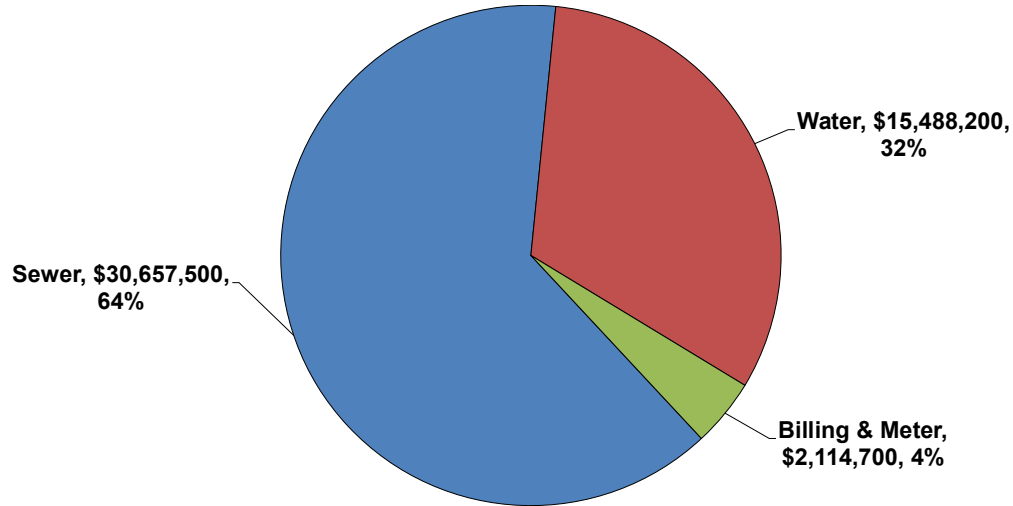


# FISCAL YEAR 2023

## Water & Sewer Fund Summary

### Total Proposed Budget: \$48,260,400

The County manages many public water and sewer systems, the largest of which is the Mattawoman Sewer Treatment Plant. The majority of the revenue is paid by customers through user fees for operating and the maintenance of the County's water supply and sewage systems. The FY2023 Proposed budget includes funding for 173.5 full-time equivalent positions.



	FY2022 Budget	FY2023 Proposed	Variance	Percent Change
Revenues *	\$41,626,700	\$42,378,000	\$751,300	2%
Expenditures *	\$42,299,400	47,254,900	\$4,955,500	12%
<b>Baseline Surplus /(Deficit)</b>	<b>(\$672,700)</b>	<b>(\$4,876,900)</b>	<b>(\$4,204,200)</b>	
Net New Requests		(255,500)	(\$255,500)	
<b>Subtotal</b>	<b>(\$672,700)</b>	<b>(\$5,132,400)</b>	<b>(\$4,459,700)</b>	
Use of Fund Balance - One time items	\$672,700	\$2,367,000	\$1,694,300	
<b>Total Surplus/(Deficit)</b>	<b>\$0</b>	<b>(\$2,765,400)</b>	<b>(\$2,765,400)</b>	

\* Excluding CPV/Panda expenditures and reimbursements.

**Baseline Changes:**

• Increase in total revenues based on estimates for FY2023 activity.	\$751,300
• Decrease to support debt service associated with Water & Sewer projects.	197,900
• Increase in Equipment Repairs and Maintenance based on anticipated repairs.	(1,263,600)
• Capital Outlay increase is for replacing sand at Swan Point WWTP and spare pumps for pump stations, as well as other anticipated FY2023 costs.	(1,142,000)
• Personal Services and Fringe increase which includes the impact of the FY2022 approved salary increases, as well as funding to support FY2023 salary increases.	(675,400)
• Sludge Disposal increased based on current trends.	(616,200)
• Increase in Contract Services to support anticipated needs for FY2023.	(560,000)
• Chemicals increased based on anticipated needs which includes an estimated increase in cost.	(289,400)
• Indirect cost allocation for 24/7 internet security needs & growth in wages.	(262,600)
• Increase in Vehicle Fuel & Electricity.	(255,700)
• Contingency is to support potential revenue shortfalls and/or expenditure overruns, and includes funding for the new Planner I position which is contingent on final decision of General Fund support for part of this request.	(25,200)
• Net adjustment to Operation & Maintenance costs.	(63,300)
Subtotal	(\$4,204,200)
• Use of fund balance for one time needs - net adjustment	1,694,300
Total Baseline Deficit	(\$2,509,900)

**New Requests:**Hire DateRequest**Indirect Cost Increase**

(\$141,700)

*To support new position requests for HR and DFAS.***PGM - Planner I (0.4 FTE)****Sept.**

(29,300)

*This Planner will aide in the processing and review of Adequate Public Facilities (APF) applications/submissions. Currently, there is only one planner performing APF review. Another staff member is needed to not only assist with the workload, but also to enable us to have a second staff member who will be knowledgeable on the topic of APF (water/sewer, roads and schools).As we continue to grow as a County, this position will be crucial in helping to determine whether or not the current infrastructure is adequate to allow for further development. This position also determines what mitigation efforts will be needed by the developer to avoid further unnecessary cost to the taxpayers. This position is partially funded by fees and we will be asking for an increase in the fees to offset the cost of this position. Approval of the position is contingent on General Fund approval.*

**DPW - Geographical Information System Specialist ( 1.0 FTE)****Oct.**

(68,400)

*The Geographical Information System Specialist position is needed to help manage the Department's water, wastewater, and reclaimed water GIS data, and ensure it is properly linked with our Asset Management system. This position will be responsible for preparing maps to assist with various projects and/or studies, performing analysis of the data, and plan routine preventative maintenance activities. This position will also work with the Department's GIS consultant to create new features as new infrastructure is built, and work with field staff to make edits to existing data as necessary.*

**Asset Value****Lease****DPW - 4inch diesel grinder pump - North Region:**

39,000

(4,100)

*Need to purchase a new 4inch diesel grinder pump for the North Region. This will be used at Sewer Pump Stations. This pump will be able to handle solids.*

**Asset Value****Lease****DPW - Portable Storage Trailer**

13,000

(1,400)

*The trailer will be used for storing the pump around pipe and fittings. Currently the 6-inch hoses are kept under the overhang at tower 5. This is a semi enclosed space which allows degradation of the pipes due to some exposure to the environment. Also, it slow set up time for the 6-inch pump around. We use this for pump - around, at sewer pump stations.*

**Asset Value****Lease****DPW - New Trailer Vacuum Unit**

100,000

(10,600)

*Needed for new crew to repair and locate underground utilities.*

**DPW - Rate Survey**

(75,000)

To be funded with Fund Balance

75,000

*A rate study that will review if a Fixed Cost to Serve fee should be added to our W&S fee structure. The study will also review the current Variable cost per 1,000 gallons based on actual metered usage method to see if additional changes are needed.*

Total

(255,500)

**Total New FTE: 1.4**

Baseline Deficit

(\$2,509,900)

New Requests

(255,500)

Total Deficit

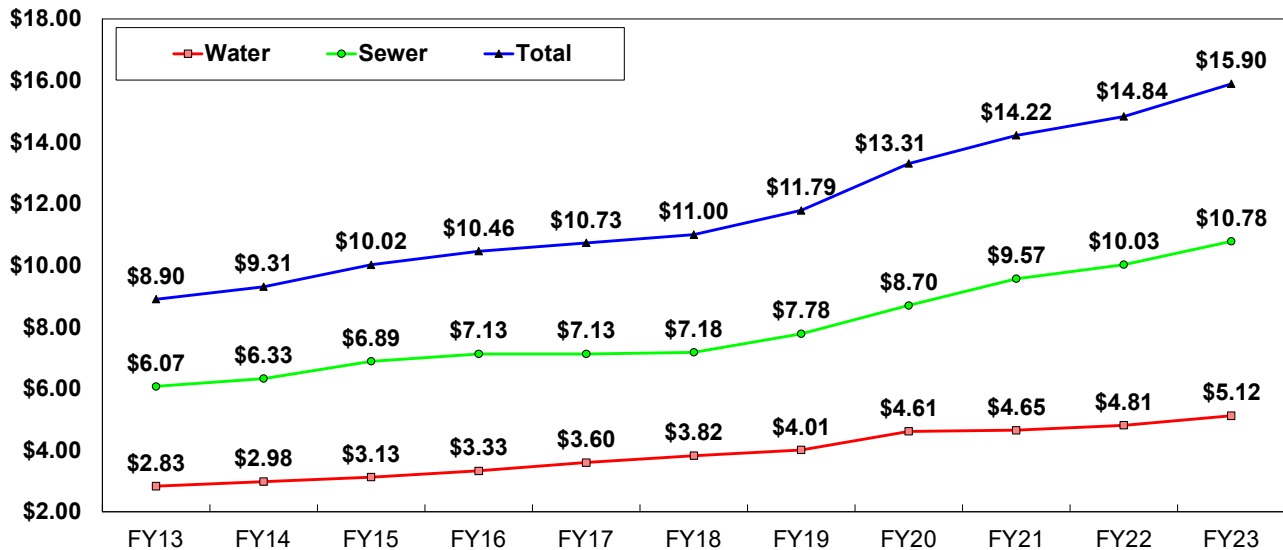
(\$2,765,400)

