience Center project. The contractor, General Excavation, Inc. (GEI) began site work this week. Also, Staff informed the committee that the bridge beams for the Crossover Boulevard project have been completed. They will continue to work to complete the project on time or possibly ahead of schedule.

6-Sunnyside Plaza updates.

Recently, Frederick County purchased Sunnyside Plaza located on North Frederick Pike and Fox Drive. The property is approximately 10 acres with several existing buildings. The county has contracted with OWPR, Inc. to provide architectural/engineering services to assist with the future use of this property as county office space along with the School Board. OWPR presented a PowerPoint presentation which is included with Attachment 1. We went over multiple options as provided in the report.

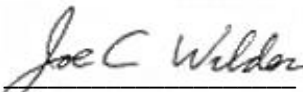
Another option provided by committee member Wagner, was to include an option where no parking deck is proposed and determine based on local codes and space, how large a building could be placed on-site. We have determined this as option #4. Also, Supervisors Wells

offered the option of possibly using the old Robert E. Aylor Middle School as a possible site for office space in the future once the new school is constructed. The committee recommends that a joint works session be held with the Board of Supervisors and the Public Works Committee to discuss the different options to provide direction for staff and OWPR. It is imperative that we provide clear direction to the design team in the beginning of the process for what the future of Sunnyside Plaza will be in regard to county office space.

Respectfully submitted,

Public Works Committee

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

By 
Joe C. Wilder
Public Works Director

JCW/kco

Attachments: as stated

cc: Kris Tierney, County Administrator
Jay Tibbs, Deputy County Administrator
Ron Kimble, Landfill Manager
Gloria Puffinburger, Solid Waste Manager
Rod Williams, County Attorney
Erin Swisshelm, Assistant County Attorney
Wayne Lee, Frederick County Public Schools
file



MEMORANDUM

TO: Public Works Committee

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

SUBJECT: Meeting of February 25, 2020

DATE: February 21, 2020

There will be a meeting of the Public Works Committee on Tuesday, February 25, 2020 at 8:00 a.m. **in the conference room located on the second floor of the north end of the County Administration Building at 107 North Kent Street, Suite 200.** The agenda thus far is as follows:

1. Discuss the bid results for the new Animal Shelter Training Facility.
(Attachment 1)
2. Discuss budget scenarios for the Shawneeland Sanitary District.
(Attachment 2)
3. Discuss fee increases for land disturbance/stormwater permit fees.
(Attachment 3)
4. Discuss recycling transportation costs/Landfill impacts.
(Attachment 4)
5. Sunnyside Plaza updates and presentation by OWPR.
(Attachment 5)
6. Miscellaneous Reports and Documents:
 - a. Tonnage Report: Landfill
(Attachment 6)
 - b. Recycling Report
(Attachment 7)

Public Works Committee Meeting Agenda

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February 21, 2020

- c. Animal Shelter Dog Report:
(Attachment 8)
- d. Animal Shelter Cat Report
(Attachment 9)
- e. Shawneeland Sanitary District Advisory Committee quarterly meeting minutes
(Attachment 10)

JCW/kco

Attachments: as stated



MEMORANDUM

TO: Public Works Committee

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

SUBJECT: Bid Results – Animal Shelter Training Facility

DATE: February 21, 2020

Attached are the bid results we received on February 19, 2020 for a proposed training facility for the Frederick County Animal Shelter. Based on these results, staff is recommending that the bids be rejected, and the project be put on hold until the market conditions change, or we choose not to do the project. Due to the increase in construction costs with current development within the region, the costs for this project exceeds our proposed budget by over \$300,000.

All design costs to date have been paid for by donated funds and no local funds have been expended for the project. The design is valid for several years so we can attempt to rebid in the future if we desire. Since we have a large sum of donated funds, staff will look at utilizing these funds for other projects that can benefit the many different programs we offer at the Animal Shelter.

ANIMAL SHELTER TRAINING FACILITY BIDS

Kee Construction Company	\$862,803.00
Lantz Construction Company of Winchester	\$979,700.00
Facilities Support Services	\$1,021,800.00
H&W Construction Company	\$1,041,344.00
Juniper Construction	\$1,219,000.00
Henley Construction	\$1,500,000.00



MEMORANDUM

TO: Public Works Committee

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

SUBJECT: Proposed Fiscal Year 2021 Budget Scenarios
Shawneeland Sanitary District

DATE: February 21, 2020

At the December 3, 2019 Public Works Committee Meeting, staff presented the proposed FY 2021 budget for the Shawneeland Sanitary District. (**Attachment 2A**) Within that budget, we proposed no sanitary district fee increases. Staff determined we could make cuts in the operational budget and return funds to the reserve account. During the meeting, the committee had concerns about the reserve dropping to lower levels due to recent emergencies. The committee recommended an increase of \$140 for the sanitary district improved lot fees. The revised budget with the fee increase is shown. (**Attachment 2B**)

After the meeting, staff had received some comments opposing the fee increase. On February 3, 2020, the Shawneeland Sanitary District Committee held a regular scheduled budget meeting. During the meeting, Shawneeland residents expressed concerns about the increase in sanitary district fees as well. The Shawneeland budget was then discussed at the February 5, 2020 budget work session. From that meeting, the Board of Supervisors asked staff to evaluate a budget scenario where one full time operator position would be cut in the budget and \$100,000 would be cut in the line item for repair and maintenance of roads with an increase of sanitary district improved lot fee of \$70. Staff understands that making these cuts would help return the reserve account to higher levels sooner. Please see the attachment provided. (**Attachment 2C**)

The Board of Supervisor also asked staff to recommend an alternative budget with similar cuts. With that in mind, we do not recommend the elimination of a full-time position. We have operated for over 15 years with four (4) full time operators. These positions are considered essential services with the need for them to report during all emergencies in Shawneeland (i.e. snow, floods, windstorms, etc.). With over 100 lane miles of roads, ditches and shoulders, this crew performs a tremendous service for Shawneeland. The possible elimination of one of these vital positions would affect the amount of work performed within

Shawneeland by the work crew and would impact the current level of service that the residents have come to expect. Also, by cutting the repair and maintenance of roads line item, it would reduce the amount of road maintenance, especially prime and seal of the roads. Since we have had to perform road and culvert repairs on many of the roads over the last two years, our annual prime and seal contracts have not been done. These contracts help keep our existing roads sealed to eliminate water penetration and the creation of potholes and soft road services. In time, if the roads are not maintained in this way, the roads will experience failure and will incur more expenses to repair.

With these impacts in mind, staff has prepared an alternative budget that would cut the budget by similar amounts as shown in Attachment 2C, but not eliminate a position. **(Attachment 2D)** It's our recommendation that we maintain our current staff. We have reduced other operational budget line items to make similar cuts provided in Attachment 2C. Also, as in our first budget scenario, as shown in Attachment 2A, we do not recommend proposing a sanitary district fee increase in FY 2021. With the mild winter, we have not had to spend funds on excessive overtime, purchasing road chemicals, or any major road repairs. We expect to return at least \$350,000 into the reserve account at the end of FY 2020, if not more. This will allow the reserve account to be increased quicker than we had originally thought.

In conclusion, the Shawneeland Sanitary District and budget have been well managed and maintained over many years. We have a good relationship with the advisory committee and meet regularly with them to keep them updated on our daily operations. The reserve account is still over a million dollars and with many of the road and culvert repairs recently done, we should be in much better shape if future emergencies occur. The residents have come to expect the level of service our staff provides. We always attempt to save funds whenever we can. Our long-term road maintenance plan focuses on present level maintenance such as prime and seal, culvert upgrades, grading paving operations, tree and limb trimming, etc., which keeps the roads and right of ways in good shape. By continuing the on-going maintenance objectives, we will save costs by not having to do more expensive repairs down the road if we cut the road maintenance budget. We continue to recommend the original budget, as submitted by staff on December 3, 2019 with no fee increase. The reserve account will rebound in time. If the Public Works Committee and Board of Supervisors wants to build the reserve quicker, staff recommends the proposed budget in Attachment 2D and not cutting the fulltime operator position.

2021 FISCAL YEAR PLAN

DEPARTMENT: SHAWNEELAND SANITARY DISTRICT
8108
DESCRIPTION:

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

OBJECTIVES:
Short Term Objectives:

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

	FY 2019 BUDGET	FY 2020 BUDGET	FY 2021 BUDGET		FY 2019 BUDGET	FY 2020 BUDGET	FY 2021 BUDGET
COSTS:				REVENUES:			
Personnel	454,593	496,653	496,041	Fees	707,260	804,300	812,880
Operating	579,570	783,523	649,982	State/Federal			
Capital	30,000	0	0	SSD Reserve Fund	356,903	475,876	333,143
TOTAL	1,064,163	1,280,176	1,146,023	TOTAL	1,064,163	1,280,176	1,146,023

2020-2021 BUDGET INFORMATION - REVENUES

DEPARTMENT SHAWNEELAND SANITARY DISTRICT		DEPARTMENT CODE 8108				
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
16-1101-01	CURRENT SANITARY DISTRICT TAX					
	Unimproved lots \$190/year x 1046 lots					\$198,740
	Improved lots \$660/year x 879 lots					\$580,140
16-1501-01	REVENUE FROM USE OF MONEY					\$8,000
	Back taxes paid					\$25,000
16-1911-07	REVENUE FROM CULVERT INSTALL.					\$1,000
					Total	\$812,880

REVISED: 2/20/2020

10/01/2019 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2019/10		
FUND #016 SHAWNEELAND SANITARY DISTRICT								
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin	
		FY/2018	FY/2019	Budget	2019/10	FY2021	Request	
081080	-000-000	SHAWNEE-LAND SANITARY DISTRICT						
081080-1000-000-000	PERSONNEL SERVICES							
081080-1001-000-000	SHAWNEELAND DISTRICT MANAGER							
081080-1001-000-001	SR MOTOR EQUIPMENT OPERATOR							
081080-1001-000-002	SR MOTOR EQUIPMENT OPERATOR							
081080-1001-000-003	SR MOTOR EQUIPMENT OPERATOR							
081080-1001-000-004	MOTOR EQUIPMENT OPERATOR							
081080-1001-000-005	SECRETARY							
081080-1001-000-006	LABORER							
081080-1003-000-000	PART TIME/EXTRA HELP							
081080-1003-000-001	OFFICE ASST. II							
081080-1003-000-002	LIFEGUARDS							
081080-1005-000-000	OVERTIME							
081080-1009-000-000	ACCRUED SALARIES							
081080-1099-000-000	MERIT RESERVE							
	PERSONAL SERVICE	297,761	329,951	332,987	73,167	322,984		
081080-2000-000-000	FRINGE BENEFITS							
081080-2001-000-000	F.I.C.A.							
081080-2002-000-000	RETIREMENT - V.R.S.							
081080-2005-000-000	HOSPITAL/MEDICAL PLANS							
081080-2006-000-000	GROUP INSURANCE							
081080-2008-000-000	SHORT & LONG DISABILITY							
081080-2011-000-000	WORKER'S COMPENSATION							
081080-2013-000-000	EDUCATION-TUITION							
081080-2019-000-000	ACCRUED FRINGES							
081080-2099-000-000	FRINGE BENEFIT RESERVE							
	FRINGE BENEFITS	159,425	156,764	176,901	37,789	173,057		
081080-3002-000-000	PROFESSIONAL SERVICES - OTHER							
081080-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.							
081080-3004-000-002	REPAIR AND MAINTENANCE-VEHICLE							
081080-3004-000-003	REPAIR AND MAINTENANCE - BUILDING							
081080-3004-000-004	REPAIR & MAINTENANCE - ROADS							
081080-3006-000-000	PRINTING AND BINDING							
081080-3007-000-000	ADVERTISING							
081080-3010-000-000	CONTRACTUAL SERVICES							
	PURCHASED SERVICES	247,797	398,478	672,607	55,358	401,359		
081080-4000-000-000	INTERNAL SERVICES							
081080-4003-000-001	CENTRAL STORES-COPIES							
081080-4003-000-002	CENTRAL STORES - GASOLINE							
081080-5100-000-000	UTILITIES							
081080-5101-000-000	ELECTRICAL SERVICES							

