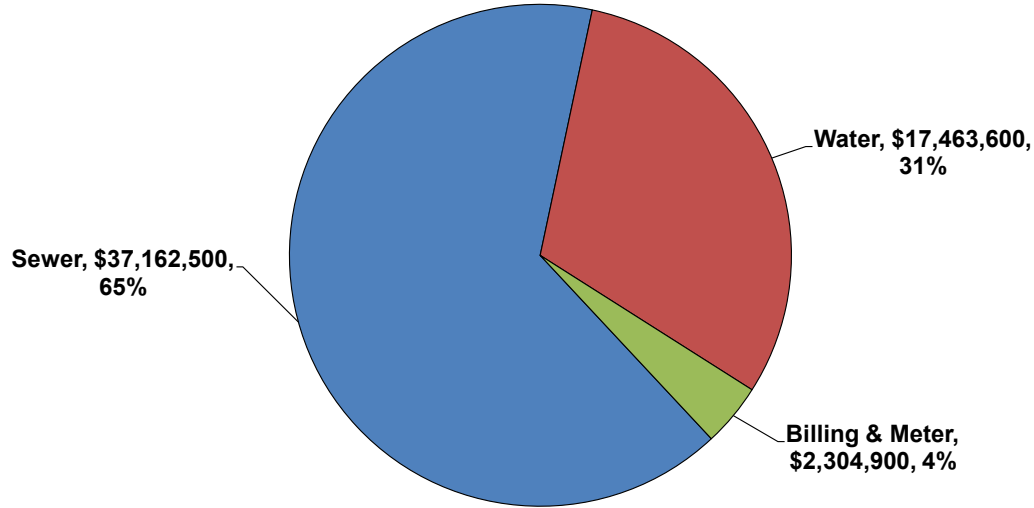


FISCAL YEAR 2025

Water & Sewer Fund Summary

Total Proposed Budget: \$56,931,000

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 FY2025 proposed budget includes funding for 184.2 full-time equivalent positions.



	FY2024 Budget	FY2025 Proposed	Variance	Percent Change
Revenues	\$52,276,000	\$53,740,800	\$1,464,800	3%
Expenditures	\$53,994,500	55,478,000	1,483,500	3%
Baseline Surplus /(Deficit)	(\$1,718,500)	(\$1,737,200)	(\$18,700)	
Use of Fund Balance - One time items	\$1,718,500	\$1,005,900	(\$712,600)	
Subtotal	\$0	(\$731,300)	(\$731,300)	
Net New Requests		(703,000)	(703,000)	
Total Surplus/(Deficit)	\$0	(\$1,434,300)	(\$1,434,300)	

Baseline Changes:

• Increase in total revenues based on estimates for FY2024 activity.	\$1,464,800
• Net Change in Capital Outlay/Maintenance Projects.	999,500
• Personal Services and Fringe increase which includes the impact of the FY2025 potential salary increases based on current personnel.	(1,060,200)
• Increase to support debt service associated with Water & Sewer projects.	(1,249,500)
• Contract Services increase at Mattawoman Wastewater Treatment Plant.	(210,000)
• Asphalt repairs at various water sites.	(100,000)
• Insurance is increased based on current year actuals.	(97,300)
• Indirect Cost Allocation adjustment.	(87,500)
• Increase in Chemical Costs.	(78,400)
• Net change in other expenses.	(312,700)
Total Baseline Deficit	(\$731,300)

FY2025 W&S Fund Balance Breakdown

Sewer Maintenance

\$2,100 Vivax Metrotech

\$2,100 Total One Time Mattawoman Capital Outlay/Maintenance

Mattawoman Maintenance

\$150,000 Increasing Inventory by Two Pumps

\$150,000 Diesel Pump for Mattawoman

\$35,000 Trailer Mounted Pressure Washer

\$20,000 Wells Inspection

\$20,000 Lab Equipment

\$375,000 Total One Time Mattawoman Capital Outlay/Maintenance

Water Maintenance

\$175,000 Newtown Vill. Hydro Tank Paint

\$138,000 Waldorf Fire House Tower Demolition

\$100,000 Billingsley Well Electrical Upgrade

\$100,000 St. Francis Well Electrical Upgrade

\$35,000 Replace fence at Swan Point

\$28,700 UCMR5

\$2,100 Vivax Metrotech

\$578,800 Total One Time Water Capital Outlay/Maintenance

Planning

\$50,000 Sewer Pump Station System Upgrade (Design Only)

\$50,000 Total One Time Water Capital Outlay/Maintenance

\$632,900 Subtotal Fund Balance for Baseline FY2025

\$235,000 Subtotal Fund Balance for New Requests

\$138,000 Subtotal Fund Balance for Capital Projects

\$1,005,900 Total Fund Balance for One-Time Purchases

New Requests:
DPW

Request

Maintenance Superintendent FTE 1.00 Sept (90,500)

Currently Maintenance is under the Operations Chief. In an effort to separate Maintenance from Operations, Utilities is requesting a new Superintendent to manage the Maintenance Crews.

SCADA Team Leader FTE 1.00 Feb (45,900)

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.

Meter Technician FTE 1.00 Sept (55,800)

To support growth in water accounts and increased maintenance needed to support aging meters.

Maintenance Technician II FTE 1.00 June (7,400)

New position to support new equipment being installed at the Mattawoman Wastewater Treatment Plant.

Cyber Security Officer July - Indirect Cost Allocation (110,300)

Need to hire a new Cyber Security Technician specializing in computers and computer software and computer hardware. Due to new Maryland law for Water and Wastewater Cyber Security this will be an important new employee. Additionally, this new employee can assist with SCADA alarms and trouble-shooting, and INFOR, and HACH WIMS computer programs. New employee will be assisting with vulnerability assessment of Water and Wastewater systems, additionally strategy development and IT protocols regarding Cyber security and training and investigations.

Increase on Call Rate (52,500)

Increasing on call rate for some of the employees.

New Diesel Pump and Piping 150,000 (150,000)

Mattawoman WWTP needs to purchase a diesel pump and associated piping for use on the Mattawoman Wastewater Facility. This mobile pumping set up allows us to transfer wastewater from tank to tank as needed on the facility for maintenance and emergency response. The benefit in purchasing a trailer mounted diesel pump is that this pump can be utilized across the facility for different needs as they arise. This pump will most likely include grinder/chopper enhancements to ensure good operation due to the wastewater density and inorganic materials found in wastewater.

Trailer mounted Pressure Washer 35,000 (35,000)

Need a new trailer mounted pressure washer, need to purchase new unit, because this new equipment will be used to accomplish many important projects at Mattawoman Plant. For example: washing UV system, cleaning barscreen, cleaning outside buildings, and many more. Currently staff does not have such equipment, additionally this new equipment will provide a more efficient way of accomplishing projects.

New Requests:

	Asset Value	<u>Request</u> Lease
New Truck with a Plow, for moving snow, 3/4 ton.	125,000	(14,200)
<i>Need a new truck, 3/4 ton, with a snow plow, for the purpose of moving snow for Water & Wastewater Department, County has 45 sewer Pump Stations, 40 well-water locations, and seven Wastewater Treatment Plants.</i>		
Need to purchase a new truck for North Region. For a new Operator	65,000	(7,400)
<i>To support a new Operator position that was approved as part of the FY2024 budget adoption. This new employee needs an assigned vehicle to perform job duties at various well and pump station sites throughout the North Region.</i>		

PGM

Engineer I - Infrastructure FTE 0.75 April (split with WPRF) (22,500)

Engineers are needed to manage Water & Sewer projects and ensure that the scope and final design meets the initial plan/vision. The Infrastructure Management division oversees the Residential Drainage Improvement Program, as well as Capital Planning & Design for water and sewer projects. Many, if not all, of the projects directly contribute to accomplishment of the environmental management objective for wastewater treatment, clean water supply, and stormwater management. Critical deadlines have been set for these projects to meet consent order agreement requirements with MDE (through the Mattawoman I/I program), future water demands for the Waldorf system (through the WSSC Interconnection & Potomac River Water Treatment Plant projects), and ARPA funding requirements (through the Residential Drainage Improvement program). To manage this huge increase in project demands efficiently and competently and subsequently accomplish the goals established, more engineers are needed.