***To balance the budget a rate increase is required.***

	<u>Current Rate</u>	<u>Requested Rate</u>	<u>Rate Increase</u>	<u>% Inc.</u>
<b>Water User Fee Rate</b>				
Single Family Residential: 0 - 18,000 gallons	\$4.81	\$5.12	\$0.31	6.4%
Single Family Residential: 18,001 - 24,000 gallons	\$9.62	\$10.24	\$0.62	6.4%
Single Family Residential: Over 24,000 gallons	\$14.43	\$15.36	\$0.93	6.4%
Multi-Family/Commercial: based on metered usage	\$5.73	\$6.10	\$0.37	6.4%
<b>Sewer User Fee Rate</b>				
Single Family Residential: capped at 24,000 gallons	\$10.03	\$10.78	\$0.75	7.5%
Multi-Family/Commercial: based on metered usage	\$10.03	\$10.78	\$0.75	7.5%
<b>Blended Water/Sewer User Fee for the average residential customer</b>	<b>\$14.84</b>	<b>\$15.90</b>	<b>\$1.06</b>	<b>7.1%</b>
<b>Customer Account Fee</b>				
Customer Account Charge	\$10.15	\$11.60	\$1.45	14.3%

	<u>Current</u>	<u>Requested</u>	<u>Difference</u>	<u>% Inc.</u>
<b>Average Residential Quarterly Bill</b>	<b>\$194.44</b>	<b>\$209.08</b>	<b>\$14.64</b>	<b>7.5%</b>

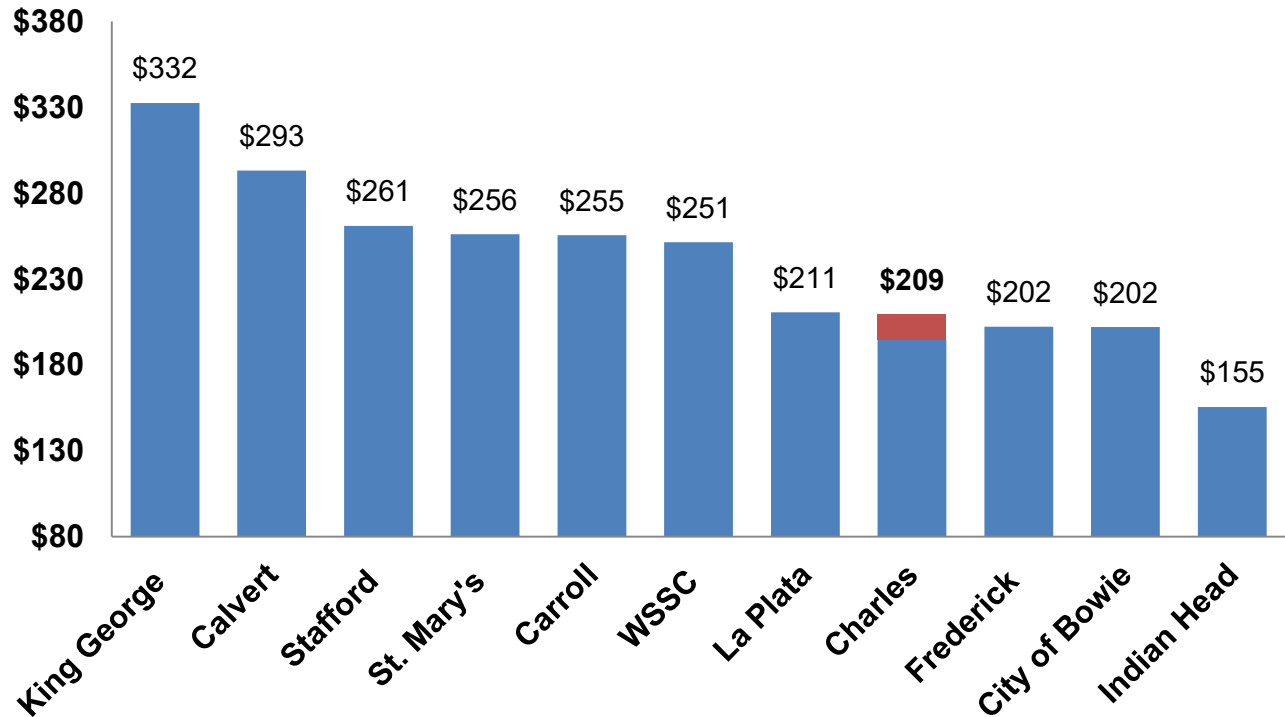
### **Residential User Fee Rate 10- Year History**



NOTE: After FY2022 budget adoption, staff estimated a fee increase of 8.0% would be needed in FY2023.

# WATER AND SEWER USER CHARGES

**Average Residential Quarterly Bill**  
(based on 12,420 gallons)



**NOTES:**

The Average Residential User bill is currently \$195 a quarter.

Current rates as of December 2021.

Excludes Bay Restoration fees.

# FY 2023 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
<b><u>Water and Sewer Operation Fund</u></b>				
<b><u>Public Works - Utilities Water &amp; Sewer</u></b>				
<b>Sewer</b>	<b>30.25.71.05.0500.000</b>			
<b>Operations</b>				
<b>Truck</b>		25,000		2,700
<i>Replacing U-156, a 2011 with 142,000 miles. Split with 76.05.</i>				
<b>Truck</b>		25,000		2,700
<i>Replacing U-155, a 2011 with 61,000 miles. Truck has been in an accident and is in bad shape. Split with 76.05.</i>				
<b>Crane Truck</b>		100,000		10,600
<i>Replacing U-57, a 2010 with 186,000 miles. Split with 76.05.</i>				
<b>Lab Services</b>	<b>30.25.71.33.0500.000</b>			
<b>BD50 Block Digestion System</b>		3,700		400
<i>Replacing an 8 year old Westco SmartDigest Digestion System. The programmable controller is not maintaining TKN method EPA 351.2 digestion temperatures causing the digestion to complete in 4 hours instead of the method 3 hours. The extended digestion time affects the accuracy of the wastewater NPDES Total Nitrogen and Organic Nitrogen discharge MDE reporting data. Split with 72.33.</i>				
<b>Refrigerated BOD Incubator, SRI20P</b>		3,900		400
<i>Replacing a 15 year old Fisher Scientific BOD incubator that has become unreliable with fluctuating temperatures below 19 °C, which affects the accuracy of the wastewater NPDES BOD discharge MDE reporting data. Split with 72.33.</i>				
<b>Line Maintenance</b>	<b>30.25.71.53.0500.000</b>			
<b>SUV</b>		13,700		1,500
<i>Replacing U-158, a 2011 Ford Ranger with 48,000 miles. This truck is 10 years old and meets replacement criteria 2.1.1 of SOP# DP.DPW.08.001. This truck will be replaced with an SUV, and will be used by the Engineer III, Utilities Plan Reviewer, and Regulatory Compliance Associate. The split on this 71.53 - 35%, 72.97 - 30% and 76.53 - 35%.</i>				
<b>Van</b>		18,800		2,000
<i>Replacing U-163, a 2012 with 135,478 miles. This van is 10 years old and meets replacement criteria 2.1.1 of SOP# DP.DPW.08.001. Split with 76.53.</i>				

## FY 2023 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
<b>Van</b>		18,800		2,000
<i>Replacing U-169, a 2013 with 143,843 miles and will soon be meeting replacement criteria 2.1.1 of SOP# DP.DPW.08.001. This van has been in the shop several times for costly repairs of the last couple of years. Split with 76.53.</i>				
<b>Trailer Vacuum</b>		50,000		5,300
<i>Replacing U-177, a 2003 machine that is starting to breakdown and need more and more repairs. Split with 76.53.</i>				
<b>Backhoe</b>		64,600		6,800
<i>Replacing U-133, a 2003 with tranmisson trouble and is showing wear. Split with 76.53.</i>				
<b>Mplus Push Camera System</b>		6,500		700
<i>Replacing an old push camera that has quit working. Needed for checking sewer services after clearing stoppages. Split with 76.53.</i>				
<b>Utility Body Truck</b>		22,500		2,400
<i>Replacing U-194. Vehicle Maintenance recommended replacement. Split with 76.53.</i>				
<b>Total Public Works - Utilities Sewer</b>		<b>352,500</b>	<b>0</b>	<b>37,500</b>

