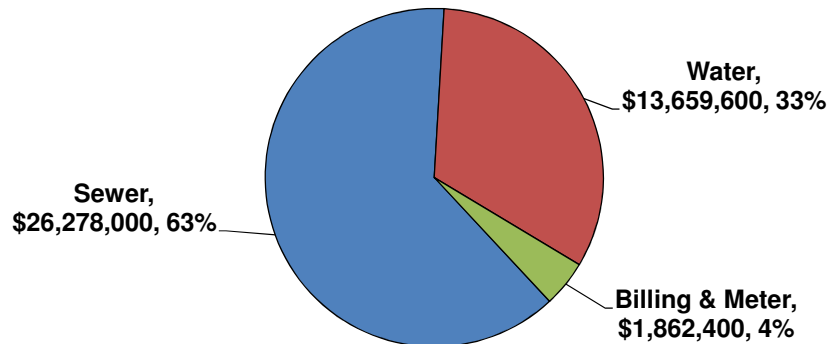


FISCAL YEAR 2021

Water & Sewer Fund Summary

Total Proposed Budget: \$41,800,000

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 FY2021 proposed budget includes funding for 170.2 full-time equivalent positions.



	FY2020 Budget	FY2021 Proposed	Variance	Percent Change
Revenues	\$39,356,400	\$39,553,700	\$197,300	1%
Expenditures	\$39,660,400	\$40,232,300	\$571,900	1%
Baseline Surplus /(Deficit)	(\$304,000)	(\$678,600)	(\$374,600)	
New Requests		(\$1,567,700)	(\$1,567,700)	
Subtotal	(\$304,000)	(\$2,246,300)	(\$1,942,300)	
Use of Fund Balance - One time items	\$304,000	\$199,000	(\$105,000)	
Total Surplus/(Deficit)	\$0	(\$2,047,300)	(\$2,047,300)	

Baseline Changes:

• Increase in total revenues based on estimates for FY2021 activity.	\$197,300
• One-time funding provided in FY2020 for a Ground Water Study, engineering services, cleaning of scum digestors, hauling services for Chapel Point, and other items.	439,600
• Decrease in Chemicals based on anticipated needs in FY2021.	79,000
• Net change in support of Capital Improvement Projects that can not be financed.	59,400
• Contingency budget for potential salary increases.	(628,400)
• Salary and Fringe increase based on current staffing.	(285,800)
• Increase in debt service for bonds issued for major capital project costs and to bank finance equipment replacements in FY2021.	(216,000)
• Increase based on estimated cost for Electricity and Vehicle Fuel.	(125,100)
• General Supplies and General Repairs are increasing for the based on anticipated needs for FY2021.	(64,400)
• Enterprise Fund contribution increase for retiree health benefits.	(28,800)
• Decrease in Capital Outlay/Maintenance is to cover anticipated maintenance projects in FY2021 and in Testing to cover anticipated cost for FY2021.	(23,400)
• Net adjustment to Operation & Maintenance costs.	(82,000)
Total	(\$678,600)

New Requests:

	<u>Hire Date</u>	<u>Request</u>
• New Position: Line Maintenance Supervisor FTE: 1.0 <i>Additional Line Maintenance crew needed to manage increasing workload due to County growth, expanded preventive maintenance requirements, and addressing Inflow/Infiltration. This crew will require a Line Maintenance Supervisor.</i>	Jan	(42,400)
• New Position: Line Maintenance Operators FTE: 3.0 <i>Additional Line Maintenance crew needed to manage increasing workload due to County growth, expanded preventive maintenance requirements, and addressing Inflow/Infiltration.</i>	Jan	(\$107,900)
• New Position: General Utility Worker FTE: 2.0 <i>The Central Region is in need of two general utility workers to perform various duties to assist the Operations and Maintenance staff with various projects such as maintenance and operations, helping with clarifiers, pumps and blowers.</i>	Sept	(80,200)
• New Position: Utilities Locator FTE: 1.0 <i>Additional Utilities Locator position is needed to keep up with growing demands for water and sewer utility line locating (Miss Utility) and in-house locating needed for projects, maintenance and repairs.</i>	Sept	(60,500)
• New Position: Maintenance Technician II FTE: 1.0 <i>Southern region is in need of a new Maint Tech II based on region. Adding an additional employee will allow for two crews to provide maintenance from La Plata to Swan Point.</i>	Sept	(59,800)
• Cleaning Digesters, Reactors and Septage Receiving <i>To provide funds to clean digesters #6 through #11, to clean two reactors and to clean septage receiving.</i>		(282,000)
• Increase in Contract Services <i>Based on anticipated needs for mapping services, SCADA, software support, and, anticipated needs in FY2021 to maintain the aging infrastructure.</i>		(217,900)
• Increase in Equipment Repairs and Maintenance <i>To perform electrical repairs on main switchgear, as well as repairs needed on pumps.</i>		(171,000)
• Increase in Indirect Cost Allocation <i>In support of cyber security.</i>		(102,600)
• Environmental Protection Agency Risk Assessment <i>To comply with America's Water Infrastructure Act.</i>		(75,000)
• Landscaping Improvements <i>As part of the goals and objectives of the Commissioners, Utilities plans to do landscaping maintenance to all visible well sites during calendar year FY21. This will include repairing fences, landscaping and small restorative repairs.</i>		(75,000)
• Irrigation survey <i>To perform an irrigation survey.</i>		(64,000)
• Dual Check Program <i>To continue with the County's dual check program, additional funds are needed.</i>		(60,000)
• Increase in Contract Services - Inspections/Painting <i>For well inspections, hydro tank inspections, and repainting of wells and/or tanks.</i>		(60,000)
• Increase for asphalt repairs <i>Increase needed based on anticipated FY2021 expenses.</i>		(50,000)
• Space reactor aerator motor <i>200 HP motor. This motor will function as a spare; if one needs shop attention or goes out the reactor needs to be switched and drained. Currently there is no spare.</i>		(21,000)

New Requests:

• 6 Wheel Dump Truck (Value: \$141,400) <i>Current workload frequently requires crews to hold on jobs awaiting existing dump truck availability</i>	1/2 yr lease payment:	<u>Request</u> (15,200)
• Pick up truck with utility body and 2 ton crane (Value: \$71,000) <i>Specialty vehicle for hydrant repairs that require safe movement and handling of hydrants.</i>	1/2 yr lease payment:	(7,600)
• 6" Dry Prime Pump (Value: \$54,000) <i>This style pump was rented for use in pumping down Primary #2, Gravity thickeners #1, #2 and #3, Reactors #4 and #5. Unlike the normal diesel centrifugal diesel style pumps this pump did not rag up the impeller although it was pumping massive amounts of rags, it chopped them to tiny size. The rental costs have already amounted to a third of the cost of a pump. This pump style would be very useful both at Mattawoman and for a pump-around at smaller lift stations.</i>	1/2 yr lease payment:	(5,800)
• 3/4 ton truck (Value: \$50,000) <i>In FY2018 two new Operator Trainee positions were added to the North for the Uni-Directional Flushing program. We did not request a vehicle at that time, however, it has become increasingly difficult to effectively operate without providing at least one vehicle for this program.</i>	1/2 yr lease payment:	(5,400)
• Pick up truck with extended cab (Value: \$40,000) <i>Remove requirement that a single pickup is transporting multiple crews to multiple sites. This is inefficient and reduces response time.</i>	1/2 yr lease payment:	(4,400)
Total		(1,567,700)

Total New FTE: 8.0**Additional Requests Not in Proposed Budget:**

- New Position: Financial Support Administrator - PGM Sept (23,900)
Position Split - 01.07.06 (30%), 07.07.06 (30%),
30.07.06 (30%), 50.07.06 (10%)

The Department of Planning and Growth Management is requesting a Financial Support Administrator who will be responsible for managing all fiscal operations within the department including budget development, financial reporting, monitoring, and contracted services management. This work is split between three positions as additional duties with their other workload. The department needs one position to coordinate all fiscal/budget related items for the department so the department can be more proactive in monitoring budgets, analyzing trends, and ensure appropriate revenue collection through fees and charges.

- New Position: Planning Technician - PGM (22,300)
Position Split - 01.07.19 (33%), **30.07.19 (33%), 50.07.19 (34%)**

The Planning Technician will help improve efficiency and provide enhanced customer service. This staff member would be a front line service provider to the public and provide needed support to the Long Range/Preservation Planning team, the Agricultural Land Preservation Board, and the Historic Preservation Commission, process the Septic Pump Out Program applications, and assist with the Watershed Program. This position will also provide technical and programmatic support and relieve the Planners to complete their reviews for our customers.

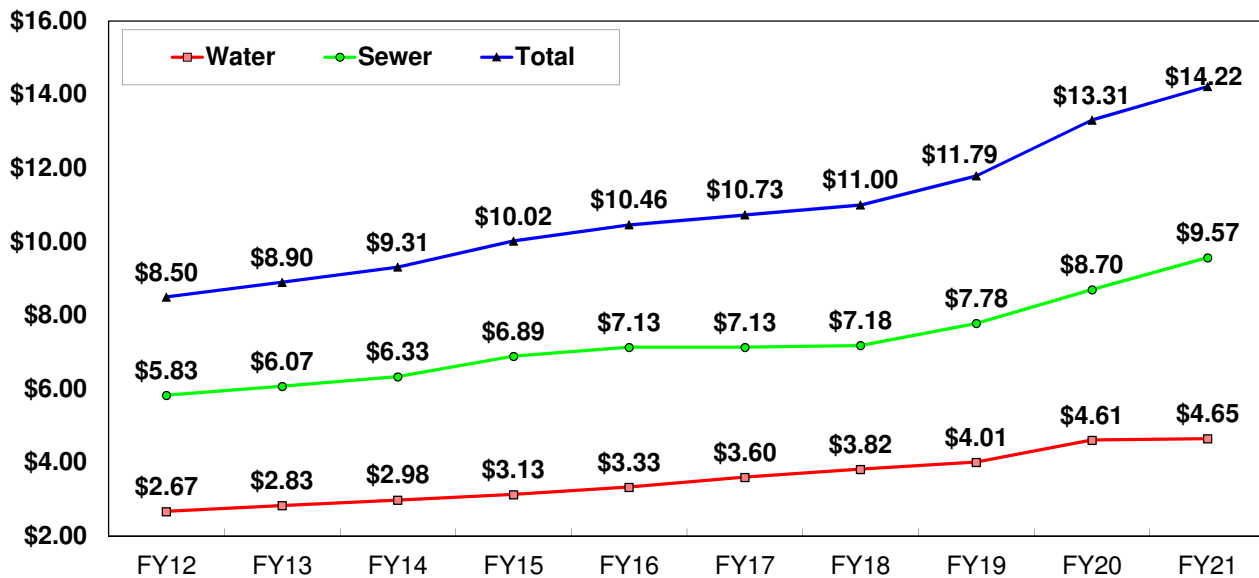
To balance the budget a rate increase is required.

