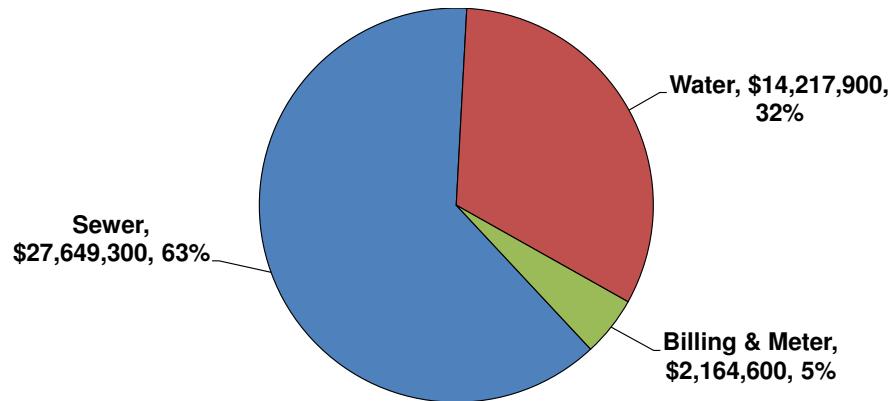


# FISCAL YEAR 2022

## Water & Sewer Fund Summary

### Total Proposed Budget: \$44,031,800

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 FY2022 proposed budget includes funding for 172.6 full-time equivalent positions.



	FY2021 Budget	FY2022 Proposed	Variance	Percent Change
Revenues	\$41,800,000	\$42,293,300	\$493,300	1%
Expenditures	\$41,800,000	\$43,427,400	\$1,627,400	4%
<b>Baseline Surplus / (Deficit)</b>	<b>\$0</b>	<b>(\$1,134,100)</b>	<b>(\$1,134,100)</b>	
Net New Requests		(\$320,000)	(\$320,000)	
<b>Total Surplus/ (Deficit)</b>	<b>\$0</b>	<b>(\$1,454,100)</b>	<b>(\$1,454,100)</b>	

#### Baseline Changes:

- Increase in total revenues based on estimates for FY2022 activity. \$493,300
- Increase in debt service for bonds issued for major capital project costs and to bank finance equipment replacements in FY2022. (482,200)
- Increase in Capital Maintenance clean the effluent wet well at the Mattawoman Treatment Plant. (478,000)
- Increase in Chemicals based on anticipated needs in FY2022. (207,000)
- Equipment Repairs & Maint. increased based on anticipated repairs and maintenance needs for FY2022. (164,000)
- To provide Capital Maintenance on the blower at Digesters #6 thru #11 at the Mattawoman Treatment Plant. (90,000)
- Sludge Disposal increased based on current trends. (73,800)
- To repair an Aeration Blower System and Effluent Tank at the Cliffton Treatment Plant. (70,000)
- Property and Liability Insurance increased based on current projections. (36,900)
- Net adjustment to Operation & Maintenance costs. (25,500)

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Total	(\$1,134,100)
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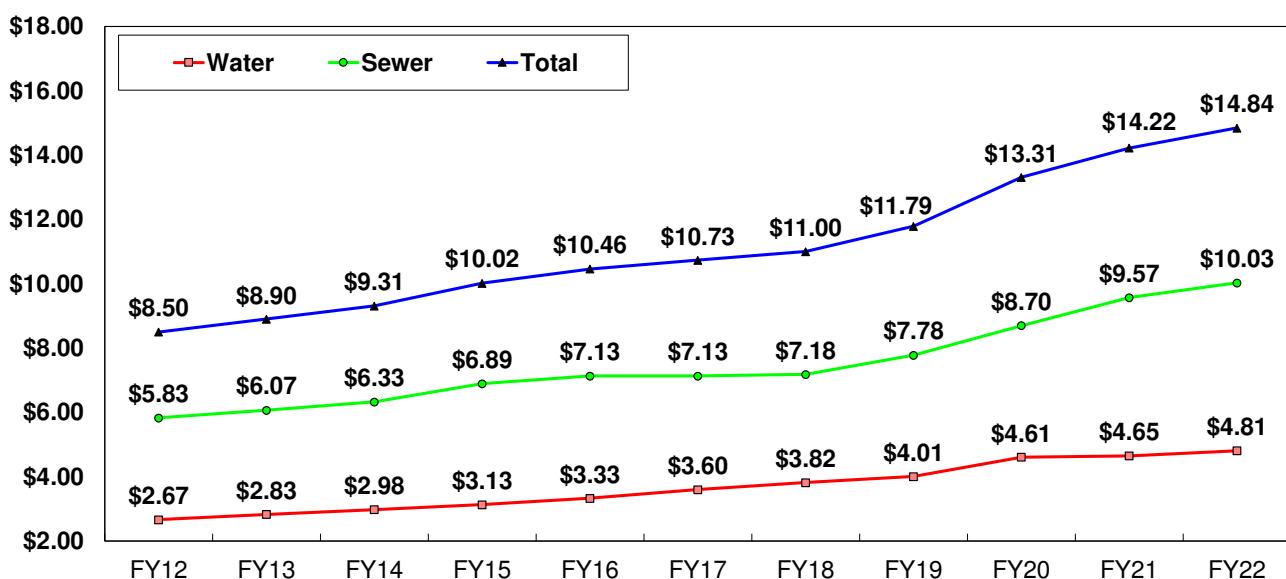
<b>New Requests:</b>	<u>Hire Date</u>	<u>Request</u>
• Increase in credit card processing - Pilot Program		\$300,000
		<i>As a one year pilot program, requesting to increase Credit Card Processing Budget to absorb paying the credit card fee that is currently passed down to the customer. This will improve customer service as the County receives many complaints about this additional fee.</i>
• Use of fund balance for credit card processing - Pilot Program		(284,400)
		<i>DFAS is recommending use of fund balance to offset the Credit Card Processing Budget increase. FY2022 is the last year of a \$228,900 debt payment that is funded by the customer service account fee. DFAS is proposing to adjust the customer service account fee in FY2023 for this impact if the pilot program is successful.</i>
	July	
• New Position: Equipment Maint. Supervisor FTE: 1.0		93,100
		<i>Need a new maintenance supervisor at Mattawoman Wastewater Plant, there are tremendous amount of very specialized equipment at Mattawoman Plant that requires very detail oriented attention.</i>
• New Position: Regulatory Compliance Associate FTE: 1.0	July	65,300
		<i>Regulatory Compliance Associate is needed to assist with technical administrative needs and other duties to efficiently run the Cross Connection, Pretreatment, and Development and Capital Improvement Design, Plan and Project programs.</i>
• New Position: Vehicle and Equipment Technician FTE:0.20		16,400
		<i>Convert existing FTRH position to Full Time. County fleet is growing and increased productivity is needed from the shop to keep up with the work load.</i>
• Increase in Indirect Cost Allocation - Workers Comp Specialist		46,000
		<i>W&amp;S fund support of new position being requested in the General Fund.</i>
• Increase in Indirect Cost Allocation - Accounts Payable Manager		27,300
		<i>W&amp;S fund support of new position being requested in the General Fund.</i>
• New Part Time: Utility Billing Specialist FTE: 0.67	July	23,800
		<i>To maintain adequate customer service with the growth of accounts in the Water &amp; Sewer billing system.</i>
• New Position: Permit Technician FTE: 0.25	September	19,400
		<i>To enhance customer service to address concerns. Position is contingent on general fund support.</i>
• Sludge Pump for Gravity Thickeners:		7,900
		<i>This will allow us to remove the entire assembly and install the spare pump quickly in the event of pump failure.</i>
• Increase in Employee Education		3,800
		<i>For various classes and trainings for Planning &amp; Growth Management Engineers.</i>
• WS Billing - Printer		1,000
		<i>Laser HP Laser Jet Pro - MFP - M521DN - Current copier is not functional for busy office. Need larger machine with duplex printing.</i>
• Increase in Dues & Subscriptions		400
		<i>For various memberships/licenses for Planning &amp; Growth Management Engineers.</i>
<b>Total</b>		<b>320,000</b>