Engineer I - Infrastructure FTE 0.75 April (split with WPRF) (22,500)

Engineers are needed to manage Water & Sewer projects and ensure that the scope and final design meets the initial plan/vision. The Infrastructure Management division oversees the Residential Drainage Improvement Program, as well as Capital Planning & Design for water and sewer projects. Many, if not all, of the projects directly contribute to accomplishment of the environmental management objective for wastewater treatment, clean water supply, and stormwater management. Critical deadlines have been set for these projects to meet consent order agreement requirements with MDE (through the Mattawoman I/I program), future water demands for the Waldorf system (through the WSSC Interconnection & Potomac River Water Treatment Plant projects), and ARPA funding requirements (through the Residential Drainage Improvement program). To manage this huge increase in project demands efficiently and competently and subsequently accomplish the goals established, more engineers are needed.

New Requests:**Request****Planner I FTE 0.25 Jan (split with WPRF)****(12,700)**

PGM is requesting a Planner I to provide technical and programmatic support for the Charles County Watershed Protection Program. This position would assist in managing Municipal Stormwater Permit tasks including geodatabase inventory, stream monitoring, outfall inspections, upland surveys, illicit discharge cleanup, education on stormwater best practices, and annual reporting. This position would focus on implementing the County's Municipal Stormwater Restoration Plan, to include growing programs for Full Delivery of water quality projects, urban soil restoration and meadow planting, and incentivizing increased stormwater management on redevelopment. This position would manage and report on County stream monitoring projects, illicit discharge cleanup, and preparation of the NPDES MS4 permit annual report.

Sewer Pump Station System Upgrade (Design Only)**(50,000)**

For the design phase of the removal of a suboptimal functioning sewer pump station and the design of the upgrade of the system to a more modernized and energy-efficient system which will reduce energy consumption and operational costs while minimizing the ecological footprint. The upgraded system enhances the overall efficiency of the wastewater management system, reducing the risk of system failures and potential environmental hazards. It will also handle increased urbanization and population growth, supporting long-term sustainability by improving the overall health of the surrounding environment and ensuring the longevity of critical infrastructure.

Fiscal & Administrative Services**Accountant FTE 0.35 September (split with Capital Projects)****(26,200)**

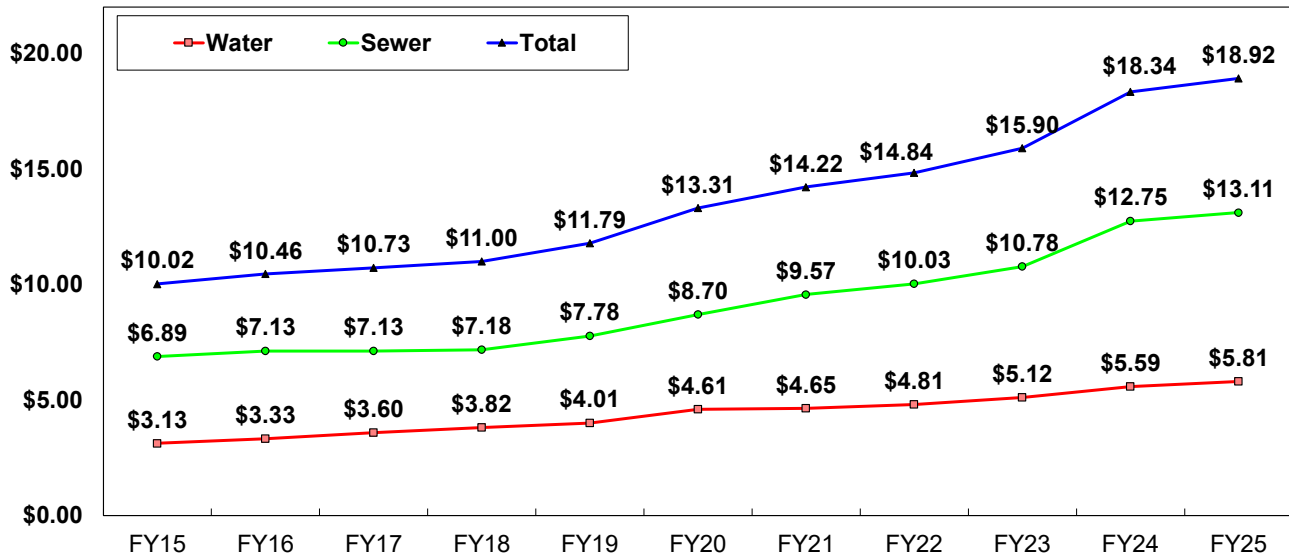
This position will handle the partner agency billings for Water & Sewer. They will routinely reconcile the Billing customer refund account, and monitor all credit balances for correction and refund. They will handle the County's Fire & Rescue tax fund, and work with their Board for the 2 semi-annual distributions each year as well as the Amoss grant reporting to the State that include financial statements for each Fire and EMS company. This person will also perform the monthly reconciliation of the LOSAP plan. They will work closely with the Treasury division on all balance sheet items related to County and State taxes. Additional items to be assigned are Credit Card processing, including the Payments platform for Water & Sewer bills. Annual PCI compliance monitoring will be a primary task. Other special projects that may come along will be given by the Chief and/or Assistant Chief.

Total New Requests		(703,000)
Total New FTE: 6.10		
Baseline Deficit		(\$731,300)
New Requests		(703,000)
<u>Total Deficit</u>		<u>(\$1,434,300)</u>

To balance the budget a rate increase is required.

	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Rate Increase</u>	<u>% Inc.</u>
Water User Fee Rate				
Single Family Residential: 0 - 18,000 gallons	\$5.59	\$5.81	\$0.22	3.9%
Single Family Residential: 18,001 - 24,000 gallons	\$11.18	\$11.62	\$0.44	3.9%
Single Family Residential: Over 24,000 gallons	\$16.77	\$17.43	\$0.66	3.9%
Multi-Family/Commercial: based on metered usage	\$6.64	\$6.88	\$0.24	3.6%
Sewer User Fee Rate				
Single Family Residential: capped at 24,000 gallons	\$12.75	\$13.11	\$0.36	2.8%
Multi-Family/Commercial: based on metered usage	\$12.75	\$13.11	\$0.36	2.8%
Blended Water/Sewer User Fee for the average residential customer	\$18.34	\$18.92	\$0.58	3.2%
Customer Account Fee				
Customer Account Charge	\$11.60	\$11.60	\$0.00	0.0%
Average Residential Quarterly Bill	\$236.08	\$243.18	\$7.10	3.0%

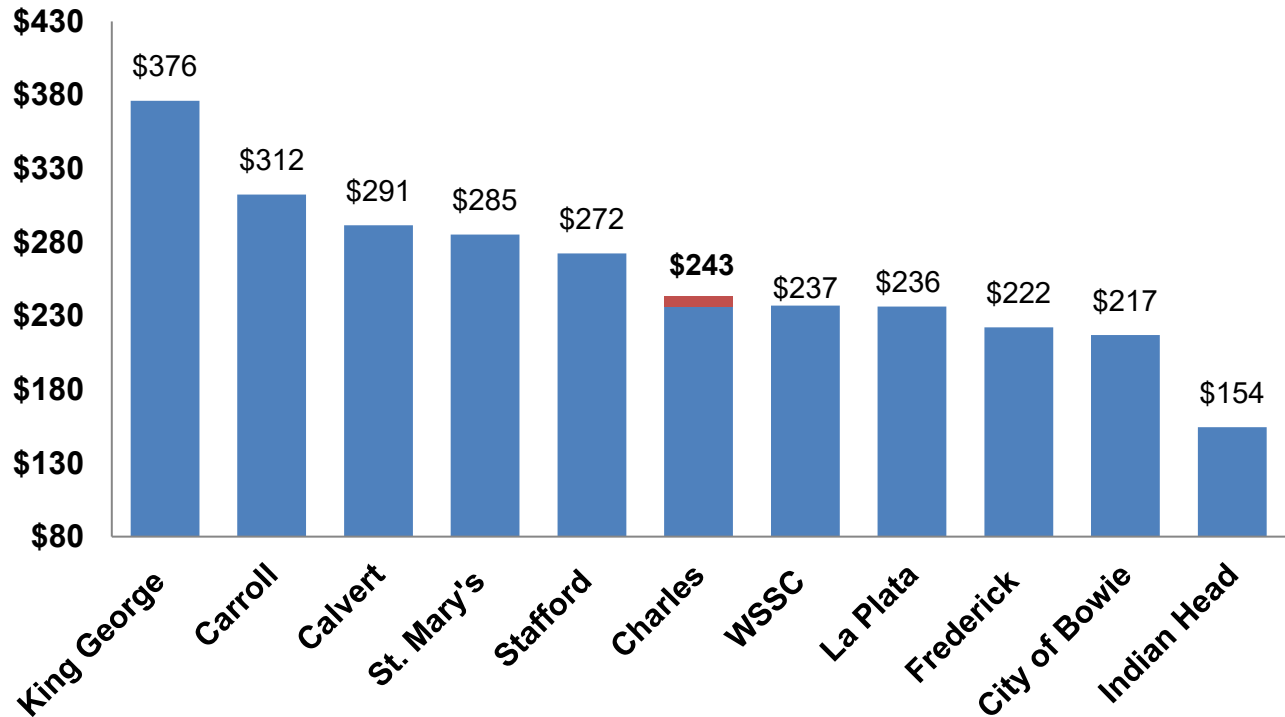
Residential User Fee Rate 10- Year History



NOTE: After FY2024 budget adoption, staff estimated a fee increase of 3.0% would be needed in FY2025.