081080-5102-000-000	HEATING SERVICES	1,347	1,607	2,400		2,400
081080-5103-000-000	WATER & SEWAGE SERVICES	162	162	480		480
081080-5204-000-000	POSTAGE AND TELEPHONE					
081080-5204-000-001	POSTAGE					
081080-5204-000-002	TELEPHONE	3,721	4,077	5,076	340	5,328
081080-5301-000-000	BOILER INSURANCE	35	38	100	38	100
081080-5302-000-000	FIRE INSURANCE	3,686	3,673	4,500	3,699	4,500
081080-5305-000-000	MOTOR VEHICLE INSURANCE	5,630	5,619	6,500	6,146	6,500
081080-5306-000-000	SURETY BONDS					
081080-5307-000-000	PUBLIC OFFICIAL LIABILITY					
081080-5308-000-000	GENERAL LIABILITY INSURANCE	1,114	1,167	1,800	1,567	1,800
081080-5310-000-000	BURGLARY INSURANCE					
081080-5401-000-000	OFFICE SUPPLIES	516	525	1,999	8	1,500
081080-5403-000-000	ARGICULTURAL SUPPLIES	882	1,101	5,000		3,000
081080-5404-000-000	MEDICAL & LABORATORY SUPPLIES	172	165	500	123	500
081080-5405-000-000	LAUNDRY/HOUSEKEEPING AND JANIT	267	320	850		850
081080-5407-000-000	REPAIR AND MAINTENANCE SUPPLIES	13,208	7,035	15,000	608	13,000
081080-5408-000-000	VEHICLE AND POWERED EQUIPMENT	13,992	10,138	19,000	153	17,000
081080-5408-000-001	VEHICLE - TIRES AND PARTS	5,353	5,261	6,000	1,960	6,000
081080-5408-000-002	VEHICLE - FUELS AND LUBRICANTS	17,345	23,505	31,750	4,065	31,750
081080-5410-000-000	UNIFORMS-CLOTHING	2,061	2,128	3,000	306	3,000
081080-5413-000-000	OTHER OPERATING SUPPLIES	1,959	309	2,500	19	2,500
081080-5413-000-001	ROAD AND STREET MATERIALS	89,735	84,594	137,820	15,457	137,820
081080-5414-000-000	MERCHANTS FOR RESALE					
081080-5415-000-000	OTHER EXPENSES	3,393	3,781	4,000		4,475
081080-5415-000-001	OTHER EXPENSES-MAILBOXES					
081080-5506-000-000	TRAVEL					
081080-5806-000-000	RESERVE FOR CONTINGENCIES					
081080-5808-000-000	INTEREST					
081080-5810-000-000	PAYMENT OF UNEMPLOYMENT CLAIMS		-149			
081080-5899-000-000	CAPITAL TRANSFER					
	OTHER CHARGES	170,377	159,851	254,215	34,818	248,623
081080-8001-000-000	MACHINERY & EQUIPMENT					
081080-8003-000-000	COMMUNICATIONS EQUIPMENT					
081080-8005-000-000	MOTOR VEHICLES		38,286			
081080-8006-000-000	CONSTRUCTION VEHICLES AND EQUIP.					
081080-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMENT					
081080-8009-000-000	MISCELLANEOUS EQUIPMENT					
081080-8700-000-000	LAND					
081080-8800-000-000	BUILDINGS					
081080-8900-000-000	IMPROVEMENTS OTHER THAN BUILDING					
	CAPITAL OUTLAY		38,286			0
081080-9001-000-000	LEASE/RENT OF EQUIPMENT		3,618	8,000		
081080-9500-000-000	DEPRECIATION OF EQUIPMENT					
	OTHER USES OF FUNDS		3,618	8,000		0

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

2021 FISCAL YEAR PLAN

DEPARTMENT: SHAWNEELAND SANITARY DISTRICT

8108

DESCRIPTION:

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OBJECTIVES:

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 - 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.

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Capital	30,000	0	0	SSD Reserve Fund	356,903	475,876	210,083
TOTAL	1,064,163	1,280,176	1,146,023	TOTAL	1,064,163	1,280,176	1,146,023

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16-1501-01	REVENUE FROM USE OF MONEY					\$8,000
	Back taxes paid					\$25,000
16-1911-07	REVENUE FROM CULVERT INSTALL.					\$1,000
					Total	\$935,940

REVISED: 2/20/2020

10/01/2019 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E		ACCOUNTING PERIOD 2019/10	
FUND #-016 SHAWNEELAND SANITARY DISTRICT							
		Prior Years FY/2018	Prior Years FY/2019	Amended Budget	Actual On 2019/10	Dept Request FY2021	Admin Request
081080 -000-000	SHAWNEE-LAND SANITARY DISTRICT						
081080-1000-000-000	PERSONNEL SERVICES						
081080-1001-000-000	SHAWNEELAND DISTRICT MANAGER	66,058	70,650	73,697	18,297	73,697	
081080-1001-000-001	SR MOTOR EQUIPMENT OPERATOR	49,709	51,234	53,314	13,242	53,314	
081080-1001-000-002	SR MOTOR EQUIPMENT OPERATOR	40,593	40,619	41,797	4,014	34,791	
081080-1001-000-003	SR MOTOR EQUIPMENT OPERATOR	38,792	40,278	41,858	10,399	41,859	
081080-1001-000-004	MOTOR EQUIPMENT OPERATOR	39,830	41,011	42,621	10,588	42,622	
081080-1001-000-005	SECRETARY	32,285	33,282	34,676	8,611	34,677	
081080-1001-000-006	LABORER	27,162	27,963	29,024	7,212	29,024	
081080-1003-000-000	PART TIME/EXTRA HELP	2,376	10,316				
081080-1003-000-001	OFFICE ASST. II						
081080-1003-000-002	LIFEGUARDS						
081080-1005-000-000	OVERTIME	956	9,473	16,000	804	13,000	
081080-1009-000-000	ACCRUED SALARIES		5,125				
081080-1099-000-000	MERIT RESERVE						
	PERSONAL SERVICE	297,761	329,951	332,987	73,167	322,984	
081080-2000-000-000	FRINGE BENEFITS						
081080-2001-000-000	F.I.C.A.	20,725	23,024	25,473	5,148	23,714	
081080-2002-000-000	RETIREMENT - V.R.S.	27,088	29,246	31,033	7,303	30,347	
081080-2005-000-000	HOSPITAL/MEDICAL PLANS	96,363	87,455	101,512	21,208	101,580	
081080-2006-000-000	GROUP INSURANCE	3,857	3,920	4,152	977	4,061	
081080-2008-000-000	SHORT & LONG DISABILITY	590	567	650	118	550	
081080-2011-000-000	WORKER'S COMPENSATION	10,802	11,746	14,081	3,035	12,805	
081080-2013-000-000	EDUCATION-TUITION						
081080-2019-000-000	ACCRUED FRINGES		806				
081080-2099-000-000	FRINGE BENEFIT RESERVE						
	FRINGE BENEFITS	159,425	156,764	176,901	37,789	173,057	
081080-3002-000-000	PROFESSIONAL SERVICES - OTHER			2,000		2,000	
081080-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.	11,189	12,219	25,000	8,785	22,000	
081080-3004-000-002	REPAIR AND MAINTENANCE-VEHICLE	15,241	4,694	17,000	52	15,000	
081080-3004-000-003	REPAIR AND MAINTENANCE - BUILDING	1,498	1,175	7,000		5,000	
081080-3004-000-004	REPAIR & MAINTENANCE - ROADS	184,625	347,077	555,067	46,008	309,499	
081080-3006-000-000	PRINTING AND BINDING						
081080-3007-000-000	ADVERTISING						
081080-3010-000-000	CONTRACTUAL SERVICES	35,244	33,313	66,540	513	47,860	
	PURCHASED SERVICES	247,797	398,478	672,607	55,358	401,359	
081080-4000-000-000	INTERNAL SERVICES						
081080-4003-000-001	CENTRAL STORES-COPIES						
081080-4003-000-002	CENTRAL STORES - GASOLINE						

081080-5100-000-000	UTILITIES						
081080-5101-000-000	ELECTRICAL SERVICES	5,799	4,795	5,940	329	6,120	
081080-5102-000-000	HEATING SERVICES	1,347	1,607	2,400		2,400	
081080-5103-000-000	WATER & SEWAGE SERVICES	162	162	480		480	
081080-5204-000-000	POSTAGE AND TELEPHONE						
081080-5204-000-001	POSTAGE						
081080-5204-000-002	TELEPHONE	3,721	4,077	5,076	340	5,328	
081080-5301-000-000	BOILER INSURANCE	35	38	100	38	100	
081080-5302-000-000	FIRE INSURANCE	3,686	3,673	4,500	3,699	4,500	
081080-5305-000-000	MOTOR VEHICLE INSURANCE	5,630	5,619	6,500	6,146	6,500	
081080-5306-000-000	SURETY BONDS						
081080-5307-000-000	PUBLIC OFFICIAL LIABILITY						
081080-5308-000-000	GENERAL LIABILITY INSURANCE	1,114	1,167	1,800	1,567	1,800	
081080-5310-000-000	BURGLARY INSURANCE						
081080-5401-000-000	OFFICE SUPPLIES	516	525	1,999	8	1,500	
081080-5403-000-000	ARGICULTURAL SUPPLIES	882	1,101	5,000		3,000	
081080-5404-000-000	MEDICAL & LABORATORY SUPPLIES	172	165	500	123	500	
081080-5405-000-000	LAUNDRY/HOUSEKEEPING AND JANIT	267	320	850		850	
081080-5407-000-000	REPAIR AND MAINTENANCE SUPPLIES	13,208	7,035	15,000	608	13,000	
081080-5408-000-000	VEHICLE AND POWERED EQUIPMENT	13,992	10,138	19,000	153	17,000	
081080-5408-000-001	VEHICLE - TIRES AND PARTS	5,353	5,261	6,000	1,960	6,000	
081080-5408-000-002	VEHICLE - FUELS AND LUBRICANTS	17,345	23,505	31,750	4,065	31,750	
081080-5410-000-000	UNIFORMS-CLOTHING	2,061	2,128	3,000	306	3,000	
081080-5413-000-000	OTHER OPERATING SUPPLIES	1,959	309	2,500	19	2,500	
081080-5413-000-001	ROAD AND STREET MATERIALS	89,735	84,594	137,820	15,457	137,820	
081080-5414-000-000	MERCHANTS FOR RESALE						
081080-5415-000-000	OTHER EXPENSES	3,393	3,781	4,000		4,475	
081080-5415-000-001	OTHER EXPENSES-MAILBOXES						
081080-5506-000-000	TRAVEL						
081080-5806-000-000	RESERVE FOR CONTINGENCIES						
081080-5808-000-000	INTEREST						
081080-5810-000-000	PAYMENT OF UNEMPLOYMENT CLAIMS		-149				
081080-5899-000-000	CAPITAL TRANSFER						
	OTHER CHARGES	170,377	159,851	254,215	34,818	248,623	
081080-8001-000-000	MACHINERY & EQUIPMENT						
081080-8003-000-000	COMMUNICATIONS EQUIPMENT						
081080-8005-000-000	MOTOR VEHICLES		38,286				
081080-8006-000-000	CONSTRUCTION VEHICLES AND EQUIP.						
081080-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMENT						
081080-8009-000-000	MISCELLANEOUS EQUIPMENT						
081080-8700-000-000	LAND						
081080-8800-000-000	BUILDINGS						
081080-8900-000-000	IMPROVEMENTS OTHER THAN BUILDING						
	CAPITAL OUTLAY		38,286			0	

081080-9001-000-000	LEASE/RENT OF EQUIPMENT		3,618	8,000			
081080-9500-000-000	DEPRECIATION OF EQUIPMENT						
	OTHER USES OF FUNDS		3,618	8,000			0
	TOTAL DEPARTMENT	875,360	1,086,948	1,444,710	201,132		1,146,023
092010-5890-000-000	OPERATIONAL TRANSFERS				-3,153		
	OTHER CHARGES				-3,153		0
	TOTAL DEPARTMENT				-3,153		0
093010 -000-000	TRANSFERS						
093010-2011-000-000	WORKER'S COMP FOR WELLNESS						
093010-5807-000-001	MERIT RESERVE	200	300	1,800			
093010-5807-000-002	MERIT RESERVE FRINGES						
	OTHER CHARGES	200	300	1,800			0
	TOTAL DEPARTMENT	200	300	1,800			0
TOTAL FOR FUND		875,560	1,087,248	1,446,510	197,979		1,146,023

2021 FISCAL YEAR PLAN

DEPARTMENT: SHAWNEELAND SANITARY DISTRICT
8108
DESCRIPTION:

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

OBJECTIVES:
Short Term Objectives:

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

- Improved Lot Fee Increased by \$70.

