

# Solid Waste Summary

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	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Budget FY 05	% Change From Orig. FY 04	% Change From Adj. FY 04
<b>Solid Waste Management</b>	\$123,535	\$1,253,920	\$1,216,410	\$1,421,710	13.38%	16.88%
<b>Closed Landfills</b>	96,332	65,510	65,510	126,595	93.25%	93.25%
<b>County Waste Removal</b>	159,179	301,565	295,040	142,900	-52.61%	-51.57%
<b>Northern Landfill</b>	935,010	1,144,050	1,197,245	1,382,670	20.86%	15.49%
<b>Recycling Operations</b>	456,813	287,975	287,975	216,450	-24.84%	-24.84%
<b>Solid Waste Accounting</b>	886,722	570,105	575,035	773,665	35.71%	34.54%
<b>Solid Waste Transfer Station</b>	3,911,988	4,078,025	4,078,025	4,950,655	21.40%	21.40%
<b>Total Solid Waste</b>	<b>\$6,569,579</b>	<b>\$7,701,150</b>	<b>\$7,715,240</b>	<b>\$9,014,645</b>	<b>17.06%</b>	<b>16.84%</b>

## Budget Changes

- The difference between the FY 04 Original Budget and the FY 04 Adjusted Budget in the Solid Waste Management, County Waste Removal and Northern Landfill budgets is the result of salary changes due to an organizational reconfiguration that caused employees to transfer to different positions.
- The differences between the FY 04 Original Budgets, the FY 04 Adjusted Budgets and the FY 05 Budgets for all budgets except Closed Landfills are due to employee upgrades, salary adjustments and position reclassifications.
- The 16.88% increase in FY 05 in Solid Waste Management is mainly due to an increase in retained earnings. Retained earnings are based on all revenues less all expenditures in the Fund. The increased amount, due to increased revenue projections, will be used to offset operating and landfill postclosure liability costs and to reduce the retained deficit in the fund.
- The Closed Landfills budget includes \$60,000 for a scale that will enable Hoods Mill Landfill drop-off site to charge \$54 per ton, the same rate charged at Northern Landfill, rather than by the current per vehicle rate based on the size of a vehicle.
- The 51.57% decrease in the County Waste budget in FY 05 is due to lower depreciation rates and the one-time purchase of a garbage truck in FY 04 with no like purchase needed in FY 05.
- The 15.49% increase in the Northern Landfill budget in FY 05 is mainly due to the replacement of heavy machinery.
- Recycling Operations decreased 24.84% due to a new contract where the County is being paid for mixed paper and cardboard.
- Solid Waste Accounting increased 34.54% in FY 05 due to landfill closure and postclosure costs that previously were not budgeted.
- Solid Waste Transfer Station increased 21.40% in FY 05 due to a new waste disposal contract through Waste Management of Maryland and increased tonnage projections.

## Highlights, Changes and Useful Information

- In the General Fund fringe benefit costs are centralized in one budget, which is located in the Human Resources section of General Government. Since Enterprise Funds are self-supporting services provided by the County, fringe costs are included in the personnel section of the individual budgets, where applicable.
- The FY 05 budget includes a \$2,121,190 General Fund Transfer to cover part of debt service and to reduce the retained deficit in the fund. There is an additional transfer of \$523,810 to the Solid Waste Capital Budget to fund the future construction of cell three.
- Northern Landfill is the only operational landfill in the County and receives approximately 110,000 tons of waste annually. Approximately 90% of this waste is transferred to a landfill in Virginia for disposal.

# Solid Waste Management

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$95,365	\$108,725	\$71,215	\$74,180	-31.77%	4.16%
Operating	28,170	29,145	29,145	29,965	2.81%	2.81%
Capital Outlay	0	0	0	0	0.00%	0.00%
Depreciation	0	550	550	0	-100.00%	-100.00%
Retained Earnings	0	1,115,500	1,115,500	1,317,565	18.11%	18.11%
<b>Total</b>	<b>\$123,535</b>	<b>\$1,253,920</b>	<b>\$1,216,410</b>	<b>\$1,421,710</b>	<b>13.38%</b>	<b>16.88%</b>
Employees FTE	1.80	1.80	0.85	0.85	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

## Contact

**Franklin G. Schaeffer, Deputy Director, Enterprise Funds Management (410) 386-2035**  
**Christine Cruz, Budget Analyst (410) 386-2082**

## Mission and Goals

To provide the most cost effective and efficient services for waste disposal, removal and recycling for County residents and businesses.

### Goals Include:

- Serve the public and County owned properties and school facilities.
- Educate the public on the effects of waste management and recycling.
- Keep the County staff informed of operations.
- Monitor landfills for any environmental impacts.

