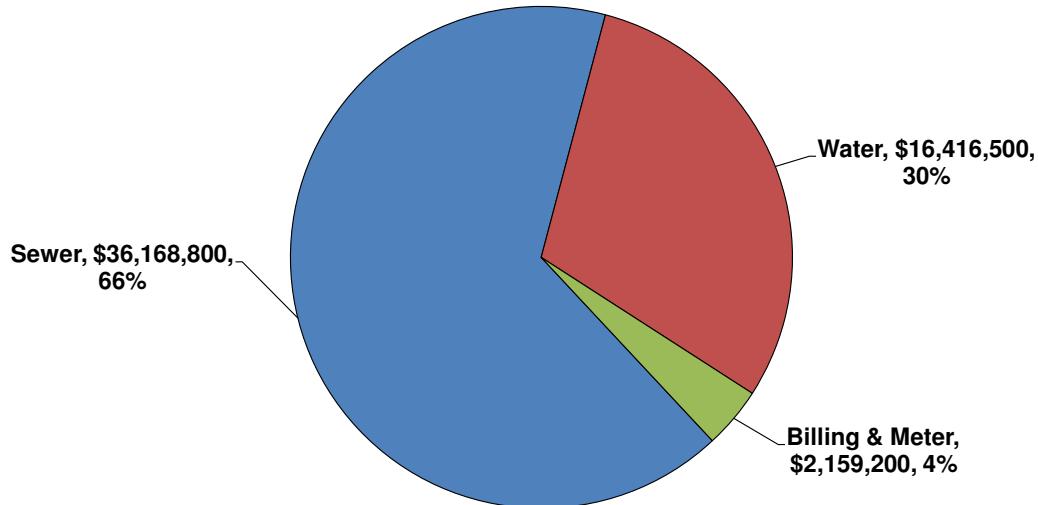


# FISCAL YEAR 2024

## Water & Sewer Fund Summary

### Total Proposed Budget: \$54,744,500

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 FY2024 proposed budget includes funding for 178.3 full-time equivalent positions.



	FY2023 Budget	FY2024 Proposed	Variance	Percent Change
Revenues	\$45,143,400	\$46,454,500	\$1,311,100	3%
Expenditures	\$47,510,400	53,487,500	5,977,100	13%
<b>Baseline Surplus / (Deficit)</b>	(\$2,367,000)	(\$7,033,000)	(\$4,666,000)	
Use of Fund Balance - One time items	\$2,367,000	\$1,718,500	(\$648,500)	
<b>Subtotal</b>	\$0	(\$5,314,500)	(\$5,314,500)	
Net New Requests		(507,000)	(507,000)	
<b>Total Surplus/(Deficit)</b>	\$0	(\$5,821,500)	(\$5,821,500)	

**Baseline Changes:**

• Increase in total revenues based on estimates for FY2024 activity.	\$1,311,100
• Equipment Repairs & Maintenance is increasing based on anticipated needs at the Mattawoman Wastewater Treatment Plant (MWWTP).	(1,860,800)
• Increase to support debt service associated with Water & Sewer projects.	(963,400)
• Personal Services and Fringe increase which includes the impact of the FY2023 approved salary increases based on current personnel, and provides funding to support potential FY2024 salary increases.	(854,300)
• Electricity increased based on current trends.	(655,000)
• Chemicals increased based on anticipated needs which includes an estimated increase in cost.	(506,200)
• Capital Outlay increase is to support ongoing maintenance at satellite sewer sites, as well as unanticipated plant repairs, rehab sand filters, replace broken doors on plant, re-paint piping, replace sand and sand filters, replace valves in tunnels, and rehab scale driveway.	(408,000)
• Sludge Disposal increased based on current trends.	(315,000)
• Utilities increased for additional WSSC water purchase.	(200,000)
• Insurance is increased based on current year actuals.	(119,200)
• Indirect cost allocation increased to support the annual cost associated with the County's new financial system.	(78,200)
• Capital projects paygo funding for sewer pump station capacity study.	(62,500)
• Net adjustment to Operation & Maintenance costs.	45,500
<b>Subtotal</b>	<b>(\$4,666,000)</b>
• Use of fund balance for one time needs - net adjustment	(648,500)
<b>Total Baseline Deficit</b>	<b>(\$5,314,500)</b>

## **FY2024 W&S Fund Balance Breakdown**

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### **Sewer Maintenance**

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\$75,000 To Support replacement of ferric pipe

\$500,000 Aerations parts

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**\$575,000 Total One Time Mattawoman Capital Outlay/Maintenance**

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### **Mattawoman Maintenance**

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\$300,000 Fix doors

\$200,000 Paint sewer lines

\$400,000 Change sand at sand filters

\$30,000 Rehab scale drive way

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**\$930,000 Total One Time Mattawoman Capital Outlay/Maintenance**

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### **Water Maintenance**

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\$10,000 Concrete pad MT Carmel well

\$35,000 Driveway repair

\$75,000 Pressure wash swan point tower

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**\$120,000 Total One Time Water Capital Outlay/Maintenance**

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### **Planning**

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\$93,500 To support ground water study which won't be complete in FY2023.

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**\$93,500**

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**\$1,718,500 Total Fund Balance for One-Time Purchases**

**New Requests:**  
**DPW**

**Request**

**Engineer II FTE 1.00 Sept** (77,300)

New Engineer II position needed to assist the Operations staff. The additional position will assist with management of improvements that are needed at Mattawoman Wastewater Treatment Plant as required by the County's consent order. In addition, the new position will assist with projects that are required by EPA and MDE. The new position will also track maintenance on the assets associated with the County's water & sewer system.

**Maintenance Technician I FTE 1.00 Oct** (49,700)

New position for north region in Waldorf. During the past several years this region has gained extra responsibilities including monitoring additional sewer pump stations. Operations staff will need a new position to assist to perform duties fixing pumps, motors, piping and other water and wastewater equipment.

**Environmental Operator Trainee FTE 1.00 Nov** (37,200)

With new equipment and responsibilities arriving at MWWTP, DPW is requesting an additional Operator Trainee. This new position will assist in performing daily plant check, will perform lab samples, and monitor equipment.

**Environmental Operator Trainee FTE 1.00 Nov** (37,200)

With new equipment and responsibilities arriving at north region in Waldorf, an additional Operator Trainee is needed. In recent years, new sewer pump stations have been added to this region including the St. Marks Pump Station, Pump Station 7, Windsor Manor Pump Station, Pump Station 8, and Landfill Pump Station. This new person will assist in performing daily plant check, will assist with performing lab samples, and will monitor equipment at water well site and at the various sewer pump stations.

	<b>Asset Value</b>	<b>Lease</b>
<b>Small Flat Bed Dump Truck</b>	86,000	(9,400)

Truck with 9 foot dump body to be used by crew for yard repairs and job clean ups.

**PGM**

**Assistant to the Chief of Infrastructure Management FTE 0.25 Sept** (20,000)

Currently, the Division Chief handles all day-to-day administrative duties, budget preparation and oversight, scheduling and setting up for meetings (virtual and in-person), creating and editing all division correspondence, etc. PGM is requesting a new full-time Assistant to the Chief position that would help manage these responsibilities so the Division Chief can focus on the overall direction of the Division, planning the future infrastructure needs, and solving aging infrastructure problems of the County. Funding to be split between various enterprise funds.

**RSMeans Core Tier, Full Library Software License** (1,800)

The Core tier of RSMeans Data Online will be a vital tool for the capital projects team in the Infrastructure Management division that will assist the department in providing reliable construction cost data and accurate construction cost estimating. The Full Library package provides all unit cost data for new Commercial construction, Civil construction, Residential construction and Facilities Construction. This software package will allow them to create more accurate engineering and construction cost estimates to assist in budgeting for active infrastructure projects.

**DFAS**

**Utility Billing Specialist FTE .30 July** (40,700)

To increase a current part-time position to full-time to keep up with growth in the County's customer base for Water/Sewer Billing.

**Other**

**Indirect Cost Allocation** (135,100)

To support new position requests for DFAS and HR.