# FY 2023 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
<b>Mattawoman</b>				
<b>Operations</b>	<b>30.25.72.05.0500.000</b>			
<b>Mattawoman Scum Pump</b>		100,000		10,600
<i>This current pump is aging and at the end of its useful life; it needs to be replaced. Mattawoman WWTP.</i>				
<b>Lab Services</b>	<b>30.25.72.33.0500.000</b>			
<b>BD50 Block Digestion System</b>		3,600		400
<i>Replacing an 8 year old Westco SmartDigest Digestion System. The programmable controller is not maintaining TKN method EPA 351.2 digestion temperatures causing the digestion to complete in 4 hours instead of the method 3 hours. The extended digestion time affects the accuracy of the wastewater NPDES Total Nitrogen and Organic Nitrogen discharge MDE reporting data. Split with 71.33.</i>				
<b>Refrigerated BOD Incubator, SRI20P</b>		3,800		400
<i>Replacing a 15 year old Fisher Scientific BOD incubator that has become unreliable with fluctuating temperatures below 19 °C, which affects the accuracy of the wastewater NPDES BOD discharge MDE reporting data. Split with 71.33.</i>				
<b>Support Services</b>	<b>30.25.72.97.0500.000</b>			
<b>SUV</b>		11,700		1,300
<i>Replacing U-158, a 2011 Ford Ranger with 48,000 miles. This truck is 10 years old and meets replacement criteria 2.1.1 of SOP# DP.DPW.08.001. This truck will be replaced with an SUV, and will be used by the Engineer III, Utilities Plan Reviewer, and Regulatory Compliance Associate. The split on this 71.53 - 35%, 72.97 - 30% and 76.53 - 35%.</i>				
<b>Total Public Works - Utilities Mattawoman</b>		<b>119,100</b>	<b>0</b>	<b>12,700</b>



# FY 2023 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
<b>Water Operations Truck</b>	<b>30.25.76.05.0500.000</b>			
	Replacing U-156, a 2011 with 142,000 miles. Split with 71.05.	25,000		2,700
<b>Truck</b>	Replacing U-155, a 2011 with 61,000 miles. Truck has been in an accident and is in bad shape. Split with 71.05.	25,000		2,700
<b>Crane Truck</b>	Replacing U-57, a 2010 with 186,000 miles. Split with 71.05.	100,000		10,600
<b>Line Maintenance</b>	<b>30.25.76.53.0500.000</b>			
<b>SUV</b>	Replacing U-158, a 2011 Ford Ranger with 48,000 miles. This truck is 10 years old and meets replacement criteria 2.1.1 of SOP# DP.DPW.08.001. This truck will be replaced with an SUV, and will be used by the Engineer III, Utilities Plan Reviewer, and Regulatory Compliance Associate. The split on this 71.53 - 35%, 72.97 - 30% and 76.53 - 35%.	13,600		1,500
<b>Van</b>	Replacing U-163, a 2012 with 135,478 miles. This van is 10 years old and meets replacement criteria 2.1.1 of SOP# DP.DPW.08.001. Split with 71.53.	18,700		2,000
<b>Van</b>	Replacing U-169, a 2013 with 143,843 miles and will soon be meeting replacement criteria 2.1.1 of SOP# DP.DPW.08.001. This van has been in the shop several times for costly repairs of the last couple of years. Split with 71.53.	18,700		2,000
<b>Trailer Vacuum</b>	Replacing U-177, a 2003. This machine is starting to have more and more breakdown and in need of repairs. Split with 71.53.	50,000		5,300
<b>Backhoe</b>	Replacing U-133, a 2003 with transmission trouble and is showing wear. Split with 71.53.	64,600		6,800
<b>Mplus Push Camera System</b>	Replacing an old push camera that has quit working. Needed for checking sewer services after clearing stoppages. Split with 71.53.	6,500		700
<b>Utility Body Truck</b>	Replacing U-194. Vehicle Maintenance recommended replacement. Split with 71.53.	22,500		2,400
<b>Total Public Works - Utilities Water</b>		<b>344,600</b>	<b>0</b>	<b>36,700</b>
<b>Total Water &amp; Sewer Fund</b>		<b>\$816,200</b>	<b>\$0</b>	<b>\$86,900</b>
<b>Total Cost of Items to be Leased</b>		<b>\$816,200</b>		

## FY2023 W&S fund balance breakdown

	Baseline	New	Total Use
Sewer/Mattawoman	\$1,657,000	\$37,500	\$1,694,500
Water	635,000	37,500	672,500
<b>Total</b>	<b>\$2,292,000</b>	<b>\$75,000</b>	<b>\$2,367,000</b>

### Sewer - Baseline:

Swan Point WWTP Sand Filters	\$200,000
Spare pumps for pump stations	60,000

### Mattawoman - Baseline:

Blowers, etc. for Digesters	\$65,000
New chemical pumps for sodium hypo	20,000
Two lifting hoists to clean screens	15,000
Clean Effluent Wet Well	500,000
Replace metal parts on Sand Filter Bridges	300,000
Rotating assembly for new centrifuges	497,000

<b>Subtotal Sewer/Mattawoman - Baseline</b>	<b>\$1,657,000</b>
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### Sewer/Mattawoman - New Requests

Rate Study	\$37,500
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<b>Subtotal Sewer/Mattawoman - New Requests</b>	<b>\$37,500</b>
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<b><u>Total Sewer/Mattawoman - Fund Balance Use</u></b>	<b><u>\$1,694,500</u></b>
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### Water - Baseline

Upgrade Small Well Meters to interface with SCADA Avon Crest	\$15,000
Upgrade the CL17 units	30,000
Redevelopment of wells - north region	250,000
Well Pump Replacement	200,000
Polonium Study carryover	140,000

<b>Subtotal Water - Baseline</b>	<b>\$635,000</b>
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### Water - New Requests

Rate Study	\$37,500
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<b>Subtotal Water - New Requests</b>	<b>\$37,500</b>
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<b><u>Total Water - Fund Balance Use</u></b>	<b><u>\$672,500</u></b>
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<b><u>Total Water &amp; Sewer Fund Balance Use</u></b>	<b><u>\$2,367,000</u></b>
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# FY23 Water & Sewer Fund Summary

	FY2022 Budget	FY2023 Proposed	Change from Budget in: \$	%
<b>SEWER</b>				
<b><u>Revenues</u></b>				
User Charges	\$22,518,500	\$22,761,300	\$242,800	1.1%
WSSC cost share	1,433,000	1,576,900	143,900	10.0%
Penalties	720,000	820,000	100,000	13.9%
Panda Operating	125,000	120,000	(5,000)	-4.0%
Septage Hauler	525,000	855,000	330,000	62.9%
Pretreatment Permits	85,000	90,000	5,000	5.9%
PANDA (reimbursement)	286,900	150,000	(136,900)	-47.7%
CPV (reimbursement)	1,445,500	600,000	(845,500)	-58.5%
Potomac Heights	52,000	52,000	0	0.0%
Miscellaneous	49,000	6,000	(43,000)	-87.8%
Indirect Cost	211,300	221,900	10,600	5.0%
Holding Tank Program	5,500	7,800	2,300	41.8%
Total Operating	\$27,456,700	\$27,260,900	(\$195,800)	-0.7%
Fund Balance Approp.	192,500	1,694,500	1,502,000	780.3%
<b>Total Revenues</b>	<b>\$27,649,200</b>	<b>\$28,955,400</b>	<b>\$1,306,200</b>	<b>4.7%</b>
<b><u>Expenditures</u></b>				
Personal Services	6,256,800	6,678,700	421,900	6.7%
Fringe Benefits	2,332,200	2,326,750	(5,450)	-0.2%
Operating Costs	11,327,600	13,630,950	2,303,350	20.3%
Panda/CPV	1,732,400	750,000	(982,400)	-56.7%
Contingency	0	14,700	14,700	NEW
Debt Service	4,950,200	5,399,400	449,200	9.1%
Capital Outlay/Maint.	970,000	1,857,000	887,000	91.4%
Capital Projects	80,000	0	(80,000)	N/A
<b>Total Expenditures</b>	<b>\$27,649,200</b>	<b>\$30,657,500</b>	<b>\$3,008,300</b>	<b>10.9%</b>
New Requests		207,300		
<b>Total Surplus/(Deficit)</b>	<b>\$0</b>	<b>(\$1,909,400)</b>		
<b>Requested Rate Adjustment:</b>		<b>\$0.75</b>		
<b>Increase over existing rate:</b>		<b>7.5%</b>		