	<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	\$4.61	\$4.65	\$0.04	0.9%
Single Family Residential: 18,001 - 24,000 gallons	\$9.22	\$9.30	\$0.08	0.9%
Single Family Residential: Over 24,000 gallons	\$13.83	\$13.95	\$0.12	0.9%
Multi-Family/Commercial: based on metered usage	\$5.57	\$5.58	\$0.01	0.2%
Sewer User Fee Rate				
Single Family Residential: capped at 24,000 gallons	\$8.70	\$9.57	\$0.87	10.0%
Multi-Family/Commercial: based on metered usage	\$8.70	\$9.57	\$0.87	10.0%
Blended Water/Sewer User Fee for the average residential customer	\$13.31	\$14.22	\$0.91	6.8%

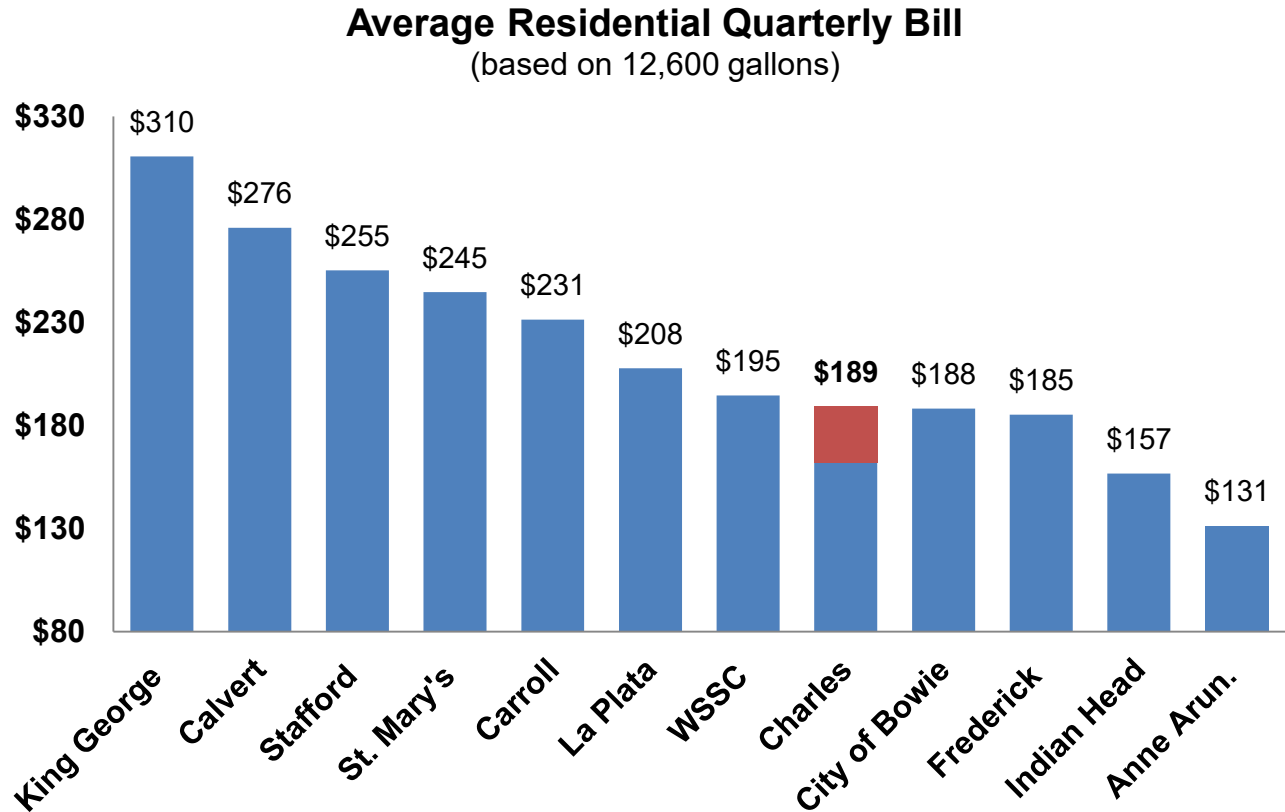
Customer Account Fee				
Customer Account Charge	\$10.15	\$10.15	\$0.00	0.0%

	<u>Current</u>	<u>Proposed</u>	<u>Difference</u>	<u>% Inc.</u>
Average Residential Quarterly Bill	\$177.86	\$189.32	\$11.46	6.4%

Residential User Fee Rate 10- Year History



WATER AND SEWER USER CHARGES



NOTES:

The Average Residential User bill is currently \$177.86 a quarter.

Current rates as of January 2020.

Excludes Bay Restoration fees.

FY 2021 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
<u>Water and Sewer Operation Fund</u>				
<u>Public Works - Utilities Water & Sewer</u>				
Meters	30.25.60.146.0500.000			
Pick-Up Truck		29,900		3,200
<i>U-152, 2005 w/161,000 miles. Age and miles on vehicle.</i>				
Total Public Works - Utilities Meters		29,900		3,200
Sewer Equipment Maintenance	30.25.71.05.0500.000			
Crane Truck		81,100		8,800
<i>U52, 2008, Ford F150, 1/2 ton, 4x4. A crane truck will improve Maintenances ability to respond to issues and ensure they are equipped to handle any problem they may encounter without having to wait for another truck to respond. Split between 30.25.76.05.</i>				
Pick-Up Truck, 4WD, 1/2 Ton		20,000		2,200
<i>U139 - Chevy Silverado 4x4 1/2 Ton, 2004, 173,000 miles. Split between 30.25.76.05.</i>				
Pick-Up Truck, 4WD, 1/2 Ton		20,000		2,100
<i>U137 - Chevy Silverado 4x4 1/2 Ton, 2004, 212,000 miles. Split between 30.25.76.05.</i>				
Pick-Up Truck, 4WD, 1/2 Ton		20,000		2,200
<i>U16 - Chevy Silverado 4x4 1/2 Ton, 2005, 180,000 miles. Split between 30.25.76.05.</i>				
Pick-Up Truck, 3/4 Ton		20,000		2,100
<i>U19 - Ford F250, 2005, 130,000 miles. Split between 30.25.76.05.</i>				
Electricians Van		22,500		2,400
<i>U23 - 2006 Chevy G2500 Van, 172,000 miles. Split between 30.25.76.05.</i>				
Pick-Up Truck, 4WD, 1/2 Ton		20,000		2,100
<i>U-37 - 2006 Chevy Silverado, 1/2 ton, 4x4, 190,000 miles. Split between 30.25.76.05.</i>				
Pick-Up Truck, 4x4, F350, Utility Body		27,500		3,000
<i>U-55 - 2006 Chevy Silverado 2500, 3/4 Ton, 158,000 miles. Split between 30.25.76.05.</i>				
Ford F250 P/U		20,000		2,100
<i>U153 1999 Ford F250. Exceeds age and mileage. Split between 30.25.76.05.</i>				

FY 2021 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
Small 4wd SUV HYBRID		16,000		1,700
<i>U47, 1999 Chevy Blazer. Exceeds age and mileage. Split between 30.25.76.05.</i>				
Sewer Lab Services	30.25.71.33.0500.000			
SUV		11,600		1,200
<i>U-45, 2008 w/ 105,000 miles. Replaces pick-up truck. Request change to SUV due to laboratory/sampling equipment requirements. Current truck engine has developed knocking. 3-Way spilt in 30.25.72/ 76.53.</i>				
Laboratory #1 Sink Cabinet Purchase and Installation		9,100		1,000
<i>Existing cabinets over 40 years old. The present sink cabinets are the original cabinets which were purchased and installed around 1978-1979. The cabinets bottom are rusted, door gaskets worn out, the door fasteners are missing and not keeping the doors closed.</i>				
Sewer - Line Maintenance	30.25.71.53.0500.000			
Tanker Truck		128,700		13,800
<i>U-61, 2007 w/ 193,000 miles. Tanker truck . This is a 12 year old truck. Vehicle Maintenance Superintendent recommends replacement. This truck is really starting to show wear and tear from years of hauling shifting loads (fluid). In the last 3 years, it has been to the shop 20 times, only 4 of which were for Preventative Maintenance. Split between 30.25.76.53.</i>				
Mini-Excavator		31,500		3,400
<i>U-32, 2008. Excavator needs to be replaced with a larger unit capable of excavating deeper. This mini excavator is used on a daily bases and is need of repairs parts are wore out. Split between 30.25.76.53.</i>				
6-Wheel Dump		74,600		8,100
<i>U-59, 2007 w/ 82,900 miles. Current 6-Wheel dump repairs increasing, This dump truck is in the shop for a lot of repairs. We have to wait on the other dump truck to get freed up so that crews on other jobs can complete there job this is in need of replacement. Vehicle Maintenance Superintendent recommends replacement. Since January of 2016, it has been in the shop a total of 26 times. Of that total, only 5 were for Preventative Maintenance. Of the remaining 21 times in the shop, 15 were for various electrical issues. Split between 30.25.76.53.</i>				
Combo Jetter/Vacuum Truck		249,400		26,800
<i>U-130, 2003 w/109,000 miles. Need to replace aging small unit with a larger unit for cleaning sewer pumps stations, in addition to sewer mains. Need to replace aging truck with newer and Larger vacuum to keep up with cleaning of wet wells and sewer main lines. Split between 30.25.76.53.</i>				
Box Truck		37,500		4,100
<i>U-167, 1991 w/ 52,000 miles. Aging unit needs frequent service and unreliable. Need replacement to carry clamps, fittings and other supplies to work sites for water and sewer repairs. Split between 30.25.76.53.</i>				