## Description

Solid Waste Management Supervision is responsible for:

- Carroll County's only full-time operational landfill (Northern)
- Hoods Mill Landfill's drop off site
- Monitoring of the five closed landfills
  - Bark Hill
  - Hodges
  - John Owings
  - Kate Wagner
  - Hoods Mill
- Recycling Operations
- Waste removal services for the public schools and County-owned facilities
- Mulch/compost program
- Maintaining and updating the Ten Year Solid Waste Management Plan
- Contracting for waste transfer to a landfill in Virginia

## Program Highlights

- In calendar year 2003, the Carroll County Recycling Program recycled 48% of total waste.

- In FY 03, 91,580 tons of solid waste was transferred to York County, PA for incineration. This was 7,928 tons more than in FY 02.
- A new five-year contract was negotiated with Waste Management for waste transfer to a landfill in Virginia for disposal.

## Budget Changes

- Differences between the FY 04 Original Budget, the FY 04 Adjusted Budget and the FY 05 Budget in personnel expenses are the result of changes due to the combination of the transfer of one position to Northern Landfill and salary adjustments.
- Generally, no growth was planned for operating expenses between FY 04 and FY 05. Most budgets, including this one, were held at or near that level.
- Retained earnings increased 18.11% due to increased revenue projections. Retained earnings are based on all revenues less all expenditures in the Fund. These earnings will be used to offset operating costs and to reduce the retained deficit in the fund.
- The Solid Waste Enterprise Fund has a deficit of about \$10 million, mainly due to future liabilities relating to the closure of landfills.

## Positions

Title	Type	FTE
<i>Administrative Office Associate</i>	Full-time	0.40
<i>Deputy Director, Enterprise Funds Management</i>	Full-time	0.40
<i>Director, Public Works</i>	Full-time	0.05
<b>Total</b>		<b>0.85</b>

10% of the Deputy Director position is charged to the General Fund, 40% to Solid Waste and 50% to the Utilities Enterprise Fund. 90% of the Director position is charged to the General Fund, while 5% is charged to the Solid Waste Enterprise Fund and 5% to the Utilities Enterprise Fund. 10% of the Administrative Office Associate position is charged to the General Fund, 40% to the Solid Waste Enterprise Fund and 50% to the Utilities Enterprise Fund.

# Closed Landfills

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$0	\$0	\$0	\$0	0.00%	0.00%
Operating	96,332	65,510	65,510	66,595	1.66%	1.66%
Capital Outlay	0	0	0	60,000	100.00%	100.00%
<b>Total</b>	<b>\$96,332</b>	<b>\$65,510</b>	<b>\$65,510</b>	<b>\$126,595</b>	<b>93.25%</b>	<b>93.25%</b>
Employees FTE	0.00	0.00	0.00	0.00	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

## Contact

**Franklin G. Schaeffer, Deputy Director, Enterprise Funds  
Management (410) 386-2035  
Christine Cruz, Budget Analyst (410) 386-2082**

## Mission

To ensure all regulatory requirements of the Environmental Protection Agency and Maryland Department of the Environment are met.

## Description

The funds in this budget support five closed landfills in the County:

- Hoods Mill Landfill
- Bark Hill Landfill
- Hodges Landfill
- John Owings Landfill
- Kate Wagner Landfill

Federal law requires the County to perform ground water monitoring for thirty years after closure. Bark Hill and Hoods Mill landfills still produce leachate that must be treated. Leachate is a liquid produced when rain water and other moisture travels through the waste.

Hoods Mill Landfill continues to serve as a drop-off site for residents on Saturdays only. Waste is transferred to the Northern Landfill where it is consolidated and hauled to a landfill in Virginia for disposal. Recyclables and yard trim are hauled to Northern Landfill and handled on site.

## Budget Changes

Included in capital outlay is \$60,000 for a scale that will enable Hoods Mill Landfill drop-off site to charge \$54 per ton, the same rate charged at Northern Landfill, rather than by the current per vehicle rate based on the size of a vehicle.

# County Waste Removal

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$85,722	\$84,930	\$78,405	\$91,325	7.53%	16.48%
Operating	47,777	25,415	25,415	29,900	17.65%	17.65%
Capital Outlay	7,212	151,000	151,000	6,775	-95.51%	-95.51%
Depreciation	18,468	40,220	40,220	14,900	-62.95%	-62.95%
<b>Total</b>	\$159,179	\$301,565	\$295,040	\$142,900	-52.61%	-51.57%
Employees FTE	2.00	2.00	2.00	2.00	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

## Contact

Franklin G. Schaeffer, Deputy Director, Enterprise Funds  
Management (410) 386-2035  
Christine Cruz, Budget Analyst (410) 386-2082

## Positions

Title	Type	FTE
Landfill Equipment Operator	Full-time	2.00
<b>Total</b>		2.00

## Mission

To provide the most efficient and lowest cost trash and recyclable removal services at approximately eighty public locations.