WATER AND SEWER USER CHARGES

Average Residential Quarterly Bill
(based on 12,240 gallons)



NOTES:

The Average Residential User bill is currently \$236.08 a quarter.

Current rates as of January 2024.

Excludes Bay Restoration fees.

FY 2025 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	1/2 Year Payment	Annual Payment
<u>Water and Sewer Operation Fund</u>				
<u>Public Works - Utilities Water & Sewer</u>				
<u>Meters</u>				
Truck <i>Replacing U-157, 2011, with 192,604 miles - over years and miles. This truck replacement was approved for the current fiscal year, but funding was requested under the incorrect account.</i>	50,000		5,500	11,400
Truck <i>Replacing U-159, 2011, with 198,550 miles - over years and miles. This truck replacement was approved for the current fiscal year, but funding was requested un the incorrect account.</i>	50,000		5,500	11,400
Total Public Works - Utilities Meters	100,000		11,000	22,800
<u>Sewer Operations</u>				
Van <i>Replacing U-162, 2012, with 134,000 miles - recommendation of Vehicle Maintenance. Meets SOP requirements. Split with 30252076.</i>	30,000		3,400	6,800
Truck <i>Replacing U-165, 2012, with 119,000 miles - recommendation of Vehicle Maintenance. Meets SOP requirements. Split with 30252076.</i>	30,000		3,400	6,800
<u>Lab Services</u>				
SmartChem 210 Automated Discrete Chemistry Analyzer <i>Replacing a 2012 Analyzer that is 11 years old. KPM Analytics recommends to begin to budget for a system replacement after 10 years of continuous operation before repairs becomes frequent and costly. This analyzer does not qualify for annual preventive maintenance contract which includes a second service visit. The second visit repair cost for travel and parts \$4,750/day; parts can be from \$1,300 to \$4,760. Split with 30253372 & 30253376.</i>	21,200		2,400	4,800
Millipore Sigma Milli-Q Water Purification System <i>Replacing a 2015 purification system that is 8 years old. Millipore Sigma recommends to budget for system replacement after 8 years of continuous operation and upon frequent repair cost. The Milli-Q Integral 10 has been repaired several times within the past several months and technical support assistance alarm alert calls since 2022. June 26, 2023 replaced diaphragm pump and inlet manifold assembly (\$3,029) and Nov. 15, 2023 UV (Ballast) powersupply board (\$3,678.70). Replacing with a Milli-QTM IQ 7003/05/10/15 plus installation Split with 30253372 & 30253376.</i>	9,000		1,100	2,100

FY 2025 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	1/2 Year Payment	Annual Payment
Line Maintenance				
Light Tower <i>Replacing U-122, 2002 - 21 years old, needs more work and is hard to get parts (lights) when they go out. Split with 30255376.</i>	7,500		900	1,700
Light Tower <i>Replacing U-150, 2007 - 16 years old, needs more work and is hard to get parts (lights) when they go out. Split with 30255376.</i>	7,400		900	1,700
Truck <i>Replacing U-168, 2012, with 162,802 miles - over years and miles as well as has been in the shop several times this year. Split with 30255376.</i>	25,000		2,900	5,700
Dump Truck <i>Replacing U-181, 2014, with 90,000 miles - age, mileage and Vehicle Maintenance recommendation. Split with 30255376.</i>	97,500		11,100	22,200
Support Services				
New Truck with a Plow, for moving snow, 3/4 ton. - Split with Water <i>Need a new truck, 3/4 ton, with a snow plow, for the purpose of moving snow for Water & Wastewater Department, County has 45 sewer Pump Stations, 40 well-water locations, and seven Wastewater Treatment Plants.</i>	62,500		7,100	14,200
Need to purchase a new truck for North Region - Split with Water <i>To support a new Operator position that was approved as part of the FY2024 budget adoption. This new employee needs an assigned vehicle to perform job duties at various well and pump station sites throughout the North Region.</i>	32,500		3,700	7,400
Total Public Works - Utilities Sewer	322,600	0	36,900	73,400

FY 2025 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	1/2 Year Payment	Annual Payment
<u>Public Works - Mattawoman Operations</u>				
Forklift <i>Replacing U87, a 2010 - age requirements.</i>	7,400		900	1,700
Lab Services				
SmartChem 210 Automated Discrete Chemistry Analyzer <i>Replacing a 2012 Analyzer that is 11 years old. KPM Analytics recommends to begin to budget for a system replacement after 10 years of continuous operation before repairs becomes frequent and costly. This analyzer does not qualify for annual preventive maintenance contract which includes a second service visit. The second visit repair cost for travel and parts \$4,750/day; parts can be from \$1,300 to \$4,760. Split with 30253371 & 30253376.</i>	21,100		2,400	4,800
Millipore Sigma Milli-Q Water Purification System <i>Replacing a 2015 purification system that is 8 years old. Millipore Sigma recommends to budget for system replacement after 8 years of continuous operation and upon frequent repair cost. The Milli-Q Integral 10 has been repaired several times within the past several months and technical support assistance alarm alert calls since 2022. June 26, 2023 replaced diaphragm pump and inlet manifold assembly (\$3,029) and Nov. 15, 2023 UV (Ballast) powersupply board (\$3,678.70). Replacing with a Milli-QTM IQ 7003/05/10/15 plus installation Split with 30253371 & 30253376.</i>	9,100		1,100	2,100
Support Services				
Trailer mounted Pressure Washer <i>Need a new Trailer Mounted Pressure washer at Mattawoman Plant to perform washing UV system, cleaning Barscreen, and cleaning outside buildings.</i>	35,000	35,000		
New Diesel Pump and Piping <i>Mattawoman WWTP Needs to purchase a Diesel Pump and associated piping for use on the Mattawoman Wastewater Facility. This mobile pumping set up allows staff to transfer wastewater from tank to tank as needed on the facility for maintenance and emergency response. The benefit in purchasing a trailer mounted diesel pump is that this pump can be utilized across the facility for different needs as they arise. This pump will most likely include grinder/chopper enhancements to ensure good operation due to the wastewater density and inorganic materials found in wastewater.</i>	150,000	150,000		
Truck <i>Replacing U-56, 2008 -for Technical Support. Over 10 years old and has experienced mechanical issues in recent years. Replacement recommended by Vehicle Maintenance.</i>	55,000		6,300	12,500
Total Public Works - Utilities Mattawoman	277,600	185,000	10,700	21,100

