

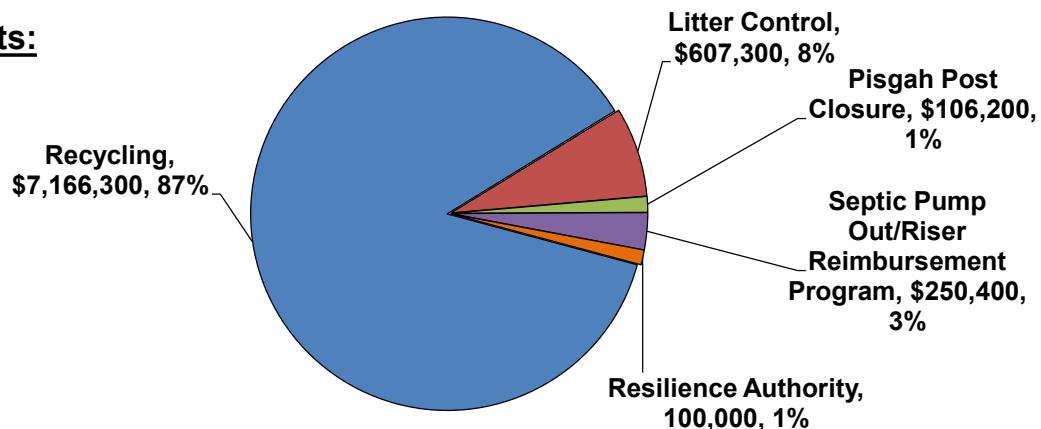
# FISCAL YEAR 2023

## Environmental Service Fund

### Total Budget: \$8,330,200

The Environmental Service Fund was established as an Enterprise Fund to account for environmental programs such as Recycling, Litter Control, Hazardous Waste, and other related environmental programs. The Fund is supported 100% by fees and charges, the most prominent being the Environmental Service Fee. The FY2023 proposed budget includes funding for 34.3 full-time equivalent employees.

#### Program Budgets:



	FY2022	FY2023	FY2023		
	Adopted	Requested	Proposed	Variance	% Change
Revenues	\$7,210,300	\$7,300,800	\$7,300,800	\$90,500	1.3%
Expenditures	7,210,300	7,621,900	7,900,200	689,900	9.6%
<b>Baseline Surplus/Deficit</b>	<b>\$0</b>	<b>(\$321,100)</b>	<b>(\$599,400)</b>	<b>(\$599,400)</b>	
New Requests		(278,300)	0	0	
<b>Total Surplus / Deficit</b>	<b>\$0</b>	<b>(\$599,400)</b>	<b>(\$599,400)</b>	<b>(\$599,400)</b>	
Equipment Tech. Reserve	\$375,000	430,000	430,000	55,000	
Capital Outlay (funded by reserves)	(375,000)	(430,000)	(430,000)	(55,000)	
<b>Surplus/(Deficit)</b>	<b>\$0</b>	<b>(\$599,400)</b>	<b>(\$599,400)</b>	<b>(\$599,400)</b>	

\$1.00 increase to the Environmental Service Fee adjusts revenues by \$58,900

<b><u>Baseline Changes:</u></b>	<b><u>Request</u></b>	<b><u>Fee Impact</u></b>
<b>Increase in Operating Revenues</b>	<b>\$90,500</b>	<b>\$1.53</b>
Based on the FY22 amended budget.		
<b>Salary and Fringe</b>	<b>(\$105,700)</b>	<b>(\$1.79)</b>
Salary and Fringe accounts include the FY2022 approved salary increases, funding for FY2023 salary increases, as well as the impact of various positions that were promoted during FY2022.		
<b>Contract Services</b>	<b>(\$108,200)</b>	<b>(\$1.83)</b>
Anticipated increase due to litter control and household hazardous waste contracts going out to rebid.		
<b>Curbside Collection</b>	<b>(\$79,000)</b>	<b>(\$1.34)</b>
Based on a 1,000 increase in house count.		
<b>Tire Processing</b>	<b>(\$50,000)</b>	<b>(\$0.85)</b>
Based on the anticipation of an increased contract rebid of tire processing.		
<b>Equipment Repairs and Maintenance</b>	<b>(\$21,000)</b>	<b>(\$0.36)</b>
To cover repairs of growing fleet.		
<b><u>Minor adjustment in other expenditures costs.</u></b>	<b>(\$47,700)</b>	<b>(\$0.81)</b>
<b>Baseline Deficit</b>	<b>(\$321,100)</b>	<b>\$5.00</b>