# FY23 Water & Sewer Fund Summary

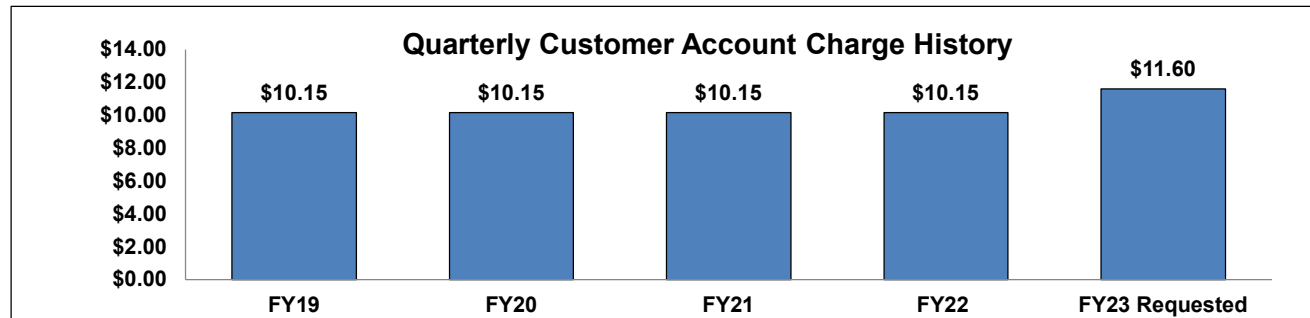
	FY2022 Budget	FY2023 Proposed	Change from Budget in: \$	%
<b>WATER</b>				
<b><u>Revenues</u></b>				
User Charges	\$13,478,800	\$13,331,000	(\$147,800)	-1.1%
Panda Operating	125,000	125,000	0	0.0%
Hydrant Service Charges	103,000	103,800	800	0.8%
Cross-Connection Backflow Prevention	66,800	70,800	4,000	6.0%
Tower Rental	245,000	330,000	85,000	34.7%
Other	3,600	3,600	0	0.0%
Total Operating	\$14,022,200	\$13,964,200	(\$58,000)	-0.4%
Fund Balance Approp.	195,800	672,500	476,700	243.5%
<b>Total Revenues</b>	<b>\$14,218,000</b>	<b>\$14,636,700</b>	<b>\$418,700</b>	<b>2.9%</b>
<b><u>Expenditures</u></b>				
Personal Services	\$3,531,150	\$3,788,400	\$257,250	7.3%
Fringe Benefits	1,333,700	1,330,050	(3,650)	-0.3%
Operating Costs	6,432,700	7,591,650	1,158,950	18.0%
Contingency	50	14,600	14,550	29100.0%
Debt Service	2,480,400	2,068,500	(411,900)	-16.6%
Capital Outlay/Maint.	440,000	695,000	255,000	58.0%
Capital Projects	0	0	0	N/A
<b>Total Expenditures</b>	<b>\$14,218,000</b>	<b>\$15,488,200</b>	<b>\$1,270,200</b>	<b>8.9%</b>
New Requests		(123,300)		
<b>Total Surplus/(Deficit)</b>	<b>\$0</b>	<b>(\$974,800)</b>		
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div><b>Requested Rate Adjustment:</b></div> <div><b>\$0.32</b></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>(Residential less than 18,000 gallons)</div> <div></div> </div> <div style="display: flex; justify-content: space-between;"> <div><b>Increase over existing rate:</b></div> <div><b>6.7%</b></div> </div> </div>				

# FY23 Water & Sewer Fund Summary

	FY2022 Budget	FY2023 Proposed	Change from Budget in: \$	%
<b>BILLING &amp; METER OPERATIONS</b>				
<b>Revenues</b>				
Customer Account Fee	\$1,460,300	\$1,482,000	\$21,700	1.5%
Reconnection Fees	345,700	345,700	0	0.0%
Account Set Up Fee	65,000	66,000	1,000	1.5%
Other	9,200	9,200	0	0.0%
<b>Total Revenues</b>	<b>\$1,880,200</b>	<b>\$1,902,900</b>	<b>\$22,700</b>	<b>1.2%</b>
Fund Balance Approp.	284,400	0	(284,400)	N/A
<b>Total</b>	<b>\$2,164,600</b>	<b>\$1,902,900</b>	<b>(\$261,700)</b>	<b>-12.1%</b>

<b>Expenditures</b>				
Personal Services	\$960,500	\$974,600	\$14,100	1.5%
Fringe Benefits	294,800	286,100	(8,700)	-3.0%
Operating Costs	645,800	829,800	184,000	28.5%
Contingency	8,500	4,400	(4,100)	-48.2%
Debt Service	255,000	19,800	(235,200)	-92.2%
<b>Total Expenditures</b>	<b>\$2,164,600</b>	<b>\$2,114,700</b>	<b>(\$49,900)</b>	<b>-2.3%</b>
<b>Total Surplus/(Deficit)</b>	<b>\$0</b>	<b>(\$211,800)</b>		

<b>Requested Rate Adjustment:</b>	<b>\$1.45</b>
<b>Current Fee per Bill:</b>	<b>\$10.15</b>
<b>Requested Fee per Bill:</b>	<b>\$11.60</b>
<b>Increase over existing rate:</b>	<b>14.3%</b>

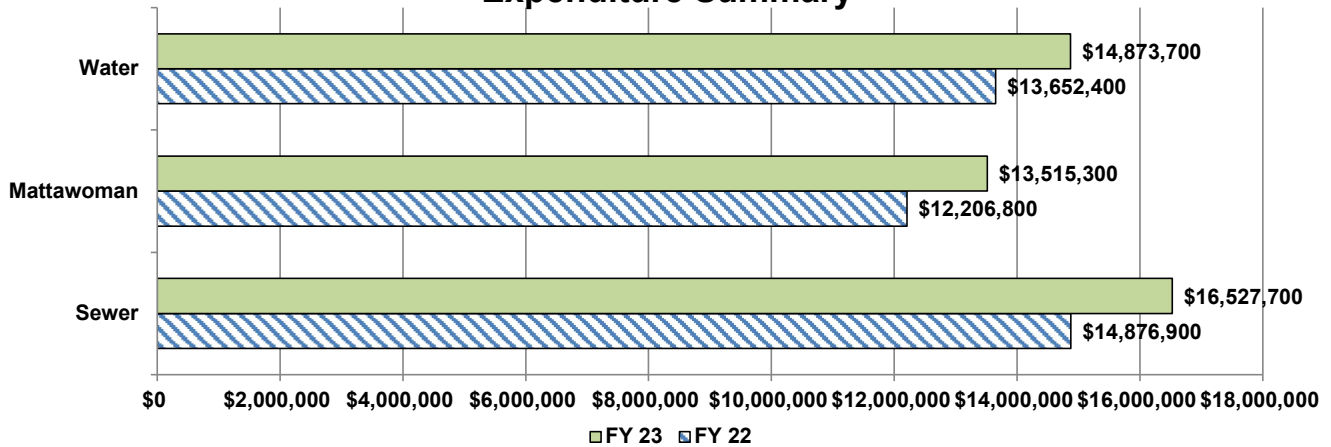


## Water & Sewer

**Department:** Public Works - Utilities 30.25  
**Division \ Program:** Sewer, Mattawoman, Water Summary Fund: Enterprise  
**Program Administrator:** Bernard Cochran, Acting Director of Public Works