## Description

The County uses two front-end loader trucks to collect over 2,000 tons of solid waste annually from County owned and public school facilities. The waste is taken to Northern Landfill's transfer station then hauled to a landfill in Virginia for disposal.

## Program Highlights

The County fulfilled a three-year contract to provide waste removal services to the Board of Education. There is presently a three-year option contract, of which the County is in the second year. Currently, the Board of Education pays approximately \$135,000 a year and County facilities pay approximately \$70,000 for County waste removal services.

## Budget Changes

- The difference between the FY 04 Original Budget and the FY 04 Adjusted Budget in personnel is due to the combination of an exchange of one position with Northern Landfill, which resulted in lower personnel costs, and salary adjustments.
- The 16.48% increase in personnel in the FY 05 budget is the result of a combination of salary adjustments and election of health insurance. Due to the employee reorganization, there is a different employee in this budget who has elected County health benefits, unlike the prior employee.
- The decrease in capital outlay is due to the one-time purchase of a garbage truck in FY 04 with no like purchase needed in FY 05.
- The decrease in depreciation in FY 05 is due to several fully depreciated assets.

# Northern Landfill

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$583,996	\$570,310	\$623,505	\$662,090	16.09%	6.19%
Operating	326,795	330,750	330,750	355,410	7.46%	7.46%
Capital Outlay	9,240	140,080	140,080	296,180	111.44%	111.44%
Depreciation	14,979	102,910	102,910	68,990	-32.96%	-32.96%
<b>Total</b>	<b>\$935,010</b>	<b>\$1,144,050</b>	<b>\$1,197,245</b>	<b>\$1,382,670</b>	<b>20.86%</b>	<b>15.49%</b>
Employees FTE	11.00	11.00	12.00	12.00	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

## Contact

Franklin G. Schaeffer, Deputy Director, Enterprise Funds  
Management (410) 386-2035  
Christine Cruz, Budget Analyst (410) 386-2082

## Mission

To ensure adequate space for land filling non-transferable waste by conserving existing air space and planning for cell expansion when needed.

## Description

Northern is the County's only operational landfill. It provides facilities for:

- Recycling
- Composting
- Yard trim
- Oil and tire collection
- Swap shop
- Scrap metal/White goods

To save space and prolong the life of the Northern Landfill, approximately 90% of the waste materials collected are transferred to a landfill in Virginia.

## Budget Changes

- The difference between the FY 04 Original Budget and the FY 04 Adjusted Budget is the result of changes due to the combination of salary adjustments and an organization reconfiguration that transferred one position to County Waste Removal and transferred two positions to this budget from Solid Waste Management and County Waste Removal.
- The 6.19% increase in personnel in FY 05 is due to increased fringe benefit costs and changes related to salary adjustments.
- The 7.46% increase in operating expenses in FY 05 is mainly due to an increase in the amount of leachate removed from the landfill and increased leachate treatment costs.
- The increase in capital outlay in FY 05 is due to the replacement of a roll-off truck, track loader and rubber tire loader.
- The decrease in depreciation in FY 05 is due to several fully depreciated assets.

## Positions

Title	Type	FTE
Foreman	Full-time	2.00
Heavy Equipment Mechanic	Full-time	1.00
Landfill Equipment Operator	Full-time	7.00
Landfill Superintendent	Full-time	1.00
Office Associate IV	Full-time	1.00
<b>Total</b>		<b>12.00</b>

# Recycling Operations

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$57,705	\$57,760	\$57,760	\$63,145	9.32%	9.32%
Operating	175,176	203,415	203,415	120,405	-40.81%	-40.81%
Capital Outlay	100,000	0	0	0	0.00%	0.00%
Depreciation	123,931	26,800	26,800	32,900	22.76%	22.76%
<b>Total</b>	<b>\$456,813</b>	<b>\$287,975</b>	<b>\$287,975</b>	<b>\$216,450</b>	<b>-24.84%</b>	<b>-24.84%</b>
Employees FTE	1.00	1.00	1.00	1.00	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

## Contact

**Franklin G. Schaeffer, Deputy Director, Enterprise Funds Management (410) 386-2035**  
**Christine Cruz, Budget Analyst (410) 386-2082**

## Mission and Goals

To promote an integrated Solid Waste Management Program that includes: waste prevention, reuse, recycling and minimal waste disposal by providing residents and businesses with information, training and outreach in order to benefit the environment by saving natural resources, energy, landfill space and prevent pollution.

### Goals Include:

- Educate County residents and businesses on proper waste management practices including:
  - Waste prevention
  - Reuse
  - Recycling
  - Minimal disposal
- Exceed the State of Maryland's recycling mandate of 20% and their goal of 40% of total waste recycled.