**Total New FTE: 3.12**

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

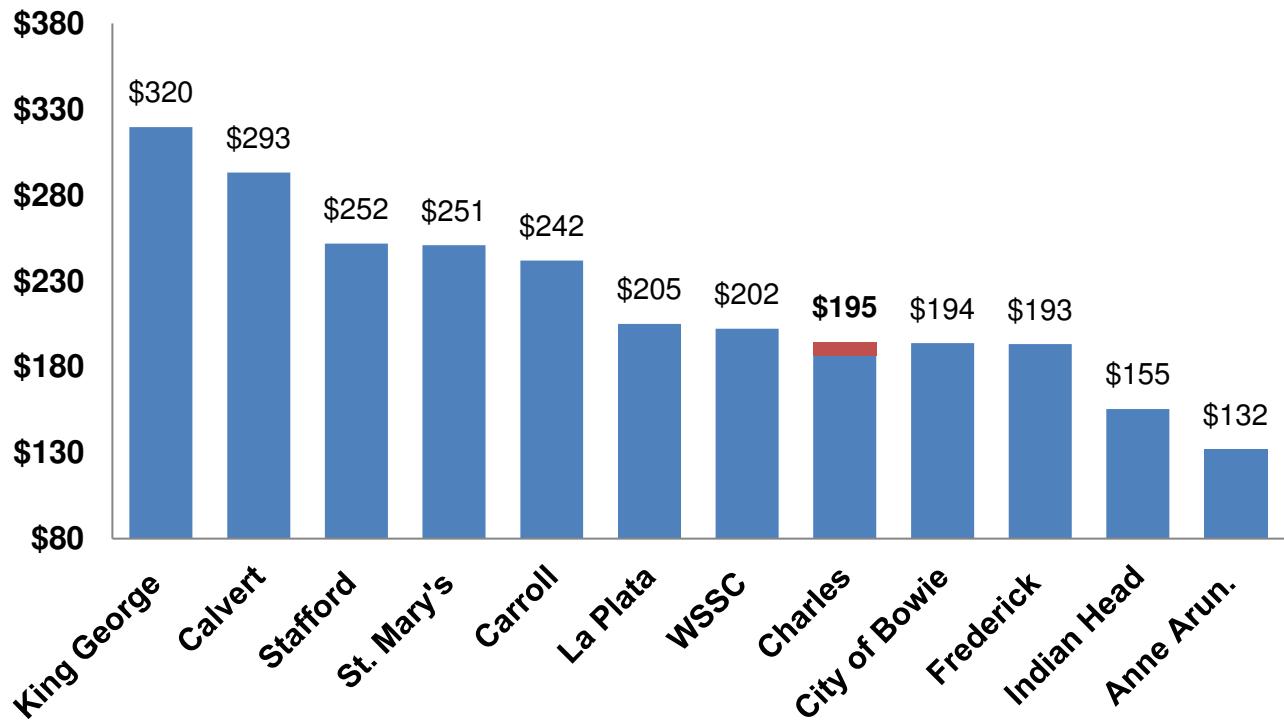
	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Rate Increase</u>	<u>% Inc.</u>
<b>Water User Fee Rate</b>				
Single Family Residential: 0 - 18,000 gallons	\$4.65	\$4.81	\$0.16	3.4%
Single Family Residential: 18,001 - 24,000 gallons	\$9.30	\$9.62	\$0.32	3.4%
Single Family Residential: Over 24,000 gallons	\$13.95	\$14.43	\$0.48	3.4%
Multi-Family/Commercial: based on metered usage	\$5.58	\$5.73	\$0.15	2.8%
<b>Sewer User Fee Rate</b>				
Single Family Residential: capped at 24,000 gallons	\$9.57	\$10.03	\$0.46	4.8%
Multi-Family/Commercial: based on metered usage	\$9.57	\$10.03	\$0.46	4.8%
<b>Blended Water/Sewer User Fee for the average residential customer</b>	<b>\$14.22</b>	<b>\$14.84</b>	<b>\$0.62</b>	<b>4.4%</b>
<b>Customer Account Fee</b>				
Customer Account Charge	\$10.15	\$10.15	\$0.00	0.0%
<b>Average Residential Quarterly Bill</b>	<b>Current \$186.76</b>	<b>Proposed \$194.57</b>	<b>Difference \$7.81</b>	<b>% Inc. 4.2%</b>