FY 2025 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	1/2 Year Payment	Annual Payment
<u>Public Works - Utilities Water & Sewer</u>				
<u>Water Operations</u>				
Van <i>Replacing U-162, 2012, with 134,000 miles - recommendation of Vehicle Maintenance. Meets SOP requirements. Split with 30252071.</i>	30,000		3,400	6,800
Truck <i>Replacing U-165, 2012, with 119,000 miles - recommendation of Vehicle Maintenance. Meets SOP requirements. Split with 30252071.</i>	30,000		3,400	6,800
<u>Lab Services</u>				
SmartChem 210 Automated Discrete Chemistry Analyzer <i>Replacing a 2012 Analyzer that is 11 years old. KPM Analytics recommends to begin to budget for a system replacement after 10 years of continuous operation before repairs becomes frequent and costly. This analyzer does not qualify for annual preventive maintenance contract which includes a second service visit. The second visit repair cost for travel and parts \$4,750/day; parts can be from \$1,300 to \$4,760. Split with 30253371 & 30253372.</i>	21,100		2,400	4,800
Millipore Sigma Milli-Q Water Purification System <i>Replacing a 2015 purification system that is 8 years old. Millipore Sigma recommends to budget for system replacement after 8 years of continuous operation and upon frequent repair cost. The Milli-Q Integral 10 has been repaired several times within the past several months and technical support assistance alarm alert calls since 2022. June 26, 2023 replaced diaphragm pump and inlet manifold assembly (\$3,029) and Nov. 15, 2023 UV (Ballast) powersupply board (\$3,678.70). Replacing with a Milli-QTM IQ 7003/05/10/15 plus installation Split with 30253371 & 30253372.</i>	9,000		1,100	2,100
<u>Line Maintenance</u>				
Light Tower <i>Replacing U-122, 2002 - 21 years old, needs more work and is hard to get parts (lights) when they go out. Split with 30255371.</i>	7,400		900	1,700
Light Tower <i>Replacing U-150, 2007 - 16 years old, needs more work and is hard to get parts (lights) when they go out. Split with 30255371.</i>	7,500		900	1,700
Truck <i>Replacing U-168, 2012, with 162,802 miles - over years and miles as well as has been in the shop several times this year. Split with 30255371.</i>	25,000		2,900	5,700
Dump Truck <i>Replacing U-181, 2014, with 90,000 miles - age, mileage and Vehicle Maintenance recommendation. Split with 30255371.</i>	97,500		11,100	22,200

FY 2025 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	1/2 Year Payment	Annual Payment
Support Services				
New Truck with a Plow, for moving snow, 3/4 ton. - Split with Water	62,500		7,100	14,200
<i>Need a new truck, 3/4 ton, with a snow plow, for the purpose of moving snow for Water & Wastewater Department, County has 45 sewer Pump Stations, 40 well-water locations, and seven Wastewater Treatment Plants.</i>				
Need to purchase a new truck for North Region - Split with Water	32,500		3,700	7,400
<i>To support a new Operator position that was approved as part of the FY2024 budget adoption. This new employee needs an assigned vehicle to perform job duties at various well and pump station sites throughout the North Region.</i>				
Total Public Works - Utilities Water	322,500	0	36,900	73,400
Contingency	42,000		4,800	9,600
Total Water & Sewer Fund	\$1,064,700	\$185,000	\$100,300	\$200,300
Total Cost of Items to Be Capital Asset Financed	\$879,700			

FY25 Water & Sewer Fund Summary

	FY2024 Budget	FY2025 Proposed	Change from Budget in: \$	%
SEWER				
<u>Revenues</u>				
User Charges	\$29,336,000	\$30,380,500	\$1,044,500	3.6%
WSSC cost share	2,113,100	2,081,100	(32,000)	-1.5%
Penalties	1,000,000	1,075,000	75,000	7.5%
Panda Operating	120,000	120,000	0	0.0%
Septage Hauler	900,000	1,100,000	200,000	22.2%
Pretreatment Permits	93,600	93,600	0	0.0%
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	238,500	250,400	11,900	5.0%
Holding Tank Program	7,800	7,800	0	0.0%
Total Operating	\$34,617,000	\$35,916,400	\$1,299,400	3.8%
Fund Balance Approp.	1,551,800	387,100	(1,164,700)	-75.1%
Total Revenues	\$36,168,800	\$36,303,500	\$134,700	0.4%
<u>Expenditures</u>				
Personal Services	7,080,000	7,401,650	321,650	4.5%
Fringe Benefits	2,700,900	2,955,300	254,400	9.4%
Operating Costs	17,194,200	17,327,800	133,600	0.8%
Panda/CPV	750,000	750,000	0	0.0%
Contingency	72,800	31,050	(41,750)	-57.3%
Debt Service	6,348,400	7,303,400	955,000	15.0%
Capital Outlay/Maint.	1,960,000	890,000	(1,070,000)	-54.6%
Capital Projects	62,500	20,000	(42,500)	-68.0%
Total Expenditures	\$36,168,800	\$36,679,200	\$510,400	1.4%
New Requests		483,250		
Total Surplus/(Deficit)	\$0	(\$858,950)		
Requested Rate Adjustment:		\$0.36		
Increase over existing rate:		2.8%		

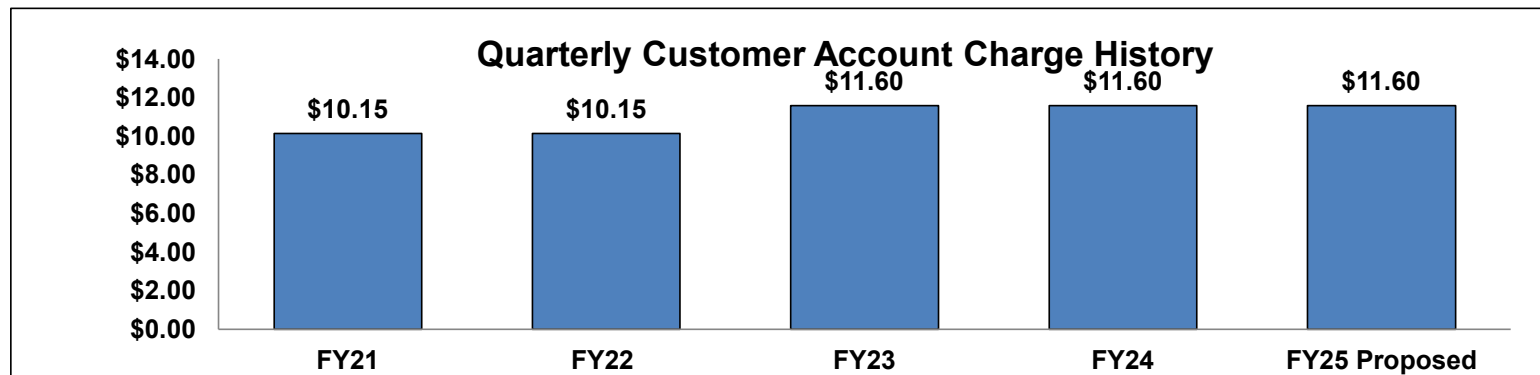
FY25 Water & Sewer Fund Summary

	FY2024 Budget	FY2025 Proposed	Change from Budget in: \$	%
WATER				
<u>Revenues</u>				
User Charges	\$15,556,400	\$15,576,200	\$19,800	0.1%
Panda Operating	125,000	125,000	0	0.0%
Hydrant Service Charges	153,800	153,800	0	0.0%
Cross-Connection Backflow Prevention	81,000	81,000	0	0.0%
Tower Rental	330,000	330,000	0	0.0%
Other	3,600	3,500	(100)	-2.8%
Total Operating	\$16,249,800	\$16,269,500	\$19,700	0.1%
Fund Balance Approp.	166,700	618,800	452,100	271.2%
Total Revenues	\$16,416,500	\$16,888,300	\$471,800	2.9%
<u>Expenditures</u>				
Personal Services	\$4,013,800	\$4,235,950	\$222,150	5.5%
Fringe Benefits	1,522,300	1,672,900	150,600	9.9%
Operating Costs	7,744,800	7,953,500	208,700	2.7%
Contingency	42,600	16,000	(26,600)	-62.4%
Debt Service	2,093,000	2,379,400	286,400	13.7%
Capital Outlay/Maint.	1,000,000	910,000	(90,000)	-9.0%
Capital Projects	0	158,000	158,000	NEW
Total Expenditures	\$16,416,500	\$17,325,750	\$909,250	5.5%
New Requests		137,750		
Total Surplus/(Deficit)	\$0	(\$575,200)		
Requested Rate Adjustment:		\$0.22		
(Residential less than 18,000 gallons)				
Increase over existing rate:		3.9%		

FY25 Water & Sewer Fund Summary

	FY2024 Budget	FY2025 Proposed	Change from Budget in: \$	%
BILLING & METER OPERATIONS				
Revenues				
Customer Account Fee	\$1,721,000	\$1,757,300	\$36,300	2.1%
Reconnection Fees	363,000	372,400	9,400	2.6%
Account Set Up Fee	66,000	66,000	0	0.0%
Final Read	0	100,000	100,000	NEW
Other	9,200	9,200	0	0.0%
Total Revenues	\$2,159,200	\$2,304,900	\$145,700	6.7%
Fund Balance Approp.		0	0	N/A
Total	\$2,159,200	\$2,304,900	\$145,700	6.7%
Expenditures				
Personal Services	\$1,006,900	\$1,063,200	\$56,300	5.6%
Fringe Benefits	293,200	318,000	24,800	8.5%
Operating Costs	830,300	814,500	(15,800)	-1.9%
Contingency	9,700	0	(9,700)	-100.0%
Debt Service	19,100	27,200	8,100	42.4%
Total Expenditures	\$2,159,200	\$2,222,900	\$63,700	3.0%
New Requests		82,000		
Total Surplus/(Deficit)	\$0	\$0		