**New Requests****Request****Fee Impact****DPW****Litter Control Manager (1)      FTE 1.00      Aug      (\$75,200)      \$1.30**

*A full-time Litter Control Manager is needed to oversee the Litter Control Contract, the three full-time supervisors and crews, and antilitter programs & campaigns. This position will be responsible for contract management, program outreach, and education. The Litter Control Manager will also assist the Recycling and Litter Control Superintendent with the Keep Charles County Beautiful initiatives. Such as the Adopt-a-Road and Adopt-a-Spot programs, and the Charles County Community Cleanup. A dedicated position is needed to promote a robust litter abatement program to meet the changing needs of the county.*

**Litter Control Crew (6)      FTE 2.40 Oct      (\$141,600)      \$2.44**

*Full-time litter crews are needed to combat roadside litter actively and aggressively and work to Keep Charles County Beautiful. Due to difficulties hiring and retaining part-time staff, crews have struggled to keep Charles County roadways litter free. It has been challenging to keep 2 crews of 6-8 part-time employees. Six full-time Litter Control Crew positions are requested to fill the void left by the Southern Maryland Prerelease Unit closure. Since March 2020, the Division has hired 21 part-time solid waste workers for the litter control program. Only five of those hires remain in the position. Consistent staffing is needed to keep up with the demand and needs within the county and improve employee retention. If approved, the Division would hire six full-time positions and utilize part-time employees to fill the remaining six vacancies. Fully staffed, this will result in 3 crews of 12 full and part-time laborers. We are proposing to reduce our PTI to 6 Part Time employees at 22.5 hours per week.*

**Indirect Cost Increase      (\$11,500)      \$0.20**

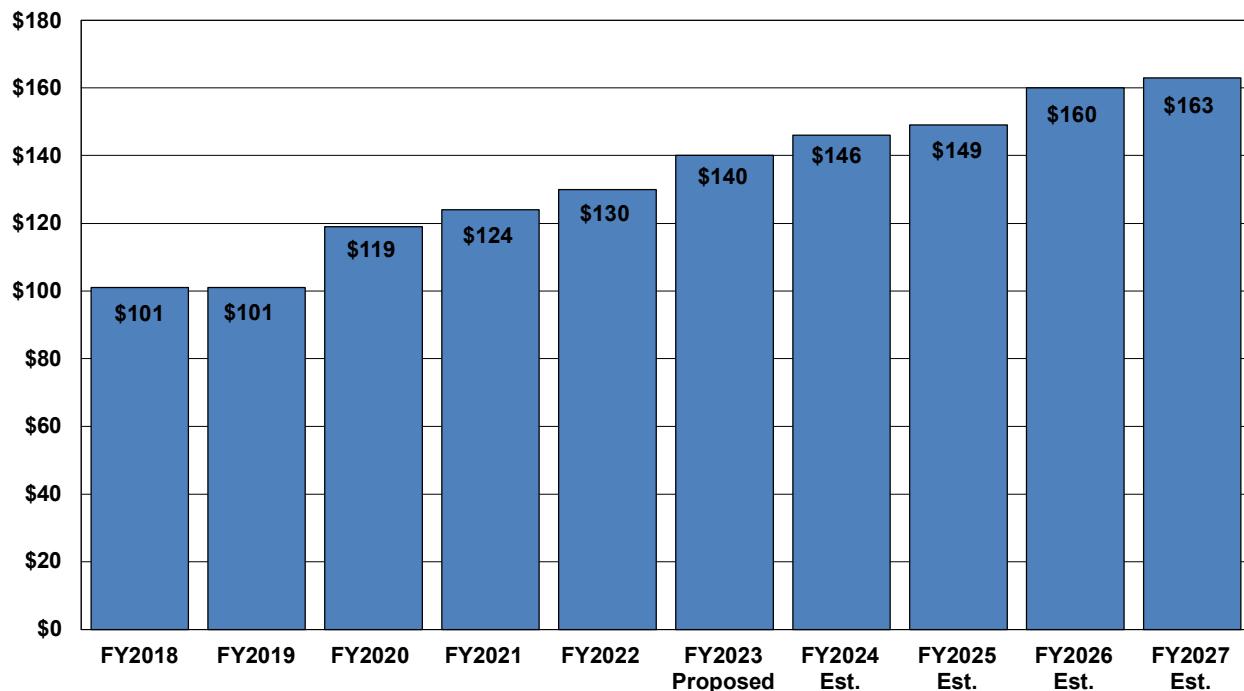
To support new positions in HR and DFAS.