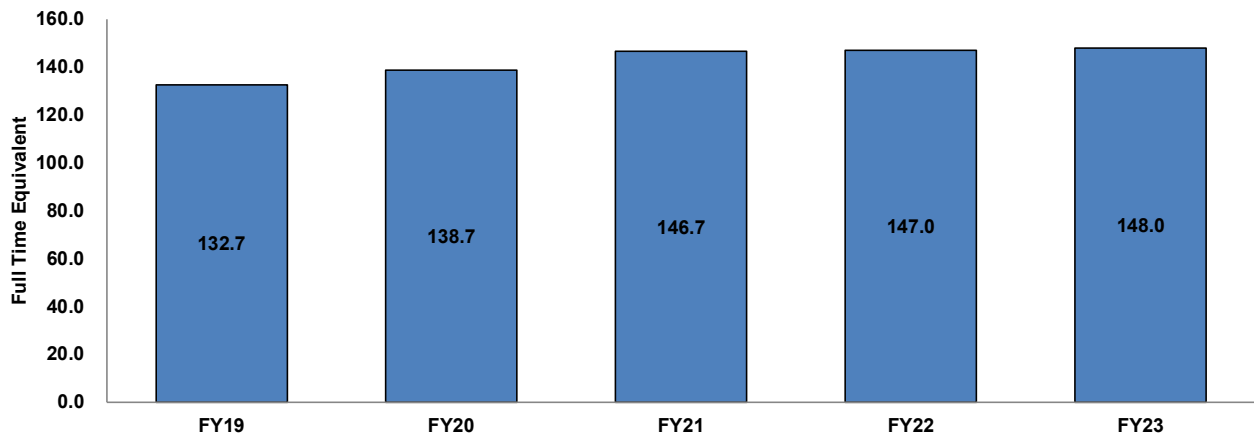
Expenditure Category	FY2021 Actual	FY2022 Adopted	FY2023 Requested	FY2023 Proposed	\$ Change FY2022	% Chg.
Personal Services	\$8,418,367	\$9,161,900	\$9,768,400	\$9,807,000	\$645,100	7.0%
Fringe Benefits	3,100,049	3,463,700	3,469,000	3,485,700	22,000	0.6%
Operating Costs	15,271,345	19,189,900	21,374,300	21,604,100	2,414,200	12.6%
Debt Service	6,445,223	7,430,600	7,451,800	7,467,900	37,300	0.5%
Capital Outlay/Maintenance	478,715	1,410,000	2,552,000	2,552,000	1,142,000	81.0%
Capital Projects	810,320	80,000	0	0	(80,000)	-100.0%
<b>Total Baseline</b>	<b>\$34,524,019</b>	<b>\$40,736,100</b>	<b>\$44,615,500</b>	<b>\$44,916,700</b>	<b>\$4,180,600</b>	<b>10.3%</b>
New Requests			301,200		0	-100.0%
<b>Total Expenditures</b>	<b>\$34,524,019</b>	<b>\$40,736,100</b>	<b>\$44,916,700</b>	<b>\$44,916,700</b>	<b>\$4,180,600</b>	<b>10.3%</b>

### Expenditure Summary



## Staffing History

### Staffing History



### Positions by Program:

	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Sewer	50.5	53.8	56.4	54.7	55.0
Mattawoman	37.7	39.1	40.1	41.4	41.7
Water	44.5	45.8	50.2	50.9	51.2
<b>Total Full Time Equivalent</b>	<b>132.7</b>	<b>138.7</b>	<b>146.7</b>	<b>147.0</b>	<b>148.0</b>

## Water & Sewer

<b>Department:</b>	Public Works - Utilities	30.25.71
<b>Division \ Program:</b>	Satellite Sewer Systems	Fund: Enterprise
<b>Program Administrator:</b>	Bernard Cochran, Acting Director of Public Works	

Expenditure Category	FY2021 Actual	FY2022 Adopted	FY2023 Requested	FY2023 Proposed	\$ Change FY2022	% Chg.
Personal Services	\$3,307,499	\$3,448,000	\$3,687,600	\$3,701,100	\$253,100	7.3%
Fringe Benefits	1,176,509	1,302,600	1,299,700	1,305,500	2,900	0.2%
Operating Costs	3,990,662	4,857,900	5,678,800	5,768,100	910,200	18.7%
Debt Service	4,224,311	4,868,400	5,276,900	5,293,000	424,600	8.7%
Capital Outlay/Maintenance	282,227	320,000	460,000	460,000	140,000	43.8%
Capital Projects	486,700	80,000	0	0	(80,000)	N/A
<b>Total Baseline</b>	<b>\$13,467,909</b>	<b>\$14,876,900</b>	<b>\$16,403,000</b>	<b>\$16,527,700</b>	<b>\$1,650,800</b>	<b>11.1%</b>
New Requests			124,700		0	N/A
<b>Total Expenditures</b>	<b>\$13,467,909</b>	<b>\$14,876,900</b>	<b>\$16,527,700</b>	<b>\$16,527,700</b>	<b>\$1,650,800</b>	<b>11.1%</b>

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the approved FY2022 salary increases and funding to support a new Geographical Information System Specialist. Also Included is funding to support salary increases in FY2023.
- The **Operating Costs** budget increase includes additional funding to support the increased cost for fuel, chemicals, and electricity based on current trends. Also included is funding to support partial costs for a fee rate study, anticipated maintenance and repairs, new positions, and other adjustments based on anticipated spending.
- The increase in **Debt Service** is for payments related to bond issues for capital projects and payments for vehicle and equipment purchases that were bank financed. Includes funding to support new request - 4 inch diesel grinder pump, portable storage trailer and new trailer vacuum unit.
- The **Capital Outlay/Maintenance** is mainly for ongoing maintenance at the satellite sewer sites based on anticipated needs for FY2023. The increase is for replacing sand at Swan Point WWTP and spare pumps for pump stations.

### Description:

The Sewer Division of the Department of Public Works - Utilities exists to operate and maintain all County owned sewer lines, pump stations and treatment plants in an effort to ensure a healthy environment for Charles County residents. Included are 58 pump stations, six wastewater treatment plants, and over 500 miles of sewer lines throughout the County. Facilities are monitored by staff daily everyday of the year, with radio telemetry alarm units and an emergency communication system providing for around the clock responses as needed.

The Sewer Division also includes the holding tank program (administered by the Department of Community Services) which provides for the pumping of 16 holding tanks for those who qualify, and the Sewer Division pumps these tanks on a regular basis. As is the case with the remainder of the Department, the program goal is to comply with all Federal, State, and County laws and regulations on a consistent basis and to meet or exceed all permit conditions.

<b>Positions:</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>
Total Full Time Equivalent	50.5	53.8	56.4	54.7	55.0

## Water & Sewer

<b>Department:</b>	Public Works - Utilities	30.25.72
<b>Division \ Program:</b>	Mattawoman Treatment Plant	Fund: Enterprise
<b>Program Administrator:</b>	Bernard Cochran, Acting Director of Public Works	

Expenditure Category	FY2021 Actual	FY2022 Adopted	FY2023 Requested	FY2023 Proposed	\$ Change FY2022	% Chg.
Personal Services	\$2,330,845	\$2,495,800	\$2,636,000	\$2,647,600	\$151,800	6.1%
Fringe Benefits	900,905	928,500	930,600	935,700	7,200	0.8%
Operating Costs	6,593,286	8,050,700	8,377,400	8,428,600	377,900	4.7%
Debt Service	44,037	81,800	106,400	106,400	24,600	30.1%
Capital Outlay/Maintenance	0	650,000	1,397,000	1,397,000	747,000	114.9%
<b>Total Baseline</b>	<b>\$9,869,073</b>	<b>\$12,206,800</b>	<b>\$13,447,400</b>	<b>\$13,515,300</b>	<b>\$1,308,500</b>	<b>10.7%</b>
New Requests			67,900		0	N/A
<b>Total Expenditures</b>	<b>\$9,869,073</b>	<b>\$12,206,800</b>	<b>\$13,515,300</b>	<b>\$13,515,300</b>	<b>\$1,308,500</b>	<b>10.7%</b>
<b>WSSC Contribution/ CPV/Panda</b>	<b>\$1,819,769</b>	<b>\$3,165,400</b>	<b>\$2,326,900</b>	<b>\$2,326,900</b>	<b>(\$838,500)</b>	<b>-26.5%</b>

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the approved FY2022 salary increases and funding to support a new Geographical Information System Specialist. Also Included is funding to support salary increases in FY2023.
- The **Operating Costs** budget increase includes additional funding to support the increased cost of fuel, chemicals, and electricity based on current trends. Also included is funding to support anticipated repairs and maintenance of aging infrastructure, new positions, and the increased cost of sludge disposal.
- **Operating Contingency** is for potential salary increases.
- **Debt Service** includes payments associated with bank financing certain vehicle and equipment purchases.
- **Capital Outlay/Maintenance** is to provide funds to cover unanticipated plant repairs, replace a blower at the Mattawoman Plant, additional parts to support the new centrifuges at the Mattawoman plant, and to replace all of the metal caps on the railings of the sand filters.
- **WSSC Contribution/CPV/Panda** revenues are reimbursements which are based on operation and maintenance cost. These revenues are declining based on changing the reimbursement budgets for CPV and Panda.