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<i>Subtotal of New Request 100% Water and Sewer Fund</i>	(408,400)
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## New Requests Contingent on General Fund & Other Enterprise Funds Support:

### DPW

**DPW Program Support Manager FTE 0.50 July** (49,300)

*Position required to administer or oversee recruitment, training, and disciplinary processes for the Department of Public Works (DPW), including investigative functions and resource analysis. This position will be responsible for ensuring consistent application of processes among divisions. Funding to be split between various enterprise funds and the general fund. Approval of this position will be contingent on budget approval in the Landfill Enterprise Fund, the Environmental Service Enterprise Fund, the Watershed Protection & Restoration Enterprise Fund, and the General Fund.*

**DPW Assistant to the Director FTE 0.50 July** (49,300)

*Position required to provide administrative and operational support to the Director, Deputy Directors, and Chiefs. Position will be responsible for preparing materials and presentations, serving as the lead on administrative projects, ensuring compliance with County standard operating procedures, and preparing and submitting assigned reports. This position will also be responsible for all aspects of internal and external outreach efforts as well as grants management to include researching opportunities, monitoring funds, and preparing and submitting reports to oversight agencies. Funding to be split between various enterprise funds and the general fund. Approval of this position will be contingent on budget approval in the Landfill Enterprise Fund, the Environmental Service Enterprise Fund, the Watershed Protection & Restoration Enterprise Fund, and the General Fund.*

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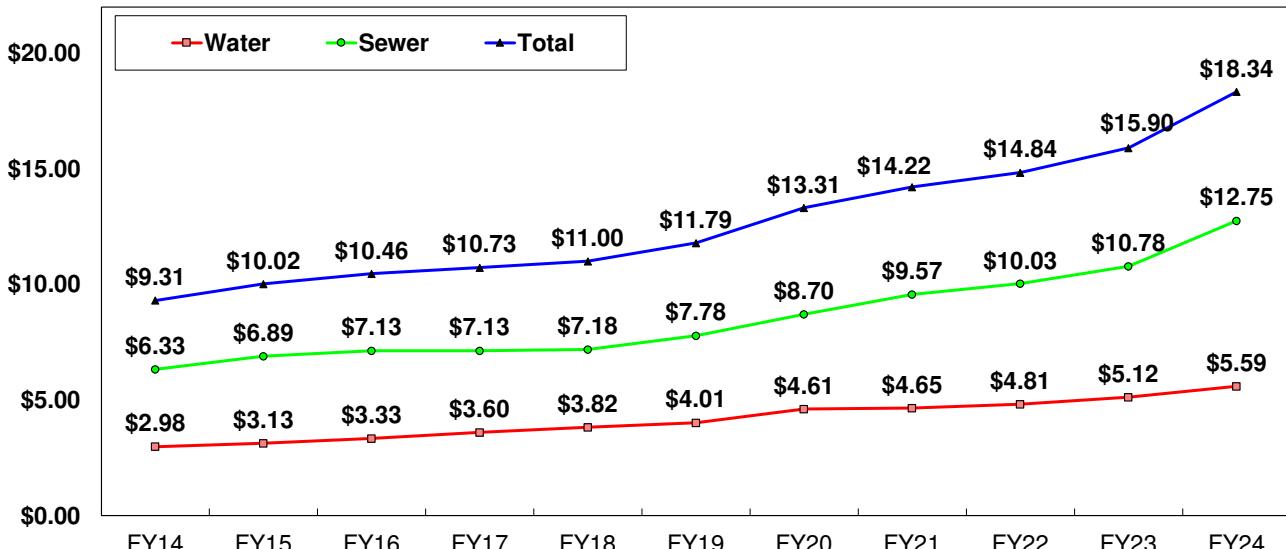
*Subtotal of New Requests Contingent On Other Funds Support* (98,600)

<b>Total New Requests</b>	<b>(507,000)</b>
<b>Total New FTE: 5.55</b>	
<b>Baseline Deficit</b>	<b>(\$5,314,500)</b>
<b>New Requests</b>	<b>(507,000)</b>
<b>Total Deficit</b>	<b><u>(\$5,821,500)</u></b>

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

	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Rate Increase</u>	<u>% Inc.</u>
<b>Water User Fee Rate</b>				
Single Family Residential: 0 - 18,000 gallons	\$5.12	\$5.59	\$0.47	9.2%
Single Family Residential: 18,001 - 24,000 gallons	\$10.24	\$11.18	\$0.94	9.2%
Single Family Residential: Over 24,000 gallons	\$15.36	\$16.77	\$1.41	9.2%
Multi-Family/Commercial: based on metered usage	\$6.10	\$6.64	\$0.54	8.8%
<b>Sewer User Fee Rate</b>				
Single Family Residential: capped at 24,000 gallons	\$10.78	\$12.75	\$1.97	18.3%
Multi-Family/Commercial: based on metered usage	\$10.78	\$12.75	\$1.97	18.3%
<b>Blended Water/Sewer User Fee for the average residential customer</b>	<b>\$15.90</b>	<b>\$18.34</b>	<b>\$2.44</b>	<b>15.3%</b>
<b>Customer Account Fee</b>				
Customer Account Charge	\$11.60	\$11.60	\$0.00	0.0%
<b>Average Residential Quarterly Bill</b>	<b>Current \$207.65</b>	<b>Proposed \$237.73</b>	<b>Difference \$30.08</b>	<b>% Inc. 14.5%</b>

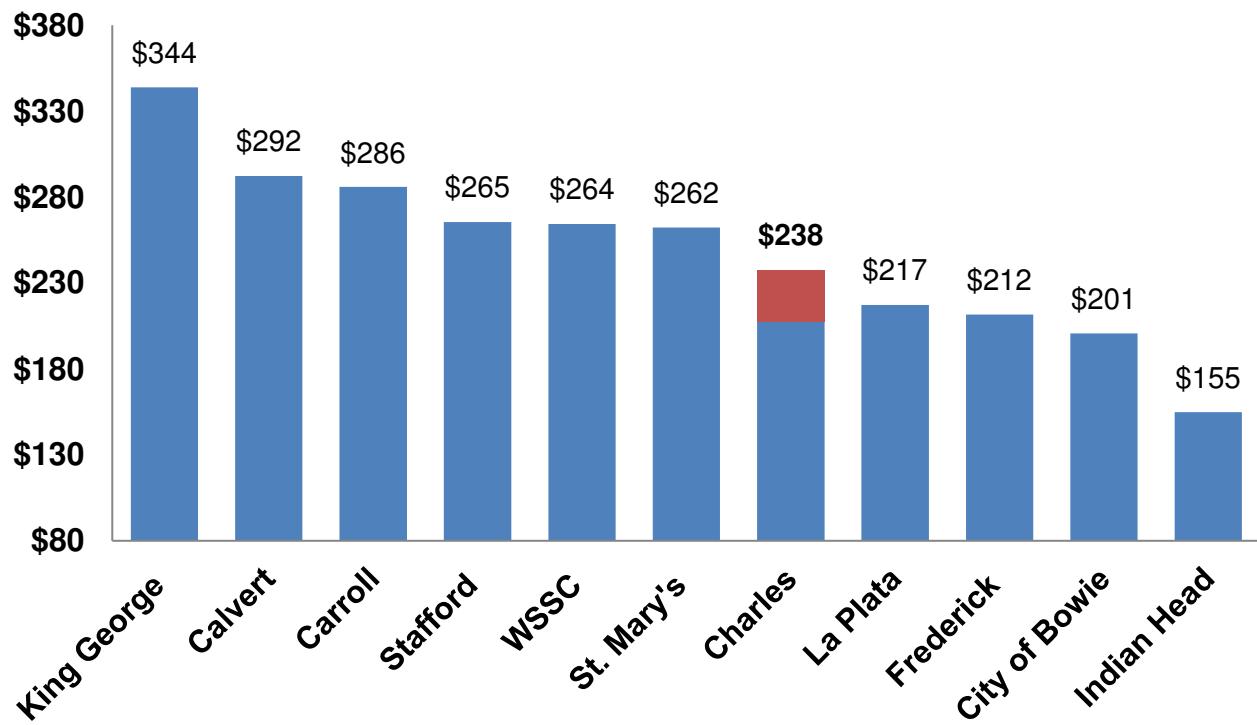
**Residential User Fee Rate 10- Year History**



NOTE: After FY2023 budget adoption, staff estimated a fee increase of 9.3% would be needed in FY2024.

# WATER AND SEWER USER CHARGES

**Average Residential Quarterly Bill**  
(based on 12,330 gallons)



NOTES:

The Average Residential User bill is currently \$208 a quarter.

Current rates as of February 2023.

Excludes Bay Restoration fees.