**Resilience Authority      (\$50,000)      \$0.86**

Additional funding to support the Resilience Authority.

<b>New Requests</b>	<b>FTE increase = 3.40</b>	<b>(\$278,300)</b>	<b>\$5.00</b>
<b>Total Deficit</b>		<b>(\$599,400)</b>	<b>\$10.00</b>

# Environmental Service Fee (ESF) History



## ESF Change:

FY2022 Rate per improved property account	\$130
Change needed to balance the FY2023 budget	\$10

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[FY2023 Proposed Rate](#) [\\$140](#)

NOTE: At FY2022 Adoption, FAS was forecasting a \$4 rate increase would be needed for FY2023.

# ENVIRONMENTAL SERVICE FUND

	FY2022 <u>Adopted</u>	FY2023 <u>Requested</u>	FY2023 <u>Proposed</u>	Variance to <u>FY22 Adopted</u>	% Change to <u>FY22 Adopted</u>
<b>PROGRAM BUDGETS</b>					
<b>RECYCLING/LITTER CONTROL:</b>					
<b>Revenue</b>					
Environmental Service Fee	\$6,823,200	\$6,828,400	\$6,828,400	\$5,200	0.1%
Sale from Recyclable Materials	100,000	150,000	150,000	50,000	50.0%
Compost Tipping Fee	38,000	38,000	38,000	0	0.0%
Tire Disposal	22,000	22,000	22,000	0	0.0%
Miscellaneous	12,000	12,000	12,000	0	0.0%
Total Operating Revenues	\$6,995,200	\$7,050,400	\$7,050,400	\$55,200	0.8%
Fund Balance: Equipment Reserve	375,000	430,000	430,000	55,000	14.7%
Total Revenues	\$7,370,200	\$7,480,400	\$7,480,400	\$110,200	1.5%
<b>Expenditures</b>					
Salary & Fringe	\$1,664,300	\$1,755,100	\$1,948,000	\$283,700	5.5%
Operating	4,894,700	5,192,800	5,214,600	319,900	6.1%
Operating Contingency	23,200	32,200	41,000	17,800	38.8%
Debt Service	128,900	90,400	95,200	(33,700)	-29.9%
Capital	490,000	560,000	560,000	70,000	14.3%
Equipment Reserve	121,000	121,000	121,000	0	0.0%
Transfers Out	48,100	50,000	100,000	51,900	4.0%
Total Baseline Request	\$7,370,200	\$7,801,500	\$8,079,800	\$709,600	5.9%
New Requests	0	278,300	0	0	N/A
Total Expenditures	\$7,370,200	\$8,079,800	\$8,079,800	\$709,600	9.6%
<b>Surplus / (Deficit)</b>	<b>\$0</b>	<b>(\$599,400)</b>	<b>(\$599,400)</b>	<b>(\$599,400)</b>	

## VARIOUS ENVIRONMENTAL PROGRAMS:

<b>Revenue</b>					
Environmental Service Fee	\$215,100	\$250,400	\$250,400	\$35,300	16.4%
Total Revenues	\$215,100	\$250,400	\$250,400	\$35,300	16.4%
<b>Expenditures</b>					
Salary & Fringe	\$57,200	\$96,000	\$96,000	\$38,800	67.8%
Operating	157,900	151,900	151,900	(6,000)	-3.8%
Operating Contingency	0	2,500	2,500	2,500	NEW
Total Expenditures	\$215,100	\$250,400	\$250,400	\$35,300	16.4%
<b>Surplus / (Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