## Description

The County offers voluntary recycling opportunities for all residents. Licensed haulers are required to offer all of their customers a curbside recycling service. A full-service recycling center at the Northern Landfill and a drop-off site at Hoods Mill Landfill are provided for residents who wish to haul their own waste to the landfill. The items the County accepts for recycling include:

- Paper and cardboard
- Plastics
- Textiles
- Car and truck batteries
- Aluminum
- White goods/scrap metal
- Yard trimmings
- Glass

Some staff members at the recycling center are hired through the Association for Retarded Citizens (The Arc) and the Volunteer Community Service Program supplies additional help.

## Program Highlights

- Through all recycling efforts, Carroll County achieved a 48% recycling rate in 2002.
- Northern Landfill accepted and processed approximately 15,000 tons of yard trimmings in FY 03.
- Over 4,000 residents visit the Northern Landfill Swap Shop monthly.

## Budget Changes

- The 9.32% increase in personnel in FY 05 is due to increased fringe benefit costs and changes related to salary adjustments.
- The 40.81% decrease in operating in FY 05 is due to a new recycling contract where the County is being paid for mixed paper and cardboard.

## Positions

Title	Type	FTE
Recycling Manager	Full-time	1.00
<b>Total</b>		<b>1.00</b>

# Solid Waste Accounting Administration

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$207,549	\$213,175	\$218,105	\$258,025	21.04%	18.30%
Operating	640,743	346,650	346,650	505,230	45.75%	45.75%
Capital Outlay	1,703	450	450	450	0.00%	0.00%
Depreciation	36,727	9,830	9,830	9,960	1.32%	1.32%
<b>Total</b>	<b>\$886,722</b>	<b>\$570,105</b>	<b>\$575,035</b>	<b>\$773,665</b>	<b>35.71%</b>	<b>34.54%</b>
Employees FTE	5.00	5.14	5.75	5.75	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

## Contact

Michael Ensor, Accounting Supervisor  
(410) 386-2008

Christine Cruz, Budget Analyst (410) 386-2082

## Mission

To provide accounting tasks and system support for the Solid Waste Enterprise Fund and to provide customer service to all users of the landfill.

## Description

This budget reflects the cost of accounting and weighmaster operations at Northern Landfill. The responsibilities include:

- Determining the type of waste being brought into the landfill
- Determining eligibility of the waste being brought in (generally only waste generated in Carroll County is accepted)
- Collecting landfill fees
- Keeping records of what type of waste is brought in by haulers
- Forecasting revenues and expenditures
- Monitoring current revenues and expenditures
- Billing
- Calculating bond interest
- Calculating depreciation

## Budget Changes

- The difference between the FY 04 Original Budget and the FY 04 Adjusted Budget in personnel is the result of salary changes due to the combination of a weighmaster position changing from seasonal part-time to full-time with benefits, and salary adjustments.
- The 18.30% increase in personnel in FY 05 is due to increased fringe benefit costs and changes related to salary adjustments.
- The 45.75% increase in operating expenses in FY 05 is due to landfill closure and postclosure costs, which previously were not budgeted. The County is required to monitor all closed landfills for thirty years.

## Positions

Title	Type	FTE
Accounting Associate	Full-time	0.50
Accounting Supervisor	Full-time	0.50
Weighmaster	Full-time	4.75
<b>Total</b>		<b>5.75</b>

50% of the Accounting Associate and Accounting Supervisor's positions are charged to the Utilities Enterprise fund.

# Solid Waste Transfer Station

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$0	\$0	\$0	\$0	0.00%	0.00%
Operating	3,911,988	4,078,025	4,078,025	4,950,655	21.40%	21.40%
Capital Outlay	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$3,911,988</b>	<b>\$4,078,025</b>	<b>\$4,078,025</b>	<b>\$4,950,655</b>	<b>21.40%</b>	<b>21.40%</b>
Employees FTE	0.00	0.00	0.00	0.00	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

## Contact

Franklin G. Schaeffer, Deputy Director, Enterprise Funds  
Management (410) 386-2035  
Christine Cruz, Budget Analyst (410) 386-2082

## Mission

To ensure the station is maintained in accordance with the Maryland Department of the Environment's requirements.

## Description

The transfer station became operational on December 1, 1998. It allows the County to accept solid waste from residents and businesses and then transport the waste to a landfill in Virginia for disposal. Approximately twenty trailers are loaded daily for the trip to the landfill in Virginia.

Transferring solid waste instead of burying it in the landfill saves landfill space, which is expensive to create and maintain. Since operations began, the percentage of waste transferred has increased from 86% to 90%.

## Budget Changes

The 21.40% increase in the FY 05 budget is due to the combination of increased tonnage projections and a new contract for waste disposal through Waste Management of Maryland, Inc. The first two years are set while the last three years are based on the current Consumer Price Index.