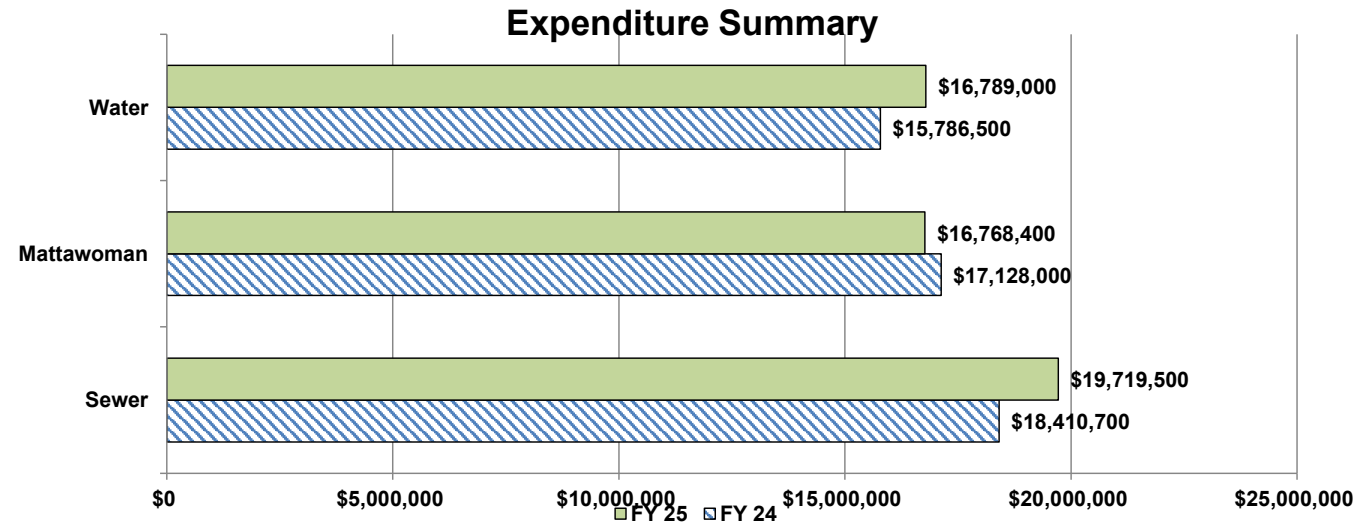
Requested Rate Adjustment:	\$0.00
Current Fee per Bill:	\$11.60
Requested Fee per Bill:	\$11.60
Increase over existing rate:	0.0%



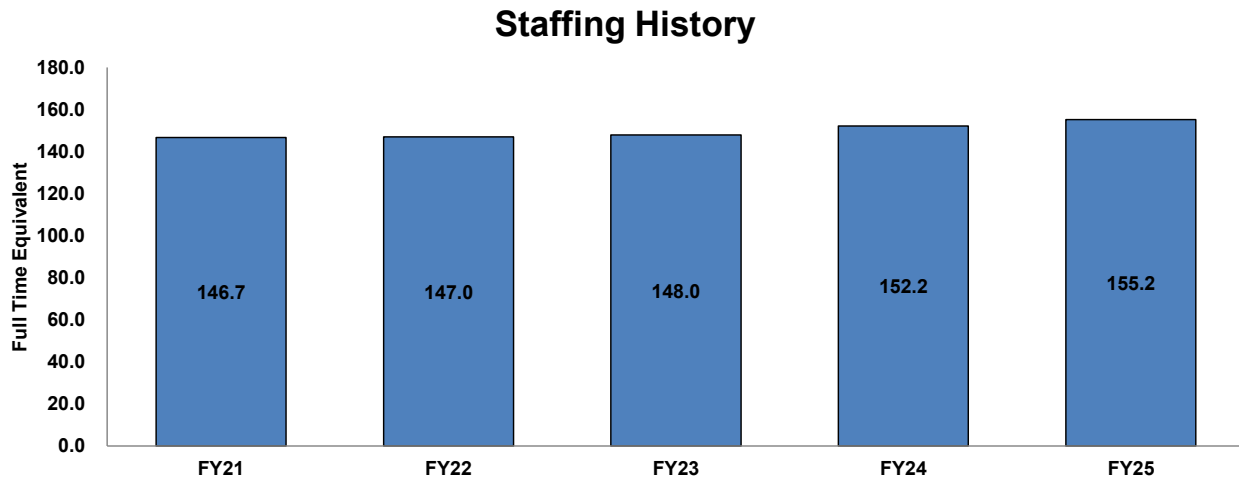
Water & Sewer

Department: Public Works - Utilities
Division \ Program: Sewer, Mattawoman, Water Summary
Fund: Enterprise
Program Administrator: Martin Harris, Director of Public Works

Expenditure Category	FY2023 Actual	FY2024 Adopted	FY2025 Requested	FY2025 Proposed	\$ Change FY2024	% Chg.
Personal Services	\$9,260,358	\$10,383,800	\$10,877,200	\$11,018,300	\$634,500	6.1%
Fringe Benefits	3,424,256	4,011,800	4,390,600	4,424,200	412,400	10.3%
Operating Costs	18,838,329	25,358,000	25,790,000	25,922,000	564,000	2.2%
Operating Contingency	0	107,700	45,000	45,000	(62,700)	-58.2%
Debt Service	6,838,796	8,441,400	9,682,800	9,704,400	1,263,000	15.0%
Capital Outlay/Maintenance	955,212	2,960,000	1,800,000	1,985,000	(975,000)	-32.9%
Capital Projects	0	62,500	178,000	178,000	115,500	184.8%
Total Baseline	\$39,316,951	\$51,325,200	\$52,763,600	\$53,276,900	\$1,951,700	3.8%
New Requests			513,300		0	-100.0%
Total Expenditures	\$39,316,951	\$51,325,200	\$53,276,900	\$53,276,900	\$1,951,700	3.8%



Staffing History



Positions by Program:

	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
Sewer	56.4	54.7	55.0	56.1	56.8
Mattawoman	40.1	41.4	41.7	43.7	45.4
Water	50.2	50.9	51.2	52.4	53.1
Total Full Time Equivalent	146.7	147.0	148.0	152.2	155.2

Water & Sewer

Department: Public Works - Utilities
Division \ Program: Satellite Sewer Systems **Fund:** Enterprise
Program Administrator: Martin Harris, Director of Public Works

Expenditure Category	FY2023 Actual	FY2024 Adopted	FY2025 Requested	FY2025 Proposed	\$ Change FY2024	% Chg.
Personal Services	\$3,593,594	\$3,887,700	\$4,088,900	\$4,138,200	\$250,500	6.4%
Fringe Benefits	1,270,320	1,434,000	1,576,700	1,586,300	152,300	10.6%
Operating Costs	5,149,578	6,303,400	6,223,700	6,230,100	(73,300)	-1.2%
Operating Contingency	0	40,400	15,000	15,000	(25,400)	-62.9%
Debt Service	4,822,784	6,222,700	7,169,100	7,179,900	957,200	15.4%
Capital Outlay/Maintenance	384,589	460,000	550,000	550,000	90,000	19.6%
Capital Projects	0	62,500	20,000	20,000	(42,500)	-68.0%
Total Baseline	\$15,220,866	\$18,410,700	\$19,643,400	\$19,719,500	\$1,308,800	7.1%
New Requests			76,100		0	N/A
Total Expenditures	\$15,220,866	\$18,410,700	\$19,719,500	\$19,719,500	\$1,308,800	7.1%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the approved FY2024 and FY2025 potential salary increases. Increased funding also supports the full year impact of a Maintenance Superintendent, SCADA Team Leader, and an Increase in on call rates.
- The **Operating Costs** decrease is due to one time costs completed in FY2024. These decreases were mostly in the equipment, repairs and maintenance budgets.
- **Operating Contingency** is for potential revenue shortfalls and/or expenditure overruns.
- The increase in **Debt Service** is for payments related to bond issues for capital projects and payments for bank financed vehicle and equipment purchases.
- The **Capital Projects** is for PayGo funding to support capital projects.
- **Capital Outlay/Maintenance** is for ongoing maintenance at the satellite sewer sites based on anticipated needs.
- **New Requests** see attached.

