

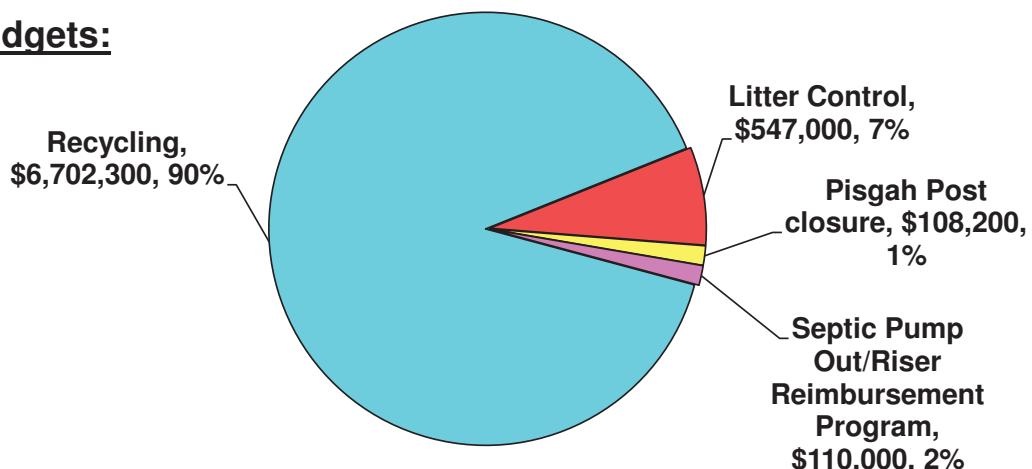
FISCAL YEAR 2021

Environmental Service Fund

Total Budget: \$7,467,500

The Environmental Service Fund was established as an Enterprise Fund to account for environmental programs such as Recycling, Litter Control, Hazardous Waste, and other related environmental programs. The Fund is supported 100% by fees and charges, the most prominent being the Environmental Service Fee. The FY2021 proposed budget includes funding for 30.9 full-time equivalent employees which includes two new positions.

Program Budgets:



	FY2020 Adopted	FY2021 Proposed	Variance	% Change
Revenues	\$6,521,900	\$6,535,600	\$13,700	0.2%
Expenditures	6,521,900	6,677,800	155,900	2.4%
Baseline Surplus/Deficit	\$0	(\$142,200)	(\$142,200)	
New Requests		(159,700)	(159,700)	
Subtotal	\$0	(\$301,900)	(\$301,900)	
Use of Fund Balance - One time items	120,000	40,000	(80,000)	
Total Surplus / Deficit	\$120,000	(\$261,900)	(\$381,900)	
Equipment Tech. Reserve	\$378,000	630,000	252,000	
Capital Outlay (funded by reserves)	(498,000)	(630,000)	(132,000)	
Surplus/(Deficit)	\$0	(\$261,900)	(\$261,900)	