### Description:

The Mattawoman Wastewater Treatment Plant is an advanced facility capable of treating 20 million gallons of wastewater daily. It is staffed and monitored around the clock and has phosphorous removal and sludge handling capabilities, accepting septic tank, holding tank wastes and sludge from other sources throughout the region. A sludge contract with a private vendor provides for a proactive approach to sludge management that benefits not only the user community and the agricultural community, but the environment as a whole since we are able to conserve landfill space and assist in the Chesapeake Bay restoration effort.

An Enhanced Nutrient Removal upgrade to the Plant was completed during FY 2009 as part of a Chesapeake Bay initiative. The Plant has an in-house laboratory that provides analytic services for quality control. The goal of the facility is to comply with all Federal, State, and County laws and regulations on a consistent basis and to meet or exceed all permit conditions.

### Positions:

	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Total Full Time Equivalent	37.7	39.1	40.1	41.4	41.7



## Water & Sewer

<b>Department:</b>	Public Works - Utilities		30.25.76
<b>Division \ Program:</b>	Water	<b>Fund:</b>	Enterprise
<b>Program Administrator:</b>	Bernard Cochran, Acting Director of Public Works		

Expenditure Category	FY2021 Actual	FY2022 Adopted	FY2023 Requested	FY2023 Proposed	\$ Change FY2022	% Chg.
Personal Services	\$2,780,023	\$3,218,100	\$3,444,800	\$3,458,300	\$240,200	7.5%
Fringe Benefits	1,022,634	1,232,600	1,238,700	1,244,500	11,900	1.0%
Operating Costs	4,687,397	6,281,300	7,318,100	7,407,400	1,126,100	17.9%
Debt Service	2,176,875	2,480,400	2,068,500	2,068,500	(411,900)	-16.6%
Capital Outlay/Maintenance	196,488	440,000	695,000	695,000	255,000	58.0%
Capital Projects	323,620	0	0	0	0	N/A
<b>Total Baseline</b>	<b>\$11,187,037</b>	<b>\$13,652,400</b>	<b>\$14,765,100</b>	<b>\$14,873,700</b>	<b>\$1,221,300</b>	<b>8.9%</b>
New Requests			108,600		0	N/A
<b>Total Expenditures</b>	<b>\$11,187,037</b>	<b>\$13,652,400</b>	<b>\$14,873,700</b>	<b>\$14,873,700</b>	<b>\$1,221,300</b>	<b>8.9%</b>

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the approved FY2022 salary increases and funding to support a new Geographical Information System Specialist. Also Included is funding to support salary increases in FY2023.
- The **Operating Costs** budget increased to support the increased cost of fuel, chemicals, and electricity. Additionally, funding is included to support new positions, anticipated repairs, maintenance, and other FY2023 anticipated needs.
- **Debt Service** is for payments related to bond issues for capital projects and payments to finance vehicle and equipment purchases.
- **Capital Outlay/Maintenance** budget includes funds for ongoing maintenance for water operations.

### Description:

The Water Division of the Department of Public Works - Utilities provides water service to more than 33,500 customer accounts throughout the County, striving to ensure a safe drinking water supply for all. As a result of growth throughout the County, rather than operating as one integrated system, the Division operates and maintains 19 separate community water systems, four Wastewater Treatment Plant water systems and five County park water systems.

### Positions:

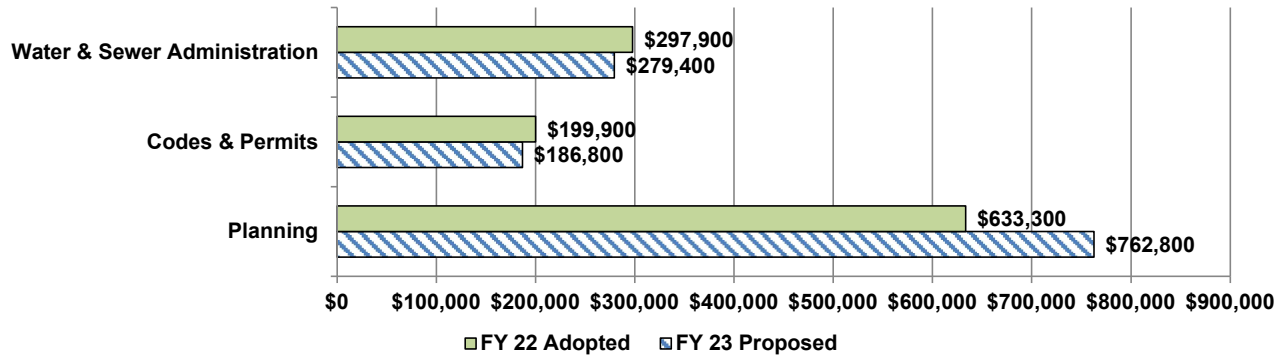
	<u>FY19</u> <u>FTE</u>	<u>FY20</u> <u>FTE</u>	<u>FY21</u> <u>FTE</u>	<u>FY22</u> <u>FTE</u>	<u>FY23</u> <u>FTE</u>
<b>Total Full Time Equivalent</b>	<b>44.5</b>	<b>45.8</b>	<b>50.2</b>	<b>50.9</b>	<b>51.2</b>

## Water & Sewer

**Department:** Planning and Growth Management 30.07  
**Division \ Program:** Department Summary Fund: Enterprise  
**Program Administrator:** Deborah Carpenter, Director of Planning & Growth Management

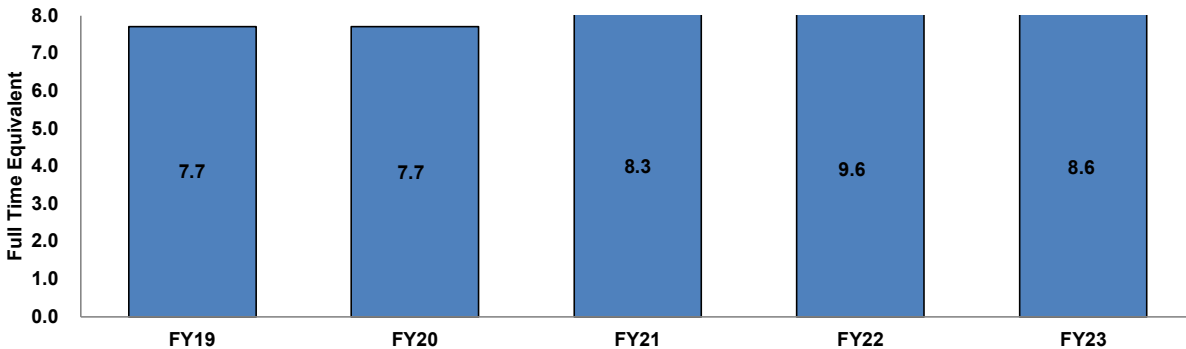
Expenditure Category	FY2021 Actual	FY2022 Adopted	FY2023 Requested	FY2023 Proposed	\$ Change FY2022	% Chg.
Personal Services	\$529,296	\$626,100	\$660,100	\$660,100	\$34,000	5.4%
Fringe Benefits	191,348	202,200	171,100	171,100	(31,100)	-15.4%
Operating Costs	64,851	302,800	368,500	368,500	65,700	21.7%
Operating Contingency	0	0	0	29,300	29,300	NEW
<b>Total Baseline</b>	<b>\$785,495</b>	<b>\$1,131,100</b>	<b>\$1,199,700</b>	<b>\$1,229,000</b>	<b>\$97,900</b>	<b>8.7%</b>
Request Greater than Baseline			29,300	0	0	N/A
<b>Total Expenditures</b>	<b>\$785,495</b>	<b>\$1,131,100</b>	<b>\$1,229,000</b>	<b>\$1,229,000</b>	<b>\$97,900</b>	<b>8.7%</b>
<b>Revenues</b>	<b>\$11,035</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>0.0%</b>

### Expenditure Summary



## Staffing History

### Staffing History



### Positions by Program:

	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Water & Sewer Administration	0.8	0.8	1.0	3.1	2.9
Codes & Permits	4.7	4.7	4.7	2.8	1.8
Planning	2.3	2.3	2.7	3.7	4.0
<b>Total Full Time Equivalent</b>	<b>7.7</b>	<b>7.7</b>	<b>8.3</b>	<b>9.6</b>	<b>8.6</b>

## Water & Sewer

**Department:** Planning and Growth Management 30.07.06  
**Division \ Program:** Water & Sewer Administration Fund: Enterprise  
**Program Administrator:** Deborah Carpenter, Director of Planning & Growth Management  
<https://www.charlescountymd.gov/government/planning-and-growth-management>

Expenditure Category	FY2021 Actual	FY2022 Adopted	FY2023 Requested	FY2023 Proposed	\$ Change FY2022	% Chg.
Personal Services	\$106,391	\$224,400	\$229,800	\$229,800	\$5,400	2.4%
Fringe Benefits	26,658	71,100	44,700	44,700	(26,400)	-37.1%
Operating Costs	779	2,400	4,900	4,900	2,500	104.2%
<b>Total Expenditures</b>	<b>\$133,828</b>	<b>\$297,900</b>	<b>\$279,400</b>	<b>\$279,400</b>	<b>(\$18,500)</b>	<b>-6.2%</b>
<b>Revenues</b>	<b>\$11,035</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>0.0%</b>

### Baseline Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the approved salary increases which is being offset by the reallocation of various positions between the General Fund and ESF Fund. This resulted in a decrease of .25 FTE's for the Administration division. Also included is the impact of the reclassification of an Office Associate II to a Permit Technician, and funding to support salary increases in FY2023.
- The **Operating Costs** have increased to support an increase in the Job Ads line item due to recent turnover. The turnover factor has been increased to support this request.