FY 2021 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
Crew Cab		37,500		4,100
<i>U-170, 2013, w/138,000 miles. Vehicle Maintenance Superintendent recommends replacement. Split between 30.25.76.53.</i>				
Total Sewer		847,000	0	91,200
Mattawoman - Equipment Maintenance (Core)	30.25.72.05.0500.000			
Crane Truck		162,000		17,500
<i>U26, 2006. Replacing current crane truck as the old one has required extensive repairs and vehicle maintenance has recommended replacement.</i>				
Mattawoman Lab Services	30.25.72.33.0500.000			
SUV		11,600		1,300
<i>U-45, 2008 w/ 105,000 miles. Replaces pick-up truck. Request change to SUV due to laboratory/sampling equipment requirements. Current truck engine has developed knocking. 3-Way split in 30.25.71/ 76.53.</i>				
Laboratory #1 Sink Cabinet Purchase and Installation		9,100		1,000
<i>Existing cabinets over 40 years old. The present sink cabinets are the original cabinets which were purchased and installed around 1978-1979. The cabinets bottom are rusted, door gaskets worn out, the door fasteners are missing and not keeping the doors closed. 3-Way split in 30.25.71 / 76.33.</i>				
Mattawoman - Support Services	30.25.72.97.0500.000			
Plotter/Scanner		11,000	11,000	
<i>Current plotter is aged, unreliable and in need of replacement. There is also an office need for large format scanning. For this reason, we are requesting the replacement unit also have scanning capability.</i>				
Total Mattawoman		193,700	11,000	19,800
Water - Equipment Maintenance	30.25.76.05.0500.000			
Crane Truck		81,100		8,700
<i>U52, 2008, Ford F150, 1/2 ton, 4x4. A crane truck will improve Maintenance's ability to respond to issues and ensure they are equipped to handle any problem they may encounter without having to wait for another truck to respond. Split between 30.25.71.05.</i>				
Tablet Feeders		50,000		5,400
<i>Bryans Road and St. Charles Well both are in need of new tablet feeders. Existing unit is in excess of 10 years old.</i>				

FY 2021 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
Pick-Up Truck, 4WD, 1/2 Ton <i>U139 - Chevy Silverado 4x4 1/2 Ton, 2004, 173,000 miles. Split between 30.25.71.05.</i>		20,000		2,100
Pick-Up Truck, 4WD, 1/2 Ton <i>U137 - Chevy Silverado 4x4 1/2 Ton, 2004, 212,000 miles. Split between 30.25.71.05.</i>		20,000		2,200
Pick-Up Truck, 4WD, 1/2 Ton <i>U16 - Chevy Silverado 4x4 1/2 Ton, 2005, 180,000 miles. Split between 30.25.71.05.</i>		20,000		2,100
Pick-Up Truck, 3/4 Ton <i>U19 - Ford F250, 2005, 130,000 miles. Split between 30.25.71.05.</i>		20,000		2,200
Electricians Van <i>U23 - 2006 Chevy G2500 Van, 172,000 miles. Split between 30.25.71.05.</i>		22,500		2,400
Pick-Up Truck, 4WD, 1/2 Ton <i>U-37 - 2006 Chevy Silverado, 1/2 ton, 4x4, 190,000 miles. Split between 30.25.71.05.</i>		20,000		2,200
Pick-Up Truck, 4x4, F350, Utility Body <i>U-55 - 2006 Chevy Silverado 2500, 3/4 Ton, 158,000 miles. Split between 30.25.71.05.</i>		27,500		2,900
Ford F250 P/U <i>U153 1999 Ford F250. Exceeds age and mileage. Split between 30.25.71.05.</i>		20,000		2,200
Small 4wd SUV HYBRID <i>U47, 1999 Chevy Blazer. Exceeds age and mileage. Split between 30.25.76.05.</i>		16,000		1,700
Water - Lab Services	30.25.76.33.0500.000			
SUV <i>U-45, 2008 w/ 105,000 miles. Replaces pick-up truck. Request change to SUV due to laboratory/sampling equipment requirements. Current truck engine has developed knocking. 3-Way split between 30.25.71/72.33.</i>		11,500		1,300
Laboratory #1 Sink Cabinet Purchase and Installation <i>Existing cabinets over 40 years old. The present sink cabinets are the original cabinets which were purchased and installed around 1978-1979. The cabinets bottom are rusted, door gaskets worn out, the door fasteners are missing and not keeping the doors closed. 3-Way split in 30.25.71 / 72.33.</i>		9,100		1,000
Water - Line Maintenance	30.25.76.53.0500.000			
Tanker Truck <i>U-61, 2007 w/ 193,000 miles. Tanker truck. This is a 12 year old truck. Vehicle Maintenance Superintendent recommends replacement. This truck is really starting to show wear and tear from years of hauling shifting loads (fluid). In the last 3 years, it has been to the shop 20 times, only 4 of which were for Preventative Maintenance.</i>		128,700		13,900

FY 2021 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
Mini-Excavator		31,500		3,400
<i>U-32, 2008. Excavator needs to be replaced with a larger unit capable of excavating deeper. This mini excavator is used on a daily bases and is need of repairs parts are wore out. Split between 30.25.71.53.</i>				
6-Wheel Dump		74,600		8,000
<i>U-59, 2007 w/ 82,900 miles. Current 6-Wheel dump repairs increasing, This dump truck is in the shop for a lot of repairs. We have to wait on the other dump truck to get freed up so that crews on other jobs can complete there job this is in need of replacement. Vehicle Maintenance Superintendent recommends replacement. Since January of 2016, it has been in the shop a total of 26 times. Of that total, only 5 were for Preventative Maintenance. Of the remaining 21 times in the shop, 15 were for various electrical issues. Split between 30.25.71.53.</i>				
Combo Jetter/Vacuum Truck		249,400		26,900
<i>U-130, 2003 w/109,000 miles. Need to replace aging small unit with a larger unit for cleaning sewer pumps stations, in addition to sewer mains. Need to replace aging truck with newer and Larger vacuum to keep up with cleaning of wet wells and sewer main lines. Split between 30.25.71.53.</i>				
Box Truck		37,500		4,000
<i>U-167, 1991 w/ 52,000 miles. Aging unit needs frequent service and unreliable. Need replacement to carry clamps, fittings and other supplies to work sites for water and sewer repairs. Split between 30.25.71.53.</i>				
Crew Cab		37,500		4,000
<i>U-170, 2013, w/138,000 miles. Vehicle Maintenance Superintendent recommends replacement. Split in 30.25.71.53.</i>				
Total Water		896,900	0	96,600
Total Water & Sewer Fund		\$1,967,500	\$11,000	\$210,800
Total Cost of Items to be Leased		\$1,956,500		

FY21 Water & Sewer Fund Summary

	FY2020 Budget	FY2021 Proposed	Change from Budget in: \$	%
SEWER				
<u>Revenues</u>				
User Charges	\$19,944,100	\$19,752,100	(\$192,000)	-1.0%
WSSC cost share	1,137,300	1,296,100	158,800	14.0%
Penalties	670,000	720,000	50,000	7.5%
Panda Operating	180,000	150,000	(30,000)	-16.7%
Septage Hauler	365,000	400,000	35,000	9.6%
Pretreatment Permits	81,700	81,700	0	0.0%
PANDA (reimbursement)	286,900	286,900	0	0.0%
CPV (reimbursement)	1,175,600	1,175,600	0	0.0%
Potomac Heights	47,400	52,000	4,600	9.7%
Miscellaneous	47,300	49,000	1,700	3.6%
Indirect Cost	203,200	211,300	8,100	4.0%
Holding Tank Program	5,500	5,500	0	0.0%
Total Operating	\$24,144,000	\$24,180,200	\$36,200	0.1%
Fund Balance Approp.	168,400	132,700	(35,700)	-21.2%
Total Revenues	\$24,312,400	\$24,312,900	\$500	0.0%
<u>Expenditures</u>				
Personal Services	5,927,200	6,096,500	169,300	2.9%
Fringe Benefits	2,296,800	2,373,000	76,200	3.3%
Operating Costs	10,058,100	10,944,100	886,000	8.8%
Panda/CPV	1,462,500	1,462,500	0	0.0%
Contingency	42,300	373,600	331,300	783.2%
Debt Service	4,209,400	4,555,000	345,600	8.2%
Capital Outlay/Maint.	259,400	332,000	72,600	28.0%
Capital Projects	56,700	141,200	84,500	149.0%
Total Expenditures	\$24,312,400	\$26,277,900	\$1,965,500	8.1%
Total Surplus/(Deficit)	\$0	(\$1,965,000)		
Proposed Rate Adjustment:		\$0.87		
Increase over existing rate:		10.0%		