## FY 2024 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	1/2 Year Lease	Annual Lease
<b><u>Water and Sewer Operation Fund</u></b>				
<b><u>Public Works - Utilities Water &amp; Sewer</u></b>				
<b>Sewer Operations</b>	30252071			
<b>Portable Generator - 200KW</b>	125,000	13,700	27,300	
<i>Replacing an ONAN power generator purchased in 2000 - for South region. This is needed for emergencies at sewer Pump Stations and potable water wells, during power outages, it is important to keep electrical power ON, for the water and sewer equipment, this will prevent sewer spills, and will assist providing clean and safe water to the citizens of Charles County. Split with 30252076.</i>				
<b>Crane Truck</b>	105,000	11,500	22,900	
<i>Replacing U-05, a 2008 with over \$150,000 miles - Aging with over \$150,000 on second motor. Split with 30252076.</i>				
<b>Line Maintenance</b>	30255371			
<b>Truck</b>	24,000	2,600	5,200	
<i>Replacing U-157, a 2011 with 172,817 miles - Exceeds county standards for year and mileage and is starting to show its age. Split with 30255376.</i>				
<b>Crew Cab Truck</b>	42,500	4,700	9,300	
<i>Replacing U-180, a 2014 - blown engine and high mileage. Split with 30255376.</i>				
<b>Tanker Truck</b>	150,000	16,400	32,800	
<i>Replacing U-208, a 2016 with 162,851 miles - Vehicle Maintenance Superintendent recommends replacement. This truck is really starting to show high mileage. Split with 30255376.</i>				
<b>Backhoe Loader</b>	90,000	9,900	19,700	
<i>Replacing U-133, a 2003 - Starting to show wear. Split with 30255376. This vehicle was approved in the FY23 budget, but due to quote increase this was deferred to FY2024.</i>				
<b>Trailer Mounted Vacuum</b>	67,500	7,400	14,700	
<i>Replacing U-196, a 2015 - Needs to be replaced; in shop more and more. Needed for uncovering underground Utilities. Split with 30255376.</i>				
<b>8 Ton Utility Trailer</b>	13,000	1,400	2,800	
<i>Replacing U-38, a 2009 - Needed to safely carry Excavators and equipment. Split with 30255376.</i>				
<b>Utility Trailer</b>	3,000	400	700	
<i>Replacing U-71, a 1992 - getting old and in need of repairs. For carrying small equipment. Split with 30255376.</i>				
<b>Truck</b>	24,000	2,600	5,200	
<i>Replacing U-159, a 2011 with 183,092 miles - Exceeds County standards for year and mileage and is starting to show its age. Split with 30255376.</i>				
<b>Van</b>	18,750	2,100	4,100	
<i>Replacing U-163, a 2012 with 135,478 miles - meets replacement criteria 2.1.1 of SOP# DP.DPW.08.001. This vehicle was approved in the FY23 budget, but due to manufacturing delays we have been unable to purchase. Split with 30255376.</i>				

## FY 2024 VEHICLE AND EQUIPMENT LISTING

<b>Item Description</b>	<b>Asset Value of Request</b>	<b>Direct Purchase</b>	<b>1/2 Year Lease</b>	<b>Annual Lease</b>
<b>Van</b> Replacing U-169, a 2013 with 143,843 miles - 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. This vehicle was approved in FY23, but due to manufacturing delays we have been unable to purchase. Split with 30255376.	18,750		2,100	4,100
<b>Total Public Works - Utilities Sewer</b>	<b>681,500</b>	<b>0</b>	<b>74,800</b>	<b>148,800</b>
<b>Public Works - Mattawoman</b>				
<b>Operations</b> 30252072				
<b>Hydro Tank</b> Replacing hydro tank at Mattawoman WWTP. Hydro tank is aging, this is vital part of the Mattawoman water system. It is very important for it to work properly.	100,000		10,900	21,800
<b>Total Public Works - Utilities Mattawoman</b>	<b>100,000</b>	<b>0</b>	<b>10,900</b>	<b>21,800</b>
<b>Public Works - Utilities Water &amp; Sewer</b>				
<b>Water</b>				
<b>Operations</b> 30252076				
<b>Portable Generator - 200KW</b> Replacing an ONAN power generator purchased in 2000 - for South region. This is needed for emergencies at sewer Pump Stations and potable water wells, during power outages, it is important to keep electrical power ON, for the water and sewer equipment, this will prevent sewer spills, and will assist providing clean and safe water to the citizens of Charles County. Split with 30252071.	125,000		13,700	27,300
<b>Crane Truck</b> Replacing U-05, a 2008 with over \$150,000 miles - Aging with over \$150,000 on second motor. Split with 30252071.	105,000		11,500	22,900
<b>Line Maintenance</b> 30255376				
<b>Truck</b> Replacing U-157, a 2011 with 172,817 miles - Exceeds county standards for year and mileage and is starting to show its age. Split with 30255371.	24,000		2,600	5,200
<b>Crew Cab Truck</b> Replacing U-180, a 2014 - blown engine and high mileage. Split with 30255371.	42,500		4,700	9,300
<b>Tanker Truck</b> Replacing U-208, a 2016 with 162,851 miles - Vehicle Maintenance Superintendent recommends replacement. This truck is really starting to show high mileage. Split with 30255371.	150,000		16,400	32,800
<b>Backhoe Loader</b> Replacing U-133, a 2003 - Starting to show wear. Split with 30255371. This vehicle was approved in the FY23 budget, but due to quote increase this was deferred to FY2024.	90,000		9,900	19,700
<b>Trailer Mounted Vacuum</b> Replacing U-196, a 2015 - Needs to be replaced; in shop more and more. Needed for uncovering underground Utilities. Split with 30255371.	67,500		7,400	14,700
<b>8 Ton Utility Trailer</b> Replacing U-38, a 2009 - Needed to safely carry Excavators and equipment. Split with 30255371.	13,000		1,400	2,800
<b>Utility Trailer</b> Replacing U-71, a 1992 - getting old and in need of repairs. For carrying small equipment. Split with 30255371.	3,000		400	700

## FY 2024 VEHICLE AND EQUIPMENT LISTING

<b>Item Description</b>	<b>Asset Value of Request</b>	<b>Direct Purchase</b>	<b>1/2 Year Lease</b>	<b>Annual Lease</b>
<b>Truck</b>	24,000		2,600	5,200
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<b>Total Public Works - Utilities Water</b>	<b>681,500</b>	<b>0</b>	<b>74,800</b>	<b>148,800</b>
<b>Total Water &amp; Sewer Fund</b>	<b>\$1,463,000</b>	<b>\$0</b>	<b>\$160,500</b>	<b>\$319,400</b>
<b>Total Cost of Items to be Leased</b>	<b>\$1,463,000</b>			

## FY24 Water & Sewer Fund Summary

	FY2023 Budget	FY2024 Proposed	Change from Budget in: \$	Change from Budget %
<b>SEWER</b>				
<b>Revenues</b>				
User Charges	\$24,480,400	\$24,825,900	\$345,500	1.4%
WSSC cost share	1,576,900	2,113,100	536,200	34.0%
Penalties	820,000	1,000,000	180,000	22.0%
Panda Operating	120,000	120,000	0	0.0%
Septage Hauler	855,000	900,000	45,000	5.3%
Pretreatment Permits	73,000	76,600	3,600	4.9%
PANDA (reimbursement)	150,000	150,000	0	0.0%
CPV (reimbursement)	600,000	600,000	0	0.0%
Potomac Heights	52,000	52,000	0	0.0%
Miscellaneous	6,000	6,000	0	0.0%
Indirect Cost	221,900	238,500	16,600	7.5%
Holding Tank Program	7,800	7,800	0	0.0%
Total Operating	\$28,963,000	\$30,089,900	\$1,126,900	3.9%
Fund Balance Approp.	1,694,500	1,551,800	(142,700)	-8.4%
<b>Total Revenues</b>	<b>\$30,657,500</b>	<b>\$31,641,700</b>	<b>\$984,200</b>	<b>3.2%</b>
<b>Expenditures</b>				
Personal Services	6,687,800	7,033,400	345,600	5.2%
Fringe Benefits	2,330,300	2,675,500	345,200	14.8%
Operating Costs	13,632,600	17,187,200	3,554,600	26.1%
Panda/CPV	750,000	750,000	0	0.0%
Contingency	400	151,800	151,400	37850.0%
Debt Service	5,399,400	6,348,400	949,000	17.6%
Capital Outlay/Maint.	1,857,000	1,960,000	103,000	5.5%
Capital Projects	0	62,500	62,500	NEW
<b>Total Expenditures</b>	<b>\$30,657,500</b>	<b>\$36,168,800</b>	<b>\$5,511,300</b>	<b>18.0%</b>
<b>Total Surplus/(Deficit)</b>	<b>\$0</b>	<b>(\$4,527,100)</b>		
<b>Requested Rate Adjustment: \$1.97</b>				
<b>Increase over existing rate: 18.3%</b>				