## Use of Fund Balance for FY 2023 - Equipment Reserve:

Roll-Off Truck	200,000
Grapple Truck	230,000
<b>Equipment Reserve Fund Balance</b>	<b>\$430,000</b>

**Total Fund Balance** **\$430,000**

# ENVIRONMENTAL SERVICE FUND FIVE-YEAR PLAN

	FY 2022 Adopted	FY 2023 Estimated	FY 2024 Estimated	FY 2025 Estimated	FY 2026 Estimated	FY 2027 Estimated
<b>Revenues</b>						
Operating Revenues	\$7,210,300	\$7,300,800	\$7,376,400	\$7,460,200	\$7,549,100	\$7,638,100
Fund Balance Reserves	375,000	430,000	16,400	632,300	820,100	186,000
<b>Total Revenues</b>	<b>\$7,585,300</b>	<b>\$7,730,800</b>	<b>\$7,392,800</b>	<b>\$8,092,500</b>	<b>\$8,369,200</b>	<b>\$7,824,100</b>
<b>Expenses:</b>						
Operating Expenses	6,966,400	7,679,800	8,024,000	8,307,200	9,112,500	9,433,200
Capital Outlay	490,000	560,000	149,000	767,600	958,100	326,800
Debt Service	128,900	90,400	149,300	143,500	110,600	81,600
<b>Total Expenses</b>	<b>\$7,585,300</b>	<b>\$8,330,200</b>	<b>\$8,322,300</b>	<b>\$9,218,300</b>	<b>\$10,181,200</b>	<b>\$9,841,600</b>
<b>Surplus\Deficit:</b>	<b>\$0</b>	<b>(\$599,400)</b>	<b>(\$929,500)</b>	<b>(\$1,125,800)</b>	<b>(\$1,812,000)</b>	<b>(\$2,017,500)</b>
 <b>Estimated ESF Fee</b>						
<i>Increase over FY2023 Adoption</i>	\$130	\$140	\$146	\$149	\$160	\$163
<i>% rate change</i>		\$10	\$16	\$19	\$30	\$33
		7.8%	3.9%	2.1%	7.4%	1.9%

## Environmental Services

**Department:** Public Works - Facilities 35.05  
**Division \ Program:** Recycling & Litter Control Fund: Enterprise  
**Program Administrator:** Frances Sherman, Chief of Environmental Resources  
<https://www.charlescountymd.gov/services/environmental-resources/recycling-centers-drop-off-facilities>  
<https://www.charlescountymd.gov/services/environmental-resources/litter-control>

Expenditure Category	FY2021 Actual	FY2022 Adopted	FY2023 Requested	FY2023 Proposed	\$ Change from FY2022	% Chg.
Personal Services	\$1,037,946	\$1,294,100	\$1,413,800	\$1,517,000	\$222,900	17.2%
Fringe Benefits	309,897	370,200	341,300	431,000	60,800	16.4%
Operating Costs	4,545,863	4,867,300	5,150,800	5,172,600	305,300	6.3%
Debt Service	166,059	127,000	90,400	95,200	(31,800)	-25.0%
Operating Contingency	0	23,200	32,200	41,000	17,800	76.7%
Capital Outlay	703,163	490,000	560,000	560,000	70,000	14.3%
Agency Funding	19,000	27,400	42,000	42,000	14,600	53.3%
Equipment Reserve	121,000	121,000	121,000	121,000	0	0.0%
<b>Total Baseline</b>	<b>\$6,902,927</b>	<b>\$7,320,200</b>	<b>\$7,751,500</b>	<b>\$7,979,800</b>	<b>\$659,600</b>	<b>9.0%</b>
New Requests			228,300		0	N/A
<b>Total Expenditures</b>	<b>\$6,902,927</b>	<b>\$7,320,200</b>	<b>\$7,979,800</b>	<b>\$7,979,800</b>	<b>\$659,600</b>	<b>9.0%</b>