FY21 Water & Sewer Fund Summary

		FY2020 Budget	FY2021 Proposed	Change from Budget in: \$	%
<u>NEW REQUESTS:</u>					
DPW/PGM	1	Increase in Contract Services to clean disgestors #6-11, clean two reactors, clean septage receiving, and various other items.	\$404,700	\$0.18	Continuing Cost
DPW	2	Increase in Equipment Repairs & Maintenance for various electrical jobs on main switchgear in Building #10 and RAS#3/ENR in Building #18. Also requesting increase in baseline for additional replacements and/or preventive maintenance work.	171,000	0.075	Continuing Cost
DPW	3	Line Maintenance Operator I (3): crew needed to manage increasing workload due to County growth, expanded preventive maintenance requirements, and to address inflow/infiltration. Split 50% with Water.	53,900	0.024	Continuing Cost
DPW/PGM /DFAS	4	Indirect cost allocation increase in support of cyber security.	68,400	0.030	Continuing Cost
DPW	5	General Utility Worker (2): to perform housecleaning duties at the regions areas of responsibility. Split 50% with Water.	40,100	0.018	Continuing Cost
DPW	6	Line Maintenance Supervisor: the addition of another crew would require a Supervisor. Split 50% with Water.	21,200	0.009	Continuing Cost
DPW	7	Maintenance Technician II: for the Southern region which will allow two crewst to provide maintenance from La Plata to Swan Point. Split 50% with Water.	29,900	0.013	Continuing Cost
DPW	8	Utilities Locator: Needed to keep up with the growing demands for water and sewer utility line locating (Miss Utility) and in-house projects. Split 50% with Water.	30,200	0.013	Continuing Cost
PGM	9	Engineering services to fund a contract position to assist with Capital Improvement Projects.	45,000	0.020	Continuing Cost
DPW	10	Space reactor aerator motor to function as a spare for when the other one needs repair.	21,000	0.009	One-time Cost
DPW	11	6" dry prime pump: to be used instead of renting, more cost efficient.	5,800	0.003	One-time Cost
DPW	12	6 Wheel Dump Truck to reduce wait times for crews. Split with Water 50%.	7,600	0.003	Capital Lease Valued at \$141,400
DPW	13	Pick up truck with utility body and 2 ton crane, split with Water 50%.	3,800	0.002	Capital Lease Valued at \$71,000
DPW	14	Pick up truck with extended cab. Split with Water 50%.	2,200	0.001	Capital Lease Valued at \$40,000
		\$904,800	0.40		

FY21 Water & Sewer Fund Summary

	FY2020 Budget	FY2021 Proposed	Change from Budget in: \$	%
WATER				
<u>Revenues</u>				
User Charges	\$12,706,000	\$12,942,700	\$236,700	1.9%
Panda Operating	180,000	150,000	(30,000)	-16.7%
Hydrant Service Charges	118,000	103,000	(15,000)	-12.7%
Cross-Connection Backflow Prevention	69,800	66,800	(3,000)	-4.3%
Tower Rental	230,000	245,000	15,000	6.5%
Other	3,400	3,600	200	5.9%
Total Operating	\$13,307,200	\$13,511,100	\$203,900	1.5%
Fund Balance Approp.	198,300	66,300	(132,000)	-66.6%
Total Revenues	\$13,505,500	\$13,577,400	\$71,900	0.5%
<u>Expenditures</u>				
Personal Services	\$3,130,700	\$3,295,800	\$165,100	5.3%
Fringe Benefits	1,165,200	1,303,100	137,900	11.8%
Operating Costs	6,107,700	5,988,200	(119,500)	-2.0%
Contingency	30,900	192,200	161,300	522.0%
Debt Service	2,423,800	2,386,400	(37,400)	-1.5%
Capital Outlay/Maint.	449,300	440,000	(9,300)	-2.1%
Capital Projects	197,900	54,000	(143,900)	-72.7%
Total Expenditures	\$13,505,500	\$13,659,700	\$154,200	1.1%
<hr/>				
Total Surplus/(Deficit)	\$0	(\$82,300)		
<hr/>				
Proposed Rate Adjustment:		\$0.04		
(Residential less than 18,000 gallons)				
Increase over existing rate:		1.0%		

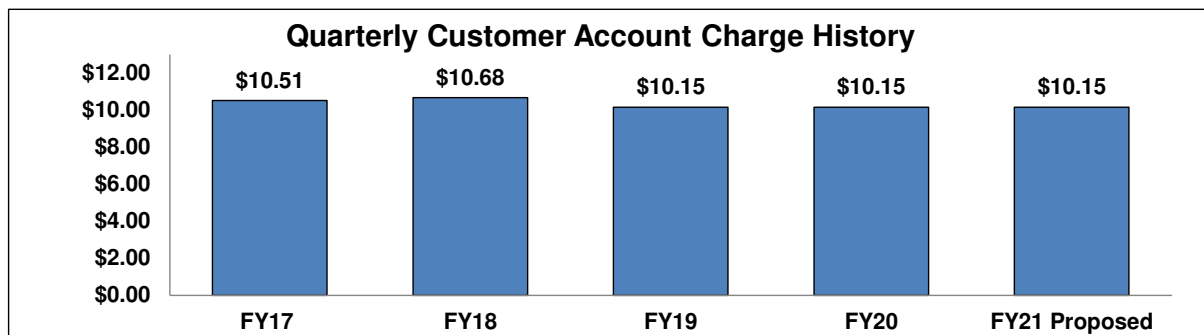
FY21 Water & Sewer Fund Summary

		FY2020 Budget	FY2021 Proposed	Change from Budget in: \$	%
<u>NEW REQUESTS:</u>					
DPW	1	Increase in Contract Services for spatial mapping, irrigation survey, required EPA risk assessment, well inspections, and other various task.	\$314,200	0.118	Continuing Cost
DPW	2	Line Maintenance Operator I (3): crew needed to manage increasing workload due to County growth, expanded preventive maintenance requirements, and to address inflow/infiltration. Split 50% with Sewer.	54,000	0.020	Continuing Cost
DPW	3	Landscaping Improvements to meet Commissioner's Goals and Objectives by doing maintenance at well sites.	75,000	0.028	Continuing Cost
DPW	4	General Utility Worker (2): to perform housecleaning duties at the regions areas of responsibility. Split 50% with Sewer.	40,100	0.015	Continuing Cost
DPW	5	Line Maintenance Supervisor: the addition of another crew would require a Supervisor. Split 50% with Sewer.	21,200	0.008	Continuing Cost
PGM	6	Engineering services to fund a contract position due to assist with Capital Improvement Projects.	45,000	0.017	Continuing Cost
DPW/PGM/ DFAS	7	Indirect cost allocation increase in support of cyber security.	34,200	0.013	Continuing Cost
DPW	8	Utilities Locator: Needed to keep up with the growing demands for water and sewer utility line locating (Miss Utility) and in-house projects. Split 50% with Sewer.	30,300	0.011	Continuing Cost
DPW	9	Maintenance Technician II: for the Southern region which will allow two crewst to provide maintenance	29,900	0.011	Continuing Cost
DPW	12	6 Wheel Dump Truck to reduce wait times with crews. Split with Sewer 50%.	7,600	0.00	Capital Lease Valued at \$141,400
DPW	13	3/4 ton truck for the Uni-Directional Flushing program.	5,400	0.002	Capital Lease Valued at \$50,000
DPW	14	Pick up truck with utility body and 2 ton crane, split with Sewer 50%.	3,800	0.001	Capital Lease Valued at \$71,000
DPW	15	Pick up truck with extended cab. Split with Sewer 50%.	2,200	0.001	Capital Lease Valued at \$40,000
		\$662,900	\$0.25		

FY21 Water & Sewer Fund Summary

	FY2020 Budget	FY2021 Proposed	Change from Budget in: \$	%
BILLING & METER OPERATIONS				
<u>Revenues</u>				
Customer Account Fee	\$1,420,000	\$1,439,900	\$19,900	1.4%
Reconnection Fees	345,700	345,700	0	0.0%
Account Set Up Fee	65,000	65,000	0	0.0%
Other	11,800	11,800	0	0.0%
Total Revenues	\$1,842,500	\$1,862,400	\$19,900	1.1%
<u>Expenditures</u>				
Personal Services	\$896,500	\$909,300	\$12,800	1.4%
Fringe Benefits	286,700	299,100	12,400	4.3%
Operating Costs	353,300	342,600	(10,700)	-3.0%
Contingency	14,300	62,600	48,300	337.8%
Debt Service	254,900	248,800	(6,100)	-2.4%
Capital Outlay	36,800	0	(36,800)	-100.0%
Total Expenditures	\$1,842,500	\$1,862,400	\$19,900	1.1%
Total Surplus/(Deficit)	\$0	\$0		

Proposed Rate Adjustment:	\$0.00
Current Fee per Bill:	\$10.15
Proposed Fee per Bill:	\$10.15
Increase over existing rate:	0.0%

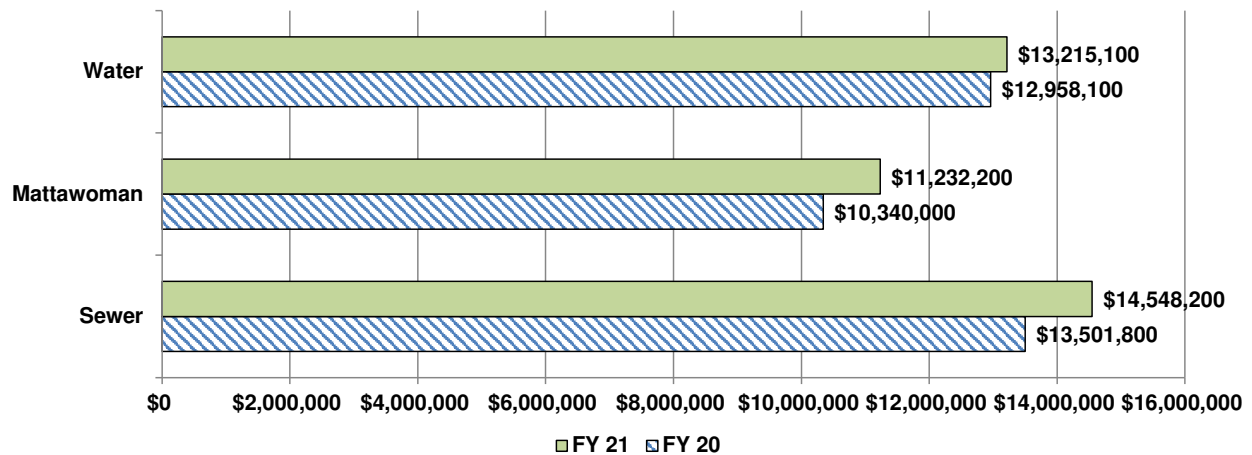


Water & Sewer

Department: Public Works - Utilities 30.25
Division \ Program: Sewer, Mattawoman, Water Summary Fund: Enterprise
Program Administrator: Bill Shreve, Director of Public Works