	FY 2019 BUDGET	FY 2020 BUDGET	FY 2021 BUDGET		FY 2019 BUDGET	FY 2020 BUDGET	FY 2021 BUDGET
COSTS:				REVENUES:			
Personnel	454,593	496,653	428,868	Fees	707,260	804,300	874,410
Operating	579,570	783,523	549,982	State/Federal			
Capital	30,000	0	0	SSD Reserve Fund	356,903	475,876	104,440
TOTAL	1,064,163	1,280,176	978,850	TOTAL	1,064,163	1,280,176	978,850

2020-2021 BUDGET INFORMATION - REVENUES

DEPARTMENT SHAWNEELAND SANITARY DISTRICT		DEPARTMENT CODE 8108				
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
16-1101-01	CURRENT SANITARY DISTRICT TAX Unimproved lots \$190/year x 1046 lots Improved lots (Increased by \$70) \$730/year x 879 lots					\$198,740 \$641,670
16-1501-01	REVENUE FROM USE OF MONEY Back taxes paid					\$8,000 \$25,000
16-1911-07	REVENUE FROM CULVERT INSTALL.					\$1,000
					Total	\$874,410

REVISED: 2/19/2020

10/01/2019 COUNTY OF FREDERICK		- B U D G E T -			E X P E N S E		ACCOUNTING PERIOD 2019/10		
FUND #-016 SHAWNEELAND SANITARY DISTRICT									
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin		
		FY/2018	FY/2019	Budget	2019/10	FY2021	Request		
081080	-000-000	SHAWNEE-LAND SANITARY DISTRICT							
081080-1000-000-000	PERSONNEL SERVICES								
081080-1001-000-000	SHAWNEELAND DISTRICT MANAGER								
081080-1001-000-001	SR MOTOR EQUIPMENT OPERATOR								
081080-1001-000-002	MOTOR EQUIPMENT OPERATOR								
081080-1001-000-003	MOTOR EQUIPMENT OPERATOR								
081080-1001-000-004	MOTOR EQUIPMENT OPERATOR								
081080-1001-000-005	SECRETARY								
081080-1001-000-006	LABORER								
081080-1003-000-000	PART TIME/EXTRA HELP								
081080-1003-000-001	OFFICE ASST. II								
081080-1003-000-002	LIFEGUARDS								
081080-1005-000-000	OVERTIME								
081080-1009-000-000	ACCRUED SALARIES								
081080-1099-000-000	MERIT RESERVE								
	PERSONAL SERVICE	297,761	329,951	332,987	73,167	281,125			
081080-2000-000-000	FRINGE BENEFITS								
081080-2001-000-000	F.I.C.A.								
081080-2002-000-000	RETIREMENT - V.R.S.								
081080-2005-000-000	HOSPITAL/MEDICAL PLANS								
081080-2006-000-000	GROUP INSURANCE								
081080-2008-000-000	SHORT & LONG DISABILITY								
081080-2011-000-000	WORKER'S COMPENSATION								
081080-2013-000-000	EDUCATION-TUITION								
081080-2019-000-000	ACCRUED FRINGES								
081080-2099-000-000	FRINGE BENEFIT RESERVE								
	FRINGE BENEFITS	159,425	156,764	176,901	37,789	147,743			
081080-3002-000-000	PROFESSIONAL SERVICES - OTHER								
081080-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.								
081080-3004-000-002	REPAIR AND MAINTENANCE-VEHICLE								
081080-3004-000-003	REPAIR AND MAINTENANCE - BUILDING								
081080-3004-000-004	REPAIR & MAINTENANCE - ROADS								
081080-3006-000-000	PRINTING AND BINDING								
081080-3007-000-000	ADVERTISING								
081080-3010-000-000	CONTRACTUAL SERVICES								
	PURCHASED SERVICES	247,797	398,478	672,607	55,358	301,359			
081080-4000-000-000	INTERNAL SERVICES								
081080-4003-000-001	CENTRAL STORES-COPIES								
081080-4003-000-002	CENTRAL STORES - GASOLINE								
081080-5100-000-000	UTILITIES								
081080-5101-000-000	ELECTRICAL SERVICES								

081080-5102-000-000	HEATING SERVICES	1,347	1,607	2,400		2,400
081080-5103-000-000	WATER & SEWAGE SERVICES	162	162	480		480
081080-5204-000-000	POSTAGE AND TELEPHONE					
081080-5204-000-001	POSTAGE					
081080-5204-000-002	TELEPHONE	3,721	4,077	5,076	340	5,328
081080-5301-000-000	BOILER INSURANCE	35	38	100	38	100
081080-5302-000-000	FIRE INSURANCE	3,686	3,673	4,500	3,699	4,500
081080-5305-000-000	MOTOR VEHICLE INSURANCE	5,630	5,619	6,500	6,146	6,500
081080-5306-000-000	SURETY BONDS					
081080-5307-000-000	PUBLIC OFFICIAL LIABILITY					
081080-5308-000-000	GENERAL LIABILITY INSURANCE	1,114	1,167	1,800	1,567	1,800
081080-5310-000-000	BURGLARY INSURANCE					
081080-5401-000-000	OFFICE SUPPLIES	516	525	1,999	8	1,500
081080-5403-000-000	ARGICULTURAL SUPPLIES	882	1,101	5,000		3,000
081080-5404-000-000	MEDICAL & LABORATORY SUPPLIES	172	165	500	123	500
081080-5405-000-000	LAUNDRY/HOUSEKEEPING AND JANIT	267	320	850		850
081080-5407-000-000	REPAIR AND MAINTENANCE SUPPLIES	13,208	7,035	15,000	608	13,000
081080-5408-000-000	VEHICLE AND POWERED EQUIPMENT	13,992	10,138	19,000	153	17,000
081080-5408-000-001	VEHICLE - TIRES AND PARTS	5,353	5,261	6,000	1,960	6,000
081080-5408-000-002	VEHICLE - FUELS AND LUBRICANTS	17,345	23,505	31,750	4,065	31,750
081080-5410-000-000	UNIFORMS-CLOTHING	2,061	2,128	3,000	306	3,000
081080-5413-000-000	OTHER OPERATING SUPPLIES	1,959	309	2,500	19	2,500
081080-5413-000-001	ROAD AND STREET MATERIALS	89,735	84,594	137,820	15,457	137,820
081080-5414-000-000	MERCHANTS FOR RESALE					
081080-5415-000-000	OTHER EXPENSES	3,393	3,781	4,000		4,475
081080-5415-000-001	OTHER EXPENSES-MAILBOXES					
081080-5506-000-000	TRAVEL					
081080-5806-000-000	RESERVE FOR CONTINGENCIES					
081080-5808-000-000	INTEREST					
081080-5810-000-000	PAYMENT OF UNEMPLOYMENT CLAIMS		-149			
081080-5899-000-000	CAPITAL TRANSFER					
	OTHER CHARGES	170,377	159,851	254,215	34,818	248,623
081080-8001-000-000	MACHINERY & EQUIPMENT					
081080-8003-000-000	COMMUNICATIONS EQUIPMENT					
081080-8005-000-000	MOTOR VEHICLES		38,286			
081080-8006-000-000	CONSTRUCTION VEHICLES AND EQUIP.					
081080-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMENT					
081080-8009-000-000	MISCELLANEOUS EQUIPMENT					
081080-8700-000-000	LAND					
081080-8800-000-000	BUILDINGS					
081080-8900-000-000	IMPROVEMENTS OTHER THAN BUILDING					
	CAPITAL OUTLAY		38,286			0
081080-9001-000-000	LEASE/RENT OF EQUIPMENT		3,618	8,000		
081080-9500-000-000	DEPRECIATION OF EQUIPMENT					
	OTHER USES OF FUNDS		3,618	8,000		0

	TOTAL DEPARTMENT	875,360	1,086,948	1,444,710	201,132	978,850	
092010-5890-000-000	OPERATIONAL TRANSFERS				-3,153		
	OTHER CHARGES				-3,153	0	
	TOTAL DEPARTMENT				-3,153	0	
093010 -000-000	TRANSFERS						
093010-2011-000-000	WORKER'S COMP FOR WELLNESS						
093010-5807-000-001	MERIT RESERVE	200	300	1,800			
093010-5807-000-002	MERIT RESERVE FRINGES						
	OTHER CHARGES	200	300	1,800		0	
	TOTAL DEPARTMENT	200	300	1,800		0	
TOTAL FOR FUND		875,560	1,087,248	1,446,510	197,979	978,850	

2021 FISCAL YEAR PLAN

DEPARTMENT: SHAWNEELAND SANITARY DISTRICT
8108
DESCRIPTION:

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

OBJECTIVES:
Short Term Objectives:

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

	FY 2019 BUDGET	FY 2020 BUDGET	FY 2021 BUDGET		FY 2019 BUDGET	FY 2020 BUDGET	FY 2021 BUDGET
COSTS:				REVENUES:			
Personnel	454,593	496,653	496,041	Fees	707,260	804,300	812,880
Operating	579,570	783,523	480,582	State/Federal			
Capital	30,000	0	0	SSD Reserve Fund	356,903	475,876	163,743
TOTAL	1,064,163	1,280,176	976,623	TOTAL	1,064,163	1,280,176	976,623

2020-2021 BUDGET INFORMATION - REVENUES

DEPARTMENT	SHAWNEELAND SANITARY DISTRICT	DEPARTMENT CODE				8108
REVENUE LINE ITEM	FUNDING SOURCES	SOURCES OF FUNDS				TOTAL
		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
16-1101-01	CURRENT SANITARY DISTRICT TAX					
	Unimproved lots					\$198,740
	\$190/year x 1046 lots					
	Improved lots					\$580,140
	\$660/year x 879 lots					
16-1501-01	REVENUE FROM USE OF MONEY					\$8,000
	Back taxes paid					\$25,000
16-1911-07	REVENUE FROM CULVERT INSTALL.					\$1,000
					Total	\$812,880

REVISED: 2/20/2020

10/01/2019 COUNTY OF FREDERICK		- BUDGET -		EXPENSE		ACCOUNTING PERIOD 2019/10	
FUND #-016 SHAWNEELAND SANITARY DISTRICT							
		Prior Years	Prior Years	Amended	Actual On	Dept Request	Admin
		FY/2018	FY/2019	Budget	2019/10	FY2021	Request
081080 -000-000	SHAWNEE-LAND SANITARY DISTRICT						
081080-1000-000-000	PERSONNEL SERVICES						
081080-1001-000-000	SHAWNEELAND DISTRICT MANAGER	66,058	70,650	73,697	18,297	73,697	
081080-1001-000-001	SR MOTOR EQUIPMENT OPERATOR	49,709	51,234	53,314	13,242	53,314	
081080-1001-000-002	MOTOR EQUIPMENT OPERATOR	40,593	40,619	41,797	4,014	34,791	
081080-1001-000-003	MOTOR EQUIPMENT OPERATOR	38,792	40,278	41,858	10,399	41,859	
081080-1001-000-004	MOTOR EQUIPMENT OPERATOR	39,830	41,011	42,621	10,588	42,622	
081080-1001-000-005	SECRETARY	32,285	33,282	34,676	8,611	34,677	
081080-1001-000-006	LABORER	27,162	27,963	29,024	7,212	29,024	
081080-1003-000-000	PART TIME/EXTRA HELP	2,376	10,316				
081080-1003-000-001	OFFICE ASST. II						
081080-1003-000-002	LIFEGUARDS						
081080-1005-000-000	OVERTIME	956	9,473	16,000	804	13,000	
081080-1009-000-000	ACCRUED SALARIES		5,125				
081080-1099-000-000	MERIT RESERVE						
	PERSONAL SERVICE	297,761	329,951	332,987	73,167	322,984	
081080-2000-000-000	FRINGE BENEFITS						
081080-2001-000-000	F.I.C.A.	20,725	23,024	25,473	5,148	23,714	
081080-2002-000-000	RETIREMENT - V.R.S.	27,088	29,246	31,033	7,303	30,347	
081080-2005-000-000	HOSPITAL/MEDICAL PLANS	96,363	87,455	101,512	21,208	101,580	
081080-2006-000-000	GROUP INSURANCE	3,857	3,920	4,152	977	4,061	
081080-2008-000-000	SHORT & LONG DISABILITY	590	567	650	118	550	
081080-2011-000-000	WORKER'S COMPENSATION	10,802	11,746	14,081	3,035	12,805	
081080-2013-000-000	EDUCATION-TUITION						
081080-2019-000-000	ACCRUED FRINGES		806				
081080-2099-000-000	FRINGE BENEFIT RESERVE						
	FRINGE BENEFITS	159,425	156,764	176,901	37,789	173,057	
081080-3002-000-000	PROFESSIONAL SERVICES - OTHER			2,000		1,000	
081080-3004-000-001	REPAIR AND MAINTENANCE-EQUIP.	11,189	12,219	25,000	8,785	17,000	
081080-3004-000-002	REPAIR AND MAINTENANCE-VEHICLE	15,241	4,694	17,000	52	10,000	
081080-3004-000-003	REPAIR AND MAINTENANCE - BUILDING	1,498	1,175	7,000		2,500	
081080-3004-000-004	REPAIR & MAINTENANCE - ROADS	184,625	347,077	555,067	46,008	209,499	
081080-3006-000-000	PRINTING AND BINDING						
081080-3007-000-000	ADVERTISING						
081080-3010-000-000	CONTRACTUAL SERVICES	35,244	33,313	66,540	513	42,860	
	PURCHASED SERVICES	247,797	398,478	672,607	55,358	282,859	
081080-4000-000-000	INTERNAL SERVICES						
081080-4003-000-001	CENTRAL STORES-COPIES						
081080-4003-000-002	CENTRAL STORES - GASOLINE						
081080-5100-000-000	UTILITIES						
081080-5101-000-000	ELECTRICAL SERVICES	5,799	4,795	5,940	329	6,120	