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



# WATER AND SEWER USER CHARGES

**Average Residential Quarterly Bill**  
(based on 12,420 gallons)



NOTES:

The Average Residential User bill is currently \$186.76 a quarter.

Current rates as of December 2020.

Excludes Bay Restoration fees.

## FY 2022 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
<b><u>Water and Sewer Operation Fund</u></b>				
<b>Sewer Equipment Maintenance</b>	<b>30.25.71.05.0500.000</b>			
<b>F250 4x4 Pick Up Truck</b>		20,000		2,100
<i>U14 - 2008 Ford F250. Vehicle is currently assigned to North Region for Flushing. Requesting replacement due to age and mileage. Mileage currently exceeds 190,000. Split between 30.25.76.05</i>				
<b>F150 4x4 Pick Up Truck</b>		20,000		2,100
<i>U43 - 2007 Ford F150 4x4 Pick up. Vehicle is currently assigned to the Southern Region. Requesting replacement due to age and mileage. Mileage currently exceeds 130,000. Split between 30.25.76.05.</i>				
<b>F150 4x4 Pick Up Truck</b>		20,000		2,100
<i>U53 - 2008 Ford F150 4x4 Pick Up. Vehicle is currently assigned to the Southern Region. Requesting replacement due to age and mileage. Mileage currently exceeds 203,000. Split between 30.25.76.05.</i>				
<b>F150 4x4 Pick Up w/ Cab</b>		25,000		2,700
<i>U54 - 2008 Ford F150 4x4 Pick Up. Vehicle is currently assigned to SCADA. Requesting replacement due to age and mileage. Mileage currently exceeds 155,750. Split between 30.25.76.05.</i>				
<b>Sewer - Support Services</b>	<b>30.25.71.97.0500.000</b>			
<b>SUV/Sedan - Hybrid</b>		11,600		1,200
<i>U151 - 2005 Ford Taurus. Vehicle is currently assigned to DPW Director and is showing signs of age and has been recommended by VM for replacement. Split between 30.25.71/72/76.97</i>				
<b>Total Sewer</b>		<b>96,600</b>	<b>0</b>	<b>10,200</b>
<b>Mattawoman - Support Services</b>	<b>30.25.72.97.0500.000</b>			
<b>SUV/Sedan - Hybrid</b>		11,900		1,300
<i>U151 - 2005 Ford Taurus. Vehicle is currently assigned to DPW Director and is showing signs of age and has been recommended by VM for replacement. Split between 30.25.71/72/76.97.</i>				
<b>Total Mattawoman</b>		<b>11,900</b>	<b>0</b>	<b>1,300</b>

## FY 2022 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
<b>Water - Equipment Maintenance</b>	<b>30.25.76.05.0500.000</b>			
<b>F250 4x4 Pick Up Truck</b>		20,000		2,100
<i>U14 - 2008 Ford F250. Vehicle is currently assigned to North Region for Flushing. Requesting replacement due to age and mileage. Mileage currently exceeds 190,000. Split between 30.25.71.05</i>				
<b>F150 4x4 Pick Up Truck</b>		20,000		2,100
<i>U43 - 2007 Ford F150 4x4 Pick up. Vehicle is currently assigned to the Southern Region. Requesting replacement due to age and mileage. Mileage currently exceeds 130,000. Split between 30.25.71.05.</i>				
<b>F150 4x4 Pick Up Truck</b>		20,000		2,100
<i>U53 - 2008 Ford F150 4x4 Pick Up. Vehicle is currently assigned to the Southern Region. Requesting replacement due to age and mileage. Mileage currently exceeds 203,000. Split between 30.25.71.05.</i>				
<b>F150 4x4 Pick Up Truck w/ Cab</b>		25,000		2,700
<i>U54 - 2008 Ford F150 4x4 Pick Up. Vehicle is currently assigned to SCADA. Requesting replacement due to age and mileage. Mileage currently exceeds 155,750. Split between 30.25.71.05.</i>				
<b>Water - Support Services</b>	<b>30.25.76.97.0500.000</b>			
<b>SUV/Sedan - Hybrid</b>		11,500		1,200
<i>U151 - 2005 Ford Taurus. Vehicle is currently assigned to DPW Director and is showing signs of age and has been recommended by VM for replacement. Split between 30.25.71/72/76.97.</i>				
<b>Total Water</b>		<b>96,500</b>	<b>0</b>	<b>10,200</b>
<b>Total Public Works - Utilities Water &amp; Sewer</b>		<b>205,000</b>	<b>0</b>	<b>21,700</b>
	<b>Total Sewer</b>	<b>\$10,200</b>		
	<b>Total Mattawoman</b>	<b>\$1,300</b>		
	<b>Total Water</b>	<b>\$10,200</b>		
		<b>\$21,700</b>		
<b>Total Water &amp; Sewer Fund</b>		<b>\$205,000</b>	<b>\$0</b>	<b>\$21,700</b>
<b>Total Cost of Items to be Leased</b>		<b>\$205,000</b>		