# FY24 Water & Sewer Fund Summary

	FY2023 Budget	FY2024 Proposed	Change from Budget in: \$	Change from Budget %
<b>WATER</b>				
<b>Revenues</b>				
User Charges	\$14,182,500	\$14,262,000	\$79,500	0.6%
Panda Operating	125,000	125,000	0	0.0%
Hydrant Service Charges	103,800	153,800	50,000	48.2%
Cross-Connection Backflow Prevention	70,800	81,000	10,200	14.4%
Tower Rental	330,000	330,000	0	0.0%
Other	3,600	3,600	0	0.0%
<b>Total Operating</b>	<b>\$14,815,700</b>	<b>\$14,955,400</b>	<b>\$139,700</b>	<b>0.9%</b>
Fund Balance Approp.	672,500	166,700	(505,800)	-75.2%
<b>Total Revenues</b>	<b>\$15,488,200</b>	<b>\$15,122,100</b>	<b>(\$366,100)</b>	<b>-2.4%</b>
<b>Expenditures</b>				
Personal Services	\$3,797,400	\$3,990,000	\$192,600	5.1%
Fringe Benefits	1,333,500	1,510,400	176,900	13.3%
Operating Costs	7,593,400	7,740,900	147,500	1.9%
Contingency	400	82,200	81,800	20450.0%
Debt Service	2,068,500	2,093,000	24,500	1.2%
Capital Outlay/Maint.	695,000	1,000,000	305,000	43.9%
Capital Projects	0	0	0	N\A
<b>Total Expenditures</b>	<b>\$15,488,200</b>	<b>\$16,416,500</b>	<b>\$928,300</b>	<b>6.0%</b>
<b>Total Surplus/(Deficit)</b>	<b>\$0</b>	<b>(\$1,294,400)</b>		
<b>Requested Rate Adjustment:</b> <b>\$0.47</b> (Residential less than 18,000 gallons) <b>Increase over existing rate:</b> <b>9.2%</b>				

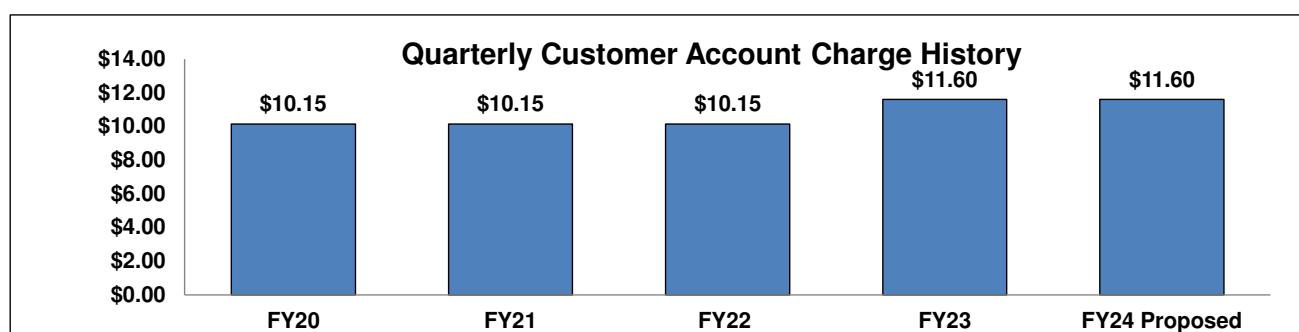
## FY24 Water & Sewer Fund Summary

	FY2023 Budget	FY2024 Proposed	Change from Budget in: \$	Change from Budget %
<b>BILLING &amp; METER OPERATIONS</b>				
<b>Revenues</b>				
Customer Account Fee	\$1,693,800	\$1,721,000	\$27,200	1.6%
Reconnection Fees	345,700	363,000	17,300	5.0%
Account Set Up Fee	66,000	66,000	0	0.0%
Other	9,200	9,200	0	0.0%
<b>Total Revenues</b>	<b>\$2,114,700</b>	<b>\$2,159,200</b>	<b>\$44,500</b>	<b>2.1%</b>
Fund Balance Approp.	0	0	0	N/A
<b>Total</b>	<b>\$2,114,700</b>	<b>\$2,159,200</b>	<b>\$44,500</b>	<b>2.1%</b>

<b>Expenditures</b>				
Personal Services	\$974,600	\$1,007,500	\$32,900	3.4%
Fringe Benefits	286,100	292,600	6,500	2.3%
Operating Costs	829,800	830,300	500	0.1%
Contingency	4,400	9,700	5,300	120.5%
Debt Service	19,800	19,100	(700)	-3.5%
<b>Total Expenditures</b>	<b>\$2,114,700</b>	<b>\$2,159,200</b>	<b>\$44,500</b>	<b>2.1%</b>

**Total Surplus/(Deficit)** \$0 \$0

<b>Requested Rate Adjustment:</b>	<b>\$0.00</b>
Current Fee per Bill:	\$11.60
Requested Fee per Bill:	\$11.60
<b>Increase over existing rate:</b>	<b>0.0%</b>



## Water & Sewer

**Department:** Public Works - Utilities

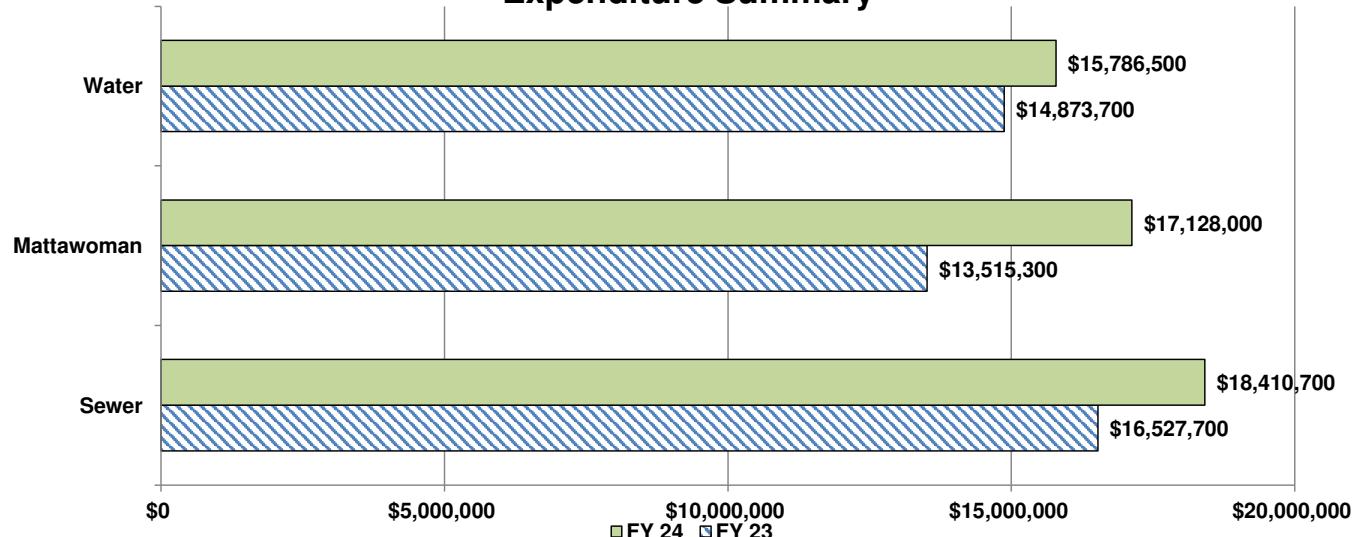
**Division \ Program:** Sewer, Mattawoman, Water Summary