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** increase includes the approved FY2022 salary increase, as well as the full year impact of three positions that were promoted. Also included is funding to support FY2023 salary increases.
- **Operating Costs** increase is to cover the anticipated increase for various contractors due to rebid, current house count increase for curbside collection, new positions, and repairs and maintenance for growing fleet. Other adjustments were made based on anticipated spending.
- **Debt Service** decrease is due to the expiration of bank financing for recycling carts and other equipment. Also included is funding to bank finance equipment.
- **Operating Contingency** is to cover potential revenue shortfalls and/or expenditure overruns.
- The FY2023 **Capital Outlay** budget is for the replacement of a roll off truck, a grapple truck, and purchase 95 gallon carts.
- **Agency Funding** includes the fund's share of Other Post Employment Benefits (OPEB).
- The **Equipment Reserve** budget is to replace future equipment.

### **Description:**

The Recycling Division provides comprehensive recycling services to the residents of Charles County and has achieved a 45% recycling rate and a 5% source reduction credit equaling a total waste diversion rate of 50%. By the end of FY2022 approximately 49,500 households will be served by curbside collection of recyclable materials with the remaining residents being served by four permanent recycling centers located at Gilbert Run Park in Dentsville, Breeze Farm in Cobb Island, the Landfill in Waldorf, and Pisgah Park in Pisgah. There are also three unmanned used motor oil and antifreeze drop off locations.

The Division markets and transports most of the materials collected. The Recycling Division also administers: a mulching facility, the Household Hazardous Waste Program, Litter Control, and the Potomac River Clean-up. The Household Hazardous Waste Program, held at the Department of Public Works - La Plata office, allows residents to properly dispose of poisons, gas, paint, and chemicals. The Litter Control Program assists in keeping County roads litter free and also helps in cleaning up illegal dump sites.

## Environmental Services

<b>Department:</b>	Public Works - Facilities			35.05
<b>Division \ Program:</b>	Recycling & Litter Control		Fund:	Enterprise
<b>Program Administrator:</b>	Frances Sherman, Chief of Environmental Resources			

<https://www.charlescountymd.gov/services/environmental-resources/recycling-centers-drop-off-facilities>

<https://www.charlescountymd.gov/services/environmental-resources/litter-control>

<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 Public Works	0.1	0.1	0.1	0.1	0.1
Deputy Dir. of Public Works - Facilities	0.2	0.2	0.2	0.2	0.2
Chief of Environmental Resources	0.2	0.2	0.2	0.2	0.2
Inventory Program Manager	0.1	0.1	0.1	0.1	0.1
DPW Project and Program Manager	0.2	0.2	0.2	0.2	0.2
Recycling and Litter Control Superintendent	1.0	1.0	1.0	1.0	1.0
Landfill and Recycling Operations Manager	1.0	1.0	1.0	1.0	1.0
Recycling Contract Field Manager	1.0	1.0	1.0	1.0	1.0
Litter Control Manager	0.0	0.0	0.0	0.0	1.0
Recycling Contract Manager	1.0	1.0	1.0	1.0	1.0
Inventory Specialist	0.1	0.1	0.1	0.1	0.1
Equipment Operator Team Leader	0.0	0.0	1.0	1.0	1.0
Management Support Specialist	0.2	0.2	0.2	0.2	0.2
Equipment Operator IV	2.0	2.0	2.0	2.0	2.0
Litter Control Supervisor	3.0	3.0	3.0	3.0	3.0
Recycling Equipment Operator II	0.0	0.0	0.0	1.0	1.0
Litter Control Crew	0.0	0.0	0.0	0.0	6.0
Landfill Equipment Operator II	0.0	0.0	0.0	0.5	0.5
Administrative Associate	0.1	0.1	0.1	0.1	0.1
Inventory Control Associate	0.1	0.0	0.0	0.0	0.0
Recycling Site Attendant Team Leader	1.0	1.0	1.0	0.0	0.0
Recycling Specialist	0.0	0.0	1.0	1.0	1.0
Recycling Site Attendant	3.0	3.0	3.0	2.5	2.5
Part Time Positions	14.9	14.9	14.0	14.0	10.4
<b>Total Full Time Equivalent</b>	<b>28.9</b>	<b>28.9</b>	<b>30.0</b>	<b>30.0</b>	<b>33.4</b>