### Description:

The mission of the Department of Planning and Growth Management (PGM) is: "To provide the citizens of Charles County an effective and economical infrastructure through planning, design, and construction of facilities, roadways, water and wastewater systems as described in the County's Comprehensive Plan. This shall be accomplished in a timely, efficient and courteous manner with dedication and quality service in cooperation with various agencies." Supporting the mission of PGM are various policies which provide a comprehensive approach to the orderly planning and development of infrastructure within Charles County.

Using these policies, the Administration Division provides continuous evaluation of infrastructure needs and implements standards through updates to the comprehensive plan, codes, regulations, ordinances, and policies and procedures. The Division maintains high standards of personnel efficiency and expertise to develop and maintain continuous educational programs; guarantee performance is consistent with specialized obligations; promote the most efficient use of the resources for the County.

The responsibilities of the Administration Division include: budget administration; customer relations; coordination with Citizens' Liaison issues; maintenance of department's records retention policy; dedication of roads and water and sewer systems; property acquisitions; planning, preparation & coordination of auction of surplus county properties; developing policies and procedures; grants administration; personnel administration; and oversight of the Permits Office.

<b>Positions:</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Director of Planning & Growth Mgmt	0.2	0.2	0.2	0.2	0.2
Deputy Director of Planning & Growth Mgmt	0.2	0.2	0.2	0.2	0.3
Chief of Administrative Operations	0.0	0.0	0.1	0.1	0.1
Citizen Response Coordinator	0.2	0.2	0.2	0.2	0.1
Project/Program Manager	0.2	0.2	0.0	0.0	0.0
Property Acquisition Officer	0.0	0.0	0.0	0.0	0.1
Assistant Property Acquisition Officer	0.0	0.0	0.3	0.3	0.1
Assistant to the Director	0.1	0.1	0.1	0.1	0.2
Right-Of-Way Bonding Specialist	0.0	0.0	0.0	0.3	0.3
Permit Technician	0.0	0.0	0.0	0.6	0.6
Permit Specialist	0.0	0.0	0.0	1.0	1.0
Office Associate II	0.0	0.0	0.0	0.3	0.0
Part Time	0.1	0.1	0.1	0.1	0.1
<b>Total Full Time Equivalent</b>	<b>0.8</b>	<b>0.8</b>	<b>1.0</b>	<b>3.1</b>	<b>2.9</b>

## Water & Sewer

**Department:** Planning and Growth Management 30.07.61  
**Division \ Program:** Codes, Permits & Inspection Services\Codes & Permits Fund: Enterprise  
**Program Administrator:** Ray Shumaker, Chief of Codes, Permits & Inspection Services  
<https://www.charlescountymd.gov/government/planning-and-growth-management/online-permitting>

Expenditure Category	FY2021 Actual	FY2022 Adopted	FY2023 Requested	FY2023 Proposed	\$ Change FY2022	% Chg.
Personal Services	\$251,200	\$152,900	\$143,600	\$143,600	(\$9,300)	-6.1%
Fringe Benefits	76,766	41,000	37,200	37,200	(3,800)	-9.3%
Operating Costs	0	6,000	6,000	6,000	0	0.0%
<b>Total Expenditures</b>	<b>\$327,966</b>	<b>\$199,900</b>	<b>\$186,800</b>	<b>\$186,800</b>	<b>(\$13,100)</b>	<b>-6.6%</b>

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** decrease includes the approved salary increases which is being offset by turnover. Also included is the impact of the reallocation of various positions based on current job duties. This resulted in a decrease of 1.05 FTE's to the Codes & Permits division. Also Included is funding to support salary increases in FY2023.

### Description:

The Codes, Permits and Inspection Services Division administers the regulatory aspect of both review and inspection. The division is divided into two program areas: engineering, and inspection and enforcement.

The engineering program area is responsible for the development and implementation of County Ordinances, Codes, Specifications, and Details relating to stormwater management, stormwater conveyance facilities, water and sewer facilities, roads, grading and sediment control. The program area also provides for the plan review of residential and commercial building permits and capital improvement infrastructure projects. Additionally, they process, review and issue infrastructure projects and assist in reviewing preliminary subdivision plans, site development plans, and record plats.

The inspection and enforcement program area is comprised of three groups: infrastructure, building and trades, and stormwater management maintenance. Staff provide inspections for issued permits and plans, enforce County codes, investigate complaints related to the international building codes, stormwater management, stormwater conveyance facilities, water and sewer facilities, roads, and grading and sediment control. Additionally, staff performs triennial inspection of existing stormwater management devices for compliance with performance specifications, legal agreements, and Maryland and/or Federal law. Inspection staff also investigates complaints pertaining to existing stormwater management devices and illicit discharge.

<b>Positions:</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of CPIS	0.1	0.1	0.1	0.1	0.1
Engineer Supervisor	1.0	1.0	1.0	1.0	0.3
Engineer I - IV	1.0	1.0	1.0	1.0	0.8
Building Code Official	0.1	0.1	0.1	0.1	0.0
Assistant to the Chief of CPIS	0.1	0.1	0.0	0.0	0.0
Administrative Associate	0.0	0.0	0.1	0.1	0.1
Right of Way and Bonding Specialist	0.3	0.3	0.3	0.0	0.0
Permits Specialist	1.5	1.5	1.5	0.5	0.5
Office Associate II	0.6	0.6	0.6	0.0	0.0
<b>Total Full Time Equivalent</b>	<b>4.7</b>	<b>4.7</b>	<b>4.7</b>	<b>2.8</b>	<b>1.8</b>

## Water & Sewer

**Department:** Planning and Growth Management 30.07.19  
**Division \ Program:** Planning Fund: Enterprise  
**Program Administrator:** Jim Campbell, Planning Director  
<https://www.charlescountymd.gov/government/planning-and-growth-management>

Expenditure Category	FY2021 Actual	FY2022 Adopted	FY2023 Requested	FY2023 Proposed	\$ Change FY2022	% Chg.
Personal Services	\$171,705	\$248,800	\$286,700	\$286,700	\$37,900	15.2%
Fringe Benefits	87,924	90,100	89,200	89,200	(900)	-1.0%
Operating Costs	64,072	294,400	357,600	357,600	63,200	21.5%
Operating Contingency	0	0	0	29,300	29,300	NEW
<b>Total Baseline</b>	<b>\$323,701</b>	<b>\$633,300</b>	<b>\$733,500</b>	<b>\$762,800</b>	<b>\$129,500</b>	<b>20.4%</b>
Request Greater than Baseline			29,300	0	0	N/A
<b>Total Expenditures</b>	<b>\$323,701</b>	<b>\$633,300</b>	<b>\$762,800</b>	<b>\$762,800</b>	<b>\$129,500</b>	<b>20.4%</b>

### Changes and Useful Information:

- **Personal Services and Fringe Benefits** increase includes approved salary increases. Also included is the impact of the reallocation of various positions based on current job duties. This resulted in an increase of 0.29 FTE's to the Planning division. Also included is funding to support salary increases in FY2023.
- The **Operating Costs** budget increased to support the anticipated cost of the Ground Water Study, and a decrease to contract services based on anticipated needs for FY2023.
- **Operating Contingency** includes funding for the new Planner I position which is contingent on final decision of General Fund support for part of this request.