**Fund:** Enterprise

**Program Administrator:** Martin Harris, Director of Public Works

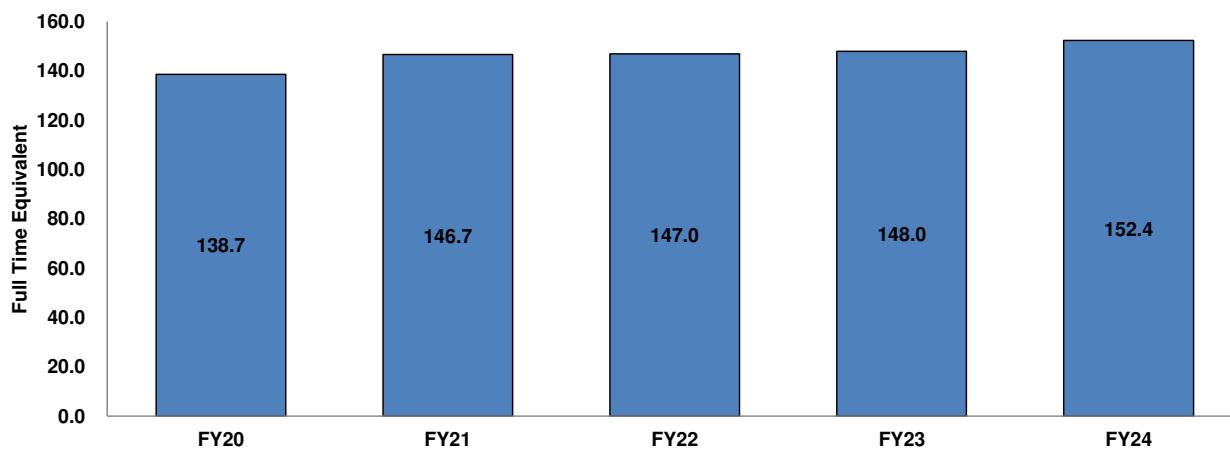
Expenditure Category	FY2022 Actual	FY2023 Adopted	FY2024 Requested	FY2024 Proposed	\$ Change FY2023	% Chg.
Personal Services	\$9,102,438	\$9,807,000	\$10,193,100	\$10,324,800	\$386,100	3.9%
Fringe Benefits	2,634,917	3,485,800	3,919,600	3,979,800	433,800	12.4%
Operating Costs	15,877,337	21,604,000	25,205,800	25,350,400	3,601,800	16.7%
Debt Service	7,071,606	7,467,900	8,432,000	8,441,400	964,100	12.9%
Capital Outlay/Maintenance	857,953	2,552,000	2,960,000	2,960,000	408,000	16.0%
Capital Projects	0	0	62,500	62,500	62,500	NEW
<b>Total Baseline</b>	<b>\$35,544,251</b>	<b>\$44,916,700</b>	<b>\$50,880,700</b>	<b>\$51,325,200</b>	<b>\$5,964,000</b>	<b>13.3%</b>
New Requests			444,500		444,500	NEW
<b>Total Expenditures</b>	<b>\$35,544,251</b>	<b>\$44,916,700</b>	<b>\$51,325,200</b>	<b>\$51,325,200</b>	<b>\$6,408,500</b>	<b>14.3%</b>

### Expenditure Summary



### Staffing History

#### Staffing History



#### Positions by Program:

	FY20	FY21	FY22	FY23	FY24
Sewer	53.8	56.4	54.7	55.0	56.2
Mattawoman	39.1	40.1	41.4	41.7	43.7
Water	45.8	50.2	50.9	51.2	52.4
<b>Total Full Time Equivalent</b>	<b>138.7</b>	<b>146.7</b>	<b>147.0</b>	<b>148.0</b>	<b>152.4</b>

## Water & Sewer

<b>Department:</b>	Public Works - Utilities					
<b>Division \ Program:</b>	Satellite Sewer Systems				Fund:	Enterprise
<b>Program Administrator:</b>	Martin Harris, Director of Public Works					
Expenditure Category	FY2022 Actual	FY2023 Adopted	FY2024 Requested	FY2024 Proposed	\$ Change FY2023	% Chg.
Personal Services	\$3,532,938	\$3,701,100	\$3,850,000	\$3,871,600	\$170,500	4.6%
Fringe Benefits	990,273	1,305,500	1,411,500	1,422,700	117,200	9.0%
Operating Costs	4,401,617	5,768,100	6,253,000	6,301,200	533,100	9.2%
Operating Contingency	0	0	40,400	70,000	70,000	NEW
Debt Service	4,633,084	5,293,000	6,218,000	6,222,700	929,700	17.6%
Capital Outlay/Maintenance	89,380	460,000	460,000	460,000	0	0.0%
Capital Projects	0	0	62,500	62,500	62,500	NEW
<b>Total Baseline</b>	<b>\$13,647,292</b>	<b>\$16,527,700</b>	<b>\$18,295,400</b>	<b>\$18,410,700</b>	<b>\$1,883,000</b>	<b>11.4%</b>
New Requests			115,300		0	N/A
<b>Total Expenditures</b>	<b>\$13,647,292</b>	<b>\$16,527,700</b>	<b>\$18,410,700</b>	<b>\$18,410,700</b>	<b>\$1,883,000</b>	<b>11.4%</b>

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

- **Personal Services** and **Fringe Benefits** includes the approved FY2023 salary increases, funding to support FY2024 salary increases, and the full year impact of the new Geographical Information System Specialist which is split between water, sewer, and mattawoman. Also included is funding to support a new Maintenance Technician I position and a new Environmental Operator Trainee position which are split between sewer and water divisions.
- The **Operating Costs** increase includes funding to support increased cost for chemicals, asphalt and sewer repairs, the fund's support of the county's new financial software, and other adjustments based on anticipated spending. Also included is funding to support new positions.
- **Operating Contingency** is for potential revenue shortfalls and/or expenditure overruns. Included is funding to support a new DPW Management Support Coordinator position, and an Assistant to the Director of DPW position which are both contingent on final decision on general fund & other enterprise funds support.
- The increase in **Debt Service** is for payments related to bond issues for capital projects and payments for bank financed vehicle and equipment purchases. Included is funding to bank finance a new small flat bed dump truck to be used for yard repairs and job cleanups.
- The **Capital Projects** is for PayGo funding to support the sewer pump station capacity study.
- **Capital Outlay/Maintenance** is for ongoing maintenance at the satellite sewer sites based on anticipated needs.

### **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>FY20 FTE</b>	<b>FY21 FTE</b>	<b>FY22 FTE</b>	<b>FY23 FTE</b>	<b>FY24 FTE</b>
<b>Total Full Time Equivalent</b>	<b>53.8</b>	<b>56.4</b>	<b>54.7</b>	<b>55.0</b>	<b>56.2</b>

## Water & Sewer

<b>Department:</b>	Public Works - Utilities			<b>Fund:</b>	Enterprise	
<b>Division \ Program:</b>	Mattawoman Treatment Plant					
<b>Program Administrator:</b>	Martin Harris, Director of Public Works					
Expenditure Category	FY2022 Actual	FY2023 Adopted	FY2024 Requested	FY2024 Proposed	\$ Change FY2023	% Chg.
Personal Services	\$2,338,235	\$2,647,600	\$2,733,900	\$2,812,600	\$165,000	6.2%
Fringe Benefits	677,118	935,800	1,117,100	1,149,700	213,900	22.9%
Operating Costs	6,821,484	8,428,500	11,423,800	11,472,100	3,043,600	36.1%
Operating Contingency	0	0	28,500	67,900	67,900	NEW
Debt Service	81,225	106,400	125,700	125,700	19,300	18.1%
Capital Outlay/Maintenance	539,034	1,397,000	1,500,000	1,500,000	103,000	7.4%
<b>Total Baseline</b>	<b>\$10,457,095</b>	<b>\$13,515,300</b>	<b>\$16,929,000</b>	<b>\$17,128,000</b>	<b>\$3,612,700</b>	<b>26.7%</b>
New Requests			199,000		0	N/A
<b>Total Expenditures</b>	<b>\$10,457,095</b>	<b>\$13,515,300</b>	<b>\$17,128,000</b>	<b>\$17,128,000</b>	<b>\$3,612,700</b>	<b>26.7%</b>
<b>WSSC Contribution/ CPV/Panda</b>	<b>\$1,819,769</b>	<b>\$2,326,900</b>	<b>\$2,863,100</b>		<b>\$536,200</b>	<b>23.0%</b>

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

- **Personal Services** and **Fringe Benefits** includes the approved FY2023 salary increases, funding to support FY2024 salary increases, and the full year impact of the new Geographical Information System Specialist which is split between water, sewer, and mattawoman. Also included is funding to support a new Environmental Operator Trainee position, and an Engineer II position.
- The **Operating Costs** budget increase is to support repairs and maintenance of aging infrastructure, as well as the increased cost of chemicals, electricity, and sludge disposal based on current trends. Also included is funding to support the county's new financial software, and new positions.
- **Operating Contingency** is for potential revenue shortfalls and/or expenditure overruns. Included is funding to support a new DPW Management Support Coordinator position, and an Assistant to the Director of DPW position which are both contingent on final decision on general fund & other enterprise funds support.
- **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, rehab sand filters, replace broken doors on plant, re-paint piping, replace sand and sand filters, replace valves in tunnels, and rehab scale driveway.
- **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.

