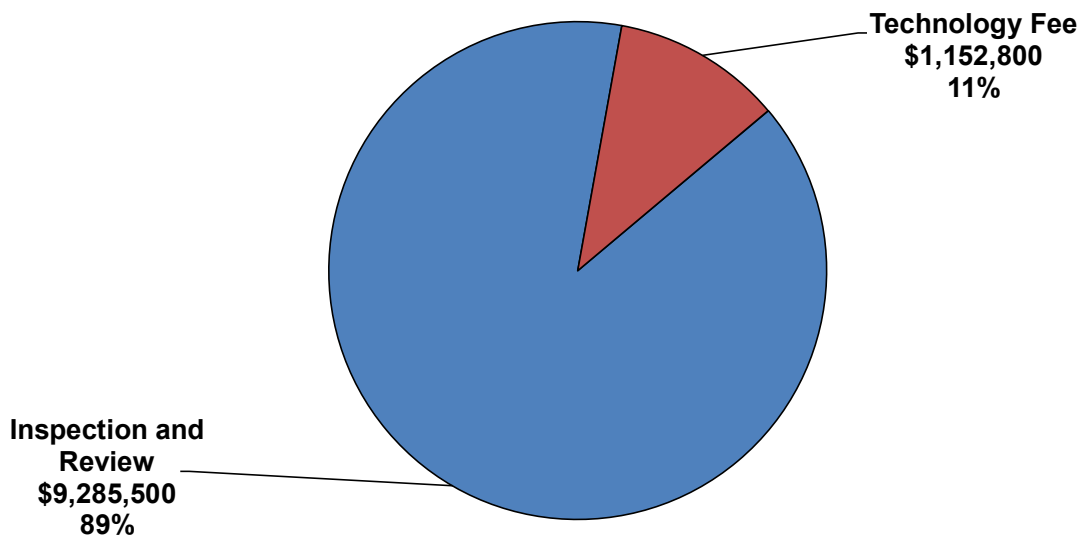


FISCAL YEAR 2025

Inspection & Review Fund

The fund operations are managed by Planning & Growth Management which include providing inspections services during various stages of construction, examination of plans to verify compliance with requirements of the various development regulations, and permitting services related to new building, remodeling, renovation and repair. The fund includes the development review of County infrastructure, and administration of the cultural resources and architectural review program. The fund also includes a technology component as it accounts for all technology fee revenues. These revenues support technology upgrades and maintenance for the department. Lastly, the fund accounts for administration costs to administer the program. The FY2025 proposed budget includes funding for 28.2 Full Time Equivalent positions.

Total Operating Requested Budget: \$10,438,300



	FY2024 Adopted	FY2025 Proposed	Variance	% Change
Revenues	\$9,378,100	\$10,438,300	\$1,060,200	11.3%
Expenditures	(9,378,100)	(10,255,000)	876,900	9.4%
Baseline Surplus/(Deficit)	\$0	\$183,300	\$183,300	
New Requests:				
100% Inspection and Review Fund		(183,300)	(183,300)	
Surplus/(Deficit)		\$0	\$0	

FISCAL YEAR 2025

Inspection & Review Fund

Changes to the Budget:

Request

Baseline Changes

Increase in Inspection & Review Operating Revenue	\$407,400
<i>Based on projected current year activity, and proposed fee increases for FY2025.</i>	
Increase in Tech Fee Operating Revenue	\$402,800
<i>Proposed Tech Fee increase from 4% to 5% starting in FY2025.</i>	
Use of Fund Balance	\$250,000
<i>To support expenditures that are associated with fees collected in a prior fiscal year.</i>	
Operating Contingency	(\$250,000)
<i>To cover potential expenditure overruns.</i>	
Contract Services - Inspection & Review	(\$279,600)
<i>Increased based on prior year activity and anticipated costs for FY2025.</i>	
Credit Card Processing - Supported by Technology Fee Revenues	(\$250,000)
<i>Increased based on prior and current year activity and trends.</i>	
Salary and Fringe	(\$215,000)
<i>Includes full-year FY2024 salary increases based on current staffing, and potential FY2025 salary increases.</i>	
Contract Services - Technology	(\$100,000)
<i>Consultant increase to continue using consultant for Energov program and technical build-outs and provide best practices solutions and training.</i>	
Minor adjustments in other expenditure costs	\$34,400
Baseline Surplus/(Deficit)	\$183,300