\$1.00 increase to the Environmental Service Fee adjusts revenues by \$57,500

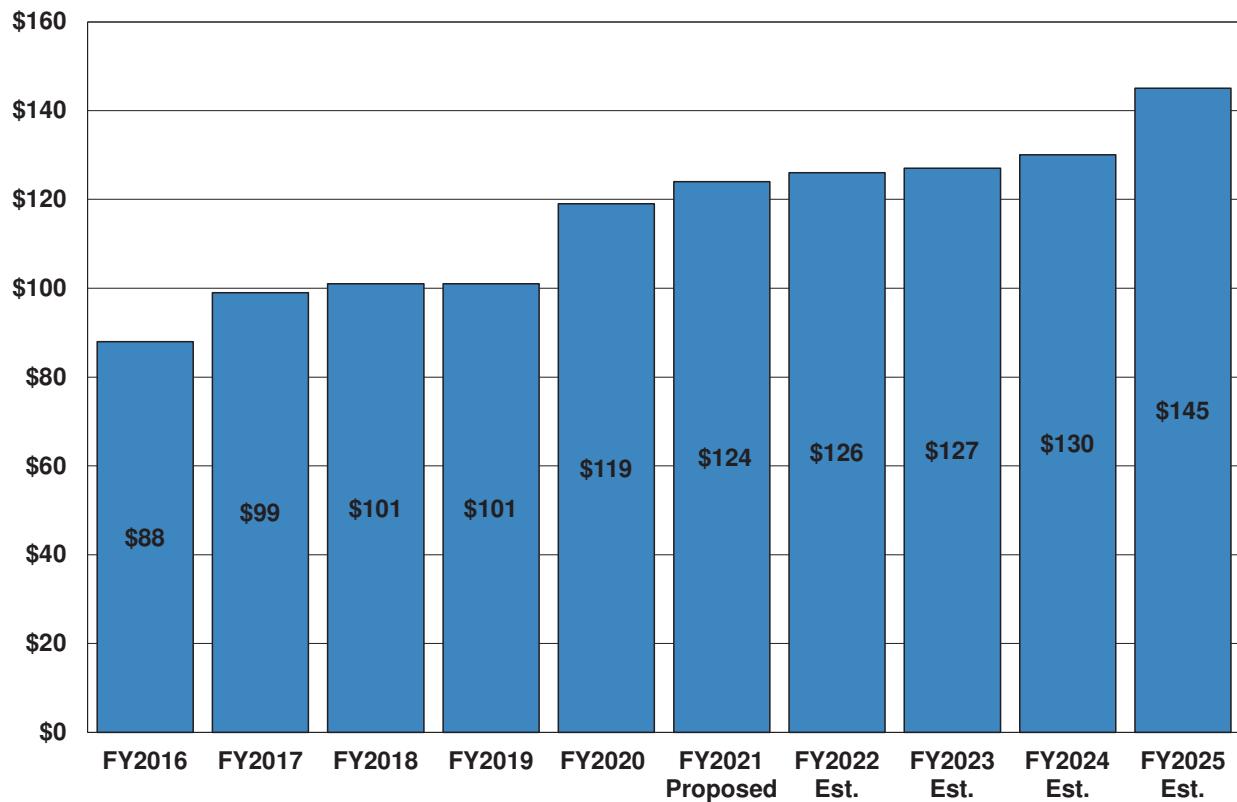
<u>Baseline Changes:</u>	<u>Request</u>	<u>Fee Impact</u>
Debt Service Capital lease payment amounts decreased.	\$66,200	\$1.15
Decrease in Salary and Fringe To include the FY2020 approved salary increases which is being partially offset by turnover. Includes additional funds for Overtime.	\$28,800	\$0.50
Increase in Operating Revenues Based on FY2021 tonnage projections and MRF processing rate.	\$13,700	\$0.24
Materials Recovery Facility Cost Based on FY2021 tonnage projections and MRF processing rate.	(\$160,000)	(\$2.78)
Contingency Potential salary increases for FY2021.	(\$68,200)	(\$1.19)
Curbside Collection Based on a 1,000 increase in house count.	(\$32,500)	(\$0.57)
Vehicle Fuel and Contract Services Based on anticipated expenses in FY2021 and to allow for additional gas monitoring at Pisgah Landfill.	(\$15,800)	(\$0.27)
Increase for Septic Pump Out Program Due to popularity of program.	(\$10,000)	(\$0.17)
Minor adjustment in other expenditures costs.	\$35,600	\$0.62
Baseline Deficit	(\$142,200)	\$3.00

<u>New Requests</u>	<u>Request</u>	<u>Fee Impact</u>
Equipment Operator Team Leader FTE = 1.0	Oct. Hire	(\$47,800)
<p>For the upcoming FY21, the recycling operations division would like to add a new Equipment Operator Team Lead position to oversee recycling facility equipment operators. Currently, the Environmental Resources Division has only two equipment operator team leads. Both team leads are tasked to oversee landfill operations and landfill site concerns. A recycling equipment operator team lead is needed to monitor the equipment operators that work at the yard waste facility, three satellite recycling centers. The recycling equipment operators work at (3) recycling centers in remote locations, the landfill recycling center, and citizen drop-off area, mulch facility, and other municipal buildings. On average, each equipment operator is hauling 100 tons or more of material per week. Landfill team leads do not have the ability or staffing to oversee operations at these sites. An additional recycling equipment operator team lead would allow for improved material management, including the removal of valuable metal rims before transport to the tire processor and improved mulching operations. The position will be responsible for caring for the Piney Church Yard Waste Facility, grinding mulch, loading mulching, hauling leaves, keeping the pile pushed up to a manageable size so that residents have adequate and safe spacing to unload. They will also be responsible for loading our contractors on a daily/weekly basis, with recyclable materials that are dropped off at the facilities.</p>		

New Requests Cont.