<b>Positions:</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
<b>Total Full Time Equivalent</b>	39.1	40.1	41.4	41.7	43.7

## Water & Sewer

**Department:** Public Works - Utilities

**Division \ Program:** Water

Fund: Enterprise

**Program Administrator:** Martin Harris, Director of Public Works

Expenditure Category	FY2022 Actual	FY2023 Adopted	FY2024 Requested	FY2024 Proposed	\$ Change FY2023	% Chg.
Personal Services	\$3,231,266	\$3,458,300	\$3,609,200	\$3,640,600	\$182,300	5.3%
Fringe Benefits	967,526	1,244,500	1,391,000	1,407,400	162,900	13.1%
Operating Costs	4,654,236	7,407,400	7,529,000	7,577,100	169,700	2.3%
Operating Contingency	0	0	38,800	68,400	68,400	NEW
Debt Service	2,357,297	2,068,500	2,088,300	2,093,000	24,500	1.2%
Capital Outlay/Maintenance	229,539	695,000	1,000,000	1,000,000	305,000	43.9%
Capital Projects	0	0	0	0	0	N/A
<b>Total Baseline</b>	<b>\$11,439,864</b>	<b>\$14,873,700</b>	<b>\$15,656,300</b>	<b>\$15,786,500</b>	<b>\$912,800</b>	<b>6.1%</b>
New Requests			130,200		0	N/A
<b>Total Expenditures</b>	<b>\$11,439,864</b>	<b>\$14,873,700</b>	<b>\$15,786,500</b>	<b>\$15,786,500</b>	<b>\$912,800</b>	<b>6.1%</b>

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

- **Personal Services** and **Fringe Benefits** includes the approved FY2023 salary increases, funding to support FY2024 salary increases, and the full year impact of the new Geographical Information System Specialist which is split between water, sewer, and mattawoman. Also included is funding to support a new Maintenance Technician I position and a new Environmental Operator Trainee position which are split between sewer and water divisions.
- The **Operating Costs** budget increased to support an increase in vehicle fuel, chemicals, and utilities based on current trends. Also included is funding to support the county's new financial software, and new positions.
- **Operating Contingency** is for potential revenue shortfalls and/or expenditure overruns. Included is funding to support a new DPW Management Support Coordinator position, and an Assistant to the Director of DPW position which are both contingent on final decision on general fund & other enterprise funds support.
- **Debt Service** is for payments related to bond issues for capital projects and payments to finance vehicle and equipment purchases. Included is funding to bank finance a new small flat bed dump truck to be used for yard repairs and job cleanups.
- **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.

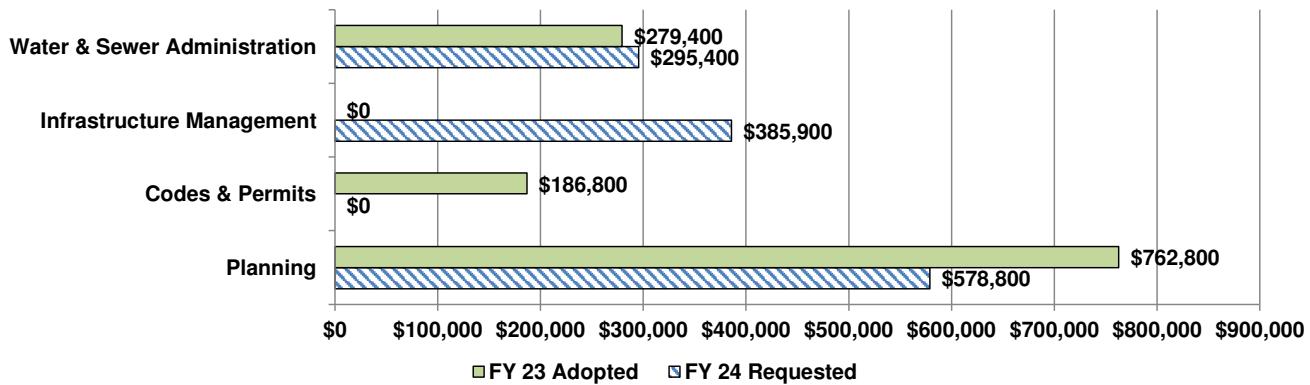
<b>Positions:</b>	<b>FY20 FTE</b>	<b>FY21 FTE</b>	<b>FY22 FTE</b>	<b>FY23 FTE</b>	<b>FY24 FTE</b>
<b>Total Full Time Equivalent</b>	<b>45.8</b>	<b>50.2</b>	<b>50.9</b>	<b>51.2</b>	<b>52.4</b>

## Water & Sewer

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

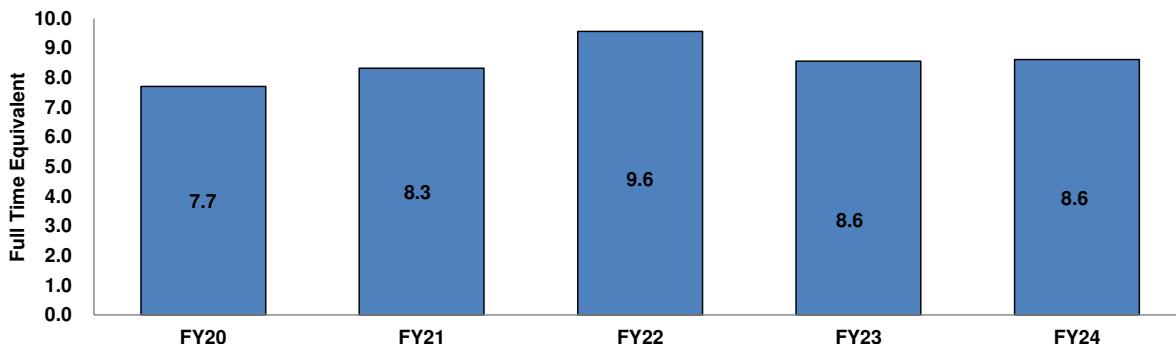
Expenditure Category	FY2022 Actual	FY2023 Adopted	FY2024 Requested	FY2024 Proposed	\$ Change FY2023	% Chg.
Personal Services	\$622,471	\$678,200	\$698,600	\$710,500	\$20,400	3.0%
Fringe Benefits	185,571	178,000	206,200	210,900	28,200	15.8%
Operating Costs	255,827	372,000	325,900	331,100	(46,100)	-12.4%
Operating Contingency	0	800	7,600	7,600	6,800	850.0%
<b>Total Baseline</b>	<b>\$1,063,868</b>	<b>\$1,229,000</b>	<b>\$1,238,300</b>	<b>\$1,260,100</b>	<b>\$9,300</b>	<b>0.8%</b>
Request Greater than Baseline			21,800	0	21,800	NEW
<b>Total Expenditures</b>	<b>\$1,063,868</b>	<b>\$1,229,000</b>	<b>\$1,260,100</b>	<b>\$1,260,100</b>	<b>\$31,100</b>	<b>2.5%</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:

	FY20	FY21	FY22	FY23	FY24
Water & Sewer Administration	0.8	1.0	3.1	2.9	2.9
Codes, Permits & Insp.	4.7	4.7	2.8	1.8	0.0
Planning	2.3	2.7	3.7	4.0	2.0
Infrastructure Management	0.0	0.0	0.0	0.0	3.8
<b>Total Full Time Equivalent</b>	<b>7.7</b>	<b>8.3</b>	<b>9.6</b>	<b>8.6</b>	<b>8.6</b>

## Water & Sewer

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

Fund: Enterprise

Expenditure Category	FY2022 Actual	FY2023 Adopted	FY2024 Requested	FY2024 Proposed	\$ Change FY2023	% Chg.
Personal Services	\$244,209	\$229,800	\$233,900	\$233,900	\$4,100	1.8%
Fringe Benefits	56,568	44,700	53,200	53,200	8,500	19.0%
Operating Costs	2,497	4,900	5,900	5,900	1,000	20.4%
Operating Contingency	0	0	2,400	2,400	2,400	NEW
<b>Total Expenditures</b>	<b>\$303,273</b>	<b>\$279,400</b>	<b>\$295,400</b>	<b>\$295,400</b>	<b>\$16,000</b>	<b>5.7%</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>

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

- **Personal Services** includes the approved salary increases which is being offset by turnover. Also included is funding to support FY2024 salary increases.
- The **Fringe Benefits** increase is based on current staffing.
- The **Operating Costs** increased under Credit Card Processing based on current trends.
- **Operating Contingency** is for potential revenue shortfalls and/or expenditure overruns.