081080-5102-000-000	HEATING SERVICES	1,347	1,607	2,400		2,000
081080-5103-000-000	WATER & SEWAGE SERVICES	162	162	480		180
081080-5204-000-000	POSTAGE AND TELEPHONE					
081080-5204-000-001	POSTAGE					
081080-5204-000-002	TELEPHONE	3,721	4,077	5,076	340	5,328
081080-5301-000-000	BOILER INSURANCE	35	38	100	38	100
081080-5302-000-000	FIRE INSURANCE	3,686	3,673	4,500	3,699	4,500
081080-5305-000-000	MOTOR VEHICLE INSURANCE	5,630	5,619	6,500	6,146	6,500
081080-5306-000-000	SURETY BONDS					
081080-5307-000-000	PUBLIC OFFICIAL LIABILITY					
081080-5308-000-000	GENERAL LIABILITY INSURANCE	1,114	1,167	1,800	1,567	1,800
081080-5310-000-000	BURGLARY INSURANCE					
081080-5401-000-000	OFFICE SUPPLIES	516	525	1,999	8	1,000
081080-5403-000-000	ARGICULTURAL SUPPLIES	882	1,101	5,000		2,500
081080-5404-000-000	MEDICAL & LABORATORY SUPPLIES	172	165	500	123	300
081080-5405-000-000	LAUNDRY/HOUSEKEEPING AND JANIT	267	320	850		350
081080-5407-000-000	REPAIR AND MAINTENANCE SUPPLIES	13,208	7,035	15,000	608	10,000
081080-5408-000-000	VEHICLE AND POWERED EQUIPMENT	13,992	10,138	19,000	153	12,000
081080-5408-000-001	VEHICLE - TIRES AND PARTS	5,353	5,261	6,000	1,960	6,000
081080-5408-000-002	VEHICLE - FUELS AND LUBRICANTS	17,345	23,505	31,750	4,085	26,750
081080-5410-000-000	UNIFORMS-CLOTHING	2,061	2,128	3,000	306	2,500
081080-5413-000-000	OTHER OPERATING SUPPLIES	1,959	309	2,500	19	2,500
081080-5413-000-001	ROAD AND STREET MATERIALS	89,735	84,594	137,820	15,457	102,820
081080-5414-000-000	MERCHANTS FOR RESALE					
081080-5415-000-000	OTHER EXPENSES	3,393	3,781	4,000		4,475
081080-5415-000-001	OTHER EXPENSES-MAILBOXES					
081080-5506-000-000	TRAVEL					
081080-5806-000-000	RESERVE FOR CONTINGENCIES					
081080-5808-000-000	INTEREST					
081080-5810-000-000	PAYMENT OF UNEMPLOYMENT CLAIMS		-149			
081080-5899-000-000	CAPITAL TRANSFER					
	OTHER CHARGES	170,377	159,851	254,215	34,818	197,723
081080-8001-000-000	MACHINERY & EQUIPMENT					
081080-8003-000-000	COMMUNICATIONS EQUIPMENT					
081080-8005-000-000	MOTOR VEHICLES		38,286			
081080-8006-000-000	CONSTRUCTION VEHICLES AND EQUIP.					
081080-8007-000-000	INTEGRATED TECHNOLOGY EQUIPMENT					
081080-8009-000-000	MISCELLANEOUS EQUIPMENT					
081080-8700-000-000	LAND					
081080-8800-000-000	BUILDINGS					
081080-8900-000-000	IMPROVEMENTS OTHER THAN BUILDING					
	CAPITAL OUTLAY		38,286			0
081080-9001-000-000	LEASE/RENT OF EQUIPMENT		3,618	8,000		
081080-9500-000-000	DEPRECIATION OF EQUIPMENT					
	OTHER USES OF FUNDS		3,618	8,000		0

	TOTAL DEPARTMENT	875,360	1,086,948	1,444,710	201,132	976,623
092010-5890-000-000	OPERATIONAL TRANSFERS				-3,153	
	OTHER CHARGES				-3,153	0
	TOTAL DEPARTMENT				-3,153	0
093010 -000-000	TRANSFERS					
093010-2011-000-000	WORKER'S COMP FOR WELLNESS					
093010-5807-000-001	MERIT RESERVE	200	300	1,800		
093010-5807-000-002	MERIT RESERVE FRINGES					
	OTHER CHARGES	200	300	1,800		0
	TOTAL DEPARTMENT	200	300	1,800		0
TOTAL FOR FUND		875,560	1,087,248	1,446,510	197,979	976,623



MEMORANDUM

TO: Public Works Committee

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

SUBJECT: Proposed Fee Increases
Engineering Budget – Land Disturbance Permit Fees

DATE: February 21, 2020

Attached is some possible land disturbance permit fee increases that staff could pursue to offset the cost of an additional Environmental Inspector position we have requested in the proposed Fiscal Year 2021 budget. Any fee increases will have to be coordinated with the Department of Environmental Quality (DEQ) since we have a joint program with them. In talking with DEQ staff, they don't think there will be any issues, but we can only increase fees in certain areas of the overall fee schedule.

We would have to go through a process with DEQ and then local approvals by our Board of Supervisors that includes a public hearing. This process will take several months to complete but we can update the fee schedule, if so desired.

Frederick County Public Works - Fee Schedule Options

	Base	Per Acre	New Revenue ²
Neighboring County ¹ Average LDP Fee	\$505	\$85	
Proposed LDP Application Fee	\$500	\$100	\$52,915
	Current	Proposed	
Increased Single-Family Home Permit Fee ³	\$209	\$290	\$82,882
Single-Family Re-Inspection Fee ⁴	0	\$125	\$8,275

1. Neighboring counties include Shenandoah, Clarke, Warren and Rockingham
2. New Revenue based on Frederick County land development data from 2019
3. Fee includes charging for townhomes on a per lot basis instead of per building
4. Assumes 10% re-inspection required



MEMORANDUM

TO: Joe C. Wilder, Director of Public Works

FROM: Ron Kimble, Landfill Manager
Gloria Puffinburger, Solid Waste Manager

DATE: February 19, 2020

SUBJECT: Impacts of Reducing/Terminating Recycling Services

Frederick County's residents recycled and diverted from the regional landfill a total of 5,801 tons of materials in 2019, topping the most recent years' data, in the face of program changes and historic challenges. Although some growth can be attributed to population increases, a hike in the recycling rate after several years of stagnation is nonetheless a testament to the value of the service in the minds of county's residents.

Should the recycling program be scaled back or terminated, Frederick County will face a public outcry when the service ends. Aside from a negative public perception, impacts to the regional landfill must be considered. The landfill is already experiencing an increase in annual tonnage of about 5 percent, exceeding projected budget numbers of 3 percent growth, based on population increases. A spike by as much as 12 percent in the Construction and Demolition Debris landfill is being driven by a robust economy and the thriving local construction industry. In short, the landfill is already nearing capacity faster than expected, although approximately 27 years of useful life remain at the facility. County leaders have agreed that it is vital to conserve this resource for the county's future.

On a day-to-day basis, additional tonnages hauled to the landfill will not create a noticeable impact to operations, as long as those recyclables (paper, cardboard, plastic jugs and bottles and cans) are combined with trash. However, there will be some additional effort required in managing the working face and issues with adding even more plastic to the already plastics-laden waste stream. Long-term, the cost of landfill airspace is of primary concern. The landfill stands to lose \$174,000 in airspace each year if the recycling program ends. This is airspace that will be consumed by what is now diverted. As tipping fees increase and time passes, this figure will climb as the value of the airspace increases. Over a period of five years, staff projects this number to be nearly \$900,000. Based on construction now underway at the landfill, development costs of just one acre of landfill space is \$750,000.

In an attempt to address concerns raised during budget work sessions, staff presents the following scenarios for reducing the 3010 (Contractual Services) line item in the Refuse Collection (4203) budget:

1. Collecting only cardboard at the convenience sites for operational purposes and then in hauling that material to the landfill in a single load creates a compaction problem at the landfill just as it does at the convenience sites in enclosed trash compactors. Cardboard, when not mixed with trash, is difficult to compact. Further, with recycling

Page 2 - Budget Memo

containers in place, it would be important to clarify for recyclers that cardboard placed inside the container is destined for landfilling.

2. One option to consider is the elimination of a single commodity from the recycling program as opposed to a program which is inconsistent at the various drop-offs. Since plastic jugs and bottles are the most difficult commodity to monitor and most costly to transport, terminating the plastic recycling program would cut costs on the recycling side, keeping in mind ceasing diversion will drive up refuse hauling costs at the convenience sites as even more plastics are discarded. Costs associated with plastic transportation and processing are projected at \$134,107 annually. Processing costs represent \$2,487 a year.

Recognizing that a change in paradigm takes years to yield results, there is a national movement to reduce consumption, reduce packaging, shift the burden of disposal to producers, and the potential of federal assistance. County recyclers already complain that they are restricted to diverting only jugs and bottles. Since August, staff has successfully demonstrated that consolidation of plastics into a trash compactor reduces hauling costs. Staff is requesting the opportunity to expand this approach using existing equipment at the Albin convenience site once the new location is operational in July. Should a privately-run local recycling option become available, this option would be explored and could potentially cut transportation costs.

3. Since all refuse and recycling hauling and processing costs are derived from a single line item (10-4203-3010-00), including the costs of servicing the landfill's citizens' convenience center, staff presents an option of curtailing refuse service in order to help fund increased costs related to the recycling program. Options include closing the landfill's citizens' center at 4 p.m. each day rather than 6 p.m. Eliminating the operational period of the site after the landfill closes reduces illegal dumping by the commercial sector after regular landfill hours, eases staff shortages at the center, trims staffing costs by about \$20,000 annually, and ensures that the containers are empty at the start of the next day's operations. Based on a three-month average of 58 users, few take advantage of extended hours at the landfill's center.
4. Staff also proposes that each convenience site close on Sundays, aligning weekend operational hours with that of the landfill. Staffing costs of the five hours in question total \$32,360 each year, excluding benefits. This amount includes salary for the solid waste coordinator who is on-call each weekend when sites are open. Sites would remain operational 55 hours per week and the Star Tannery location, 26 hours. In terms of additional transportation, the trash hauler must collect trash containers at eight sites each Saturday evening so that sites remain operational through the Sunday shift. Full trash containers are then set aside until the hauler delivers them to the landfill on Wednesday. Cost of these weekend pulls totals \$47,000 annually and another \$66,560 each year for disposal of Sunday trash. Disposal costs could dip if additional residents opt for private collection. The county has invested about \$76,000 over the years in extra containers (swap cans) for this function. A separate cost-savings measure is to consider keeping Sunday hours intact, while closing one additional weekday, resulting in a savings of \$67,320 annually in personnel costs, excluding benefits. Some savings in transportation, electrical and maintenance costs would also be expected.

Should you require additional data, please let staff know. If approved, the 2020/2021 budget for Refuse Collection also restores a limited glass recycling program, an option that residents have ardently requested since it was eliminated in 2018.

/gmp

cc: landfill
file

Frederick County and Frederick County Public Schools Space Needs Assessment Update

and

Sunnyside Plaza Evaluation and Options



Frederick County Government – Departments Assessed

County Administration
County Attorney
Department of Social Services
Economic Development Commission
Information Technology/GIS/MIS
Department of Planning and Development
Human Resources
Commonwealth Attorney
Finance
Public Works
Building Inspections
Virginia Cooperative Extension
Voter Registration
Frederick / Winchester Environmental Health Office
Treasurer
Commissioner of the Revenue
Parks and Recreation
Maintenance



Frederick County Public Schools – Departments Assessed

FCPS Coordinator of Policy and Public Information

FCPS Finance Department

FCPS Human Resources Department

FCPS Planning and Development Department

FCPS Construction Services

FCPS Safety and Security

FCPS Student Support Services Department

FCPS Instruction Department

FCPS Testing and Assessment Department

FCPS Special Instructional Services Department

FCPS Information Technology Department

FCPS Records Retention

FCPS School Nutrition



Overview of 2013 Assessment

2013 Space Needs Assessment Results

Frederick County Schools Needs: 101,000 SF

Frederick County Needs: 50,000 SF

Shared Needs: 13,000 SF

Total: 164,000 SF



Overview of 2020 Assessment

2020 Space Needs Assessment Results

Frederick County Schools Needs: 53,000 SF

Frederick County Needs: 117,000 SF

Shared Needs: 17,000 SF

Total: 185,000 SF

**Space Needs have increased by 21,000 SF in last 7 years
This represents a 12.8% increase in space needs since 2013**



Growth in last 7 years has resulted in overcrowded conditions in multiple departments

Department of Social Services

Space Needs have increased by 38% or 7,500 SF
Multiple staff are sharing office space intended for 1 person
Have maximized all available space and are having difficulty effectively serving clients

Other Departmental Space Needs have increased from 0-10% and have resulted in over utilization of space resulting in cramped and crowded working environments

Sunnyside Plaza



OWPR conducted a facilities assessment of the existing buildings and site

Team of Architects and Engineers visited Sunnyside Plaza and evaluated the condition of the building

Main strip mall is structurally sound but will require significant renovation to be viable as an option to ease Frederick County Space Needs

Parking Lot will need to be re-worked for ADA access

New roof will be required

New interior finishes will be required

New ADA accessible restrooms will be required

New HVAC system will be required

New Electrical distribution, lighting, fire alarm, communications and technology systems will be required

Possible Solutions for Space Needs Deficit - Option 1 (A&B)

Option 1: Demolish Sunnyside Plaza and Re-develop Entire Property

- Option 1A: Build a new County Complex for County Departments and the School Division Departments with additional shell space for future expansion or lease
- Building Demolition - \$300,000
- 185,000 SF x \$220/SF = \$40,700,000
- 92,500 SF (shell space) x \$90/SF = \$8,325,000 (for future expansion or lease)
- Site Prep and Utility re-location = \$875,000
- Multi-level Concrete Parking Deck (335 Spaces) = \$9,045,000
(could be designed to be expanded to 670 spaces)
- Sub-total = \$59,245,000
- Owners Costs (Furnishings, Fees, Contingency) (25%) = \$14,811,250
- Total: \$74,056,00*
- *add 3% escalation per year beyond 2022 construction start

Possible Solutions for Space Needs Deficit - Option 1 (A&B)

Option 1B: Build half of new construction outlined in Option 1A and move all County offices except Social Services/Commonwealth Attorney (these two departments would move into the newer Kent building). This option would be a two-phase approach with the other half to be built in the future for School Board and other shared County and School needs. This option would include a Board Room and Training Rooms in phase 1.