		<u>Request</u>	<u>Fee Impact</u>
Recycling Specialist	FTE = 1.0	Oct. Hire	(\$34,400) \$0.60
<p>For the upcoming FY21, the Environmental Resources Division would like to add a new full-time Recycling Specialist position. Currently, the duties and responsibilities of this new position are completed by a solid waste worker. The responsibilities are unique from a solid waste worker in its oversight of the in-house recycling route, maintenance of satellite oil and antifreeze drop-off sites, tag-a-bag delivery to various vendors, and collection and transport from recycling centers. The position requires broad access to low- and high-profile government buildings such as libraries, community centers, sheriff's headquarters, crime labs, and courthouses.</p>			
Litter Control Part Time II		(\$24,000)	\$0.42
Less Part Time (Recycling) due to condensed hours		\$24,000	(\$0.42)
<p><i>Increased demand on work release as a result of limited availability of detail inmates, as well as increased mandated minimum wage.</i></p>			
Crawler Excavator (Value: \$265,000)	1/2 year lease payment:	(\$28,500)	\$0.50
<p>The excavator is one of the most essential pieces of equipment that is used on a frequent basis at the Piney Church Yard Waste Facility. It is used to load leaves, grass, brush other materials as needed. Currently the excavator used for Piney church is also used and assigned to the landfill. During its use at the Landfill or during downtime it leaves the yard waste facility backed up with leaves and brush material. In order to prevent fire hazards, it is best that brush is kept to a minimal size pile. The Piney Church yard waste facility is open 6 days a week, except holidays. In FY19, we had more than 20,000 customers that visited the Piney Church Yard Waste Facility. In that fiscal year the facility handled about 10,000 tons of yard waste. The yard waste is grinded and used to provide cover for our landfill after or during rain events when the working area is muddy. It is also double grinded and then provided to residents of Charles county for free. The excavator is not limited to just helping with the mulch operation but also with loading tires, metal and excavating for landfill and recycling projects. The excavators' operation is essential to the continued efficiency and safe operation of the facility. Within the Environmental Resources division there are two Excavators, assigned to the Landfill. When a machine is down for repairs/services or when not available due to landfill projects, it drastically reduces yard waste operation efficiency. We are requesting the purchase of a new excavator to be assigned to Recycling and staged at the current Piney Church yard waste facility.</p>			
40 Yard Open Top Dumpsters (4)	Proposed Fund Balance	(\$40,000)	\$0.70
<p>For the collection of recyclables. Different types of dumpsters are used for different applications of recycling.</p>			
Increase in Indirect Cost		(\$9,000)	\$0.16
<p><i>In support of cyber security.</i></p>			
New Requests	FTE increase = 2.0	(\$159,700)	\$3.00
<p>Use of Fund Balance - One time items</p>		\$40,000	(\$0.70)
Net New Requests		(\$119,700)	\$2.30
<p>Total Deficit</p>		(\$261,900)	\$5.00

Environmental Service Fee (ESF) History



ESF Change:

FY2020 Rate per improved property account
Change needed to balance the FY2021 budget

\$119
\$5

[FY2021 Requested Rate](#)

[\\$124](#)

NOTE: At the end of FY2020, DFAS was forecasting a \$5 rate increase would be needed for FY2021.