### **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.

### **Positions:**

Title	FY20 FTE	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
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	0.3	0.3
Chief of Administrative Operations	0.0	0.1	0.1	0.1	0.1
Citizen Response Coordinator	0.2	0.2	0.2	0.1	0.1
Project/Program Manager	0.2	0.0	0.0	0.0	0.0
Property Acquisition Officer	0.0	0.0	0.0	0.1	0.1
Assistant Property Acquisition Officer	0.0	0.3	0.3	0.1	0.1
Assistant to the Director	0.1	0.1	0.1	0.2	0.2
Right-Of-Way Bonding Specialist	0.0	0.0	0.3	0.3	0.3
Permit Technician	0.0	0.0	0.6	0.6	0.6
Permit Specialist	0.0	0.0	1.0	1.0	1.0
Office Associate II	0.0	0.0	0.3	0.0	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>1.0</b>	<b>3.1</b>	<b>2.9</b>	<b>2.9</b>

## Water & Sewer

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

Expenditure Category	FY2022 Actual	FY2023 Adopted	FY2024 Requested	FY2024 Proposed	\$ Change FY2023	% Chg.
Personal Services	\$133,537	\$143,600	\$0	\$0	(\$143,600)	N/A
Fringe Benefits	40,671	37,200	0	0	(37,200)	N/A
Operating Costs	2,897	6,000	0	0	(6,000)	N/A
Operating Contingency	0	0	0	0	0	N/A
<b>Total Expenditures</b>	<b>\$177,106</b>	<b>\$186,800</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$186,800)</b>	<b>N/A</b>

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

- **Personal Services** and **Fringe Benefits** decrease is due to the reallocation of various positions to the new Infrastructure and Management division within this fund, as well as the reallocation of positions to the General Fund.
- **Operating Cost** are decreasing by (\$6,000) in various accounts. Funds are being moved under the Infrastructure and Management division within this fund, as well as the General Fund to support the employees that have been reallocated from this division.

### **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>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</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	0.0
Engineer Supervisor	1.0	1.0	1.0	0.3	0.0
Engineer I - IV	1.0	1.0	1.0	0.8	0.0
Building Code Official	0.1	0.1	0.1	0.0	0.0
Assistant to the Chief of CPIS	0.1	0.0	0.0	0.0	0.0
Administrative Associate	0.0	0.1	0.1	0.1	0.0
Right of Way and Bonding Specialist	0.3	0.3	0.0	0.0	0.0
Permits Specialist	1.5	1.5	0.5	0.5	0.0
Office Associate II	0.6	0.6	0.0	0.0	0.0
<b>Total Full Time Equivalent</b>	<b>4.7</b>	<b>4.7</b>	<b>2.8</b>	<b>1.8</b>	<b>0.0</b>

## Water & Sewer

**Department:** Planning and Growth Management

**Division \ Program:** Infrastructure and Management

**Program Administrator:** Andy Balchin, Chief of Infrastructure Management

Fund: Enterprise

<https://www.charlescountymd.gov/government/planning-and-growth-management>

Expenditure Category	FY2022 Actual	FY2023 Adopted	FY2024 Requested	FY2024 Proposed	\$ Change FY2023	% Chg.
Personal Services	\$0	\$0	\$254,100	\$266,000	\$266,000	NEW
Fringe Benefits	0	0	95,600	100,300	100,300	NEW
Operating Costs	0	0	11,300	16,500	16,500	NEW
Operating Contingency	0	0	3,100	3,100	3,100	NEW
<b>Total Baseline</b>	<b>\$0</b>	<b>\$0</b>	<b>\$364,100</b>	<b>\$385,900</b>	<b>\$385,900</b>	<b>NEW</b>
Request Greater than Baseline			21,800	0	0	N/A
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$385,900</b>	<b>\$385,900</b>	<b>\$385,900</b>	<b>NEW</b>

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

- **Personal Services** and **Fringe Benefits** includes salary increases that were approved in FY2023 based current staffing. This is a new division for FY2024. Also included is funding to support salary increases for FY2024, and a new Assistant to the Chief position.
- **Operating Cost** are increasing by \$11,300 in various accounts. These funds are being moved from the Planning and Inspection divisions to support the employees that have been reallocated to this division. Also included for FY2024 is funding to support the new position, and a new software license to assist with construction cost data and estimating.
- **Operating Contingency** is for potential revenue shortfalls and/or expenditure overruns.

### **Description:**

The engineering review program 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.

<b>Positions:</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
Title	FTE	FTE	FTE	FTE	FTE
Engineer Supervisor	0.0	0.0	0.0	0.0	1.3
Engineer I - III	0.0	0.0	0.0	0.0	1.8
Assistant to the Chief	0.0	0.0	0.0	0.0	0.3
Permits Specialist	0.0	0.0	0.0	0.0	0.5
<b>Total Full Time Equivalent</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>3.8</b>

## Water & Sewer

**Department:** Planning and Growth Management

**Division \ Program:** Planning

Fund: Enterprise

**Program Administrator:** Charles Rice, Acting Planning Director

<https://www.charlescountymd.gov/government/planning-and-growth-management>

Expenditure Category	FY2022 Actual	FY2023 Adopted	FY2024 Requested	FY2024 Proposed	\$ Change FY2023	% Chg.
Personal Services	\$244,725	\$304,800	\$210,600	\$210,600	(\$94,200)	-30.9%
Fringe Benefits	88,331	96,100	57,400	57,400	(38,700)	-40.3%
Operating Costs	250,433	361,100	308,700	308,700	(52,400)	-14.5%
Operating Contingency	0	800	2,100	2,100	1,300	162.5%
<b>Total Expenditures</b>	<b>\$583,489</b>	<b>\$762,800</b>	<b>\$578,800</b>	<b>\$578,800</b>	<b>(\$184,000)</b>	<b>-24.1%</b>

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

- **Personal Services** and **Fringe Benefits** is based on current staffing and includes approved FY2023 salary increases as well as funding to support FY2024 salary increases. The decrease is due to the reallocation of various positions to the new Infrastructure Management division.
- **Fringe Benefits** decrease is based on current staff and is offsetting the rate increases for Health & Dental and Pension.
- The **Operating Costs** budget decreased due to some operating budgets being moved under the new Infrastructure Management to support the positions that were reallocated there, as well as other adjustments based on anticipated spending. Funding is included to support the remaining cost for the ground water study that will not be completed in FY2023.
- **Operating Contingency** includes funding to support potential revenue shortfalls and/or expenditure overruns.

### **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.

## Water & Sewer

**Department:** Planning and Growth Management

**Division \ Program:** Planning

**Program Administrator:** Charles Rice, Acting Planning Director

<https://www.charlescountymd.gov/government/planning-and-growth-management>

Fund: Enterprise

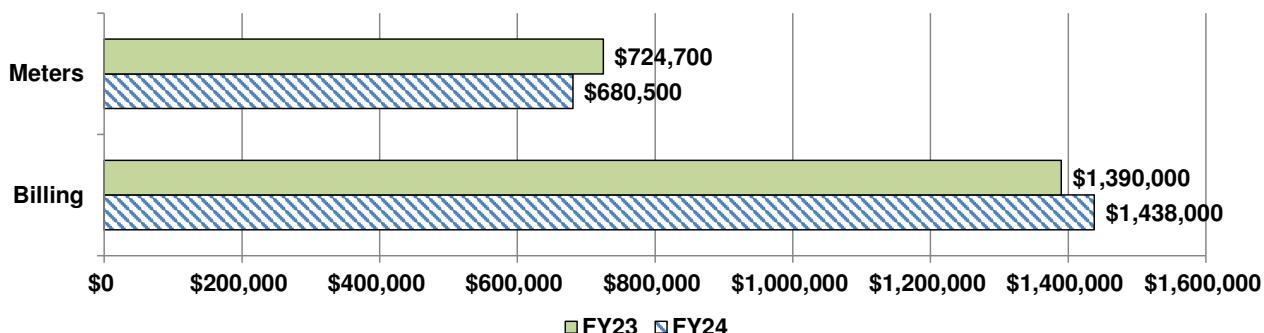
<b>Positions:</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Planning Director	0.3	0.3	0.3	0.3	0.3
Assistant Chief of Planning	0.2	0.1	0.1	0.1	0.1
Engineering Supervisor	1.0	1.0	1.0	1.0	0.0
Engineer II	0.8	1.0	1.0	1.0	0.0
GIS Analyst	0.4	0.3	0.3	0.3	0.3
Planner I - III	0.4	0.4	0.4	0.4	0.4
Administrative Associate	0.0	0.3	0.3	0.3	0.3
PGM Support Specialist	0.0	0.0	0.0	0.3	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>3.7</b>	<b>3.7</b>	<b>4.0</b>	<b>2.0</b>
Allocated to the Capital Project Fund	(1.0)	(1.0)	0.0	0.0	0.0
<b>Net Cost to the Water &amp; Sewer Fund</b>	<b>2.3</b>	<b>2.7</b>	<b>3.7</b>	<b>4.0</b>	<b>2.0</b>