## FY22 Water & Sewer Fund Summary

	FY2021 Budget	FY2022 Proposed	Change from Budget in: \$	Change from Budget %
<b>SEWER</b>				
<b>Revenues</b>				
User Charges	\$21,717,100	\$21,519,800	(\$197,300)	-0.9%
WSSC cost share	1,296,100	1,413,900	117,800	9.1%
Penalties	720,000	720,000	0	0.0%
Panda Operating	150,000	125,000	(25,000)	-16.7%
Septage Hauler	400,000	525,000	125,000	31.3%
Pretreatment Permits	81,700	85,000	3,300	4.0%
PANDA (reimbursement)	286,900	286,900	0	0.0%
CPV (reimbursement)	1,175,600	1,445,500	269,900	23.0%
Potomac Heights	52,000	52,000	0	0.0%
Miscellaneous	49,000	49,000	0	0.0%
Indirect Cost	211,300	211,300	0	0.0%
Holding Tank Program	5,500	5,500	0	0.0%
Total Operating	\$26,145,200	\$26,438,900	\$293,700	1.1%
Fund Balance Approp.	132,700	192,500	59,800	45.1%
<b>Total Revenues</b>	<b>\$26,277,900</b>	<b>\$26,631,400</b>	<b>\$353,500</b>	<b>1.3%</b>
<b>Expenditures</b>				
Personal Services	6,096,450	6,117,950	21,500	0.4%
Fringe Benefits	2,373,050	2,328,650	(44,400)	-1.9%
Operating Costs	10,944,100	11,177,000	232,900	2.1%
Panda/CPV	1,462,500	1,732,400	269,900	18.5%
Contingency	373,600	298,300	(75,300)	-20.2%
Debt Service	4,555,000	4,944,900	389,900	8.6%
Capital Outlay/Maint.	332,000	970,000	638,000	192.2%
Capital Projects	141,200	80,000	(61,200)	-43.3%
<b>Total Expenditures</b>	<b>\$26,277,900</b>	<b>\$27,649,200</b>	<b>\$1,371,300</b>	<b>5.2%</b>
<b>Total Surplus/(Deficit)</b>	<b>\$0</b>	<b>(\$1,017,800)</b>		
<b>Requested Rate Adjustment:</b>				<b>\$0.46</b>
<b>Increase over existing rate:</b>				<b>4.8%</b>

## FY22 Water & Sewer Fund Summary

			FY2021 Budget	FY2022 Proposed	Change from Budget in: \$	%
		<b>NEW REQUESTS:</b>				
DPW	1	Equipment Maintenance Supervisor: Need a new maintenance supervisor at Mattawoman Wastewater Plant, there are tremendous amount of very specialized equipment at Mattawoman Plant that requires very detail oriented attention. 100% Mattawoman	\$93,100	\$0.04	Continuing Cost	
DPW	5	Regulatory Compliance Associate: needed to assist with technical administrative needs and other duties to efficiently run the Cross Connection, Pretreatment, and Development and Capital Improvement Design, Plan and Project programs. Split 50% with Water.	32,600	0.024	Continuing Cost	
DCS	4	Increase indirect cost allocation to support a new Workers Comp Specialist for Central Services.	30,700	0.014	Continuing Cost	
DFAS	3	Increase indirect cost allocation to support a new Accounts Payable Manager position for FAS Accounting.	18,200	0.008	Continuing Cost	
DPW	6	Vehicle and Equipment Technician II: Convert existing FTRH position to Full Time. County fleet is growing and increased productivity is needed from the shop to keep up with the work load.	10,700	0.005	Continuing Cost	
PGM	2	Permit Technician: PGM wishes to enhance customer service to address concerns raised about the need for an ombudsman. The department proposes a two pronged approach which involves training permit and planning technicians to serve as the main point of contact for customers in each of the sections, and the Deputy Director to serve as the ombudsman on more contentious matters. Position is contingent on general fund support.	9,700	0.004	Continuing Cost	
DPW	7	Sludge Pump for Gravity Thickeners: this will allow us to remove the entire assembly and install the spare pump quickly in the event of pump failure.	7,900	0.004	Capital Leve Valued at \$75,000	
PGM	8	Increase Employee Education for various classes.	1,900	0.001	Continuing Cost	
PGM	9	Increase Dues & Subscriptions for various memberships/licenses for engineers.	200	0.000	Continuing Cost	
			<b>\$205,000</b>	<b>0.10</b>		