New Requests

Engineer I-Development Review Sept Hire	FTE 1.00	(\$80,400)
<i>The Infrastructure Management Division of PGM is requesting an Engineer I to offset the change in responsibility for the current Engineer I positions as they progress up the career ladder to an Engineer II position. The new Engineer I position will allow the newly promoted Engineer II to focus on the reviewing and coordinating of development service permits, while training and mentoring the new Engineer I position on the building permit review process. This will assist in redistributing the workload and begin to allow all of the engineer positions to multi-task with other initiatives to identify and improve processes for efficiency and growth to the betterment of PGM with emerging trends and technology. This position will assist to ensure reviews are continued to be performed on time; however, with better quality, detail, responsiveness to our customers. Additionally, the position is intended to allow workloads to be shifted and more balanced so staff can learn, grow, and aid with process improvement. Lastly, the positions will create a career path and succession plan for new and existing staff all while retaining the knowledge in skillset as the workforce ages.</i>		

FISCAL YEAR 2025

Inspection & Review Fund

New Requests - continued

Engineer I-Development Review Sept Hire **FTE 1.00** (\$80,400)

The Infrastructure Management Division of PGM is requesting an Engineer I to offset the change in responsibility for the current Engineer I positions as they progress up the career ladder to an Engineer II position. The new Engineer I position will allow the newly promoted Engineer II to focus on the reviewing and coordinating of development service permits, while training and mentoring the new Engineer I position on the building permit review process. This will assist in redistributing the workload and begin to allow all of the engineer positions to multi-task with other initiatives to identify and improve processes for efficiency and growth to the betterment of PGM with emerging trends and technology. This position will assist to ensure reviews are continued to be performed on time; however, with better quality, detail, responsiveness to our customers. Additionally, the position is intended to allow workloads to be shifted and more balanced so staff can learn, grow, and aid with process improvement. Lastly, the positions will create a career path and succession plan for new and existing staff all while retaining the knowledge in skillset as the workforce ages.

Funding Increase-Software Licenses (\$22,500)