Phase 1

- Building Demolition - \$300,000
- 92,500,000 SF x \$220/SF = \$20,350,000
- 46,250 SF (shell space) x \$90/SF = \$4,162,500 (for future expansion or lease)
- Site Prep and Utility re-location = \$875,000
- Multi-level Concrete Parking Deck (335 Spaces) = \$9,045,000
(could be designed to be expanded to 670 spaces)
- Sub-total = \$34,732,500
- Owners Costs (Furnishings, Fees, Contingency) (25%) = \$8,683,125
- Total: \$43,415,625*

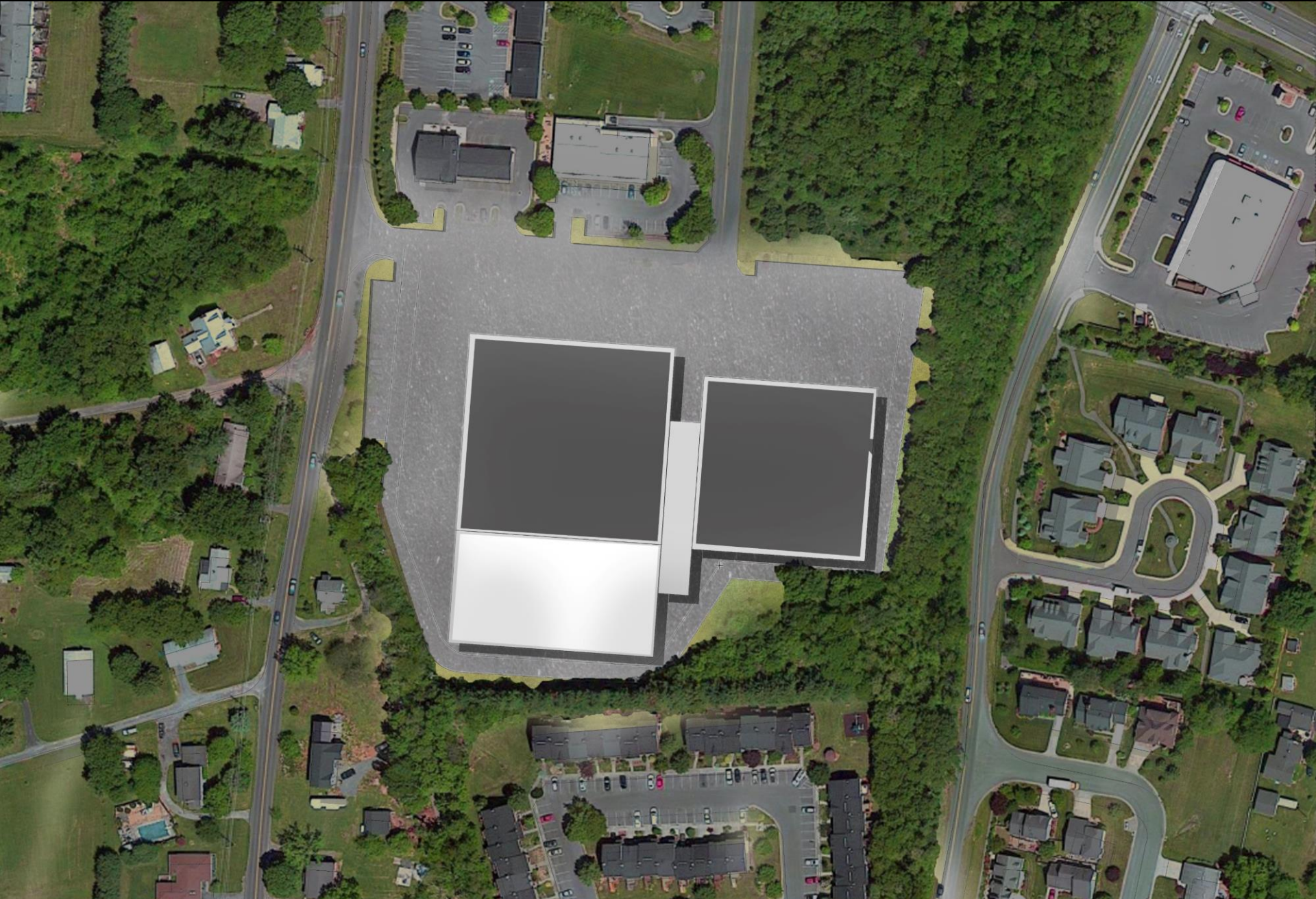
*add 3% escalation per year beyond 2022 construction start

Possible Solutions for Space Needs Deficit - Option 1 (A&B)

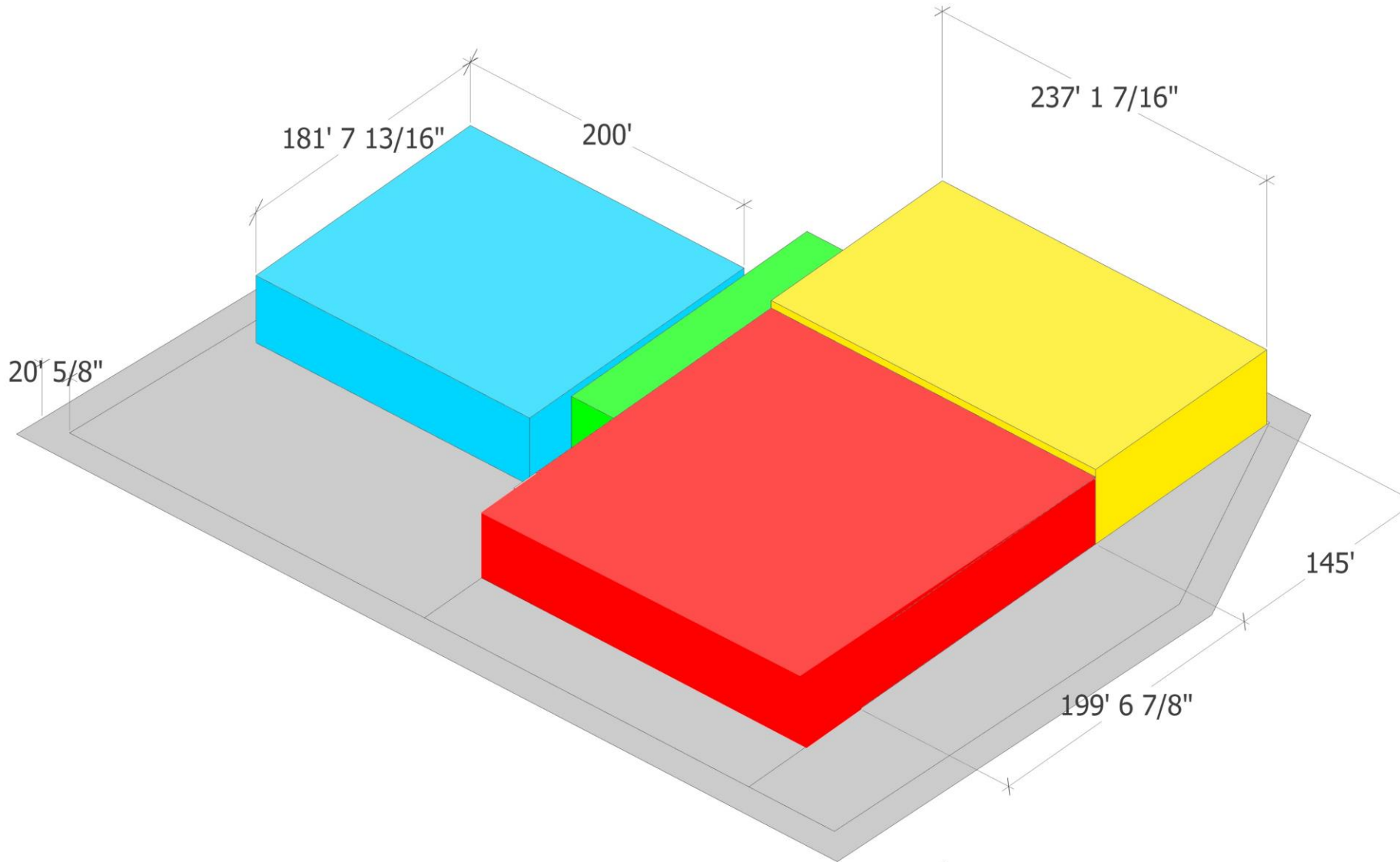
Phase 2 (assume 2032 Completion Date with 3% escalation per year)

- **92,500,000 SF x \$296/SF = \$27,380,000**
 - **46,250 SF (shell space) x \$121/SF = \$5,596,250 (for future expansion or lease)**
 - **Expand Parking Deck by adding 2 floors (335 additional spaces) = \$12,155,724**
 - **Sub-total = \$45,131,974**
 - **Owners Costs (Furnishings, Fees, Contingency) (25%) = \$11,282,994**
 - **Total: \$56,414,968**
-
- **Total Project Cost Option 1B (Phase 1 and 2) = \$99,830,593**