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Requested	FY2021 Proposed	\$ Change FY2020	% Chg.
Personal Services	\$8,171,454	\$8,561,400	\$8,670,900	\$8,873,200	\$311,800	3.6%
Fringe Benefits	2,995,096	3,293,800	3,401,300	3,486,800	193,000	5.9%
Operating Costs	15,521,091	17,278,000	17,101,700	18,184,500	906,500	5.2%
Operating Contingency	0	70,200	532,400	532,400	462,200	658.4%
Debt Service	5,369,463	6,633,200	6,855,300	6,941,400	308,200	4.6%
Capital Outlay/Maintenance	572,466	708,700	751,000	772,000	63,300	8.9%
Capital Projects	141,000	254,600	195,200	195,200	(59,400)	-23.3%
Total Expenditures	\$32,770,570	\$36,799,900	\$38,995,500	\$38,985,500	\$2,185,600	5.9%

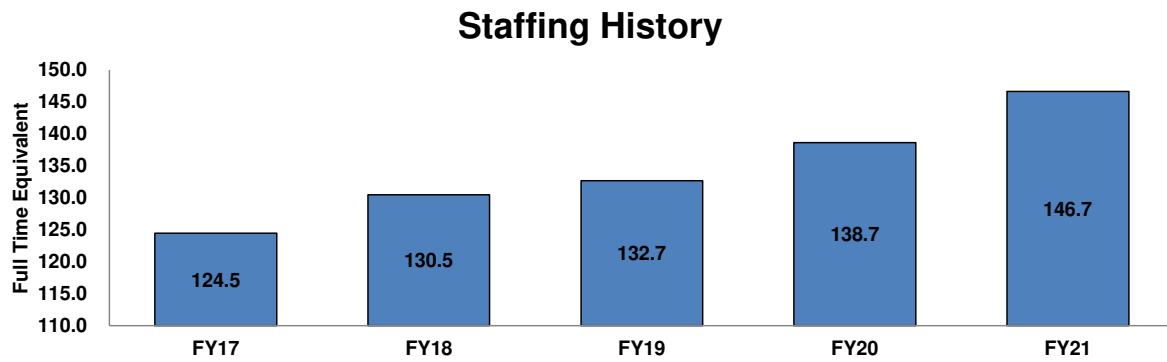
Expenditure Summary



Objectives and Measurements

	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Projected	FY21 Estimated
<u>Public Works Objective: To provide excellent customer service.</u>					
Water & Sewer Line Breaks					
Number of Breaks	39	51	46	50	50
\$ per event	\$6,580	\$5,851	\$8,269	\$6,000	\$6,500
Water/Sewer Regulatory Compliance					
% Violations	0.00%	4.16%	8.16%	1.00%	N/A
Potential Violations	51	51	51	51	24 annually
Water delivered	196.08 mg/average%	197.1/mg average%	203/mg average	190.0 mg/avg	200 mg/avg
Sewer treated	281.66 mg/average	275.54/mg average%	411/mg average	300.0 mg/avg	300 mg/avg
Customer Complaints					
Number of Complaints	157	90	86	100	90
average number of days to resolve	86%	7	7	5	6
Annual # of injury and property damage claims reported (# / month)	25	44	46	24	48
<u>PGM Objective: Inventory of inadequate water, sewer and drainage facilities</u>					
Water Facilities	2.0	0.0	0.0	0.0	2.0
Sewer Facilities	1.0	1.0	1.0	1.0	2.0
<u>Public Works Objective: To have a system of meters less than 15 years old and to insure the accuracy and timeliness of readings.</u>					
# of meters installed (new/replacement/change out program)	1,126	816	761	1,000	850
<u>Fiscal & Administrative Services Objective: To process invoices for water/sewer services provided each quarter and follow-up with collection efforts as needed to ensure revenue recovery.</u>					
# of invoices per year	134,674	136,906	135,434	143,406	147,708
# of regular invoices	129,404	131,848	130,709	138,000	148,456
# of finals	5,270	5,058	4,725	5,406	5,784
# of customer accounts	33,015	33,583	34,044	34,340	34,600
% of ebilling customer accounts	7.00%	8.57%	9.55%	9.34%	10.50%
# of delinquent invoices per year	39,055	32,785	42,207	43,022	44,456
- % of total billed	29%	24%	25%	30%	23%
<u>Fiscal & Administrative Services Objective: To follow up on past due accounts/ improve collection efforts.</u>					
# of final notice letters	778	981	686	1,236	819
# of liens	214	329	415	328	448
# of liens released	180	295	281	294	308

Staffing History



Positions by Program:

	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
Sewer	47.4	47.5	50.5	53.8	56.4
Mattawoman	36.4	39.4	37.7	39.1	40.1
Water	40.7	43.6	44.5	45.8	50.2
Total Full Time Equivalent	124.5	130.5	132.7	138.7	146.7

Water & Sewer

Department:	Public Works - Utilities	30.25.71
Division \ Program:	Satellite Sewer Systems	Fund: Enterprise
Program Administrator:	Bill Shreve, Director of Public Works	

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Requested	FY2021 Proposed	\$ Change FY2020	% Chg.
Personal Services	\$3,135,762	\$3,304,200	\$3,359,500	\$3,433,500	\$129,300	3.9%
Fringe Benefits	1,127,023	1,282,100	1,344,300	1,374,000	91,900	7.2%
Operating Costs	4,973,121	4,382,500	4,566,200	4,628,000	245,500	5.6%
Operating Contingency	0	26,900	213,400	213,400	186,500	693.3%
Debt Service	3,350,376	4,190,000	4,470,500	4,508,000	318,000	7.6%
Capital Outlay/Maintenance	197,689	259,400	250,000	250,000	(9,400)	-3.6%
Capital Projects	87,000	56,700	141,200	141,200	84,500	149.0%
Total Baseline	\$12,870,971	\$13,501,800	\$14,345,100	\$14,548,100	\$1,046,300	7.7%
New Requests (see attached)			203,100		0	N/A
Total Expenditures	\$12,870,971	\$13,501,800	\$14,548,200	\$14,548,100	\$1,046,300	7.7%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the full year impact of the FY2020 approved merit and COLA which is being partially offset by turnover. Also included are funds for six new positions, all of which are partially supported by the Water division.
- The **Operating Costs** budget increase includes the following:
 - Department is requesting \$538,000 in Chemicals, an \$191,000 increase based on expected expenditures in FY2021.
 - Based on anticipated FY2021 cost, General Supplies is increasing by \$14,400.
 - Based on anticipated cost in FY2021, Electricity is increasing by \$10,000, GPS Monitoring is increasing by \$1,000, and Wireless PC Connection by \$2,000.
 - Indirect Cost increasing by \$43,300 based on an estimated 4% increase needed for FY2021 and in support of cyber security.
 - Included are funds for various items for the FY2021 new positions. \$7,600
 - Contract Services is increasing by \$25,000 based on anticipated needs for FY2021.
 - Due to one-time cost for various items for positions approved in FY2020, Equipment and Computer Allocation are decreasing by (\$7,800) and (\$31,800) respectively.
 - Equipment Repairs and Maintenance is decreasing by (\$11,300) based on activity.
 - Other accounts, such as Safety Supplies, Testing, as well as several other accounts have been adjusted based on activity. \$2,100
- **Operating Contingency** is to cover potential salary increases.
- The increase in **Debt Service** is for payments related to bond issues for capital projects and payments for vehicle and equipment purchases that were financed. Included is the cost to lease finance various vehicles, including four vehicles for the new positions, and equipment, most which are split with the Water and/or Mattawoman Divisions.
- The **Capital Outlay/Maintenance** is mainly for ongoing maintenance at the satellite sewer sites based on anticipated needs for FY2021. The decrease is due to one-time cost in FY2020 for an utility vehicle.
- **Capital Projects** budget is for the Sewer Model Update Project and Sewer Pump Station Capacity Study.

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 hundreds of 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>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>	<u>FY20</u> <u>FTE</u>	<u>FY21</u> <u>FTE</u>
Total Full Time Equivalent	47.4	47.5	50.5	53.8	56.4

Water & Sewer

Department: Public Works - Utilities 30.25.72
Division \ Program: Mattawoman Treatment Plant Fund: Enterprise
Program Administrator: Bill Shreve, Director of Public Works

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Requested	FY2021 Proposed	\$ Change FY2020	% Chg.
Personal Services	\$2,215,623	\$2,374,800	\$2,376,300	\$2,403,400	\$28,600	1.2%
Fringe Benefits	847,017	930,600	891,400	904,400	(26,200)	-2.8%
Operating Costs	5,958,582	7,001,300	7,052,000	7,641,900	640,600	9.1%
Operating Contingency	0	13,900	143,500	143,500	129,600	932.4%
Debt Service	17,478	19,400	41,200	47,000	27,600	142.3%
Capital Outlay/Maintenance	1,607	0	61,000	82,000	82,000	NEW
Total Baseline	\$9,040,307	\$10,340,000	\$10,565,400	\$11,222,200	\$882,200	8.5%
New Requests (see attached)			666,800		0	N/A
Total Expenditures	\$9,040,307	\$10,340,000	\$11,232,200	\$11,222,200	\$882,200	8.5%
WSSC Contribution/ CPV/Panda	\$1,830,649	\$2,599,800	\$2,758,600	\$2,758,600	\$158,800	6.1%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the full year impact of the FY2020 approved salary increases which is being partially offset by turnover. Included are funds for two new positions that are partially funded by the Water Division.
- The **Operating Costs** budget includes the following:
 - Chemicals is increasing by \$42,000 based on current activity.
 - Based on anticipated expenses in FY2021, Vehicle Fuel is increasing by \$15,100.
 - Indirect Cost assumes a 4% increase for FY2021 and includes support of cyber security. \$44,300
 - Increase in Contract Services based on anticipated needs for FY2021, which include cleaning of digestors, reactors, and septage receiving. \$391,000
 - Increase in Equipment Repairs and Maintenance for various electrical repairs and based on other anticipated needs for FY2021.
 - The equipment budget was reduced for one-time items in FY2020 for the approved new positions. A budget of \$12,000 is being requested in FY2021 for a switch/patch panel upgrade for Building 9, \$5,000, Furniture in Building 9B Conference Room, \$6,000, and bookshelves, \$1,000. This is an increase to the FY2020 Budget of \$3,800.
 - Due to one-time FY2020 cost for new positions and other computer related items, Computer Allocation is being reduced by (\$17,000).
 - General Repairs and Maintenance is decreasing due to funding in FY2020 for a one-time roof repair. (\$15,000)
 - Adjustments in other accounts netting a increase of \$5,400
- **Operating Contingency** is to cover potential salary increases.
- **Debt service** includes payments associated with financing certain vehicle and equipment purchases. Funds are included to lease finance a SUV, a pump, and a lab sink/cabinet which is partially funded by the Sewer and Water divisions.
- **Capital Outlay/Maintenance** is to provide funds in Maintenance Projects to cover unanticipated plant repairs \$50,000, to replace a plotter/scanner, \$11,000, and to replace a space reactor aerator motor, \$21,000.
- **WSSC Contribution/CPV/Panda** revenues are reimbursements which are based on operation and maintenance cost.