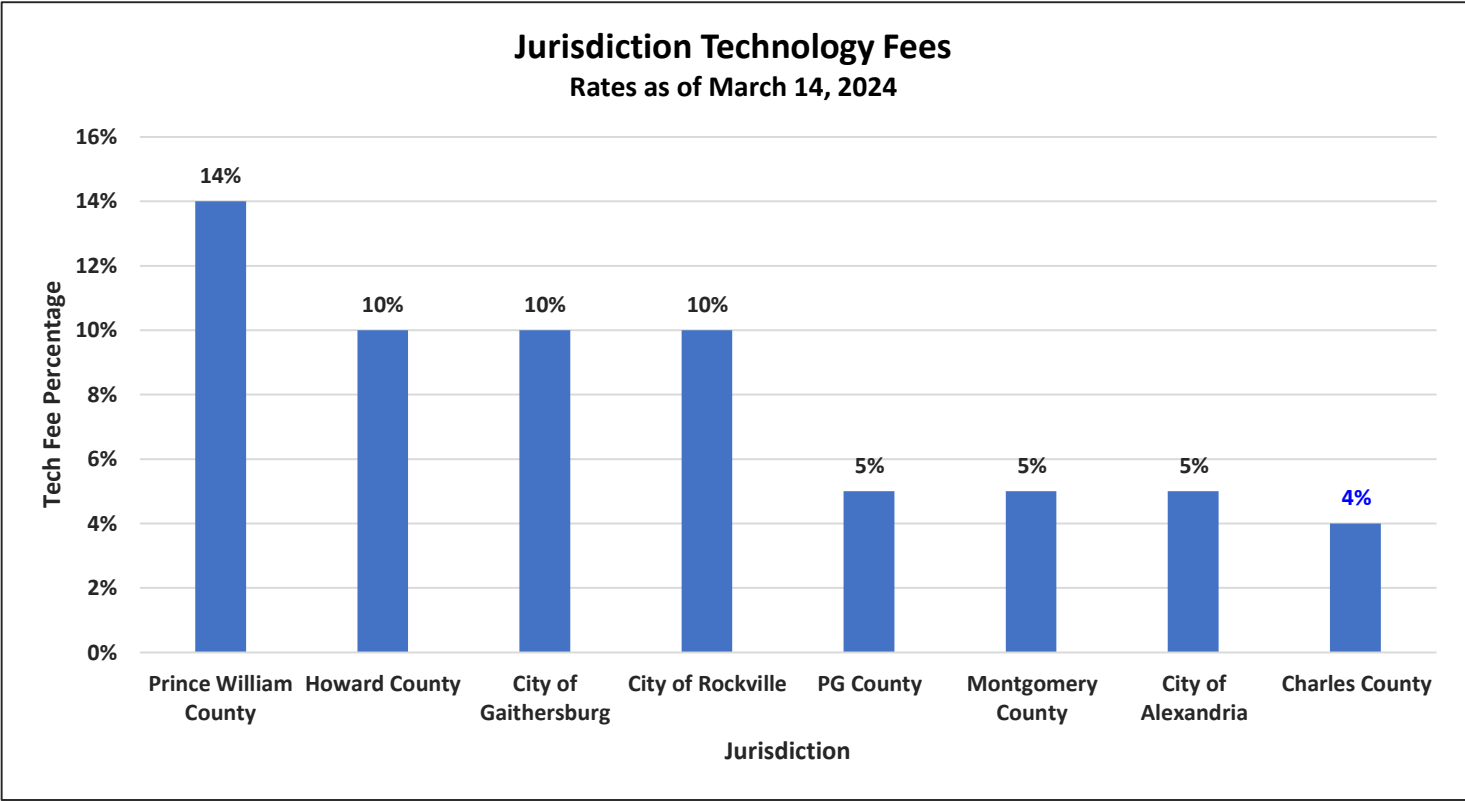
Increase for Energov and Bluebeam Licenses for the Intern Program. Each year HR offers the internship program and PGM wants to bring on interns to perform work that requires access to Energov and Bluebeam, but we do not have enough licenses to cover interns. Therefore, we cannot hire interns to do the work we would prefer with these internships. This request would cover up to five intern licenses per program as well as an annual renewal cost of per year per license.

Total New Requests	(\$183,300)
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FISCAL YEAR 2025

Inspection & Review Fund

	<u>FY2024</u> <u>Budget</u>	<u>FY2025</u> <u>Proposed</u>	<u>Variance</u>	<u>%</u> <u>Change</u>
<u>INSPECTION AND REVIEW</u>				
<u>Revenues</u>				
Building Inspection Fee	\$5,000,000	\$5,400,000	\$400,000	8.0%
County Staff Inspections	2,040,000	1,850,000	(190,000)	-9.3%
Dev Serv Plan Review Fee	750,000	950,000	200,000	26.7%
Bldg Prmt Plan Review Fee	600,000	650,000	50,000	8.3%
Extension Fee	95,100	0	(95,100)	-100.0%
Building Code Inspections	15,000	15,000	0	0.0%
Planning Site Inspections	0	82,500	82,500	n/a
Antenna Review Fee	88,000	88,000	0	0.0%
Other	40,000	0	(40,000)	-100.0%
Operating Revenues	\$8,628,100	\$9,035,500	\$407,400	4.7%
Fund Balance	250,000	250,000	0	0.0%
Total Revenues:	\$8,878,100	\$9,285,500	\$407,400	4.6%
<u>Expenditures</u>				
Personal Services	\$1,678,700	\$1,830,900	\$152,200	9.1%
Fringe Benefits	473,900	479,300	5,400	1.1%
Operating Costs	6,275,300	6,577,900	302,600	4.8%
Debt Service	68,000	67,700	(300)	-0.4%
Operating Contingency	291,400	250,000	(41,400)	-14.2%
Agency Funding	71,900	79,700	7,800	10.8%
Total Expenditures	\$8,859,200	\$9,285,500	\$426,300	4.8%
Surplus/(Deficit)	\$18,900	\$0	(\$18,900)	-100.0%
<u>TECHNOLOGY FEE</u>				
<u>Revenues</u>				
Technology Fee	\$750,000	\$1,152,800	\$402,800	53.7%
Total Revenues:	\$750,000	\$1,152,800	\$402,800	53.7%
<u>Expenditures</u>				
Personal Services	\$314,700	\$371,300	\$56,600	18.0%
Fringe Benefits	33,900	34,700	800	2.4%
Operating	418,900	746,800	327,900	78.3%
Operating Contingency	1,400	0	(1,400)	-100.0%
Total Expenditures	\$768,900	\$1,152,800	\$383,900	49.9%
Surplus/(Deficit)	(\$18,900)	\$0	\$18,900	-100.0%



The proposed Tech Fee increase from 4% to 5% is comparable to local jurisdictions.