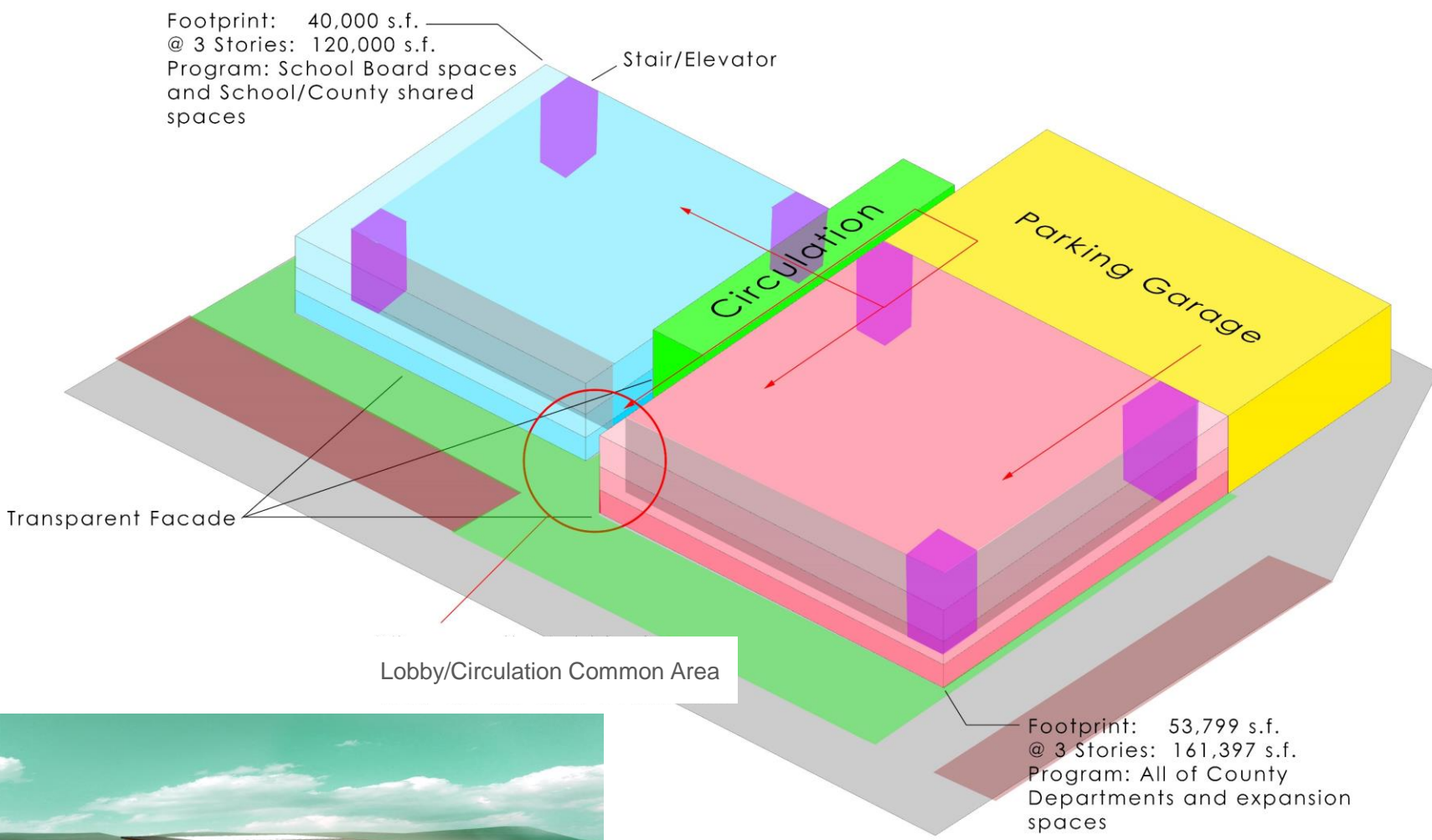
Option 1 – Site Diagram



Option 1 – Building Mass Model



Option 1 – Building Mass Model on Site



Possible Solutions for Space Needs Deficit - Option 2

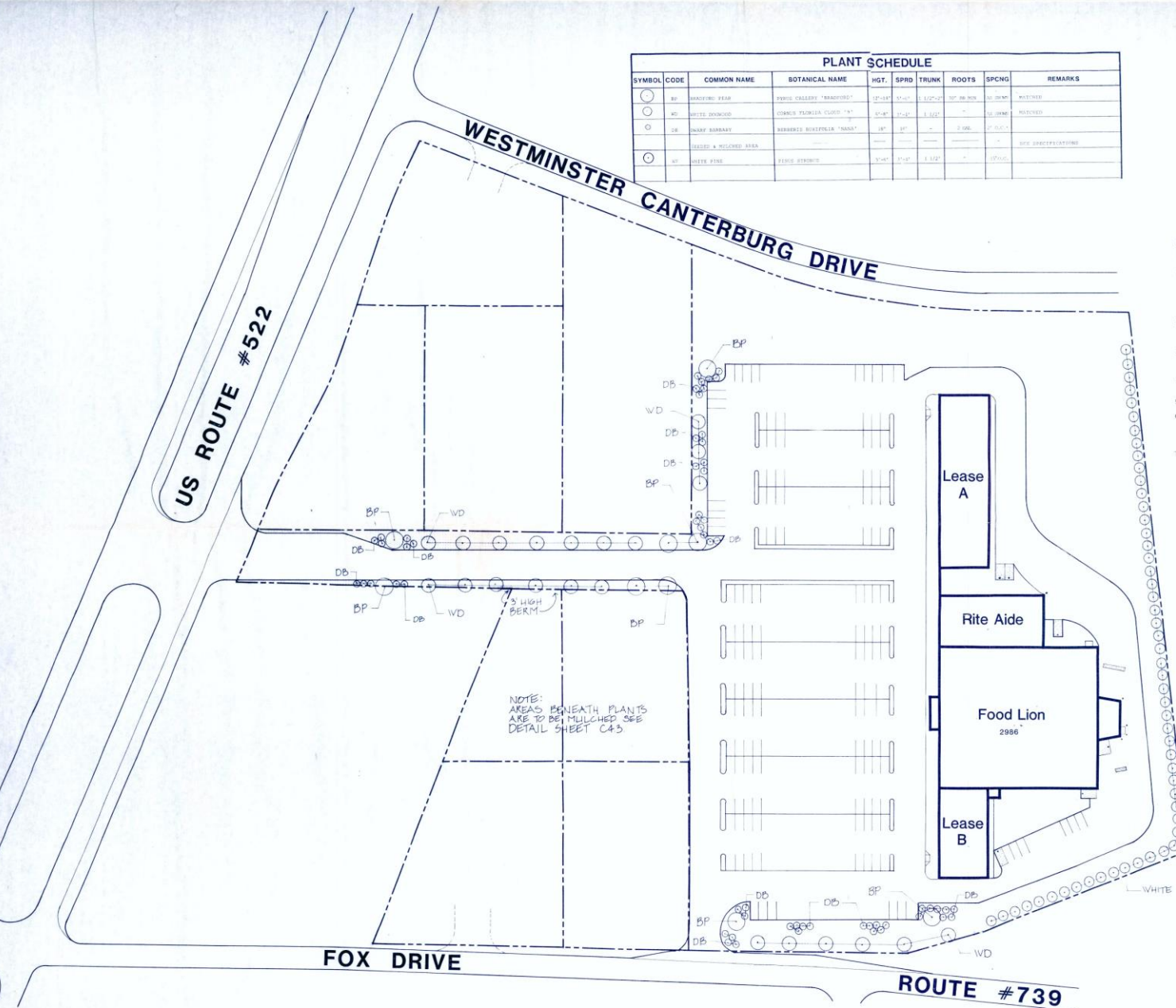
Option 2: Renovate Sunnyside (to include Rite Aid/Food Lion/China Garden/Suite 261-263) to accommodate County and School Departments and some common shared space. This option includes site prep for future development.

- Demolition 17,000 SF = \$125,000
- Renovation 54,000 SF x \$150/SF = \$8,100,000
- Site Prep and utility relocation = \$450,000
- Sub-total = \$8,675,000
- Owners Costs (Furnishing, Fees, Contingency) (25%) \$2,168,750
- Total = \$10,843,750*

***add 3% escalation per year beyond 2022 construction start**

Option 2 assumes that some County Departments and most School Departments will remain in their current locations on Kent and Amherst Street's

Option 2 – Site Diagram



PLANT SCHEDULE									
SYMBOL	CODE	COMMON NAME	BOTANICAL NAME	HGT.	SPRD	TRUNK	ROOTS	SPCG	REMARKS
○	BP	BRACED PEAR	PYRUS CALLERY 'BRACED'	12'-18"	12'-12"	1.0/2.0"	30' BR. BOX	30.0/30'	W/STAKE
○	AD	WHITE DRAGONWOOD	CORDON FLORIDA 'FLOR'	2'-4"	2'-4"	1.0/2.0"	-	30.0/30'	MULCHED
○	DB	SHAW BURNING	BURNING BUSH 'NASH'	2'	2'	-	2.0/2.0"	27.0/2.7'	-
○	WD	SEED & MULCHED AREA	-	-	-	-	-	-	SITE SPECIFICATIONS
○	WP	WHITE PINE	PIUS STROBUS	13'-14"	1'-1/2"	1.0/2.0"	-	30.0/30'	-

Landscape Legend

- [Hatched Box] 6' High Hedge
- [Dotted Box] General Landscaping Area
- [Grid Box] Grassed Area
- [Circle with Center] Plant (See Plant Schedule)

GENERAL NOTES C 4.2

- ALL INFORMATION REGARDING EXISTING SITE CONDITIONS WAS TAKEN FROM A SURVEY BY PITCHER SURVEYS, STEPHENS CITY, VIRGINIA. THE CONTRACTOR SHOULD REFER TO THAT SURVEY FOR MORE EXACT INFORMATION.
- THE CONTRACTOR SHALL VISIT THE SITE AND COMPLETELY FAMILIARIZE HIMSELF WITH EXISTING CONDITIONS.
- THE CONTRACTOR IS RESPONSIBLE FOR COORDINATION OF ALL SITE WORK AND SITE SUBCONTRACTORS.
- ADD MINIMUM 4" OF TOP SOIL AS REQUIRED TO PREFORM LANDSCAPE WORK.
- SEED AND MULCH ALL DISTURBED AREAS.
- HARDY BUSHES OR SHRUBS SHOULD BE MAINTAINED THROUGH FIRST SUMMER WITH LOCAL NURSERY.
- SEE DRAWING SHEET C 4.3 FOR TYPICAL DETAILS.

Byrd & Cooper Architects

Barry A. Byrd
Neil R. Cooper

PO Box 10464
Knoxville, TN
37939-0464

Architecture
Interiors
Planning

See

Consultant

Project Number

Drawn By
B.H.

Revised:

No. Date Description
2 22 NOV 88 ADDED THE SHEET

Project Title

Proposed Shopping Center

Location

Winchester, VA

Sheet Contents

SITE PLAN - LANDSCAPING

Date:
8 Nov. 1988

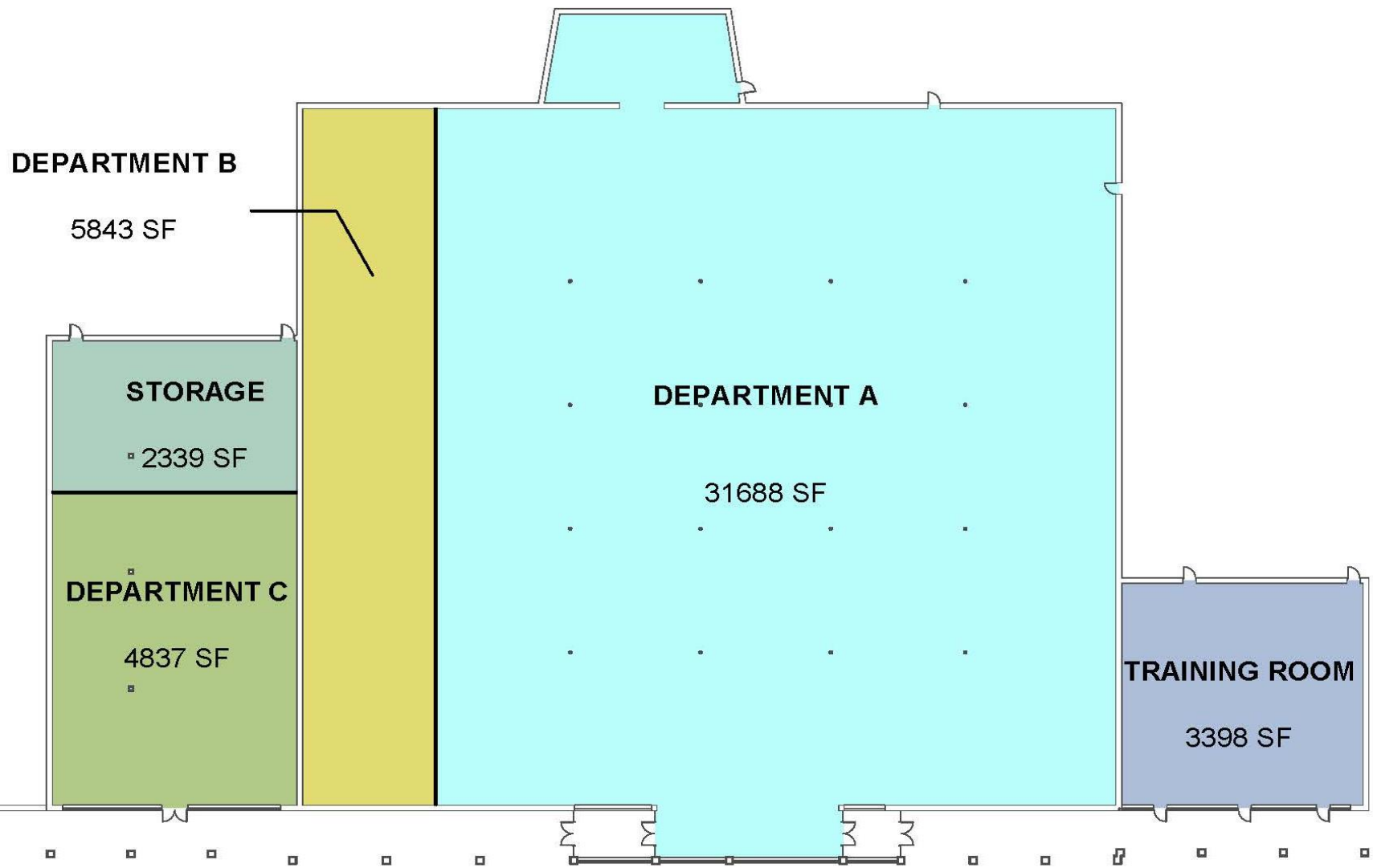
Sheet Number

C 4.2

1" = 50'-0"



Option 2 – Conceptual Layout



Option 2 – Conceptual Front Façade Rendering



Possible Solutions for Space Needs Deficit - Option 3

Option 3: Renovate Sunnyside and build a new building and a new parking deck

Demolition 17,000 SF = \$125,000

Renovation 54,000 SF x \$150/SF = \$8,100,000

Site Prep and utility relocation = \$450,000

Sub-total = \$8,675,000

New 95,000 SF x \$220/SF = \$20,900,000

- Multi-level Concrete Parking Deck (335 Spaces) = \$9,045,000

- (could be designed to be expanded to 670 spaces)

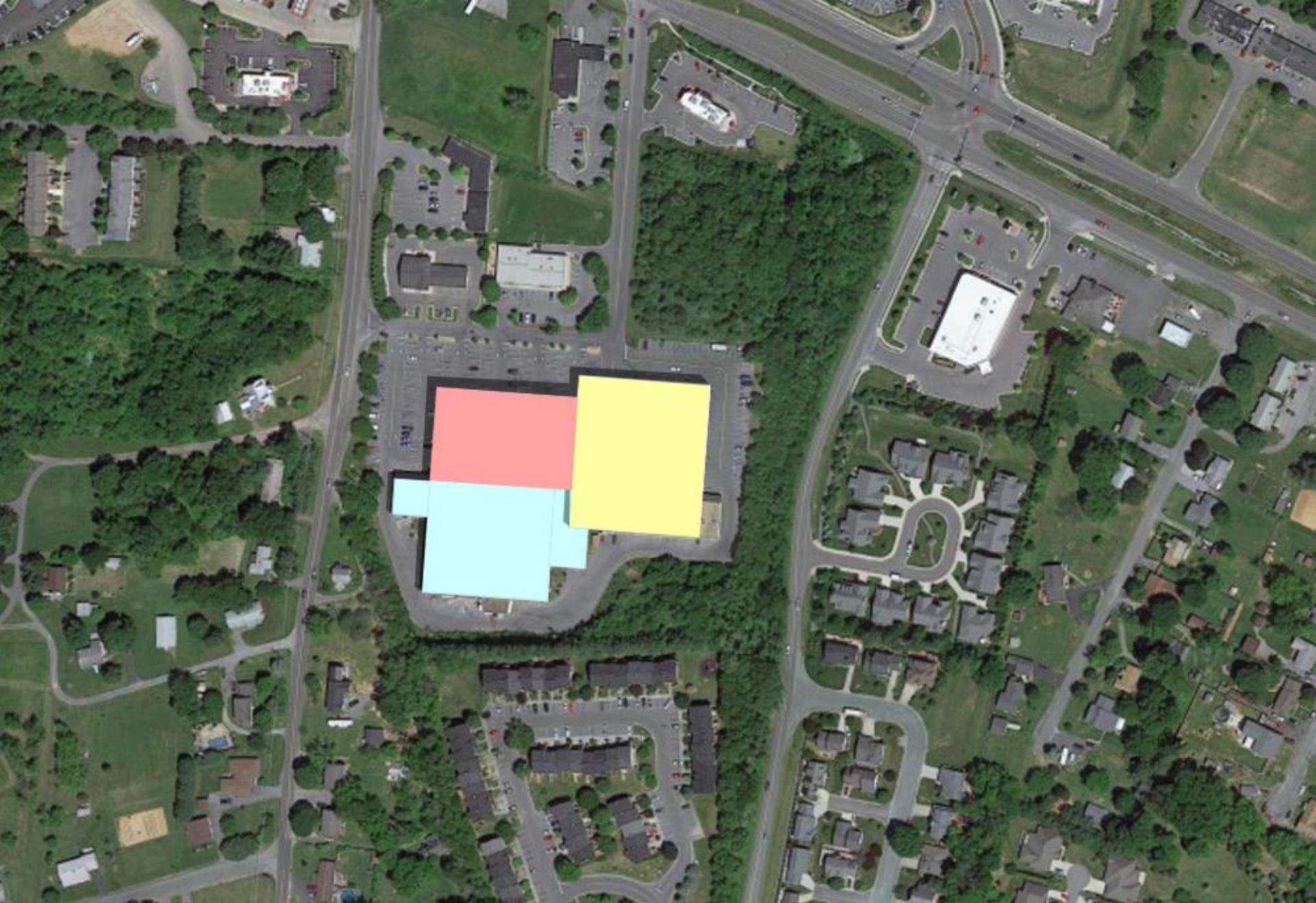
Sub-total = \$35,575,000

Owner Costs (Furnishings, Fees, Contingency)(25%) = \$8,893,750

Total = \$44,463,750

Option 3 assumes that there will be no shell space construction for future expansion or lease space (as Option 1 does)