ENVIRONMENTAL SERVICE FUND

	FY2020 <u>Adopted</u>	FY2021 <u>Proposed</u>	Variance to <u>FY20 Adopted</u>	% Change to <u>FY20 Adopted</u>
PROGRAM BUDGETS				
RECYCLING/LITTER CONTROL:				
<u>Revenue</u>				
Environmental Service Fee	\$6,239,600	\$6,233,600	(\$6,000)	-0.1%
Sale from Recyclable Materials	120,000	120,000	0	0.0%
Compost Tipping Fee	37,300	38,000	700	1.9%
Tire Disposal	15,000	22,000	7,000	46.7%
Miscellaneous	10,000	12,000	2,000	20.0%
Total Operating Revenues	\$6,421,900	\$6,425,600	\$3,700	0.1%
Fund Balance: Equipment Reserve	378,000	630,000	252,000	66.7%
Fund Balance: Undesignated	120,000	40,000	(80,000)	-66.7%
Total Revenues	\$6,919,900	\$7,095,600	\$175,700	2.5%
<u>Expenditures</u>				
Salary & Fringe	\$1,507,300	\$1,556,900	\$49,600	3.3%
Operating	4,488,800	4,742,500	253,700	5.7%
Debt Service	204,800	167,100	(37,700)	-18.4%
Capital	598,000	770,000	172,000	28.8%
Equipment Reserve	121,000	121,000	0	0.0%
Total Expenditures	\$6,919,900	\$7,357,500	\$437,600	6.3%
Surplus / (Deficit)	\$0	(\$261,900)	(\$261,900)	

SEPTIC PUMP OUT/RISER REIMBURSEMENT PROGRAM:

<u>Revenue</u>				
Environmental Service Fee	\$100,000	\$110,000	\$10,000	10.0%
Total Revenues	\$100,000	\$110,000	\$10,000	10.0%
<u>Expenditures</u>				
Operating	\$100,000	\$110,000	\$10,000	10.0%
Total Expenditures	\$100,000	\$110,000	\$10,000	10.0%
New Requests		0	\$0	N/A
Total Request	\$100,000	\$110,000	\$10,000	
Surplus / (Deficit)	\$0	\$0	\$0	

Proposing the Use of Fund Balance for New Items:

40 Yard Dumpsters 40,000

Use of Fund Balance for FY 2021 - Equipment Reserve:

Wheel Loader	400,000
Compact Wheel Loader	90,000
Stationary Compactor	70,000
Crew Cab Truck	70,000
Equipment Reserve Fund Balance	\$630,000

ENVIRONMENTAL SERVICE FUND FIVE-YEAR PLAN

	FY 2020 Adopted	FY 2021 Estimate	FY 2022 Estimate	FY 2023 Estimate	FY 2024 Estimate	FY 2025 Estimate
Revenues						
Operating Revenues	\$6,521,900	\$6,535,600	\$6,604,000	\$6,673,200	\$6,742,300	\$6,811,400
Fund Balance Reserves	498,000	670,000	53,900	404,100	16,400	632,300
Total Revenues	\$7,019,900	\$7,205,600	\$6,657,900	\$7,077,300	\$6,758,700	\$7,443,700
Expenses:						
Operating Expenses	6,217,100	6,530,400	6,715,200	6,884,300	7,158,500	7,446,000
Capital Outlay	598,000	770,000	196,700	549,800	165,000	783,900
Debt Service	204,800	167,100	134,600	99,600	90,100	84,300
Total Expenses	\$7,019,900	\$7,467,500	\$7,046,500	\$7,533,700	\$7,413,600	\$8,314,200
Surplus\Deficit:	\$0	(\$261,900)	(\$388,600)	(\$456,400)	(\$654,900)	(\$870,500)
 Estimated Tipping Fee						
<i>Increase over FY2020 Adoption</i>						
<i>% rate change</i>						
	\$119	\$124	\$126	\$127	\$130	\$145
		\$5	\$7	\$8	\$11	\$44
		3.9%	1.7%	0.9%	2.6%	11.2%

REQUESTED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2021

(\$ in thousands)

ENVIRONMENTAL SERVICE FUND SUMMARY

PROJECT NAME:	Requested By: DPW
County Mulching Facility Relocation	Project #: 8121

The mulching operation is currently located on a County own parcel that is slated for future animal shelter and bus transit station. To ensure that the mulching operation continues without disruption, a new mulching facility at a different location is preferred. The new facility will include a structural base of soil liner, geogrid fabric, and a stone working surface. A feasibility study will be performed to assess the land needs, suitable location, and estimated construction costs.