Inspections & Review

Department:	Planning and Growth Management	Fund:	Enterprise
Division\Program:	Administration		
Program Administrator:	Jason Groth, Acting Director of Planning Growth Management		
	http://www.charlescountymd.gov/pgm		

Expenditure Category	FY2023 Actual	FY2024 Adopted	FY2025 Request	FY2025 Proposed	\$ Change from FY2024	% Chg.
Personal Services	\$116,529	\$174,900	\$85,700	\$85,700	(\$89,200)	-51.0%
Fringe Benefits	43,937	51,400	20,600	20,600	(30,800)	-59.9%
Operating Costs	102,600	152,800	214,700	214,700	61,900	40.5%
Agency Funding	59,200	71,900	79,700	79,700	7,800	10.8%
Operating Contingency	0	1,700	0	0	(1,700)	N/A
Total Expenditures	\$322,266	\$452,700	\$400,700	\$400,700	(\$52,000)	-11.5%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the full-year impact of FY2024 approved salary increases, as well as funding to support potential FY2025 salary increases. The salary and fringe also reflects an approved FY2024 mid-year reallocation of a Support Specialist and a part-time person.
- The **Operating Costs** increase is due to consolidating all Inspection Fund Indirect Cost into Administration, as well as an increase to support General Fund and the impact of OpenGov. Also included is funding to support the increased cost of yearly conferences.
- **Agency Funding** represents funding to support the County's Other Post Employment Benefits (OPEB) plan.

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 waste water 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 comprehensive plan, ordinances, policies, and procedures; maintain high standards of personnel efficiency and expertise to guarantee performance consistent with specialized obligations; develops and maintains continuous educational programs, promotes the most efficient use of the resources of the County.

The responsibilities of the Administration Division include: budget administration; customer relations; department's 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>FY20</u>	<u>FY21</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>
Director of Planning and Growth Mgmt	0.2	0.2	0.2	0.2	0.2
Deputy Director of Planning & Grwth Mgmt	0.3	0.3	0.2	0.2	0.2
Chief of Administrative Operations	0.2	0.4	0.0	0.0	0.0
PGM Special Projects Manager	0.1	0.1	0.0	0.0	0.0
Assistant to the Director	0.1	0.1	0.2	0.2	0.2
Permit Office Supervisor	0.0	0.5	0.0	0.0	0.0
Right of Way & Bonding Specialist	0.0	0.5	0.5	0.5	0.5
Fiscal Support Specialist	0.0	0.8	0.8	0.0	0.0
Permit Technician	0.0	0.3	0.0	0.0	0.0
Permit Specialist	0.0	1.0	0.0	0.0	0.0
Office Associate II	0.0	0.3	0.0	0.0	0.0
Part Time Help	0.4	0.4	0.4	0.0	0.0
Total Full Time Equivalent	1.2	4.6	2.1	1.0	1.0

Inspections & Review

Department:	Planning and Growth Management	Fund:	Enterprise
Division\Program:	Infrastructure Management		
Program Administrator:	Andy Balchin, Chief of Infrastructure Management		
	http://www.charlescountymd.gov/pgm		

Expenditure Category	FY2023 Actual	FY2024 Adopted	FY2025 Request	FY2025 Proposed	\$ Change from FY2024	% Chg.
Personal Services	\$0	\$372,700	\$411,600	\$516,800	\$144,100	38.7%
Fringe Benefits	0	95,400	106,000	143,000	47,600	49.9%
Operating Costs	0	369,400	437,500	456,100	86,700	23.5%
Operating Contingency	0	3,700	0	0	(3,700)	N/A
Total Baseline	\$0	\$841,200	\$955,100	\$1,115,900	\$274,700	32.7%
New Request			\$160,800	\$0	\$0	N/A
Total Expenditures	\$0	\$841,200	\$1,115,900	\$1,115,900	\$274,700	32.7%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the full-year impact of FY2024 approved salary increases, as well as funding to support potential FY2025 salary increases. The budget also supports two new Engineer I positions to support the Engineer II personnel with development service and building permits, and other initiatives.
- The **Operating Costs** increase is to support elevated costs and volume of invoicing for contracted services and Development Services Plan Review. Funding is also included to support the new FY2025 positions.
- **Revenues** were consolidated with Development Engineering Review and represent expected revenues for FY2025.

