



TO: Trevor Henry, Assistant County Executive
FROM: Lance Stewart, Director, Facilities & Environmental Services
DATE: February 3, 2021
SUBJECT: Project Development Update – Southern Albemarle Convenience Center

For many years, the Albemarle County Board of Supervisors has recognized the need for expanded solid waste management services in rural areas of Albemarle County. As detailed in the final 2015 report of the Long-Range Solid Waste Solutions Advisory Committee, Albemarle has lagged significantly behind its neighbors in the provision of collection sites for residential trash and recyclables (solid waste convenience centers).

In partnership with the Rivanna Solid Waste Authority (RSWA), the County has in recent years funded major capital projects to meet this challenge, constructing a solid waste transfer station and a solid waste convenience center at the Ivy Materials Utilization Center (Ivy MUC). This facility is located in western Albemarle County. It is envisioned that additional convenience centers be placed in strategic locations throughout the County, to ensure equitable service provision. This strategy is consistent with Albemarle County's Climate Action Plan.

In discussions over recent months, Board members have expressed the opinion that the southern portions of the County are most underserved. This memorandum will provide:

- site selection considerations for the placement of a convenience center in southern Albemarle;
- programming assumptions;
- estimated initial and on-going costs; and
- should a project be approved, a high-level estimated execution timeline.

SITE SELECTION CONSIDERATIONS

Between 2012 and 2014, public discussions were held regarding potential convenience center sites to serve southern Albemarle. Those efforts focused on two County-owned properties. Due diligence engineering studies of the sites and public discussions during this period suggest several desirable aspects for siting of a convenience center, as well some minimum requirements.

- Location –
 - major arterial road, or optimally an intersection of such roads
 - though not addressed directly in the studies, subsequent discussions strongly suggest that the most desirable location would be in the central area of Southern Albemarle

- Size –
 - minimum of 1 square acre of contiguous buildable land
 - additional acreage sufficient to provide visual screening from neighboring properties
- Utilities –
 - electric utility service, required
 - public water service, not required (well water sufficient for programming)
 - public sanitary sewer service, not required (programming suggests use of port-a-johns is sufficient to the needs of attendant)

Albemarle County’s zoning ordinance specifies that publicly owned facilities of this nature are allowed “by right” as a Public Use. However, it should be noted that proposed public uses are subject to Section 15.2-2232 of the Code of Virginia, which requires that the location, character, and extent of public facilities be specifically identified in the locality’s Comprehensive Plan/Land Use Plan. As the 2015 Comp Plan does not designate specific locations for future convenience centers, any project located will require a review and finding by the Planning Commission that the approximate location, character and extent of the facility is in substantial accord with the Comp Plan. Alternately, the Plan could be amended to identify a future facility. A Comp Plan Compliance Review process would likely require between 2-4 months to complete.

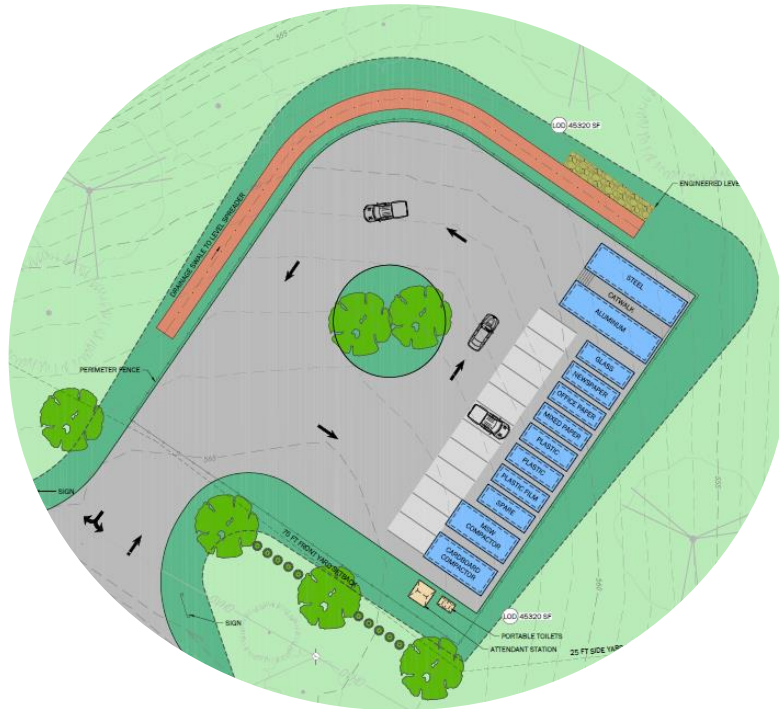
PROGRAMMING ASSUMPTIONS

This memorandum includes baseline assumptions regarding the nature of services to be offered at a new convenience center, in order to ensure that for land requirements, construction costs and future operating costs are appropriately projected.

It is assumed that a southern Albemarle convenience center would provide a level of service similar to that provided at the Ivy Convenience Center and the McIntire Recycling Center.

- Service Days: Monday, Wednesday, Thursday, Friday, Saturday, Sunday
- Service Hours: seasonally set (e.g. winter hours, 8:30 AM to 5:30 PM)
- Tag-A-Bag household waste – bags less than 32 gallons, fee of \$2.00/bag – stickers sold off site
- Recyclable materials collected of types consistent with the Ivy Convenience Center, which may vary based on market conditions
- Staffing:
 - one attendant at all times (2 full-time equivalent employees)
 - equipment operator to haul containers (1 full-time equivalent employee)
- Other amenities
 - Port-a-john for attendance use
 - Attendant station (1)
 - MSW compactor (1) and Cardboard compactor (1)
 - Roll-off containers (8)

The following conceptual design is intended to reflect these programming assumptions and is the basis for estimated construction costs.



ESTIMATED INITIAL AND OPERATING COSTS

The following costs estimates have been developed with the assistance of a consulting engineer and with management of RSWA. It is assumed that RSWA would be responsible for both construction and operation of the facility, as well as the procurement of containers and compactors. All costs associated with design and construction assume a 20% contingency. Annual operating costs include labor, hauling, fuel, asset depreciation, property management, utilities and MSW disposal. The estimate also includes offsetting revenues from the Tag-A-Bag MSW program, as well as revenues generated from the sale of recyclable materials, based on current market conditions.

INITIAL COSTS:

<u>Land</u>	
Land Acquisition	\$200,000 – 400,000
<u>Design/Construction/Amenities</u>	
Design	\$ 65,450
Construction	\$ 598,062
RSWA Project Administration	\$ 45,000
<u>Containers/Compactors</u>	<u>\$ 360,400</u>
Subtotal	\$1,068,912

ON-GOING COSTS:

<u>Annual Operating Costs</u>	
Assumed FY23	\$ 400,000

PROJECT EXECUTION TIMELINE

Should the Board of Supervisors elect to dedicate funding to a convenience center in southern Albemarle, the following tasks and the timeline for their completion may be anticipated. Estimates of time presume that site selection and, as necessary, land acquisition processes have been completed, as the duration of such a process cannot be determined in advance. Staff recommend that consideration first be given to County-owned properties before exploring the acquisition of land. Time is shown in terms of months from the date on which staff is given direction to proceed.

Project Execution Timeline						
Month	RSWA Agreement	Comp Plan Review	Design	Procurement	Construction	Opening
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						