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.

Positions:

	<u>FY21 FTE</u>	<u>FY22 FTE</u>	<u>FY23 FTE</u>	<u>FY24 FTE</u>	<u>FY25 FTE</u>
Total Full Time Equivalent	56.4	54.7	55.0	56.1	56.8

Water & Sewer

Department: Public Works - Utilities
Division \ Program: Mattawoman Treatment Plant **Fund:** Enterprise
Program Administrator: Martin Harris, Director of Public Works

Expenditure Category	FY2023 Actual	FY2024 Adopted	FY2025 Requested	FY2025 Proposed	\$ Change FY2024	% Chg.
Personal Services	\$2,305,908	\$2,837,300	\$2,932,500	\$2,970,000	\$132,700	4.7%
Fringe Benefits	906,287	1,161,200	1,259,800	1,271,500	110,300	9.5%
Operating Costs	8,289,632	11,475,300	11,733,500	11,852,600	377,300	3.3%
Operating Contingency	0	28,500	15,000	15,000	(13,500)	-47.4%
Debt Service	109,123	125,700	134,300	134,300	8,600	6.8%
Capital Outlay/Maintenance	202,138	1,500,000	340,000	525,000	(975,000)	-65.0%
Total Baseline	\$11,813,087	\$17,128,000	\$16,415,100	\$16,768,400	(\$359,600)	-2.1%
New Requests			353,300		\$0	N/A
Total Expenditures	\$11,813,087	\$17,128,000	\$16,768,400	\$16,768,400	(\$359,600)	-2.1%
WSSC Contribution/ CPV/Panda	\$1,903,424	\$2,863,100	\$2,831,100	\$2,831,100	(\$32,000)	-1.1%

Changes and Useful Information:

- **Personal Services and Fringe Benefits** includes the approved FY2024 and FY2025 potential salary increases. Increased funding also supports the full year impact of a Maintenance Superintendent, SCADA Team Leader, Maintenance Technician II, and increased on call rates.
- The **Operating Costs** budget increase is to support one time inspections of equipment at and around the Mattawoman Treatment Plant. Support of a Cyber Security Officer via indirect cost allocation.
- **Operating Contingency** is for potential revenue shortfalls and/or expenditure overruns.
- **Debt Service** includes payments associated with bank financing certain vehicle and equipment purchases.
- **Capital Outlay/Maintenance** is decreasing due to one time projects being completed in FY2024. These one time projects included sand filters, repainting piping, replaces valves in tunnels, and other sand filter rehabs. In FY2025 this request will fund rehabbing two sand filters, road repairs, and other unplanned maintenance.
- **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>FY21</u> <u>FTE</u>	<u>FY22</u> <u>FTE</u>	<u>FY23</u> <u>FTE</u>	<u>FY24</u> <u>FTE</u>	<u>FY25</u> <u>FTE</u>
Total Full Time Equivalent	40.1	41.4	41.7	43.7	45.4

Water & Sewer

Department: Public Works - Utilities
Division \ Program: Water **Fund:** Enterprise
Program Administrator: Martin Harris, Director of Public Works

Expenditure Category	FY2023 Actual	FY2024 Adopted	FY2025 Requested	FY2025 Proposed	\$ Change FY2024	% Chg.
Personal Services	\$3,360,856	\$3,658,800	\$3,855,800	\$3,910,100	\$251,300	6.9%
Fringe Benefits	1,247,649	1,416,600	1,554,100	1,566,400	149,800	10.6%
Operating Costs	5,399,119	7,579,300	7,832,800	7,839,300	260,000	3.4%
Operating Contingency	0	38,800	15,000	15,000	(23,800)	-61.3%
Debt Service	1,906,889	2,093,000	2,379,400	2,390,200	297,200	14.2%
Capital Outlay/Maintenance	368,484	1,000,000	910,000	910,000	(90,000)	-9.0%
Capital Projects	0	0	158,000	158,000	158,000	NEW
Total Baseline	\$12,282,998	\$15,786,500	\$16,705,100	\$16,789,000	\$1,002,500	6.4%
New Requests			83,900		\$0	N/A
Total Expenditures	\$12,282,998	\$15,786,500	\$16,789,000	\$16,789,000	\$1,002,500	6.4%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the approved FY2024 and FY2025 potential salary increases. Increased funding also supports the full year impact of a Maintenance Superintendent, SCADA Team Leader, and an increase in on call rates.
- The **Operating Costs** budget increased to support an increase in asphalt repairs, property and liability insurance, and indirect costs to support new performance measurement software.
- **Operating Contingency** is for potential revenue shortfalls and/or expenditure overruns.
- The increase in **Debt Service** is for payments related to bond issues for capital projects and payments for bank financed vehicle and equipment purchases.
- **Capital Outlay/Maintenance** budget includes funds for ongoing maintenance for water operations.
- The **Capital Projects** is for PayGo funding to support capital projects.

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:

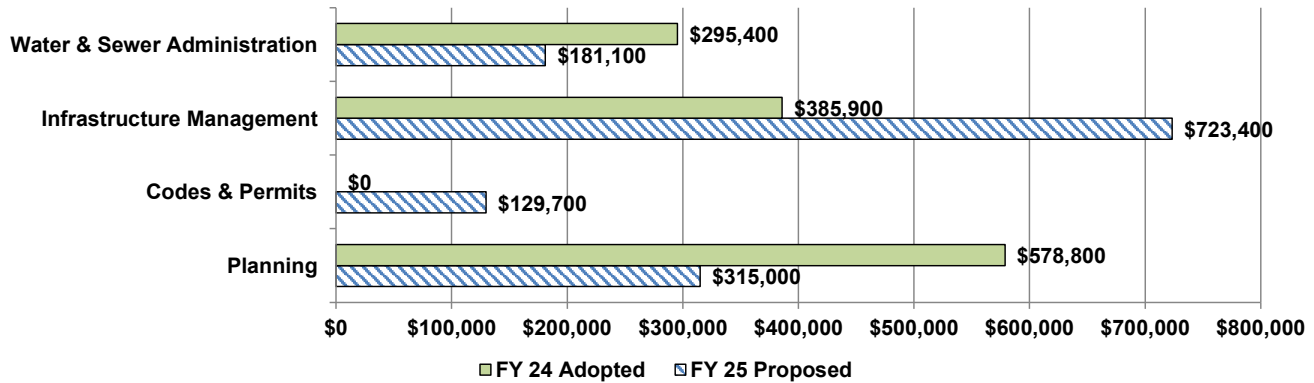
	<u>FY21</u> <u>FTE</u>	<u>FY22</u> <u>FTE</u>	<u>FY23</u> <u>FTE</u>	<u>FY24</u> <u>FTE</u>	<u>FY25</u> <u>FTE</u>
Total Full Time Equivalent	50.2	50.9	51.2	52.4	53.1

Water & Sewer

Department: Planning and Growth Management
Division \ Program: Department Summary **Fund:** Enterprise
Program Administrator: Jason Groth, Acting Director of Planning & Growth Management