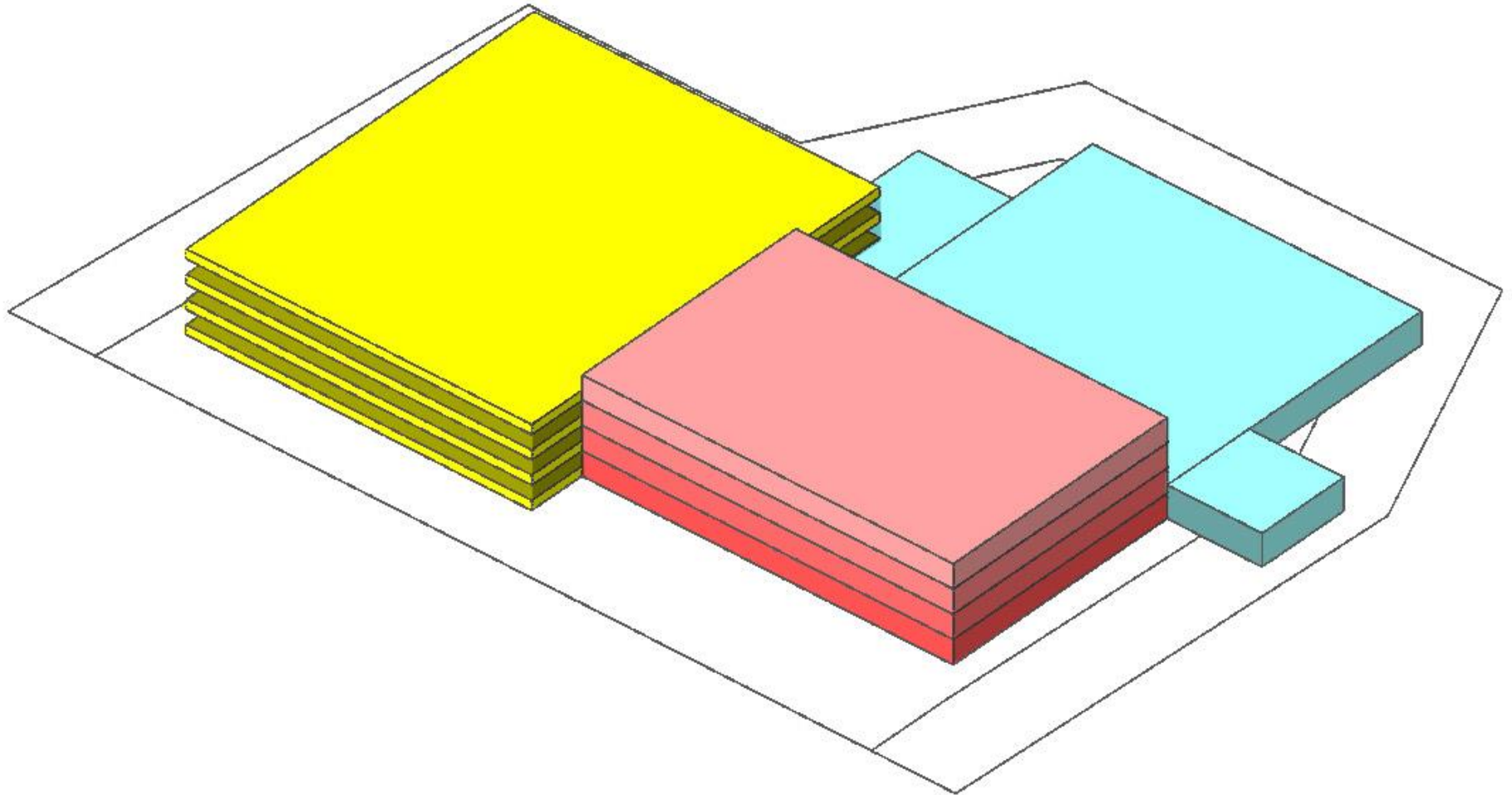
Option 3 – Site Diagram



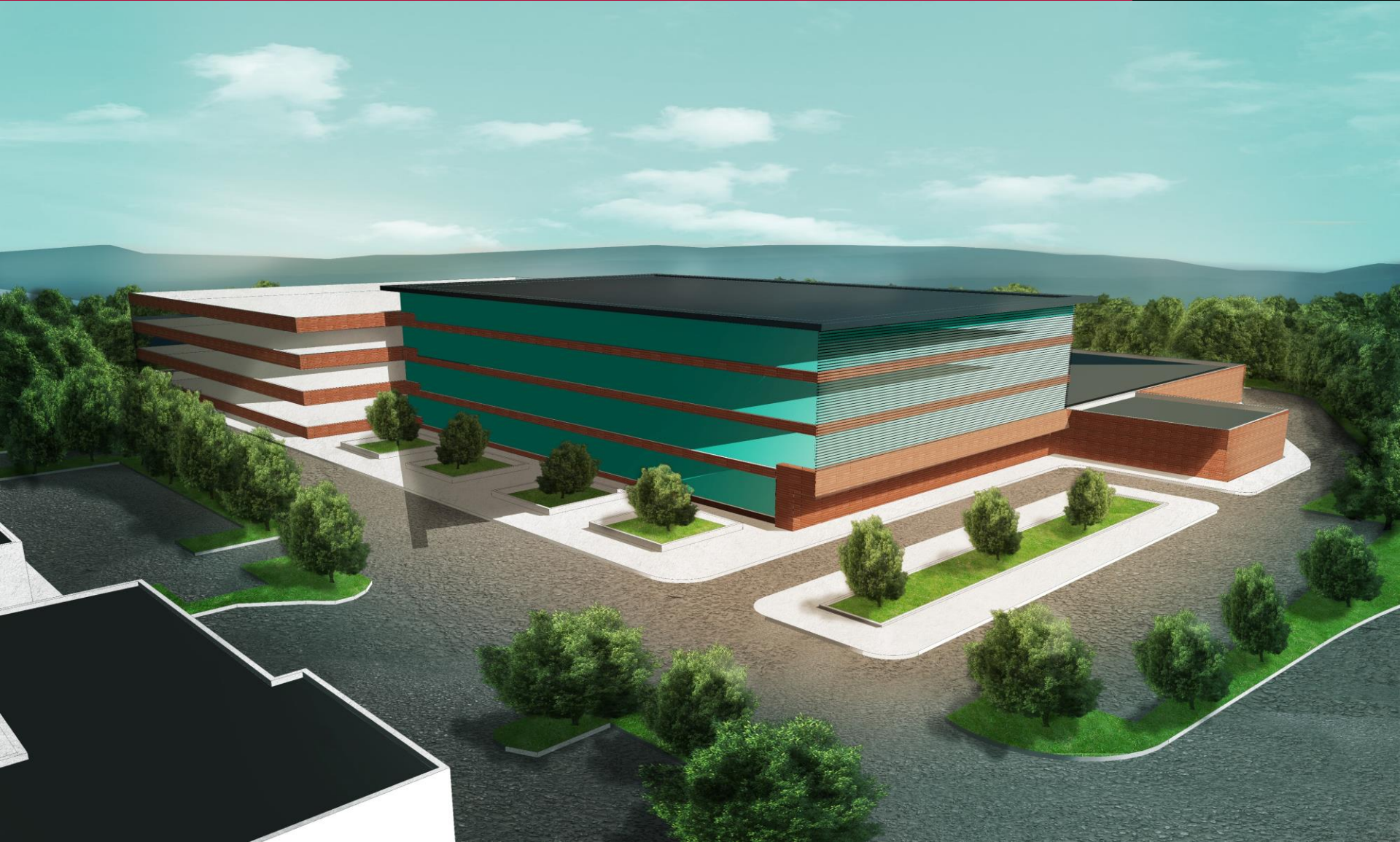
Option 3 – Building Mass Model

1-story renovation of existing space with later 4-story addition

Additional Construction: 147,896 s.f. @ 4 stories ~ 60'



Option 3 – Building Mass Model on Site



Summary of Options

Option 1A – All New Construction with future expansion/lease space

Estimated Project Cost: \$74,056,00

Option 1B – All New Construction with a 2 phase, staggered construction approach

Estimated Project Cost: \$99,830,593

Option 2 – Renovation Option that only addresses immediate space needs deficit

Estimated Project Cost: \$10,843,750

Option 3 – Renovation and New Construction Option that addresses space needs deficit and consolidates most County and School Departments

Estimated Project Cost: \$44,463,750





MEMORANDUM

TO: Public Works Committee
FROM: Joe C. Wilder, Director of Public Works *JCW*
SUBJECT: Monthly Tonnage Report - Fiscal Year 19/20
DATE: February 13, 2020

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

FY 03-04: AVERAGE PER MONTH: 16,348 TONS (UP 1,164 TONS)
FY 04-05: AVERAGE PER MONTH: 17,029 TONS (UP 681 TONS)
FY 05-06: AVERAGE PER MONTH: 17,785 TONS (UP 756 TONS)
FY 06-07: AVERAGE PER MONTH: 16,705 TONS (DOWN 1,080 TONS)
FY 07-08: AVERAGE PER MONTH: 13,904 TONS (DOWN 2,801 TONS)
FY 08-09: AVERAGE PER MONTH: 13,316 TONS (DOWN 588 TONS)
FY 09-10: AVERAGE PER MONTH: 12,219 TONS (DOWN 1,097 TONS)
FY 10-11: AVERAGE PER MONTH: 12,184 TONS (DOWN 35 TONS)
FY 11-12: AVERAGE PER MONTH: 12,013 TONS (DOWN 171 TONS)
FY 12-13: AVERAGE PER MONTH: 12,065 TONS (UP 52 TONS)
FY 13-14: AVERAGE PER MONTH: 12,468 TONS (UP 403 TONS)
FY 14-15: AVERAGE PER MONTH: 13,133 TONS (UP 665 TONS)
FY 15-16: AVERAGE PER MONTH: 13,984 TONS (UP 851 TONS)
FY 16-17: AVERAGE PER MONTH: 14,507 TONS (UP 523 TONS)
FY 17-18: AVERAGE PER MONTH: 15,745 TONS (UP 1,238 TONS)
FY 18-19: AVERAGE PER MONTH: 16,594 TONS (UP 849 TONS)
FY 19-20: AVERAGE PER MONTH: 17,474 TONS (UP 880 TONS)