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 County. 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:	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE	FY21 FTE
Total Full Time Equivalent	36.4	39.4	37.7	39.1	40.1

Water & Sewer

Department: Public Works - Utilities 30.25.76
Division \ Program: Water Fund: Enterprise
Program Administrator: Bill Shreve, Director of Public Works

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Requested	FY2021 Proposed	\$ Change FY2020	% Chg.
Personal Services	\$2,820,069	\$2,882,400	\$2,935,100	\$3,036,300	\$153,900	5.3%
Fringe Benefits	1,021,057	1,081,100	1,165,600	1,208,400	127,300	11.8%
Operating Costs	4,589,388	5,894,200	5,483,500	5,914,600	20,400	0.3%
Operating Contingency	0	29,400	175,500	175,500	146,100	496.9%
Debt Service	2,001,609	2,423,800	2,343,600	2,386,400	(37,400)	-1.5%
Capital Outlay/Maintenance	373,170	449,300	440,000	440,000	(9,300)	-2.1%
Capital Projects	54,000	197,900	54,000	54,000	(143,900)	-72.7%
Total Baseline	\$10,859,293	\$12,958,100	\$12,597,300	\$13,215,200	\$257,100	2.0%
New Requests (see attached)			617,800		0	N/A
Total Expenditures	\$10,859,293	\$12,958,100	\$13,215,100	\$13,215,200	\$257,100	2.0%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the full year impact of the FY2020 approved salary increases which is being partially offset by turnover. Included are six new positions, which are partially funded by the Sewer Division, and two new positions which are partially funded by the Mattawoman Division.
- The **Operating Costs** budget increase includes the following:
 - Based on estimated activity in FY2021, Electricity is increasing by \$100,000.
 - General Supplies is increasing by \$35,000 based on activity.
 - Included in Equipment Repairs and Maintenance is \$15,000 for Chapel Point Woods well security fence repairs.
 - Indirect Cost includes a 4% increase for FY2021 and support for cyber security, an increase of \$42,500.
 - Decrease in Chemicals due to anticipated needs for FY2021. (\$312,000)
 - Contract Services is increasing by \$137,500 based on anticipated needs for FY2021 which include well inspections, hydro-tank inspection, water tower inspections, and landscaping improvements. \$167,000
 - Included is funding for various items for the FY2021 new positions.
 - Every three years certain testing is required. Based on the testing required in FY2021 the Testing budget is being reduced by (\$21,700).
 - Due to one-time cost associated with the FY2020 approved positions, Equipment is decreasing by (\$3,300) and Computer Allocation by (\$13,100).
 - Adjustments in other items resulting in a increase \$3,300.
- **Operating Contingency** is to cover potential salary increases.
- The increase in **Debt Service** is for payments related to bond issues for capital projects and lease payments for vehicle and equipment purchases.
- **Capital Outlay/Maintenance** budget includes funds for ongoing maintenance for water operations.
- **Capital Projects** budget is for the Water Model Update Project. The decrease is due to one-time funding in FY2020 for the removal of the Waldorf Fire House Water Tower.

Description:

The Water Division of the Department of Public Works - Utilities provides water service to more than 29,000 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>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>	<u>FY20</u> <u>FTE</u>	<u>FY21</u> <u>FTE</u>
Total Full Time Equivalent	40.7	43.6	44.5	45.8	50.2

Water & Sewer

Department:	Public Works - Utilities	Account:	30.25
Division \ Program:	Water, Sewer, Mattawoman	Fund:	Enterprise
Program Administrator:	Bill Shreve, Director of Public Works		

Positions:	FY17	FY18	FY19	FY20	FY21
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Director of Public Works	0.5	0.5	0.5	0.5	0.5
Deputy Director of DPW UT	0.9	0.9	0.9	0.9	0.9
Chief of Operations and Maintenance	1.0	1.0	1.0	1.0	1.0
Chief of Technical Support	1.0	1.0	1.0	1.0	1.0
Inventory & Fleet Mgmt Operations Manager	0.2	0.2	0.3	0.3	0.3
Utilities Senior Program Manager	1.0	1.0	1.0	1.0	1.0
Senior Environmental Operations Superintendent	1.0	1.0	1.0	1.0	1.0
Engineer I - III	2.0	2.0	2.0	2.0	2.0
Chief of Operations Support	1.0	1.0	1.0	1.0	1.0
Equipment Maintenance Supt.	1.0	1.0	1.0	1.0	1.0
Environmental Operations Superintendent	3.0	3.0	3.0	3.0	3.0
Financial Support Manager	1.0	1.0	1.0	1.0	1.0
Laboratory Supervisor	1.0	1.0	1.0	1.0	1.0
Laboratory Management Information Systems/Data Technician	1.0	1.0	1.0	1.0	1.0
Line Maintenance Superintendent	1.0	1.0	1.0	1.0	1.0
Project Manager	0.0	0.0	0.0	1.0	1.0
Systems Analyst	1.0	1.0	1.0	1.0	1.0
Network Specialist III	1.0	1.0	1.0	1.0	1.0
Wastewater Operations Supervisor II	8.0	8.0	9.0	9.0	9.0
Assistant Project Manager	2.0	2.0	2.0	2.0	2.0
Line Maintenance Supervisor	4.0	4.0	4.0	4.0	5.0
Equipment Maintenance Supervisor	3.0	3.0	3.0	3.0	3.0
Water Operations Supervisor I-II	1.0	1.0	1.0	1.0	1.0
Fleet Maintenance Technician III	1.0	1.0	1.0	1.0	1.0
Utilities Plan Reviewer	0.0	0.0	0.0	1.0	1.0
Pretreatment Specialist	1.0	1.0	1.0	1.0	1.0
Cross Connection Control Specialist	1.0	1.0	1.0	1.0	1.0
Laboratory Technician I - II	3.0	3.0	3.0	3.0	3.0
Inventory Control Specialist	0.2	1.2	1.2	1.2	1.2
Management Support Specialist	1.0	1.0	1.0	1.0	1.0
Automation Equipment Technician	0.0	0.0	0.0	1.0	1.0
Instrumentation Technician	4.0	8.0	9.0	9.0	9.0
Electrician III	1.0	0.0	0.0	0.0	0.0
Facilities Maintenance Technician III	1.0	1.0	1.0	1.0	1.0
Administrative Project Specialist	1.0	1.0	1.0	1.0	1.0
Equipment Maintenance Technician II	3.0	3.0	3.0	3.0	4.0
Fleet Maintenance Technician II	1.0	1.0	1.0	1.0	1.0
Environmental Operator / Trainee	33.0	36.0	36.0	37.0	37.0
Utilities Locator	3.0	3.0	3.0	3.0	4.0
Administrative Associate	2.0	2.0	2.0	2.0	2.0
Electrician I - II	3.0	2.0	1.0	1.0	1.0
Inventory Control Associate	0.2	0.2	0.2	0.2	0.2
Regulatory Compliance Associate	1.0	1.0	1.0	1.0	1.0
Equipment Operator III - IV	9.0	9.0	9.0	9.0	9.0
Technician - Small Engine	0.0	0.0	0.8	0.8	0.8
Fleet Maintenance Superintendent	0.0	0.0	0.3	0.3	0.3
Equipment Maintenance Technician I	7.0	7.0	7.0	8.0	8.0
Office Associate III	2.0	2.0	2.0	2.0	2.0
Facilities Maintenance Technician I	1.0	1.0	1.0	1.0	1.0
General Utility Worker	0.0	0.0	0.0	0.0	2.0
Line Maintenance Operator I	9.0	9.0	9.0	11.0	14.0
Part Time I	1.4	1.4	1.4	1.4	1.4
Total Full Time Equivalent	126.2	132.2	134.4	141.4	149.4
Allocated to Other Funds	(1.8)	(1.8)	(1.8)	(2.8)	(2.8)
Total Full Time Equivalents W/S	124.5	130.5	132.7	138.7	146.7

Water & Sewer

Department: Public Works - Utilities

Account: 30.25

Division \ Program: Water, Sewer, Mattawoman

Fund: Enterprise

Program Administrator: Bill Shreve, Director of Public Works

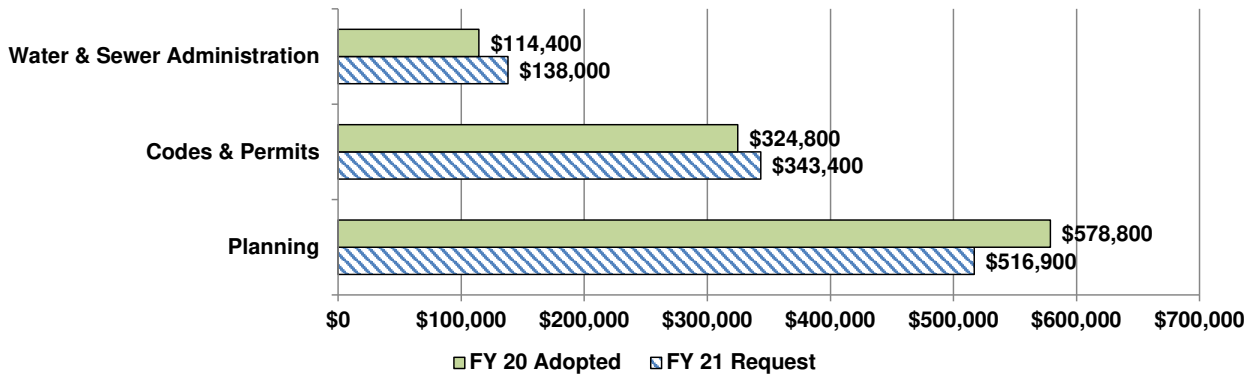
<u>Positions:</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Sewer	47.4	47.5	50.5	53.8	56.4
Mattawoman	36.4	39.4	37.7	39.1	40.1
Water	40.7	43.6	44.5	45.8	50.2
Total Full Time Equivalent	124.5	130.5	132.7	138.7	146.7