## FY22 Water & Sewer Fund Summary

	FY2021 Budget	FY2022 Proposed	Change from Budget	
			in:	\$
<b>WATER</b>				
<b><u>Revenues</u></b>				
User Charges	\$13,025,000	\$13,042,500	\$17,500	0.1%
Panda Operating	150,000	125,000	(25,000)	-16.7%
Hydrant Service Charges	103,000	103,000	0	0.0%
Cross-Connection Backflow Prevention	66,800	66,800	0	0.0%
Tower Rental	245,000	245,000	0	0.0%
Other	3,600	3,600	0	0.0%
Total Operating	<b>\$13,593,400</b>	<b>\$13,585,900</b>	(\$7,500)	-0.1%
Fund Balance Approp.	66,300	195,800	129,500	195.3%
<b>Total Revenues</b>	<b>\$13,659,700</b>	<b>\$13,781,700</b>	<b>\$122,000</b>	<b>0.9%</b>
<b><u>Expenditures</u></b>				
Personal Services	\$3,295,800	\$3,456,350	\$160,550	4.9%
Fringe Benefits	1,303,100	1,328,650	25,550	2.0%
Operating Costs	5,988,200	6,398,900	410,700	6.9%
Contingency	192,200	113,700	(78,500)	-40.8%
Debt Service	2,386,400	2,480,400	94,000	3.9%
Capital Outlay/Maint.	440,000	440,000	0	0.0%
Capital Projects	54,000	0	(54,000)	N/A
<b>Total Expenditures</b>	<b>\$13,659,700</b>	<b>\$14,218,000</b>	<b>\$558,300</b>	<b>4.1%</b>
<b>Total Surplus/(Deficit)</b>	<b>\$0</b>	<b>(\$436,300)</b>		
<b>Requested Rate Adjustment:</b> <span style="border: 1px solid black; padding: 2px;">\$0.16</span>				
(Residential less than 18,000 gallons)				
<b>Increase over existing rate:</b> <span style="border: 1px solid black; padding: 2px;">3.4%</span>				

## FY22 Water & Sewer Fund Summary

			FY2021 Budget	FY2022 Proposed	Change from Budget in: \$	%
		<b><u>NEW REQUESTS:</u></b>				
DPW	3	Regulatory Compliance Associate: needed to assist with technical administrative needs and other duties to efficiently run the Cross Connection, Pretreatment, and Development and Capital Improvement Design, Plan and Project programs. Split 50% with Water.	\$32,700	0.012	Continuing Cost	
DCS	2	Increase indirect cost allocation to support a new Workers Comp Specialist for Central Services.	15,300	0.006	Continuing Cost	
PGM	1	Permit Technician: The department proposes a two pronged approach which involves training permit and planning technicians to serve as the main point of contact for customers in each of the sections, and the Deputy Director to serve as the ombudsman on more contentious matters. Position is contingent on general fund support.	9,700	\$0.00	Continuing Cost	
DFAS	1	Increase indirect cost allocation to support a new Accounts Payable Manager position for FAS Accounting.	9,100	0.003	Continuing Cost	
DPW	4	Vehicle and Equipment Technician II: Convert existing FTRH position to Full Time. County fleet is growing and increased productivity is needed from the shop to keep up with the work load.	5,700	0.002	Continuing Cost	
PGM	5	Increase Employee Education for various classes.	1,900	0.001	Continuing Cost	
PGM	6	Increase Dues & Subscriptions for various memberships/licenses for engineers.	200	0.000	Continuing Cost	
			<b>\$74,600</b>	<b>\$0.01</b>		

## FY22 Water & Sewer Fund Summary

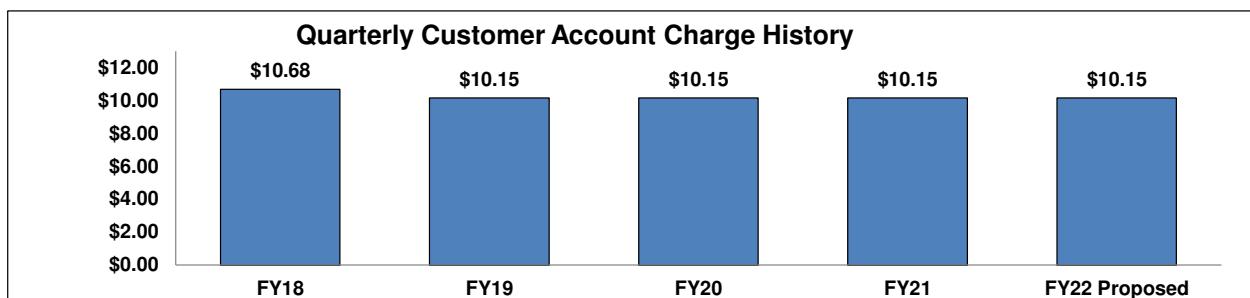
	FY2021 Budget	FY2022 Proposed	Change from Budget in: \$	%
<b>BILLING &amp; METER OPERATIONS</b>				
<b><u>Revenues</u></b>				
Customer Account Fee	\$1,439,900	\$1,460,300	\$20,400	1.4%
Reconnection Fees	345,700	345,700	0	0.0%
Account Set Up Fee	65,000	65,000	0	0.0%
Other	11,800	9,200	(2,600)	-22.0%
<b>Total Revenues</b>	<b>\$1,862,400</b>	<b>\$1,880,200</b>	<b>\$17,800</b>	<b>1.0%</b>
Fund Balance Approp.	0	284,400	284,400	NEW
<b>Total</b>	<b>\$1,862,400</b>	<b>\$2,164,600</b>	<b>\$302,200</b>	<b>16.2%</b>
<b><u>Expenditures</u></b>				
Personal Services	\$909,300	\$943,500	\$34,200	3.8%
Fringe Benefits	299,100	294,600	(4,500)	-1.5%
Operating Costs	342,600	645,800	303,200	88.5%
Contingency	62,600	25,700	(36,900)	-58.9%
Debt Service	248,800	255,000	6,200	2.5%
<b>Total Expenditures</b>	<b>\$1,862,400</b>	<b>\$2,164,600</b>	<b>\$302,200</b>	<b>16.2%</b>
<b>Total Surplus/(Deficit)</b>	<b>\$0</b>	<b>\$0</b>		