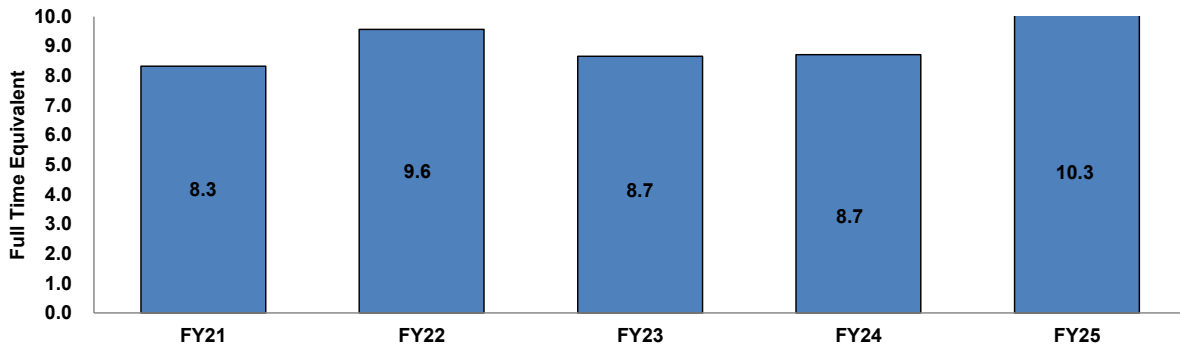
Expenditure Category	FY2023 Actual	FY2024 Adopted	FY2025 Requested	FY2025 Proposed	\$ Change FY2024	% Chg.
Personal Services	\$635,247	\$710,100	\$760,400	\$790,300	\$80,200	11.3%
Fringe Benefits	179,066	211,300	237,600	248,500	37,200	17.6%
Operating Costs	177,693	331,100	241,400	308,300	(22,800)	-6.9%
Operating Contingency	0	7,600	2,100	2,100	(5,500)	-72.4%
Total Baseline	\$992,006	\$1,260,100	\$1,241,500	\$1,349,200	\$89,100	7.1%
Request Greater than Baseline			107,700	0	0	N/A
Total Expenditures	\$992,006	\$1,260,100	\$1,349,200	\$1,349,200	\$89,100	7.1%
Revenues	\$11,035	\$5,000	\$5,000	\$5,000	\$0	0.0%

Expenditure Summary



Staffing History

Staffing History



Positions by Program:

	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
Water & Sewer Administration	1.0	3.1	2.9	2.9	1.1
Codes, Permits & Insp.	4.7	2.8	1.9	0.0	1.6
Planning	2.7	3.7	4.0	2.1	2.3
Infrastructure Management	0.0	0.0	0.0	3.8	5.3
Total Full Time Equivalent	8.3	9.6	8.7	8.7	10.3

Water & Sewer

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

Expenditure Category	FY2023 Actual	FY2024 Adopted	FY2025 Requested	FY2025 Proposed	\$ Change FY2024	% Chg.
Personal Services	\$199,605	\$233,700	\$143,000	\$143,000	(\$90,700)	-38.8%
Fringe Benefits	43,237	53,400	31,500	31,500	(21,900)	-41.0%
Operating Costs	1,927	5,900	6,600	6,600	700	11.9%
Operating Contingency	0	2,400	0	0	(2,400)	N/A
Total Expenditures	\$244,769	\$295,400	\$181,100	\$181,100	(\$114,300)	-38.7%
Revenues	\$11,035	\$5,000	\$5,000	\$5,000	\$0	0.0%

Baseline Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** decrease is due to the reallocation of various positions away from the administration division into the codes, permits and inspections division. Supports potential FY2025 salary increases.
- The **Operating Costs** increased by request from the department to attend Winter MACO conference.

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.

<u>Positions:</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
Title	FTE	FTE	FTE	FTE	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	0.3	0.3	0.3
Chief of Administrative Operations	0.1	0.1	0.1	0.1	0.1
Citizen Response Coordinator	0.2	0.2	0.1	0.1	0.0
Property Acquisition Officer	0.0	0.0	0.1	0.1	0.1
Assistant Property Acquisition Officer	0.3	0.3	0.1	0.1	0.1
Assistant to the Director	0.1	0.1	0.2	0.2	0.2
Right-Of-Way Bonding Specialist	0.0	0.3	0.3	0.3	0.3
Permit Technician	0.0	0.6	0.6	0.6	0.0
Permit Specialist	0.0	1.0	1.0	1.0	0.0
Office Associate II	0.0	0.3	0.0	0.0	0.0
Part Time	0.1	0.1	0.1	0.1	0.0
Total Full Time Equivalent	1.0	3.1	2.9	2.9	1.1

Water & Sewer

Department: Planning and Growth Management
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	FY2023 Actual	FY2024 Adopted	FY2025 Requested	FY2025 Proposed	\$ Change FY2024	% Chg.
Personal Services	\$135,565	\$0	\$93,400	\$93,400	\$93,400	NEW
Fringe Benefits	39,341	0	36,300	36,300	36,300	NEW
Operating Costs	3,967	0	0	0	0	N/A
Total Expenditures	\$178,873	\$0	\$129,700	\$129,700	\$129,700	NEW

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase is due to the reallocation of various positions away from the administration division into the codes, permits and inspections division. Supports potential FY2025 salary increases.

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.

Positions:

	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
<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	0.0	0.0
Engineer Supervisor	1.0	1.0	0.3	0.0	0.0
Engineer I - IV	1.0	1.0	0.8	0.0	0.0
Building Code Official	0.1	0.1	0.0	0.0	0.0
Administrative Associate	0.1	0.1	0.1	0.0	0.0
Right of Way and Bonding Specialist	0.3	0.0	0.0	0.0	0.0
Permit Technician	0.0	0.0	0.0	0.0	0.6
Permits Specialist	1.5	0.5	0.5	0.0	1.0
Office Associate II	0.6	0.0	0.0	0.0	0.0
Total Full Time Equivalent	4.7	2.8	1.8	0.0	1.6

Water & Sewer

Department: Planning and Growth Management
Division \ Program: Infrastructure and Management **Fund:** Enterprise
Program Administrator: Andy Balchin, Chief of Infrastructure Management
<https://www.charlescountymd.gov/government/planning-and-growth-management>

Expenditure Category	FY2023 Actual	FY2024 Adopted	FY2025 Requested	FY2025 Proposed	\$ Change FY2024	% Chg.
Personal Services	\$0	\$266,000	\$294,900	\$317,700	\$51,700	19.4%
Fringe Benefits	0	100,300	111,000	119,200	18,900	18.8%
Operating Costs	0	16,500	221,600	285,600	269,100	1630.9%
Operating Contingency	0	3,100	900	900	(2,200)	-71.0%
Total Baseline	\$0	\$385,900	\$628,400	\$723,400	\$337,500	87.5%
Request Greater than Baseline			95,000	0	0	N/A
Total Expenditures	\$0	\$385,900	\$723,400	\$723,400	\$337,500	87.5%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the FY2024 and FY2025 potential salary increases.
- **Operating Cost** increase was due to moving contract services, well monitoring, equipment from the Planning division to the Infrastructure Management Division. This increase includes a design of the removal of a suboptimal functioning sewer pump station, and a design to upgrade the system.

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.

Positions:

	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Engineer Supervisor	0.0	0.0	0.0	1.3	1.3
Engineer I - III	0.0	0.0	0.0	1.8	3.3
Assistant to the Chief	0.0	0.0	0.0	0.3	0.3
Permits Specialist	0.0	0.0	0.0	0.5	0.5
Total Full Time Equivalent	0.0	0.0	0.0	3.8	5.3

Water & Sewer

Department: Planning and Growth Management

Division \ Program: Planning

Fund: Enterprise

Program Administrator: Charles Rice, Planning Director

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

Expenditure Category	FY2023 Actual	FY2024 Adopted	FY2025 Requested	FY2025 Proposed	\$ Change FY2024	% Chg.
Personal Services	\$300,076	\$210,400	\$229,100	\$236,200	\$25,800	12.3%
Fringe Benefits	96,488	57,600	58,800	61,500	3,900	6.8%
Operating Costs	171,800	308,700	13,200	16,100	(292,600)	-94.8%
Operating Contingency	0	2,100	1,200	1,200	(900)	-42.9%
Total Baseline	\$568,364	\$578,800	\$302,300	\$315,000	(\$263,800)	-45.6%
Request Greater than Baseline			12,700	0	0	N/A
Total Expenditures	\$568,364	\$578,800	\$315,000	\$315,000	(\$263,800)	-45.6%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** is increased because of the approved FY2024 and FY2025 potential increases, and for the full time impact of a Planner I to support the Charles County Watershed Protection Program.
- **Operating Cost** increase was due to moving contract services, well monitoring, equipment from the Planning Division to the Infrastructure Management Division.