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.

<u>Positions:</u>	<u>FY20</u>	<u>FY21</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 Infrastructure Management	0.0	0.0	0.0	0.5	0.5
Assistant to the Chief	0.0	0.0	0.0	0.5	0.5
Engineer Supervisor	0.0	0.0	0.0	0.3	0.3
Engineer I - III	0.0	0.0	0.0	2.5	4.5
Permit Specialist	0.0	0.0	0.0	0.5	0.5
Total Full Time Equivalent	0.0	0.0	0.0	4.2	6.2

Inspections & Review

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

Expenditure Category	FY2023 Actual	FY2024 Adopted	FY2025 Request	FY2025 Proposed	\$ Change from FY2024	% Chg.
Personal Services	\$1,257,481	\$1,131,100	\$1,228,400	\$1,228,400	\$97,300	8.6%
Fringe Benefits	318,695	327,100	315,700	315,700	(11,400)	-3.5%
Operating Costs	4,057,798	5,684,900	5,838,900	5,838,900	154,000	2.7%
Debt Service	54,520	68,000	67,700	67,700	(300)	-0.4%
Operating Contingency	0	266,200	250,000	250,000	(16,200)	-6.1%
Total Expenditures	\$5,688,494	\$7,477,300	\$7,700,700	\$7,700,700	\$223,400	3.0%

Changes and Useful Information:

- **Personal Services and Fringe Benefits** includes the full-year impact of FY2024 approved salary increases, as well as funding to support potential FY2025 salary increases.
- The **Operating Costs** increase is to support the anticipated increase in contracted services costs, insurance, fuel, vehicle repair & maintenance, safety supplies, uniforms, and employee training for certification exams.
- **Operating Contingency** is to cover potential revenue shortfalls and/or expenditure overruns.
- The **Debt Service** includes payments associated with bank financing certain vehicles and/or equipment.
- **Revenues** were adjusted based on current trends. Also Development Engineer Review fees were consolidated with Infrastructure Management.

Description:

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

Engineering is responsible for the development and implementation of County ordinances, codes, specifications, and details relating to stormwater management, stormwater conveyance facilities, water & sewer facilities, roads, and grading and sediment control. The section also provides for the plan review of residential, commercial, and capital improvement infrastructure projects. This section processes, reviews, and issues infrastructure projects. Additionally, engineering staff assist in reviewing both preliminary subdivision plans and site development plans, as well as record plats.

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

Inspections & Review

Department: Planning and Growth Management
Division\Program: Codes, Permits & Inspection Services **Fund:** Enterprise
Program Administrator: Ray Shumaker, Chief of Codes, Permits & Inspection Services

Positions:	FY21	FY22	FY23	FY24	FY25
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Codes, Permits, & Inspection Services	0.5	0.5	0.5	0.4	0.4
Chief of Infrastructure Management	0.0	0.0	0.5	0.0	0.0
Engineer Supervisor	0.3	0.3	0.3	0.0	0.0
Citizen Response Coordinator	0.2	0.2	0.0	0.0	0.0
Engineer I-III	3.1	3.1	2.7	0.2	0.2
Inspections Superintendent	0.7	0.7	0.7	0.7	0.7
Permits Processing Supervisor	0.5	0.0	0.0	0.0	0.0
Construction Inspection Supervisor	1.8	1.8	0.0	0.0	0.0
Building Code Official	0.8	0.8	0.9	0.9	0.9
Code Inspection & Enforcement Officer Supervisor	0.0	0.0	0.0	1.0	1.0
Code Inspection & Enforcement Officer	1.0	1.0	2.3	3.3	3.3
Inspection Supervisor	0.2	0.2	2.2	2.0	2.0
Assistant to the CPIS	0.5	0.0	0.0	0.0	0.0
Assistant Property Acquisition Manager	0.0	0.5	0.0	0.0	0.0
Inspectors I-II	5.1	4.2	6.9	6.5	6.5
Right of Way & Bonding Specialist	0.5	0.0	0.0	0.0	0.0
Project Administrative Specialist	0.5	0.0	0.0	0.0	0.0
Inspections Technician	0.0	0.0	0.0	2.0	2.0
Permit Technician	0.3	0.0	0.0	0.0	0.0
Permits Specialist	1.0	0.0	0.5	0.0	0.0
Administrative Associate	0.9	0.5	0.5	0.4	0.4
Office Associate I - III	0.6	0.0	0.0	0.0	0.0
Part Time	1.3	1.3	1.3	1.3	1.3
Total Full Time Equivalent	19.8	15.1	19.3	18.7	18.7