Water & Sewer

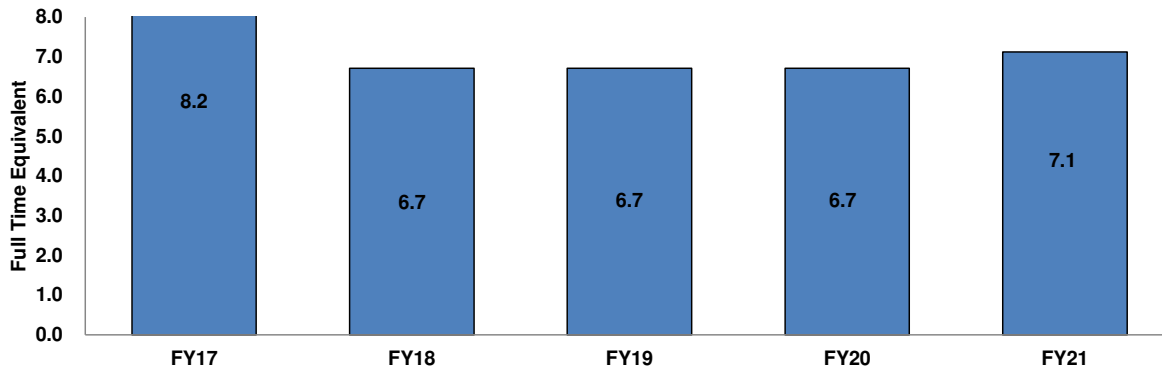
Department: Planning and Growth Management 30.07
Division \ Program: Department Summary Fund: Enterprise
Program Administrator: Deborah Carpenter, Director of Planning & Growth Management

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Requested	FY2021 Proposed	\$ Change FY2020	% Chg.
Personal Services	\$485,894	\$496,500	\$519,100	\$519,100	\$22,600	4.6%
Fringe Benefits	137,902	168,300	189,300	189,300	21,000	12.5%
Operating Costs	166,285	350,300	120,300	210,300	(140,000)	-40.0%
Operating Contingency	0	2,900	33,400	33,400	30,500	1051.7%
Total Baseline	\$790,081	\$1,018,000	\$862,100	\$952,100	(\$65,900)	-6.5%
Request Greater than Baseline			136,200	0	0	N/A
Total Expenditures	\$790,081	\$1,018,000	\$998,300	\$952,100	(\$65,900)	-6.5%
Revenues	\$5,061	\$4,600	\$5,000	\$5,000	\$400	8.7%

Expenditure Summary



Staffing History



Positions by Program:

	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
Water & Sewer Administration	1.1	0.8	0.8	0.8	0.8
Codes & Permits	3.9	3.7	3.7	3.7	3.7
Planning	3.2	2.3	2.3	2.3	2.7
Total Full Time Equivalent	8.2	6.7	6.7	6.7	7.1

Water & Sewer

Department: Planning and Growth Management 30.07.06
Division \ Program: Water & Sewer Administration Fund: Enterprise
Program Administrator: Deborah Carpenter, Director of Planning & Growth Management
www.charlescountymd.gov/pgm/welcome

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Requested	FY2021 Proposed	\$ Change FY2020	% Chg.
Personal Services	\$79,401	\$87,100	\$84,400	\$84,400	(\$2,700)	-3.1%
Fringe Benefits	21,377	21,600	22,900	22,900	1,300	6.0%
Operating Costs	2,144	2,800	2,800	2,800	0	0.0%
Operating Contingency	0	2,900	4,000	4,000	1,100	37.9%
Total Baseline	\$102,922	\$114,400	\$114,100	\$114,100	(\$300)	-0.3%
Request Greater than Baseline			\$23,900		0	N/A
Total Expenditures	\$102,922	\$114,400	\$138,000	\$114,100	(\$300)	-0.3%
Revenues	\$5,061	\$4,600	\$5,000	\$5,000	\$400	8.7%

Baseline Changes and Useful Information:

- **Personal Services** decrease reflects turnover from staff which is offsetting the approved salary increases from FY2020.
- The **Fringe Benefits** increase is based on current staffing.
- **Operating Contingency** is to cover potential salary increases for FY2021.
- **Revenues** have been adjusted based on activity.

Description:

The Administration Division under Planning & Growth Management 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; develop and maintain a continuous program of education, promoting the most efficient use of the resources of the County pertaining to planning and growth management, the land necessary for roads, water and sewer, and facilities improvements, while emphasizing the socioeconomic values of comprehensive land development and programming; improve recruitment and retention as another area of emphasis in developing a top flight staff.

The responsibilities of the Administration Division include: budget administration; customer relations; department's coordination with citizens' liaison issues; maintenance of department's central file room; dedication of roads, water and sewer systems; property acquisitions; planning, preparation & coordination of auction of surplus county properties; develop programs and procedures; grants administration; personnel administration; short and long range planning, approval of record plats and utility permits. Patapsco water supply; water conservation program; water & sewage plan; technical support; WSSC water interconnection negotiations; allocation; consent orders; pretreatment program; sludge management program; Mattawoman failing septic areas; new facilities feasibility; Inflow & Infiltration program; and the Pisgah residential well installations.

Positions:

Title	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE	FY21 FTE
Director of Planning & Growth Mgmt	0.3	0.2	0.2	0.2	0.2
Deputy Director	0.3	0.2	0.2	0.2	0.2
Project/Program Manager	0.0	0.2	0.2	0.2	0.2
Citizen Response Coordinator	0.0	0.2	0.2	0.2	0.2
Property Acquisition Officer	0.3	0.0	0.0	0.0	0.0
Assistant to the Director	0.3	0.1	0.1	0.1	0.1
Part Time	0.1	0.1	0.1	0.1	0.1
Total Full Time Equivalent	1.1	0.8	0.8	0.8	0.8

Water & Sewer

Department: Planning and Growth Management 30.07.61
Division \ Program: Codes, Permits & Inspection Services\Codes & Permits Fund: Enterprise
Program Administrator: Ray Shumaker, Chief of Codes, Permits & Inspection Services
www.charlescountymd.gov/pgm/cpis/codes-permits-inspection-services

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Requested	FY2021 Proposed	\$ Change FY2020	% Chg.
Personal Services	\$254,293	\$244,300	\$244,800	\$244,800	\$500	0.2%
Fringe Benefits	75,170	74,200	76,900	76,900	2,700	3.6%
Operating Costs	3,473	6,300	6,200	6,200	(100)	-1.6%
Operating Contingency	0	0	15,500	15,500	15,500	NEW
Total Baseline	\$332,936	\$324,800	\$343,400	\$343,400	\$18,600	5.7%
Total Expenditures	\$332,936	\$324,800	\$343,400	\$343,400	\$18,600	5.7%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase reflects the full year impact of the FY2020 merit and COLA.
- **Operating Contingency** is for potential employee salary increases for FY2021.

Description:

The policies of Codes & Permits provides for adequate stormwater management, stormwater conveyance facilities, water & sewer facilities, roads & grading & sediment control, through the development & implementation of ordinances standard specifications for construction, standard details, and execution of plan review & inspections. The services performed by this division include: providing plan review & inspection for all subdivisions building permits, capital improvements for grading qualitative & quantitative stormwater management roads, storm drainage, & water/sewer construction to insure compliance with County ordinance standards; grading & drainage plan reviews of the site plans for building permits & responding to citizen's drainage concerns; providing plan reviews for private water & sewer projects as well as technical assistance for private water systems and review designs for new county water and sewer projects.

Codes & Permits also provides the following services: bonds and developer agreements; the staff receives, reviews, and issues all building, plumbing, gas, and electrical applications for all kinds of new and remodeled constructions, both residential and commercial, for compliance with state and county codes; issues permits for utility services, and continues to provide for a more efficient permitting process through specialized procedures to streamline the more typical projects such as garages, sheds, pools, interior alterations, wood stoves, barns, etc. Codes & Permits also receives, reviews, and issues Development Services permits for developer infrastructure projects related to water and sewer.

Positions:

Title	FY16 FTE	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE
Chief of CPIS	0.0	0.1	0.1	0.1	0.1
Development Services Manager	0.3	0.0	0.0	0.0	0.0
Engineer I / II / III / IV	0.7	1.0	1.0	1.0	1.0
Building Code Official	0.1	0.1	0.1	0.1	0.1
Right-of-Way Agent I	0.3	0.0	0.0	0.0	0.0
Assistant to the Chief of CPIS	0.0	0.1	0.1	0.1	0.1
Right of Way and Bonding Specialist	0.0	0.3	0.3	0.3	0.3
Water/Wastewater Permit Technician	0.8	0.0	0.0	0.0	0.0
Permits Specialist	1.0	1.0	1.5	1.5	1.5
PGM Support Specialist	0.0	0.5	0.0	0.0	0.0
Office Associate II	0.8	0.0	0.0	0.0	0.0
PGM Receptionist	0.0	0.6	0.6	0.6	0.6
Total Full Time Equivalent	3.9	3.7	3.7	3.7	3.7

Water & Sewer

Department: Planning and Growth Management 30.07.19
Division \ Program: Planning Fund: Enterprise
Program Administrator: Jason Groth, Planning Director
<http://www.charlescountymd.gov/pgm/planning/planning>

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Requested	FY2021 Proposed	\$ Change FY2020	% Chg.
Personal Services	\$152,200	\$165,100	\$189,900	\$189,900	\$24,800	15.0%
Fringe Benefits	41,355	72,500	89,500	89,500	17,000	23.4%
Operating Costs	160,668	341,200	111,300	201,300	(139,900)	-41.0%
Operating Contingency	0	0	13,900	13,900	13,900	NEW
Total Baseline	\$354,223	\$578,800	\$404,600	\$494,600	(\$84,200)	-14.5%
Request Greater than Baseline			112,300	0	0	N/A
Total Expenditures	\$354,223	\$578,800	\$516,900	\$494,600	(\$84,200)	-14.5%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase reflects turnover and the full year impact of the FY2020 approved merit and COLA. Also included is the reallocations of employees based on duties.
- The **Operating Costs** budget includes the following:
 - Contract Services decrease is due to one time funding for a Ground Water Study in FY2020. (\$140,000)
 - Minor adjustment in Printing of \$100 based on activity.
- **Operating Contingency** is for potential employee salary increases for FY2021.