VARIANCE TO APPROVED PER FY20-FY24 CAPITAL IMPROVEMENT PROGRAM:

	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL	Current budget is for the Feasibility Phase. Since the delivery date has been accelerated, the additional budget requests is needed for the design and construction phase.
Approved FY20-FY24 CIP	\$685	\$0	\$0	\$0	\$685	
Increase/(Decrease)	(\$624)	\$712	\$0	\$0	\$88	
% change	-91.1%	new	n/a	n/a	12.8%	

EXPENSE BUDGET	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	5-Year Total	Approp. thru FY20	Beyond FY 2025	Project Total
						'21-'25			
Architectural & Engineering	\$54	\$0	\$0	\$0	\$0	\$54	\$24	\$0	\$78
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	573	0	0	0	573	0	0	573
Equipment	0	0	0	0	0	0	0	0	0
Administration	4	43	0	0	0	47	5	0	52
Administration - FAS	3	0	0	0	0	3	3	0	6
Inspection	0	28	0	0	0	28	0	0	28
Miscellaneous	0	6	0	0	0	6	1	0	7
Contingency	0	62	0	0	0	62	2	0	64
Total Outlay	\$61	\$712	\$0	\$0	\$0	\$773	\$35	\$0	\$808

FINANCING SOURCES									
Bonds	\$61	\$712	\$0	\$0	\$0	\$773	\$35	\$0	\$808
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$61	\$712	\$0	\$0	\$0	\$773	\$35	\$0	\$808
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$61	\$712	\$0	\$0	\$0	\$773	\$35	\$0	\$808

Operating Budget Impact	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Approp. thru FY20	Beyond FY 2025
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	3.1	8.4	67.7	67.7	67.7	3.1	67.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$3.1	\$8.4	\$67.7	\$67.7	\$67.7	\$3.1	\$67.7

Environmental Services

Department: Public Works - Facilities 35.05
Division \ Program: Recycling & Litter Control Fund: Enterprise
Program Administrator: Frances Sherman, Chief of Environmental Resources
www.charlescountymd.gov/pw/recycling/recycli www.charlescountymd.gov/pw/litter/litter-control

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Requested	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$1,056,010	\$1,164,100	\$1,161,900	\$1,216,400	\$52,300	4.5%
Fringe Benefits	332,630	343,200	316,600	340,500	(2,700)	-0.8%
Operating Costs	3,194,395	4,423,100	4,642,500	4,655,300	232,200	5.2%
Debt Service	485,327	204,800	138,600	167,100	(37,700)	-18.4%
Operating Contingency	0	48,800	68,200	68,200	19,400	39.8%
Capital Outlay	84,767	598,000	730,000	770,000	172,000	28.8%
Agency Funding	0	16,900	19,000	19,000	2,100	12.4%
Equipment Reserve	121,000	121,000	121,000	121,000	0	0.0%
Total Baseline	\$5,274,129	\$6,919,900	\$7,197,800	\$7,357,500	\$437,600	6.3%
New Requests (see attached)			159,700		0	N/A
Total Expenditures	\$5,274,129	\$6,919,900	\$7,357,500	\$7,357,500	\$437,600	6.3%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase includes approved FY2020 salary increases which is being offset by turnover. Also included are the funds for two new positions.
- **Operating Costs** increased for the following reasons:
 - Material Recovery Facility (MRF) Costs increases by \$160,000 based on tonnage projections and MRF processing rate for FY2021.
 - Curbside collection increasing by \$32,500 based on house count increase of 1,000.
 - Increase of \$8,000 in Vehicle Fuel based on prior year.
 - Contract Services increases by \$7,800 based on amended budget and an increase to cover additional gas and ground water monitoring for Pisgah Landfill.
 - Community Promotions increases by \$5,000 for additional items to promote cleaner recycling and litter abatement.
 - Equipment Repairs & Maintenance increased by \$3,000 which reflects additional vehicles maintained over 10,000 lbs.
 - Indirect cost increases by \$2,200 assuming a 4% increase.
 - Electricity increases by \$1,100 based on prior year.
 - Printing increases by \$600 based on prior year's LTD amount and amended budget.
 - Telephone decreases by (\$800) based on LTD totals and \$200 being moved to Job Ads.
 - \$9,000 in funds is included for Indirect cost allocation in support of IT security.
 - Included are funds for various items for the two new positions. \$3,800.
- **Debt Service** decrease is due to the expiration of bank financing for recycling carts and other equipment. Also included is funding for FY21 leases for new operating capital requests.
- **Operating Contingency** is to cover potential salary increases for FY2021.
- The FY2021 **Capital Outlay** budget allows for 1,500 new blue recycling carts, the replacement of a crew cab truck, wheel loaders, 40 Yard Open Top Dumpsters, and a stationary compactor.
- **Agency Funding** includes the fund's share of Other Post Employment Benefits (OPEB).
- The **Equipment Reserve** budget is to replace future equipment.