Inspections & Review

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 Request	FY2025 Proposed	\$ Change from FY2024	% Chg.
Personal Services	(\$23,472)	\$0	\$0	\$0	\$0	N/A
Fringe Benefits	2,950	0	0	0	0	N/A
Operating Costs	33,739	68,200	68,200	68,200	0	0.0%
Operating Contingency	0	19,800	0	0	(19,800)	N/A
Total Expenditures	\$13,217	\$88,000	\$68,200	\$68,200	(\$19,800)	-22.5%

Changes and Useful Information:

- **Operating Costs** funding supports contractual work related to antenna permit reviews.

Description:

The Planning Division provides administration of the cultural resources and architectural review programs. In FY2023, this program was moved to the General Fund.

The Planning division also provides development review of County infrastructure and site plan review for zoning and environmental aspects on permits issued by the Permits Office.

Positions:

Title	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE	FY25 FTE
Assistant Chief of Planning	0.0	0.0	0.0	0.0	0.0
Administrative Associate	0.3	0.3	0.0	0.0	0.0
Planning Supervisor	0.3	0.3	0.0	0.0	0.0
Planner I - III	1.4	1.5	0.0	0.0	0.0
Planning Technician	0.5	0.3	0.0	0.0	0.0
Part Time	0.3	0.3	0.0	0.0	0.0
Total Full Time Equivalent	2.7	2.7	0.0	0.0	0.0

Inspections & Review

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

Expenditure Category	FY2023 Actual	FY2024 Budget	FY2025 Request	FY2025 Proposed	\$ Change from FY2024	% Chg.
Personal Services	\$226,218	\$314,700	\$371,300	\$371,300	\$56,600	18.0%
Fringe Benefits	22,606	33,900	34,700	34,700	800	2.4%
Operating Costs	316,632	418,900	724,300	746,800	327,900	78.3%
Operating Contingency	0	1,400	0	0	(1,400)	N/A
Total Baseline	\$565,456	\$768,900	\$1,130,300	\$1,152,800	\$383,900	49.9%
New Requests	\$0	\$0	\$22,500		\$0	N/A
Total Expenditures	\$565,456	\$768,900	\$1,152,800	\$1,152,800	\$383,900	49.9%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the full-year impact of FY2024 approved salary increases based on current personnel, the approved mid-year reorganization, and funding to support potential FY2025 salary increases.
- **Operating Cost** increase is primarily due to anticipated costs for credit card processing. Additional funding is included for a consultant to provide support for the Energov program with technical build-outs, best practice solutions and training.
- **Revenues** represent expected proceeds for FY2025.

Description

The Technology Program is used to provide necessary maintenance, upgrades, security, staffing, training, and associated expenditures required for Planning and Growth Management's electronic plan/permit review system. The Technology program also plans and prepares for future technology needs and services and/or upgrades to better serve the residents of Charles County.

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 Administrative Operations	0.0	0.0	0.2	0.2	0.2
Administrative Coordinator	0.0	0.0	0.0	0.3	0.3
PGM Special Projects Manager	0.9	0.9	1.0	1.0	1.0
Total Full Time Equivalent	0.9	0.9	1.2	1.4	1.4
Allocated from General Fund	1.0	1.0	1.0	1.0	1.0
Net Cost to Inspection	1.9	1.9	2.2	2.4	2.4