<b>Requested Rate Adjustment:</b>	<b>\$0.00</b>
<b>Current Fee per Bill:</b>	<b>\$10.15</b>
<b>Requested Fee per Bill:</b>	<b>\$10.15</b>
<b>Increase over existing rate:</b>	<b>0.0%</b>

## FY22 Water & Sewer Fund Summary

		FY2021 Budget	FY2022 Proposed	Change from Budget in: \$	Change from Budget %
	<b>NEW REQUESTS:</b>				
DFAS	3	As a one year pilot program, requesting to increase Credit Card Processing Budget to absorb paying the credit card fee that is currently passed down to the customer. This will improve customer service as the County receives many complaints about this additional fee.	\$300,000	2.05	Pilot
DFAS	4	*DFAS is recommending use of fund balance to offset the Credit Card Processing Budget increase. FY2022 is the last year of a \$228,900 debt payment that is funded by the customer service account fee. DFAS is proposing to adjust the customer service account fee in FY2023 for this impact if the pilot program is successful.	(284,400)	-1.95	Pilot
DFAS	1	Part Time - Utility Billing Specialist: Needed to maintain adequate customer service with the growth of accounts in the Water & Sewer billing system.	23,800	\$0.22	Continuing cost
DFAS	2	Laser HP Laser Jet Pro - MFP - M521DN - Current copier is not functional for busy office. Need larger machine with duplex printing.	1,000	0.02	One-time cost
			<b>\$40,400</b>	<b>\$0.24</b>	

*\*If \$300K is needed for Credit Card Processing Cost in FY2023, then the fee may need increased. A reduction in debt service will cover \$228.9K of the costs. The fee may need increased by \$0.36 per quarterly bill, a 3.5% increase.*



## Water & Sewer

<b>Department:</b>	Public Works - Utilities					30.25
<b>Division \ Program:</b>	Sewer, Mattawoman, Water Summary				Fund:	Enterprise
<b>Program Administrator:</b>	Bill Shreve, Director of Public Works					
Expenditure Category	FY2020 Actual	FY2021 Adopted	FY2022 Requested	FY2022 Proposed	\$ Change FY2021	% Chg.
Personal Services	\$8,125,326	\$8,873,200	\$8,852,500	\$8,961,800	(\$20,700)	-0.2%
Fringe Benefits	2,946,156	3,486,800	3,407,600	3,455,900	(79,200)	-2.3%
Operating Costs	15,934,480	18,184,500	18,915,000	19,005,500	730,500	4.0%
Operating Contingency	0	532,400	372,400	372,400	(160,000)	-30.1%
Debt Service	6,068,249	6,941,400	7,417,400	7,425,300	476,000	6.9%
Capital Outlay/Maintenance	489,581	772,000	1,410,000	1,410,000	638,000	82.6%
Capital Projects	254,600	195,200	80,000	80,000	(115,200)	-59.0%
<b>Total Baseline</b>	<b>\$33,818,392</b>	<b>\$38,985,500</b>	<b>\$40,454,900</b>	<b>\$40,710,900</b>	<b>\$1,469,400</b>	<b>3.8%</b>
New Requests			256,000		256,000	NEW
<b>Total Expenditures</b>	<b>\$33,818,392</b>	<b>\$38,985,500</b>	<b>\$40,710,900</b>	<b>\$40,710,900</b>	<b>\$1,725,400</b>	<b>4.4%</b>

### Expenditure Summary

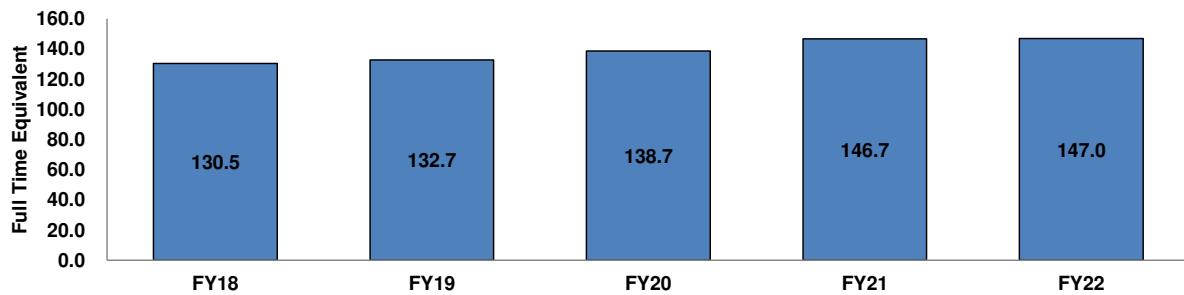


## Objectives and Measurements

	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Projected	FY22 Estimated
<u><i>Public Works Objective: To provide excellent customer service.</i></u>					
Water & Sewer Line Breaks					
Number of Breaks	51	46	53	50	55
\$ per event	\$5,851	\$8,269	\$6,017	\$6,500	\$6,500
Water/Sewer Regulatory Compliance					
Potential Violations	51	51	23	48	40
Water delivered	197.1/mg average%	203/mg average	201/mg average	200 mg/avg	200 mg/avg
Sewer treated	275.54/mg average%	411/mg average	293/mg average	300 mg/avg	300 mg/avg
Customer Complaints					
Number of Complaints	90	86	54	60	60
average number of days to resolve	7	7	8	7	7
Annual # of injury and property damage claims reported (# / month)	44	46	31	40	45
<u><i>PGM Objective: Inventory of inadequate water, sewer and drainage facilities</i></u>					
Water Facilities	0.0	0.0	0.0	2.0	2.0
Sewer Facilities	1.0	1.0	1.0	2.0	2.0
<u><i>Public Works Objective: To have a system of meters less than 15 years old and to insure the accuracy and timeliness of readings.</i></u>					
# of meters installed (new/replacement/change out program)	816	761	703	750	775
<u><i>Fiscal &amp; 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.</i></u>					
# of invoices per year	136,906	135,434	139,762	144,300	146,500
# of regular invoices	131,848	130,709	135,250	139,000	141,000
# of finals	5,058	4,725	4,512	5,300	5,500
# of customer accounts	33,583	34,044	34,508	34,600	34,700
% of ebilling customer accounts	8.57%	9.55%	10.48%	10.50%	10.75%
# of delinquent invoices per year	32,785	42,207	34,540	44,456	46,000
- % of total billed	24%	25%	25%	31%	31%
<u><i>Fiscal &amp; Administrative Services Objective: To follow up on past due accounts/ improve collection efforts.</i></u>					
# of final notice letters	981	686	846	819	823
# of liens	329	415	391	448	260
# of liens released	295	281	332	308	235