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

RECYCLING REPORT - FY 19/20

<u>MONTH</u>	<u>GLASS</u>	<u>PLAST</u>	<u>AL</u> <u>CANS</u>	<u>STEEL</u> <u>CANS</u>	<u>PAPER</u>	<u>OCC</u>	<u>SHOES/TEX</u>	<u>ELEC</u>	<u>SCRAP</u>	<u>TOTAL</u>
JUL	0	51,239	7,345	10,419	101,420	65,520		52,480	307,920	596,343
AUG		30,500	5,450	8,699	70,040	100,240	20,980	28,300	280,080	544,289
SEP		174,840	3,903	4,937	58,100	68,350		57,500	232,140	599,770
OCT		18,340	3,832	5,714	60,180	95,000	5,100	27,800	290,020	505,986
NOV		26,440	2,640	4,135	91,720	93,580		40,060	198,600	457,175
DEC		13,600			41,440	80,460	5,480	31,180	161,960	334,120
JAN		12,560	14,200	13,210	108,150	89,240		28,760	193,280	459,400
FEB		8,380					5,640			14,020
MAR										0
APR										0
MAY										0
JUN										0
TOTAL	0	335,899	37,370	47,114	531,050	592,390	37,200	266,080	1,664,000	3,511,103
FY 18-19	0	430,963	47,082	96,494	998,815	1,243,232	83,104	467,720	2,909,857	6,277,267
FY 17-18	0	465,080	53,224	94,530	1,066,300	1,080,087	37,260	536,420	2,874,709	6,207,610
FY 16-17	372,600	430,435	41,002	89,976	1,082,737	1,009,153	37,220	495,500	2,687,241	6,245,864
FY 15-16	919,540	428,300	52,077	97,252	1,275,060	974,493	48,820	480,400	2,376,344	6,652,286
FY 14-15	895,600	407,703	40,060	97,515	1,272,660	893,380	49,440	532,283	1,890,729	6,079,370
FY 13-14	904,780	417,090	39,399	99,177	1,281,105	902,701	37,800	611,580	1,639,225	5,932,937
FY 12-13	913,530	410,338	45,086	102,875	1,508,029	878,450	39,700	502,680	1,321,938	5,722,626
FY 11-12	865,380	398,320	43,884	99,846	1,492,826	840,717	37,920	484,600	1,432,678	5,696,171
FY 10-11	949,185	378,452	42,120	98,474	1,404,806	824,873	41,700	467,920	1,220,107	5,427,637
FY 09-10	1,123,671	370,386	42,844	96,666	1,235,624	671,669	21,160	435,680	1,348,398	5,346,098
FY 08-09	762,810	322,928	23,473	55,246	1,708,302	564,957	28,780	404,760	1,097,151	4,968,407
FY 07-08	794,932	284,220	15,783	40,544	1,971,883	545,692	0	498,110	1,172,880	5,324,044
FY 06-07	600,464	200,720	11,834	29,285	1,684,711	441,321	0	382,574	550,070	3,900,979
FY 05-06	558,367	190,611	12,478	28,526	1,523,162			381,469	204,220	2,898,833
FY 04-05	549,527	193,224	11,415	27,525	1,552,111			273,707	25,080	2,632,589
FY 03-04	541,896	174,256	11,437	31,112	1,443,461			156,870	336,230	2,695,262
FY 02-03	413,627	146,770	9,840	23,148	1,381,195			62,840	171,680	2,209,100
FY 01-02	450,280	181,040	10,565	25,553	1,401,206			54,061	58,140	2,180,845
FY 00-01	436,615	198,519	10,367	24,988	1,759,731				9,620	2,439,840
FY 99-00	422,447	177,260	10,177	22,847	1,686,587				44,180	2,363,498
FY 98-99	402,192	184,405	9,564	22,905	1,411,950				48,810	2,079,826
FY 97-98	485,294	136,110	13,307	29,775	1,830,000					2,494,486
FY 96-97	373,106	211,105	23,584	46,625	1,690,000					2,344,420
FY 95-96	511,978	167,486	28,441	44,995	1,553,060					2,305,960
TO DATE	14,247,821	6,009,678	548,737	1,234,855	33,150,206	8,547,406	342,540	6,225,034	17,634,721	87,941,078

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2019-2020

DOG REPORT

MONTH	ON HAND AT FIRST OF MONTH	RECEIVED AT KENNEL	BROUGHT IN BY ACO	BITE CASES	BORN AT KENNEL	ADOPTED	RECLAIMED	DISPOSED	DIED AT KENNEL	ESCAPED/ STOLEN	CARRIED OVER NEXT MONTH
JULY	63	33	36	1	0	54	38	7	0	0	34
AUG	34	30	29	0	0	39	19	1	0	0	34
SEP	34	36	23	1	0	21	24	1	0	0	48
OCT	48	19	23	0	0	30	25	3	0	0	32
NOV	32	22	36	1	0	19	31	1	0	0	40
DEC	40	24	41	1	0	33	32	2	1	0	38
JAN	38	24	40	0	0	28	27	3	0	0	44
FEB											
MAR											
APR											
MAY											
JUN											
TOTAL	289	188	228	4	0	224	196	18	1	0	270

In the month of January - 102 dogs in and out of kennel. 3 dogs transferred to other agencies.

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2019-2020

CAT REPORT

MONTH	ON HAND AT FIRST OF MONTH	RECEIVED AT KENNEL	BROUGHT IN BY ACO	BITE CASES	BORN AT KENNEL	ADOPTED	RECLAIMED	DISPOSED	DIED AT KENNEL	ESCAPED/ STOLEN	CARRIED TO NEXT MONTH
JULY	84	136	8	2	7	36	1	78	5	0	117
AUG	117	90	5	1	9	57	1	37	3	0	124
SEP	124	90	5	3	20	39	2	51	3	0	147
OCT	147	81	6	0	4	51	2	83	4	0	98
NOV	98	61	2	1	0	23	3	36	1	0	99
DEC	99	43	1	0	0	47	3	18	1	0	74
JAN	74	39	3	1	0	49	0	9	1	0	58
FEB											
MAR											
APR											
MAY											
JUN											
TOTAL	743	540	30	8	40	302	12	312	18	0	717

In the month of January - 117 cats in and out of shelter. 12 cats transferred to other agencies.

Shawneeland Sanitary District Advisory Committee
Minutes of February 3, 2020

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

Those in attendance were Jimmy Smith, Barry Vanmeter, Jeff Stevens, Jason Croasdale, Ken Baker, Supervisor Shawn Graber, Director of Public Works Joe Wilder, Kevin Alderman, and 12 people in the audience. Michelle Springer was absent.

Jimmy called for approval/correction of the November 4, 2019 meeting minutes. Jeff made a motion to pass the minutes as written. Jason seconded the motion. Motion passed unanimously.

Manager's Report:

The staff cleared the stumps and debris from the area between the golf greens. The ground has been seeded and we will add it to our mowing duties during the summer months. It will be easier to maintain. We bought a used Motor Grader. The old Motor Grader was 26 years old and finally had enough. We have machined all the gravel roads that have houses and added stone where it needed to be. This should get us through the winter months. In the spring we plan to do all the gravel roads. The staff has continued to cut trees throughout Shawneeland. We currently have 35 trails that have dead trees. Any trees that are hanging out over the road or that could potentially cause problems we are taking those trees as well. The wood that we are cutting will be left on the right of way for citizens to take. We encourage the citizens to take the wood, anything left we will at some point go back and clean up. If there are any questions regarding the wood, call the office. We are cutting high limbs around intersections with the boom ax. Please use caution when encountering the boom ax. We will have flaggers in place. In the spring we will begin the Grader Patching process. There are quite a few trails that are scheduled, and we will continue as the weather permits throughout the spring and summer. The trout has been ordered for the Fishing Derby. We ordered 406 trout which is the same amount as last year. The lake level is on the rise. On January 23, 2020 it was at 137 inches down and today is was 111 inches down. We are not draining the lake. The last time we had the siphons on was June 11, 2019 and that was to only exercise the siphons. The lake does have a leak and with the dry weather the result is a low lake level.

Proposed Budget for Fiscal Year 2020-2021:

The proposed budget is \$1,146,023. To cover the budget \$935,940 will come from the Sanitary District Fees and \$210,083 will come from the Reserve Fund. There is no Capital Request for the proposed budget. One of the biggest expenses is the Tar and Chip. We have not done Tar and Chip for 2 years. The budget is bare bones from what was presented to us and then to the Public Works Committee. The Public Works Committee is proposing to increase the Improved Lot Fee by \$140. Joe Wilder spoke on the proposed increase fee. The Public Works Committee feels a concern that the Reserve Fund is decreasing. The Public Works Committee has adopted that fee increase as part of their report. The important thing to remember is that the Board of Supervisors must approve it. That will happen in March 2020. Joe Wilder touched on the point that Shawneeland runs solely on the Sanitary District Fees. If the Reserve Fund continues to drop there is no other account or savings to pay for things or emergencies. If Shawneeland runs out of money, there will have to be some type of bond or loan to

help run the Sanitary District. The County does not want that to happen. If you have a concern about the fee increase, then I would recommend you attend a Board of Supervisors budget meeting.

- How did the Public Works Committee come up with that number? At first it started out at \$300. The Public Works Committee feels that there is a deficit of what the budget is and what the revenues are. After discussion they decided to bring it down to \$140.
- There are residents that live on a limited fixed income. How can you expect them to pay? It is a matter of the board making the recommendation. The budget and the reserve must be enough so the responsibilities that are required of the Sanitary District be met.
- Was there any representative from Shawneeland at the Public Works Committee meeting? Yes
- During the meeting was there any discussion of budget cuts rather than raise the fee? No

Joe went over the process that whatever money is not used from the budget on June 30th goes back into the Reserve Fund. Frederick County is responsible for Shawneeland.

- The question was raised as to whether to cut personnel and cut back on services. Personnel makes up most of the budget. These conversations are hard to have because nobody wants to talk about people losing their jobs but at what point does it become unaffordable.

Supervisor Graber spoke about sharing a lot of the same concerns about the fee increasing. He spoke to Joe Wilder about giving him a budget that increases by \$75, \$100, \$120, \$140, and \$300. I believe that it is up to the community as to what they want for services. If you only want 4 people working for you instead of 6 people, then I would like to hear that. If you go from 6 people to 4 people, then that would cut \$100,000 from the budget. I would like to hear from the residents about what they would like to see happen. Another thing I would like for you to consider is that if you look at Lake Holiday and some of the others, they have a fee if you sell your home. This fee goes toward the Capital projects for the community. This would be a way to build up the Capital expenses. Another thing to consider would be to become an HOA rather than be a Sanitary District. At the end of the day you must look at what level of service does the community want and what are you willing to pay for these services. Supervisor Graber wants to hear from the community what they want so he can go back to the Public Works Committee and have some discussion.

- Have we received funds from being declared a state of emergency in the past? We submit the paperwork to Chester Lauck in Fire and Rescue. Then if we receive funds it would be distributed accordingly.
- Why do we need to have \$850 for Laundry & Housekeeping? It is for supplies to keep the office cleaned. Do we hire someone to do it? No, we clean the office, but you must buy products to do it. There is \$850 in there but if we only use \$50 of it then \$800 goes back into the Reserve Fund. The problem is that Kevin overbudgets and now the county wants to base our expenses on money that we are not spending. Another citizen tried to explain that when preparing the budget, you must have contingencies because if you run out then sometimes doing a transfer is more of a pain than proposing it initially.
- Do we contact the power company to cut trees that are in threat of falling on a power line? This would be at their expense. We do not cut trees that are in threat of falling on a power line. The power company maintains their own lines. If we something, then we contact the power company.
- It was recommended to increase the unimproved lots as well. This would help in reaching the \$10,000 mark for the county to do something regarding the delinquent lots.

New Business:

- Jimmy raised the idea of having subcommittees and doing activities like bingo or a car show. We could use activities to fund things. For example, it was brought up about having basketball hoops. I know in the past we had them, but they were vandalized. Maybe if we form a committee or some sort to have an activity to put towards it then it wouldn't affect the budget. This is just an idea. Another idea was to use this meeting room for a senior bingo night. These are just ideas and I welcome any of your ideas as well. If you have any ideas in writing or send through email that we could fall back on.

Open Forum:

- During the summer there are people with out of state tags in here fishing and swimming. They swim where you load/unload your boat. Isn't this a safety concern and a liability? In the past we have called the Sheriff's department.
- It was stated from a citizen that he does not want Shawneeland to become an HOA. He doesn't want to be told what to do with his property.
- Follow-up regarding the Impact Fee for builders. There are a lot of builders in here and they cause wear and tare on the roads. Kevin said that his understanding is that we cannot impose an Impact Fee. Supervisor Graber along with other board members have gone to Richmond to ask for the Impact Fees to be reinstated. Unfortunately, as county representatives they cannot legally do that.
- Is there a way we could work with the Sheriff's Department to have some type of tag that we put in the windshield to show that you live in Shawneeland? It would have to come from Supervisor Graber and Public Works as to what we can and cannot do. The person who has authority over the property has the say which is the Board of Supervisors. Without the line of authority there can be no enforcement. The signs are just deterrents.
- A citizen stated that she appreciates what the Sanitary District employees do in Shawneeland. She thanked the staff and said they do a good job and work hard. A lot of people don't give them credit. She said you can't make everybody happy.
- A citizen spoke on the possibility of becoming an HOA. It scares the living daylights out of her. You must hire your own people. There have been HOA's in the past that have not done very well. It will cost extra money to hire people when we already have the staff that does a good job. Who will monitor the HOA? Look at Wild Acres/Mountain Falls Park. What do they get for their money? Their roads are crap. I would rather pay knowing where it is going and who is collecting it versus the HOA. Our property values will go to crap with an HOA.
- Our crew of 6 guys do an awful lot. I would hate to see it go to 4 or 5 because you have people complaining that we are not getting our roads plowed fast enough as it is. These guys do a fantastic job. By cutting the crew you are going to lose in the long run.
- Would we consider getting a lesser amount of fish since the lake is so low? We will look at the lake level when it is time for the fish distribution.
- The leak from the lake is at 100 gallons per minute. It was at 130 gallons. Kevin stated the drop could be from the lake being so low. The amount of the leak normally stays steady.
- Follow-up on live streaming the meetings. We must get someone film it, then Jimmy will send the link to Karen Vacchio and she will upload it to the Frederick County Youtube channel.
- Ruth will be giving up the newsletter in March. Is there some other means that you will get information out to people? Jimmy responded with we have talked about putting the minutes on the county page. We will have to look further into it than what we already have established.

- It was asked that it be shared from Larry Clowser Webb that they will be having their Memorial Service at the Clowser House on Saturday, June 6, 2020 at 10am. They will be including the attendance of the French and Indian War Foundations Captain George Mercer's Company in uniform. They will be performing drills and reenactments following the service. Everyone is invited to attend, and the cost is free.

Jimmy thanked everyone for coming and encouraged the citizens to attend the Board of Supervisor meetings and to speak with Supervisor Graber regarding their concerns.

Jimmy adjourned the meeting at 8:30pm.

DRAFT