

Solid Waste Summary

	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Recom Budget FY 05	% Change From Orig. FY 04	% Change From Adj. FY 04
Solid Waste Management	\$123,535	\$1,253,920	\$1,215,392	\$1,127,720	-10.06%	-7.21%
Closed Landfills	96,332	65,510	65,510	126,595	93.25%	93.25%
County Waste Removal	159,179	301,565	295,050	138,540	-54.06%	-53.05%
Northern Landfill	935,010	1,144,050	1,192,059	1,346,710	17.71%	12.97%
Recycling Operations	456,813	287,975	287,975	216,495	-24.82%	-24.82%
Solid Waste Accounting	886,722	570,105	574,834	571,385	0.22%	-0.60%
Solid Waste Transfer Station	3,911,988	4,078,025	4,078,025	4,508,320	10.55%	10.55%
Total Solid Waste	\$6,569,579	\$7,701,150	\$7,708,845	\$8,035,765	4.35%	4.24%

Budget Changes

- Differences between the FY 04 Original Budget and the FY 04 Adjusted Budget in the Solid Waste Management, County Waste and Northern Landfill budgets are the result of salary changes due to an organizational reconfiguration that caused employees to transfer to different positions.
- Included in the Closed Landfills budget is \$60,000 for a scale at Hoods Mill to ensure that tipping fees are the same at both County landfills.
- The 53.05% decrease in the County Waste budget in FY 05 is due to lower depreciation rates and the removal of a one-time appropriation for the purchase of a garbage truck in FY 04.
- The 12.97% increase in the Northern Landfill budget in FY 05 is mainly due to the replacement of heavy machinery.
- Recycling Operations decreased 24.82% due to a new contract where the County is being paid for mixed paper and cardboard.
- Solid Waste Transfer Station increased 10.55% due to a new contract for waste disposal through Waste Management of Maryland.

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, coupons, waivers and the reduction of the retained deficit in the fund.
- After a landfill is closed, the County must continue monitoring it for thirty years. Carroll County's five closed landfills are Hoods Mill, Bark Hill, Hodges, Kate Wagner and John Owings.
- 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.
- The recycling center is located at Northern Landfill and processed approximately 14,000 tons of recyclables. In addition, Northern Landfill accepted and processed an estimated 15,000 tons of yard trimmings.
- The Solid Waste Enterprise fund collects \$135,000 per year from the Board of Education and \$68,000 per year from other County agencies for waste removal services.

Solid Waste Management

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Recom Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$95,365	\$108,725	\$70,197	\$73,645	-32.26%	4.91%
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	1,024,110	-8.19%	-8.19%
Total	\$123,535	\$1,253,920	\$1,215,392	\$1,127,720	-10.06%	-7.21%
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 were 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

- The difference between the FY 04 Original Budget and the FY 04 Adjusted Budget is the result of salary changes due to the transfer of one position to Northern Landfill, which resulted in lower personnel costs.
- Generally, no growth was planned for operating expenses and 5% growth was planned for personnel expenses between FY 04 and FY 05. Most budgets, including this one, were held at or near that level.
- The Solid Waste Enterprise Fund has a deficit of about \$10 million, mainly due to future liabilities relating to the closure of landfills. The County plans to eliminate that deficit over the next twenty-one years.

Positions

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

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	Recom 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%
Total	\$96,332	\$65,510	\$65,510	\$126,595	93.25%	93.25%
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 at Hoods Mill to ensure that tipping fees are the same at both County landfills.

County Waste Removal

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Recom Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$85,722	\$84,930	\$78,415	\$91,090	7.25%	16.16%
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	10,775	-73.21%	-73.21%
Total	\$159,179	\$301,565	\$295,050	\$138,540	-54.06%	-53.05%
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
Total		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 is in the first of a three-year contract to provide waste removal services to the Board of Education. Currently, the Board of Education pays approximately \$135,000 a year and County facilities pay approximately \$68,000 for County waste removal services.

Budget Changes

- The difference between the FY 04 Original Budget and the FY 04 Adjusted Budget is the result of salary changes due to the exchange of one position with Northern Landfill, which resulted in lower personnel costs.
- The 16.16% increase in the personnel portion of the FY 05 budget is the result of increased fringe benefit costs due to an additional employee being added to the County's medical insurance and a planned 5% salary increase.
- The decrease in capital outlay is due to the removal of one-time funding in FY 04 for a garbage truck.
- 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	Recom Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$583,996	\$570,310	\$618,319	\$666,840	16.93%	7.85%
Operating	326,795	330,750	330,750	355,408	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	28,282	-72.52%	-72.52%
Total	\$935,010	\$1,144,050	\$1,192,059	\$1,346,710	17.71%	12.97%
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

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
Total		12.00

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 salary changes due to an organization reconfiguration that exchanged positions with other Solid Waste budgets resulting in higher personnel costs.
- Generally, salary expenses were planned to grow 5% between FY 04 and FY 05. Personnel grew 7.85% due to increased fringe benefit costs.
- The 7.46% increase in operating expenses 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 is due to the replacement of a roll-off truck, rubber tire loader and track loader.

Recycling Operations

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Recom Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$57,705	\$57,760	\$57,760	\$62,991	9.06%	9.06%
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	33,099	23.50%	23.50%
Total	\$456,813	\$287,975	\$287,975	\$216,495	-24.82%	-24.82%
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 difference between the FY 04 Adjusted and the FY 05 Budget is mainly due to a new recycling contract where the County is being paid for mixed paper and cardboard.

Positions

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

Solid Waste Accounting Administration

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Recom Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$207,549	\$213,175	\$217,904	\$255,745	19.97%	17.37%
Operating	640,743	346,650	346,650	305,230	-11.95%	-11.95%
Capital Outlay	1,703	450	450	450	0.00%	0.00%
Depreciation	36,727	9,830	9,830	9,960	1.32%	1.32%
Total	\$886,722	\$570,105	\$574,834	\$571,385	0.22%	-0.60%
Employees FTE	5.00	5.14	5.14	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

- Generally, salary expenses were planned to grow 5% between FY 04 and FY 05. Personnel grew 17.37% due to a new weighmaster position, including benefits.
- The 11.95% decrease in operating expenses is due to decreased bond interest.

Positions

Title	Type	FTE
Accounting Associate	Full-time	0.50
Accounting Supervisor	Full-time	0.50
Weighmaster	Full-time	4.75
Total		5.75

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	Recom 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	4,508,320	10.55%	10.55%
Capital Outlay	0	0	0	0	0.00%	0.00%
Total	\$3,911,988	\$4,078,025	\$4,078,025	\$4,508,320	10.55%	10.55%
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 10.55% increase in the FY 05 budget is mainly due to the cost of 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 CPI.