## Environmental Services

**Department:** Planning and Growth Management 35.07  
**Division \ Program:** Various Environmental Programs Fund: Enterprise  
**Program Administrator:** Deborah Carpenter, Director of Planning & Growth Management  
<https://www.charlescountymd.gov/government/planning-and-growth-management/septic-system-reimbursement-programs>

Expenditure Category	FY2021 Actual	FY2022 Adopted	FY2023 Requested	FY2023 Proposed	\$ Change from FY2022	% Chg.
Personal Services	\$0	\$40,200	\$70,900	\$70,900	\$30,700	76.4%
Fringe Benefits	0	17,000	25,100	25,100	8,100	47.6%
Operating Costs	254,648	157,900	151,900	151,900	(6,000)	-3.8%
Operating Contingency	0	0	2,500	2,500	2,500	NEW
<b>Total Expenditures</b>	<b>\$254,648</b>	<b>\$215,100</b>	<b>\$250,400</b>	<b>\$250,400</b>	<b>\$35,300</b>	<b>16.4%</b>

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes approved FY2022 salary increases as well as a reallocation of a PGM Support Specialist to assist with the Septic Pump-out program. This resulted in an increase of 0.10 FTE's to the
- The increase in **Operating Cost** decrease is due to one time costs for the FY2022 new position and other adjustments based on anticipated spending.
- **Operating Contingency** is for potential revenue shortfalls and/or expenditure overruns.

	FY2021 Actual	FY2022 Adopted	FY2023 Proposed	\$ Change from FY2022	% Chg.
<b>Septic Pumpout Program</b>					
Personal Services/Fringe	\$0	\$22,500	\$32,400	\$9,900	44.0%
Contract Services	254,648	150,000	150,000	0	0.0%
Contingency	0	0	400	400	New
<b>Subtotal</b>	<b>\$254,648</b>	<b>\$172,500</b>	<b>\$182,800</b>	<b>\$10,300</b>	<b>6.0%</b>
<b>Climate Resilience and Sustainability</b>					
Salary and Fringe	\$0	\$34,700	\$63,600	\$28,900	83.3%
Operating	0	7,900	1,900	-6,000	-75.9%
Contingency	0	0	2,100	2,100	New
<b>Subtotal</b>	<b>\$0</b>	<b>\$42,600</b>	<b>\$67,600</b>	<b>\$25,000</b>	<b>58.7%</b>
<b>Total</b>	<b>\$254,648</b>	<b>\$215,100</b>	<b>\$250,400</b>	<b>\$35,300</b>	<b>16.4%</b>
<b>Positions:</b>					
	FY19 FTE	FY20 FTE	FY21 FTE	FY22 FTE	FY23 FTE
Planner II	0.0	0.0	0.0	0.3	0.3
Climate Resilience and Sustainability Officer	0.0	0.0	0.0	0.5	0.5
PGM Support Specialist	0.0	0.0	0.0	0.0	0.1
<b>Total Full Time Equivalent</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.8</b>	<b>0.9</b>

## Environmental Services

**Department:** Resilience Authority 35.40  
**Division \ Program:** Resilience Authority Fund: Enterprise  
**Program Administrator:** Vacant

Expenditure Category	FY2021 Actual	FY2022 Adopted	FY2023 Requested	FY2023 Proposed	\$ Change from FY2022	% Chg.
Transfers Out	\$0	\$48,100	\$50,000	\$100,000	\$51,900	107.9%
Debt Service	0	1,900	0	0	(\$1,900)	-100.0%
<b>Total Baseline</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$50,000</b>		<b>(\$50,000)</b>	<b>-100.0%</b>
New Requests		0	50,000		0	N/A
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$50,000</b>	<b>100.0%</b>

### **Changes and Useful Information:**

- The **Transfers Out** includes the funds to support the new Resilience Authority that will be used to support capital projects that can not be debt financed.
- **Debt Service** decreased due to a vehicle for the program administrator not being needed.