## Water & Sewer

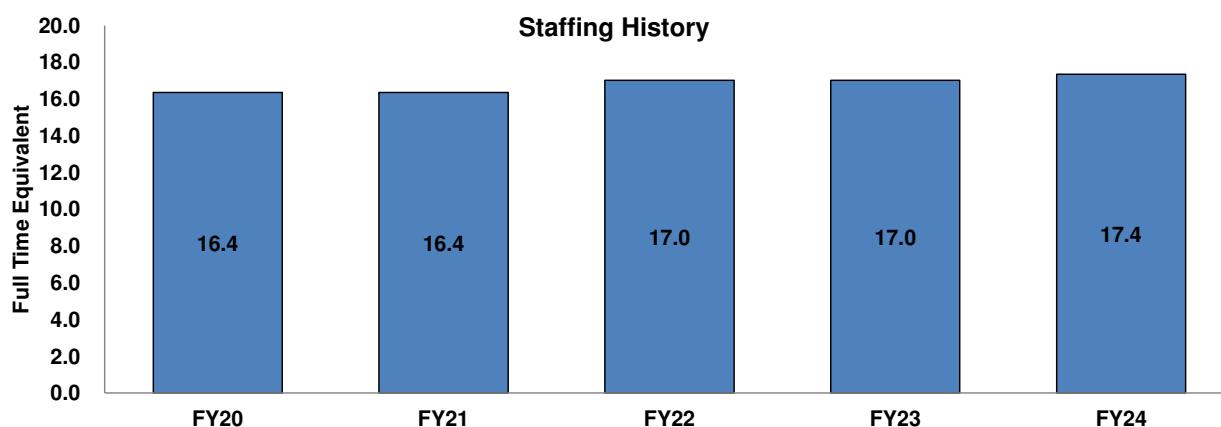
**Departments:** Fiscal & Administrative Services and Public Works - Utilities  
**Division \ Program:** Billing & Meters Summary  
**Program Administrator:** Jenifer Ellin, Director of Fiscal & Administrative Services  
 Martin Harris, Director of Public Works

Expenditure Category	FY2022 Actual	FY2023 Adopted	FY2024 Requested	FY2024 Proposed	\$ Change FY2023	% Chg.
Personal Services	\$840,348	\$974,600	\$985,500	\$1,007,500	\$10,900	1.1%
Fringe Benefits	269,606	286,100	273,900	292,600	(12,200)	-4.3%
Operating Costs	711,997	829,800	830,300	830,300	500	0.1%
Operating Contingency	0	4,400	9,700	9,700	5,300	120.5%
Debt Service	265,932	19,800	19,100	19,100	(700)	-3.5%
<b>Total Baseline</b>	<b>\$2,087,883</b>	<b>\$2,114,700</b>	<b>\$2,118,500</b>	<b>\$2,159,200</b>	<b>\$3,800</b>	<b>0.2%</b>
Request Greater than Baseline			40,700	0	40,700	NEW
<b>Total Expenditures</b>	<b>\$2,087,883</b>	<b>\$2,114,700</b>	<b>\$2,159,200</b>	<b>\$2,159,200</b>	<b>\$44,500</b>	<b>2.1%</b>
<b>Total Revenues</b>	<b>\$1,591,197</b>	<b>\$2,114,700</b>	<b>\$2,159,200</b>	<b>\$2,159,200</b>	<b>\$44,500</b>	<b>2.1%</b>

### Expenditure Summary



### Staffing History



### Positions by Program:

	FY20	FY21	FY22	FY23	FY24
Billing	9.3	9.3	9.9	9.9	10.3
Meters	7.1	7.1	7.1	7.1	7.1
<b>Total Full Time Equivalent</b>	<b>16.4</b>	<b>16.4</b>	<b>17.0</b>	<b>17.0</b>	<b>17.4</b>

## Water & Sewer

**Department:** Fiscal & Administrative Services  
**Division \ Program:** Billing  
**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  
[www.charlescountymd.gov/fas/wsbilling/water-and-sewer-billing](http://www.charlescountymd.gov/fas/wsbilling/water-and-sewer-billing)  
 Fund: Enterprise  
 301-645-0624 301-870-2542  
 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2022 Actual	FY2023 Adopted	FY2024 Requested	FY2024 Proposed	\$ Change FY2023	% Chg.
Personal Services	\$472,284	\$551,700	\$589,800	\$611,800	\$38,100	6.9%
Fringe Benefits	131,566	139,500	147,600	166,300	8,100	5.8%
Operating Costs	622,126	686,500	686,700	686,700	200	0.0%
Operating Contingency	0	4,400	6,000	6,000	1,600	36.4%
Debt Service	7,434	7,900	7,900	7,900	0	0.0%
<b>Total Baseline</b>	<b>\$1,233,411</b>	<b>\$1,390,000</b>	<b>\$1,438,000</b>	<b>\$1,478,700</b>	<b>\$48,000</b>	<b>3.5%</b>
Request Greater than Baseline			40,700		40,700	NEW
<b>Total Expenditures</b>	<b>\$1,233,411</b>	<b>\$1,390,000</b>	<b>\$1,478,700</b>	<b>\$1,478,700</b>	<b>\$88,700</b>	<b>6.4%</b>
<b>Total Revenues</b>	<b>\$684,215</b>	<b>\$1,390,000</b>	<b>\$1,390,000</b>	<b>\$1,478,700</b>	<b>\$0</b>	<b>0.0%</b>

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

- **Personal Services** and **Fringe Benefits** includes the approved FY2023 salary increases, as well as funding to support potential FY2024 salary increases. Also included is funding to support the cost to convert a part-time Utility Billing Specialist to full time which will help keep up with the growth in the County's customer base for water/sewer billing.
- The **Operating Costs** budget increase is to support the increased cost of language services, postage, and equipment repairs and maintenance based on actual 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:	FY20 FTE	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
Title					
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	7.0	7.0	7.0	7.0	8.0
Part Time	0.0	0.0	0.7	0.7	0.0
<b>Total Full Time Equivalent</b>	<b>9.3</b>	<b>9.3</b>	<b>9.9</b>	<b>9.9</b>	<b>10.3</b>

## Water & Sewer

**Departments:** Public Works - Utilities

**Division \ Program:** Meters

Fund: Enterprise

**Program Administrator:** Martin Harris, Director of Public Works

Expenditure Category	FY2022 Actual	FY2023 Adopted	FY2024 Requested	FY2024 Proposed	\$ Change FY2023	% Chg.
Personal Services	\$368,064	\$422,900	\$395,700	\$395,700	(\$27,200)	-6.4%
Fringe Benefits	138,040	146,600	126,300	126,300	(20,300)	-13.8%
Operating Costs	89,871	143,300	143,600	143,600	300	0.2%
Operating Contingency		0	3,700	3,700	3,700	NEW
Debt Service	258,498	11,900	11,200	11,200	(700)	-5.9%
<b>Total Expenditures</b>	<b>\$854,472</b>	<b>\$724,700</b>	<b>\$680,500</b>	<b>\$680,500</b>	<b>(\$44,200)</b>	<b>-6.1%</b>
<b>Total Revenues</b>	<b>\$906,982</b>	<b>\$724,700</b>	<b>\$769,200</b>	<b>\$680,500</b>	<b>\$44,500</b>	<b>6.1%</b>

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

- **Personal Services** and **Fringe Benefits** includes approved FY2023 salary increases which is being offset by turnover. Also included is funding for potential salary increases in FY2024.
- The **Operating Costs** budget increased by \$300 under the Uniforms line based on prior year actuals.
- **Operating Contingency** is to cover potential revenue shortfalls and/or expenditure overruns.
- Included in **Debt Service** are payments to bank finance vehicles and equipment.

### **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.

### **Positions:**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
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>