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:

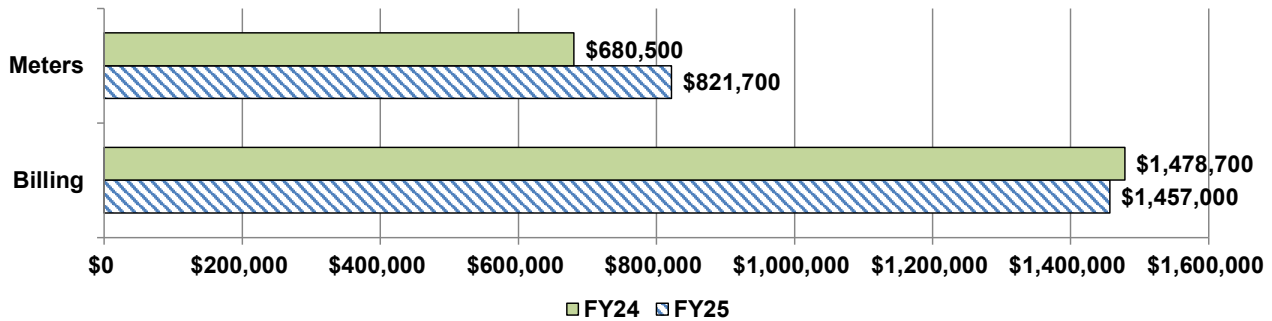
<u>Title</u>	<u>FY21 FTE</u>	<u>FY22 FTE</u>	<u>FY23 FTE</u>	<u>FY24 FTE</u>	<u>FY25 FTE</u>
Planning Director	0.3	0.3	0.3	0.3	0.3
Assistant Chief of Planning	0.1	0.1	0.1	0.1	0.1
Engineering Supervisor	1.0	1.0	1.0	0.0	0.0
Engineer II	1.0	1.0	1.0	0.0	0.0
GIS Analyst	0.3	0.3	0.3	0.3	0.3
Planner I - III	0.4	0.4	0.4	0.4	0.7
Assistant to the Chief	0.0	0.0	0.0	0.4	0.4
Administrative Associate	0.3	0.3	0.3	0.3	0.3
PGM Support Specialist	0.0	0.0	0.3	0.0	0.0
Part Time	0.3	0.3	0.3	0.3	0.3
Total Full Time Equivalent	3.7	3.7	4.0	2.1	2.3
Allocated to the Capital Project Fund	(1.0)	0.0	0.0	0.0	0.0
Net Cost to the Water & Sewer Fund	2.7	3.7	4.0	2.1	2.3

Water & Sewer

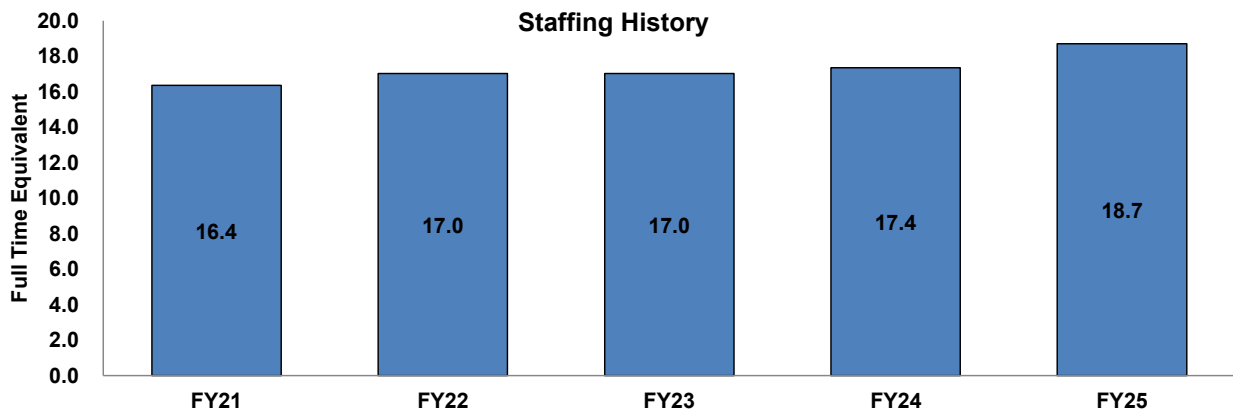
Departments: Fiscal & Administrative Services and Public Works - Utilities
Division \ Program: Billing & Meters Summary Fund: Enterprise
Program Administrator: Jacob Dyer, Acting Director of Fiscal & Administrative Services
 Martin Harris, Director of Public Works

Expenditure Category	FY2023 Actual	FY2024 Adopted	FY2025 Requested	FY2025 Proposed	\$ Change FY2024	% Chg.
Personal Services	\$926,995	\$1,006,900	\$1,063,200	\$1,114,600	\$107,700	10.7%
Fringe Benefits	277,209	293,200	318,000	340,200	47,000	16.0%
Operating Costs	544,329	830,300	814,500	822,900	(7,400)	-0.9%
Operating Contingency	0	9,700	0	0	(9,700)	-100%
Debt Service	26,062	19,100	27,200	27,200	8,100	42.4%
Total Baseline	\$1,774,595	\$2,159,200	\$2,222,900	\$2,304,900	\$145,700	6.7%
Request Greater than Baseline			82,000	0	0	N/A
Total Expenditures	\$1,774,595	\$2,159,200	\$2,304,900	\$2,304,900	\$145,700	6.7%
Total Revenues	\$2,163,882	\$2,159,200	\$2,304,900	\$2,304,900	\$145,700	6.7%

Expenditure Summary



Staffing History



Positions by Program:

	FY21	FY22	FY23	FY24	FY25
Billing	9.3	9.9	9.9	10.3	10.6
Meters	7.1	7.1	7.1	7.1	8.1
Total Full Time Equivalent	16.4	17.0	17.0	17.4	18.7

Water & Sewer

Department: Fiscal & Administrative Services

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

www.charlescountymd.gov/fas/wsbilling/water-and-sewer-billing

301-645-0624 301-870-2542

8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2023 Actual	FY2024 Adopted	FY2025 Requested	FY2025 Proposed	\$ Change FY2024	% ChH.
Personal Services	\$558,931	\$611,200	\$648,000	\$666,400	\$55,200	9.0%
Fringe Benefits	139,169	166,900	174,700	181,400	14,500	8.7%
Operating Costs	454,458	686,700	626,400	627,500	(59,200)	-8.6%
Operating Contingency	0	6,000	0	0	(6,000)	N/A
Debt Service	7,396	7,900	7,900	7,900	0	0.0%
Total Baseline	\$1,159,955	\$1,478,700	\$1,457,000	\$1,483,200	\$4,500	0.3%
Request Greater than Baseline			26,200		0	N/A
Total Expenditures	\$1,159,955	\$1,478,700	\$1,483,200	\$1,483,200	\$4,500	0.3%
Total Revenues	\$930,469	\$1,478,700	\$1,483,200	\$1,483,200	\$4,500	0.3%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the approved FY2024 and FY2025 salary increases. This increase also supports a new accountant that will support special projects and support Water and Sewer agency billing.
- The **Operating Costs** budget decreased due to Credit Card Processing trends.
- 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>FY21 FTE</u>	<u>FY22 FTE</u>	<u>FY23 FTE</u>	<u>FY24 FTE</u>	<u>FY25 FTE</u>
Chief of Accounting	0.3	0.3	0.3	0.3	0.3
Accountant	0.0	0.0	0.0	0.0	0.4
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	8.0	8.0
Part Time	0.0	0.7	0.7	0.0	0.0
Total Full Time Equivalent	9.3	9.9	9.9	10.3	10.6

Water & Sewer

Departments: Public Works - Utilities
Division \ Program: Meters **Fund:** Enterprise
Program Administrator: Martin Harris, Director of Public Works

Expenditure Category	FY2023 Actual	FY2024 Adopted	FY2025 Requested	FY2025 Proposed	\$ Change FY2024	% Chg.
Personal Services	\$368,064	\$395,700	\$415,200	\$448,200	\$52,500	13.3%
Fringe Benefits	138,040	126,300	143,300	158,800	32,500	25.7%
Operating Costs	89,871	143,600	188,100	195,400	51,800	36.1%
Operating Contingency	0	3,700	0	0	(3,700)	N/A
Debt Service	18,666	11,200	19,300	19,300	8,100	72.3%
Total Baseline	\$614,640	\$680,500	\$765,900	\$821,700	\$141,200	20.7%
Request Greater than Baseline			55,800		0	N/A
Total Expenditures	\$614,640	\$680,500	\$821,700	\$821,700	\$141,200	20.7%
Total Revenues	\$1,233,413	\$680,500	\$821,700	\$821,700	\$141,200	20.7%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the approved FY2024 and FY2025 approved salary increases, and a full time impact of a new meter technician.
- The **Operating Costs** budget increased for increased costs related to replacing meters.
- 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:

Title	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE	FY25 FTE
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	7.0
Total Full Time Equivalent	7.1	7.1	7.1	7.1	8.1