Description:

The Recycling Division provides comprehensive recycling services to the residents of Charles County and has achieved a 46% recycling rate and a 4% source reduction credit equaling a total waste diversion rate of 50%. By the end of FY20 approximately 47,700 households will be served by curbside collection of recyclable materials with the remaining residents being served by four permanent recycling centers located at Gilbert Run Park in Dentsville, Breeze Farm in Cobb Island, the Landfill in Waldorf, and Pisgah Park in Pisgah. There are also three unmanned used motor oil and antifreeze drop off locations.

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

Environmental Services

Department:	Public Works - Facilities	35.05
Division \ Program:	Recycling & Litter Control	Fund: Enterprise
Program Administrator:	Frances Sherman, Acting Chief of Environmental Resources	
www.charlescountymd.gov/pw/recycling/recycli		www.charlescountymd.gov/pw/litter/litter-control

Positions:

Title	<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>
Director of Public Works	0.1	0.1	0.1	0.1	0.1
Deputy Dir. of Public Works - Facilities	0.2	0.2	0.2	0.2	0.2
Chief of Environmental Resources	0.0	0.2	0.2	0.2	0.2
Inventory Program Manager	0.1	0.1	0.1	0.1	0.1
Financial Support Manager	0.2	0.2	0.2	0.2	0.2
Recycling/Litter Control Superintendent	1.0	1.0	1.0	1.0	1.0
Landfill & Recycling Site Superintendent	0.0	1.0	1.0	1.0	1.0
Recycling Manager	1.0	0.0	0.0	0.0	0.0
Recycling Contract Manager	2.0	2.0	2.0	2.0	2.0
Inventory Specialist	0.1	0.1	0.1	0.1	0.1
Equipment Operator Team Leader	0.0	0.0	0.0	0.0	1.0
Management Support	0.2	0.2	0.2	0.2	0.2
Equipment Operator IV	2.0	2.0	2.0	2.0	2.0
Litter Control Supervisor	3.0	3.0	3.0	3.0	3.0
Administrative Associate	0.1	0.1	0.1	0.1	0.1
Inventory Control Associate	0.1	0.1	0.1	0.0	0.0
Landfill Solid Waster Worker Team Leader	0.0	1.0	1.0	1.0	1.0
Recycling Specialist	0.0	0.0	0.0	0.0	1.0
Solid Waste Worker	4.5	3.0	3.0	3.0	3.0
Part Time Positions	13.1	14.9	14.9	14.9	14.9
Total Full Time	27.4	28.9	28.9	28.9	30.9

Environmental Services

Department:	Planning and Growth Management	35.07
Division \ Program:	Various Environmental Programs	Fund: Enterprise
Program Administrator:	Deborah Carpenter, Director of Planning & Growth Management	
http://www.charlescountymd.gov/pgm/planning/watershed/septic-system-pump-out-reimbursement-program		

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Requested	FY2021 Proposed	\$ Change from FY2020	% Chg.
Operating Costs	\$108,455	\$100,000	\$110,000	\$110,000	\$10,000	10.0%
Total Expenditures	\$108,455	\$100,000	\$110,000	\$110,000	\$10,000	10.0%

Changes and Useful Information:

- **Operating Cost** represents a septic pump out reimbursement program that was approved for the purpose of encouraging Charles County residents to pump out their septic systems every three to five years to assist the County in obtaining credit for its Watershed Implementation Plan strategy.
 - Funding increase of \$10,000 is due to increase participation in this popular program.