## Staffing History

### Staffing History



### Positions by Program:

	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Sewer	47.5	50.5	53.8	56.4	54.7
Mattawoman	39.4	37.7	39.1	40.1	41.4
Water	43.6	44.5	45.8	50.2	50.9
<b>Total Full Time Equivalent</b>	<b>130.5</b>	<b>132.7</b>	<b>138.7</b>	<b>146.7</b>	<b>147.0</b>

## Water & Sewer

<b>Department:</b>	Public Works - Utilities					30.25.71
<b>Division \ Program:</b>	Satellite Sewer Systems				Fund:	Enterprise
<b>Program Administrator:</b>	Bill Shreve, Director of Public Works					
Expenditure Category	FY2020 Actual	FY2021 Adopted	FY2022 Requested	FY2022 Proposed	\$ Change FY2021	% Chg.
Personal Services	\$3,135,157	\$3,433,500	\$3,365,600	\$3,370,300	(\$63,200)	-1.8%
Fringe Benefits	1,120,224	1,374,000	1,300,200	1,301,200	(72,800)	-5.3%
Operating Costs	4,792,112	4,628,000	4,790,300	4,814,700	186,700	4.0%
Operating Contingency	0	213,400	109,700	109,700	(103,700)	-48.6%
Debt Service	3,819,064	4,508,000	4,868,400	4,868,400	360,400	8.0%
Capital Outlay/Maintenance	186,271	250,000	320,000	320,000	70,000	28.0%
Capital Projects	56,700	141,200	80,000	80,000	(61,200)	-43.3%
<b>Total Baseline</b>	<b>\$13,109,528</b>	<b>\$14,548,100</b>	<b>\$14,834,200</b>	<b>\$14,864,300</b>	<b>\$316,200</b>	<b>2.2%</b>
New Requests (see attached)			30,100		0	N/A
<b>Total Expenditures</b>	<b>\$13,109,528</b>	<b>\$14,548,100</b>	<b>\$14,864,300</b>	<b>\$14,864,300</b>	<b>\$316,200</b>	<b>2.2%</b>

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

- **Personal Services** and **Fringe Benefits** include the full year impact of the classification and compensation study that was approved in FY2021, as well as the full year impact of FY2021 New Positions. Also included is the reallocation of positions being moved under the new Capital Project Management Department. The FY2022 budget includes supporting the impact of increasing a Full Time Reduced Hour employee under Public Works Fleet and Inventory Management Division to full time.
- The **Operating Costs** budget increase includes the following:
  - Chemicals is increasing by \$207,000 due to increased use of Bioxide, a chemical that removes Hydrogen Sulfide odors and prevents corrosion which helps protect infrastructure.
  - Equipment Repairs & Maintenance increased by \$72,000 for the replacement and maintenance of equipment at various sites.
  - The Indirect Cost account increased by \$10,500 based on Personal Services growth. Also included is an increase of \$24,000 in support of two New Positions: an Accounts Payable Manager and a Workers Compensation Specialist.
  - Insurance was increased by \$11,700 based on current year expenses.
  - The Wireless Main account increased by \$2,400 for additional data plans for five (5) iPads.
  - Grounds Maintenance increased by \$2,000 based on the FY2021 amended budget.
  - Uniforms decreased by (\$100) based on actuals.
  - Equipment decreased by (\$100) due to one time costs for FY2021 New Position which is being offset by an increase for System Indication lights for Swan Point. This will help monitor system malfunction in the vacuum pit.
  - General Supplies was decreased by (\$300) based on anticipated costs.
  - Postage decreased by (\$400) based on current trends.
  - A decrease of (\$700) to Telephone to move funding for service fees associated with employees who are moving under the new Capital Projects division.
  - Computer Allocation decreased by (\$2,000) due to one time costs for FY2021 New Positions.
  - A decrease of (\$2,200) to Vehicle Repairs & Maintenance based on actual spending.
  - A decrease of (\$10,000) to Electricity based on current trends.
  - A decrease of (12,000) to Vehicle Fuel based on current trends.
  - Contract Services was decreased based on the FY2021 Amended budget which is being offset by an increase for various services for maintenance, repair, clearing, and cleaning contracts. (\$110,500)
- **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.
- The **Capital Outlay/Maintenance** is mainly for ongoing maintenance at the satellite sewer sites based on anticipated needs for FY2022. The increase of \$70,000 is for an Aeration Blower System Rehab \$50,000, and An Effluent Tank Rehab \$20,000.
- **Capital Projects** budget is for the Sewer Pump Station Capacity Study Project.