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 the 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:

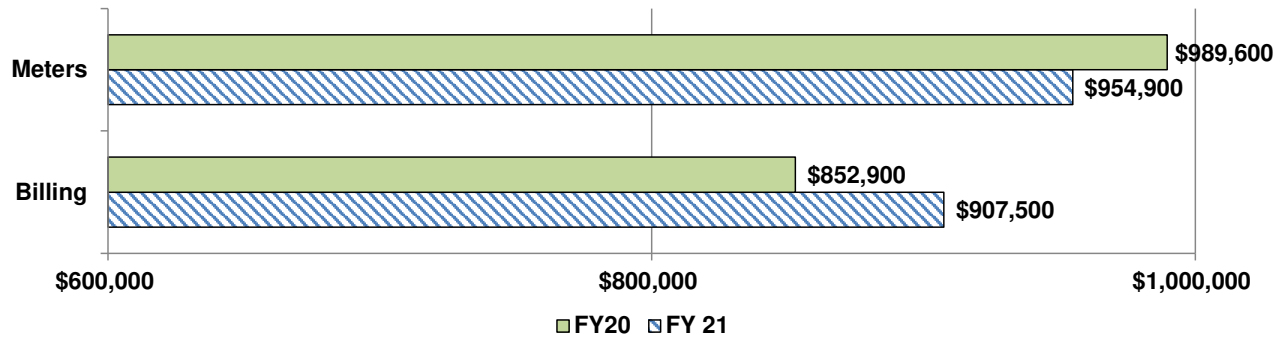
Title	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE	FY21 FTE
Chief of Resource & Infrastructure Mgmt	0.7	0.0	0.0	0.0	0.0
Planning Director	0.0	0.3	0.3	0.3	0.3
Assistant Chief of Planning	0.0	0.2	0.2	0.2	0.1
Resource Manager	0.3	0.0	0.0	0.0	0.0
Engineer III / IV	1.0	1.0	1.0	1.0	1.0
Engineer II	0.8	0.8	0.8	0.8	1.0
GIS Analyst	0.4	0.4	0.4	0.4	0.3
Planner I - III	0.4	0.4	0.4	0.4	0.4
PGM Coordinator	0.3	0.0	0.0	0.0	0.0
Assistant to the Chief	0.0	0.0	0.0	0.0	0.3
Part Time	0.3	0.3	0.3	0.3	0.3
Total Full Time Equivalent	4.2	3.3	3.3	3.3	3.7
Allocated to the Capital Project Fund	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Net Cost to the Water & Sewer Fund	3.2	2.3	2.3	2.3	2.7

Water & Sewer

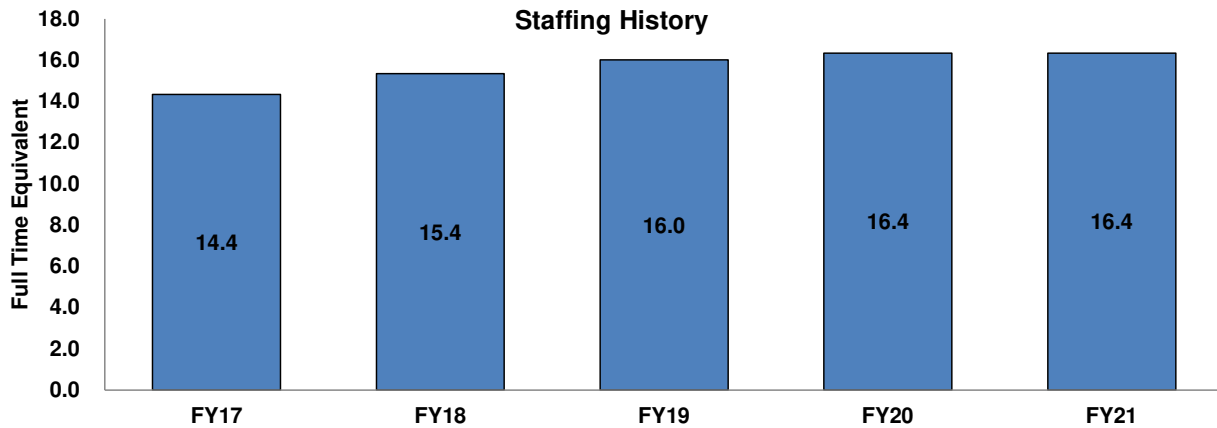
Departments: Fiscal & Administrative Services and Public Works - Utilities 30.04/25.60
Division \ Program: Billing & Meters Summary Fund: Enterprise
Program Administrator: Jenifer Ellin, Director of Fiscal & Administrative Services
 Bill Shreve, Director of Public Works

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Requested	FY2021 Proposed	\$ Change FY2020	% Chg.
Personal Services	\$858,273	\$896,500	\$909,300	\$909,300	\$12,800	1.4%
Fringe Benefits	274,101	286,700	299,100	299,100	12,400	4.3%
Operating Costs	281,161	353,300	342,600	342,600	(10,700)	-3.0%
Operating Contingency	0	14,300	62,600	62,600	48,300	337.8%
Debt Service	296,152	254,900	248,800	248,800	(6,100)	-2.4%
Capital Outlay	7,200	36,800	0	0	(36,800)	-100%
Total Expenditures	\$1,716,887	\$1,842,500	\$1,862,400	\$1,862,400	\$19,900	1.1%
Total Revenues	\$1,826,366	\$1,842,500	\$1,862,400	\$1,862,400	\$19,900	1.1%

Expenditure Summary



Staffing History



Positions by Program:

	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
Billing	8.3	8.3	8.9	9.3	9.3
Meters	6.1	7.1	7.1	7.1	7.1
Total Full Time Equivalent	14.4	15.4	16.0	16.4	16.4

Water & Sewer

Department: Fiscal & Administrative Services 30.04.60
Division \ Program: Billing Fund: Enterprise
Program Administrator: Tracy Willett, Water/Sewer Billing Manager
 Mailing Address: P.O. Box 1630, La Plata, MD 20646
 Physical Address: 200 Baltimore St., La Plata, MD 20646 301-645-0624 301-870-2542
www.charlescountymd.gov/fas/wsbilling/water-and-sewer-billing 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Requested	FY2021 Proposed	\$ Change FY2020	% Chg.
Personal Services	\$455,590	\$483,900	\$494,500	\$494,500	\$10,600	2.2%
Fringe Benefits	126,890	143,400	150,000	150,000	6,600	4.6%
Operating Costs	194,258	207,000	213,700	213,700	6,700	3.2%
Operating Contingency	0	10,600	41,300	41,300	30,700	289.6%
Debt Service	7,496	8,000	8,000	8,000	0	0.0%
Total Expenditures	\$784,234	\$852,900	\$907,500	\$907,500	\$54,600	6.4%
Total Revenues	\$785,337	\$852,900	\$907,500	\$907,500	\$54,600	6.4%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes full year impact of the FY2020 approved merit and COLA.
- The **Operating Costs** budget includes the following:
 - Indirect Cost is increasing by \$2,400 assuming a 4% increase for FY2021.
 - Funds are being requested in the Computer Allocation account to purchase replacement headsets. \$2,000
 - A budget of \$1,300 is being established for language interpretation.
 - Based on activity, Credit Card Processing is increasing by \$1,000.
- **Operating Contingency** is to cover potential salary increases.
- 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:

	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE	FY21 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
Senior Utilities Billing Specialist	1.0	1.0	1.0	1.0	1.0
Utilities Billing Specialist	6.0	6.0	6.0	7.0	7.0
Part Time	0.0	0.0	0.7	0.0	0.0
Total Full Time Equivalent	8.3	8.3	8.9	9.3	9.3

Water & Sewer

Departments: Public Works - Utilities 30.25.60
Division \ Program: Meters Fund: Enterprise
Program Administrator: Bill Shreve, Director of Public Works

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Requested	FY2021 Proposed	\$ Change FY2020	% Chg.
Personal Services	\$402,683	\$412,600	\$414,800	\$414,800	\$2,200	0.5%
Fringe Benefits	147,211	143,300	149,100	149,100	5,800	4.0%
Operating Costs	86,903	146,300	128,900	128,900	(17,400)	-11.9%
Operating Contingency	0	3,700	21,300	21,300	17,600	475.7%
Debt Service	288,656	246,900	240,800	240,800	(6,100)	-2.5%
Capital Outlay	7,200	36,800	0	0	(36,800)	N/A
Total Expenditures	\$932,653	\$989,600	\$954,900	\$954,900	(\$34,700)	-3.5%
Total Revenues	\$1,041,029	\$989,600	\$954,900	\$954,900	(\$34,700)	-3.5%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** reflect the full year impact of the FY2020 approved merit and COLA which is being partially offset by turnover.
- The **Operating Costs** budget decrease is due to one time cost associated with updating meter software. (\$17,400)
- **Operating Contingency** is to cover potential salary increases.
- Included in **Debt Service** are funds to cover the Meter Replacement Lease and payments to finance vehicles and equipment. Due to certain financed equipment being paid off, the overall Debt Service budget is decreasing. Funds are included for a replacement truck.
- **Capital Outlay** was for one time FY2020 cost for four handheld units to be used to read meters.

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:

	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Deputy Director of DPW UT	0.1	0.1	0.1	0.1	0.1
Meter Superintendent	1.0	1.0	1.0	1.0	1.0
Meter Technicians	5.0	6.0	6.0	6.0	6.0
Total Full Time Equivalent	6.1	7.1	7.1	7.1	7.1