### Description:

The Planning Division administers the County programs related to Comprehensive Planning, Zoning Regulation, and Infrastructure Planning. The services provided by the Planning Division include four major program areas: Long-range & Preservation Planning, Development Review, Zoning Administration, and Infrastructure Planning and Analysis.

Long-range & Preservation Planning develops and administers the County Comprehensive Plan and Small Area Plans, facilitates the Agricultural and Land Preservation programs, and provides oversight of the Watershed Improvement Plan and associated environmental enhancement programs. This specialized team also administers the Cultural Resource, Historic and Archeological Preservation Programs, and leads the coordination effort with our local Military Base installations to prevent incompatible land use encroachment.

The Zoning Administration group provides direction over the core zoning regulations with regard to commercial, industrial and residential development in the un-incorporated areas of the County. This includes approval of permissible uses by zone, development setbacks and landscape buffers, height restrictions, parking, site design and architectural review code, and other related development regulations. In addition, this team administers the Record Plat process, the Site Development Plan process, and the Variance and Special Exception processes with the Board of Zoning Appeals.

Development review includes the review, processing and approval of small and large-scale development within the County. More specifically, this team evaluates preliminary subdivision plans, major subdivision record plats, forest conservation plans, and adequate public facility regulations. This also includes coordination with State and county agencies on each application. They process development requests and develop staff reports that are presented to the County Planning Commission for approval.

Finally, the Engineering and Infrastructure Planning team is responsible for planning, coordination, and management of public infrastructure and local drinking water resources. Infrastructure management includes public water and sewer, public transportation facilities, and the administration of the County's mapping services. Resource management includes the oversight and allocation of capacity for potable water supply, wastewater treatment capacities, and associated planning activities. This group provides the administration of the County petition process, drafting and facilitation of the solid waste & water /sewer plans, and coordination with Federal, State, & local resource agencies.

### Positions:

	FY19	FY20	FY21	FY22	FY23
Title	FTE	FTE	FTE	FTE	FTE
Planning Director	0.3	0.3	0.3	0.3	0.3
Assistant Chief of Planning	0.2	0.2	0.1	0.1	0.1
Engineering Supervisor	1.0	1.0	1.0	1.0	1.0
Engineer II	0.8	0.8	1.0	1.0	1.0
GIS Analyst	0.4	0.4	0.3	0.3	0.3
Planner I - III	0.4	0.4	0.4	0.4	0.4
Administrative Associate	0.0	0.0	0.3	0.3	0.3
PGM Support Specialist	0.0	0.0	0.0	0.0	0.3
Part Time	0.3	0.3	0.3	0.3	0.3
<b>Total Full Time Equivalent</b>	<b>3.3</b>	<b>3.3</b>	<b>3.7</b>	<b>3.7</b>	<b>4.0</b>
Allocated to the Capital Project Fund	(1.0)	(1.0)	(1.0)	0.0	0.0
<b>Net Cost to the Water &amp; Sewer Fund</b>	<b>2.3</b>	<b>2.3</b>	<b>2.7</b>	<b>3.7</b>	<b>4.0</b>

## Water & Sewer

**Department:** Fiscal & Administrative Services 30.04.60  
**Division \ Program:** Billing Fund: Enterprise  
**Program Administrator:** Bill DeAtley, Chief of Accounting  
 Mailing Address: P.O. Box 1630, La Plata, MD 20646  
 Physical Address: 200 Baltimore St., La Plata, MD 20646 301-645-0624 301-870-2542  
[www.charlescountymd.gov/fas/wsbilling/water-and-sewer-billing](http://www.charlescountymd.gov/fas/wsbilling/water-and-sewer-billing) 8:00 a.m.-4:30 p.m. M-F

<b>Expenditure Category</b>	<b>FY2021 Actual</b>	<b>FY2022 Adopted</b>	<b>FY2023 Requested</b>	<b>FY2023 Proposed</b>	<b>\$ Change FY2022</b>	<b>% Chg.</b>
Personal Services	\$489,436	\$536,400	\$551,700	\$551,700	\$15,300	2.9%
Fringe Benefits	148,294	154,500	139,500	139,500	(15,000)	-9.7%
Operating Costs	197,229	516,900	686,500	686,500	169,600	32.8%
Operating Contingency	0	4,400	4,400	4,400	0	0.0%
Debt Service	7,971	8,000	7,900	7,900	(100)	-1.3%
<b>Total Expenditures</b>	<b>\$842,930</b>	<b>\$1,220,200</b>	<b>\$1,390,000</b>	<b>\$1,390,000</b>	<b>\$169,800</b>	<b>13.9%</b>
<b>Total Revenues</b>	<b>\$684,215</b>	<b>\$1,220,200</b>	<b>\$1,390,000</b>	<b>\$1,390,000</b>	<b>\$169,800</b>	<b>13.9%</b>

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the approved FY2022 salary increases, and funding to support FY2023 salary increases.
- The **Operating Costs** budget increase is to support increased cost of credit card processing and other adjustments based on anticipated spending.
- **Operating Contingency** is to cover potential revenue shortfalls and/or expenditure overruns.
- The **Debt Service** budget is to cover the issuance of bonds for the Treasury Office Area Renovation.

### Description:

The Billing Division is responsible for customer billing on a quarterly basis, assessing penalties on delinquent accounts, and termination of service, if so warranted. Customer service and assistance are top priorities for the division. Customer bills are created by the electronic transfer of meter readings from handheld units and laptops to a data base that is used to calculate water and sewer invoices based on water consumption.

### Positions:

<u>Title</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>	<u>FY21 FTE</u>	<u>FY22 FTE</u>	<u>FY23 FTE</u>
Chief of Accounting	0.3	0.3	0.3	0.3	0.3
Water/Sewer Billing Manager	1.0	1.0	1.0	1.0	1.0
Assistant Water/Sewer Billing Manager	1.0	1.0	1.0	1.0	1.0
Utilities Billing Specialist	6.0	7.0	7.0	7.0	7.0
Part Time	0.7	0.0	0.0	0.7	0.7
<b>Total Full Time Equivalent</b>	<b>8.9</b>	<b>9.3</b>	<b>9.3</b>	<b>9.9</b>	<b>9.9</b>

## Water & Sewer

**Departments:** Public Works - Utilities 30.25.60  
**Division \ Program:** Meters Fund: Enterprise  
**Program Administrator:** Bernard Cochran, Acting Director of Public Works

Expenditure Category	FY2021 Actual	FY2022 Adopted	FY2023 Requested	FY2023 Proposed	\$ Change FY2022	% Chg.
Personal Services	\$389,742	\$424,100	\$422,900	\$422,900	(\$1,200)	-0.3%
Fringe Benefits	158,675	140,300	146,600	146,600	6,300	4.5%
Operating Costs	97,340	128,900	143,300	143,300	14,400	11.2%
Operating Contingency	0	4,100	0	0	(4,100)	N/A
Debt Service	247,026	247,000	11,900	11,900	(235,100)	-95.2%
<b>Total Expenditures</b>	<b>\$892,783</b>	<b>\$944,400</b>	<b>\$724,700</b>	<b>\$724,700</b>	<b>(\$219,700)</b>	<b>-23.3%</b>
<b>Total Revenues</b>	<b>\$906,982</b>	<b>\$944,400</b>	<b>\$724,700</b>	<b>\$724,700</b>	<b>(\$219,700)</b>	<b>-23.3%</b>

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes funding for approved salary increases which is being offset by turnover. Also included is funding to support FY2023 salary increases.
- The **Operating Costs** budget increased to support the increased cost of vehicle fuel, and the software that transfers meter data to the billing software to generate quarterly invoices for customers. Other adjustments have been made based on anticipated spending.
- **Operating Contingency** is to cover potential salary increases.
- Included in **Debt Service** are payments to bank finance vehicles and equipment. The decrease is due to the Meter Replacement Lease being paid off in FY2022.

### Description:

The Meter Division is responsible for installing, repairing, replacing, and reading meters for water and sewer billing purposes. Meter readings are transferred from hand-held units to a data base that is used by the Billing Division to invoice customers quarterly based on consumption. Prompt, accurate readings and great customer service are top priorities for the Division.

<b>Positions:</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>
Title	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Deputy Director of DPW UT	0.1	0.1	0.1	0.1	0.1
Meter Superintendent	1.0	1.0	1.0	1.0	1.0
Meter Technicians	6.0	6.0	6.0	6.0	6.0
<b>Total Full Time Equivalent</b>	<b>7.1</b>	<b>7.1</b>	<b>7.1</b>	<b>7.1</b>	<b>7.1</b>