## Water & Sewer

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

### **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.

<b>Positions:</b>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
Total Full Time Equivalent	47.5	50.5	53.8	56.4	54.7

## Water & Sewer

<b>Department:</b>	Public Works - Utilities					30.25.72
<b>Division \ Program:</b>	Mattawoman Treatment Plant				Fund:	Enterprise
<b>Program Administrator:</b>	Bill Shreve, Director of Public Works					
Expenditure Category	FY2020 Actual	FY2021 Adopted	FY2022 Requested	FY2022 Proposed	\$ Change FY2021	% Chg.
Personal Services	\$2,210,146	\$2,403,400	\$2,362,000	\$2,441,400	\$38,000	1.6%
Fringe Benefits	803,298	904,400	891,200	926,800	22,400	2.5%
Operating Costs	6,454,971	7,641,900	7,903,100	7,943,300	301,400	3.9%
Operating Contingency	0	143,500	168,800	168,800	25,300	17.6%
Debt Service	18,743	47,000	68,600	76,500	29,500	62.8%
Capital Outlay/Maintenance	0	82,000	650,000	650,000	568,000	692.7%
<b>Total Baseline</b>	<b>\$9,487,158</b>	<b>\$11,222,200</b>	<b>\$12,043,700</b>	<b>\$12,206,800</b>	<b>\$984,600</b>	<b>8.8%</b>
New Requests (see attached)			163,100		0	N/A
<b>Total Expenditures</b>	<b>\$9,487,158</b>	<b>\$11,222,200</b>	<b>\$12,206,800</b>	<b>\$12,206,800</b>	<b>\$984,600</b>	<b>8.8%</b>
<b>WSSC Contribution/CPV/Panda</b>	<b>\$1,887,189</b>	<b>\$2,758,600</b>	<b>\$3,146,300</b>	<b>\$3,146,300</b>	<b>\$387,700</b>	<b>14.1%</b>

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

- **Personal Services** and **Fringe Benefits** includes the full year impact of the classification and compensation study that was approved in FY2021, as well as the full year impact of FY2021 New Positions. Also included is the reallocation of positions being moved under the new Capital Project Management Department. Included is one new position partially funded by the Water Division, and one new position fully funded by the Mattawoman Division, as well as an upgraded FTRH position to FT which is funded equally by Sewer, Mattawoman, and Water.
- The **Operating Costs** budget increase is due to the following:
  - CPV Reimbursement is increasing by \$269,400 for Polymer and Flocculant for NTU reduction at final splitter box, and secondary mixing box. Also included is the anticipated expense for Polymer for secondary clarifier blanket reduction to improve blanket settling.
  - Sludge Disposal increased by \$73,800 based on current trends.
  - Insurance is increasing by \$39,500 based on FY2021 current expenses.
  - General Supplies is increasing by \$13,800 for lab equipment, PH measure and dissolve oxygen meters.
  - Indirect Costs is increased by \$9,000 based on Personal Services growth. Also included is an additional \$24,500 to support two FY2022 New Positions: an Accounts Payable Manager, and a Workers Compensation Specialist.
  - Included is \$15,700 to fund various items for the FY2022 New Positions.
  - Grounds Maintenance is increasing by \$1,500.
  - Increase in Postage by \$400 based on actuals.
  - A decrease of (\$200) to Telephone to move funding for service fees associated with employees who are moving under the new Capital Projects division.
  - Testing was decreased by (\$11,000) based on actual spending.
  - Equipment is decreasing by (\$12,000) based on one time expenses for FY2021.
  - Vehicle Fuel is decreasing by (\$16,000) based on current trends.
  - Electricity is decreasing by (\$50,000) based on current trends.
  - The Contract Services budget was reduced for one-time items in FY2021. A budget of \$543,200 is being requested in FY2022 for various services. This is a decrease of (\$56,800) from the FY2021 Adopted budget.
- **Operating Contingency** is to cover potential salary increases.
- **Debt Service** includes payments associated with financing certain vehicle and equipment purchases. Also included is the cost of \$7,900 to finance a Sludge Pump for Gravity Thickeners 1 & 2.
- **Capital Outlay/Maintenance** is to provide funds to cover unanticipated plant repairs, replace a Blower for digesters #6- #11 at the Mattawoman Plant, and to replace all of the metal caps on the railings of the sand filters.
- **WSSC Contribution/CPV/Panda** revenues are reimbursements which are based on operation and maintenance cost. These revenues are increasing based on an increase to the CPV Reimbursement expense account for Polymer and Flocculant for NTU reduction at final splitter box, and secondary mixing box.
- **New Requests:** see attached.

## Water & Sewer

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

**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.

<b>Positions:</b>	<b><u>FY18</u></b>	<b><u>FY19</u></b>	<b><u>FY20</u></b>	<b><u>FY21</u></b>	<b><u>FY22</u></b>
	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>	<b><u>FTE</u></b>
<b>Total Full Time Equivalent</b>	39.4	37.7	39.1	40.1	41.4

## Water & Sewer

<b>Department:</b>	Public Works - Utilities					30.25.76
<b>Division \ Program:</b>	Water					Enterprise
<b>Program Administrator:</b>	Bill Shreve, Director of Public Works					
Expenditure Category	FY2020 Actual	FY2021 Adopted	FY2022 Requested	FY2022 Proposed	\$ Change FY2021	% Chg.
Personal Services	\$2,780,023	\$3,036,300	\$3,124,900	\$3,150,100	\$113,800	3.7%
Fringe Benefits	1,022,634	1,208,400	1,216,200	1,227,900	19,500	1.6%
Operating Costs	4,687,397	5,914,600	6,221,600	6,247,500	332,900	5.6%
Operating Contingency	0	175,500	93,900	93,900	(81,600)	-46.5%
Debt Service	2,230,442	2,386,400	2,480,400	2,480,400	94,000	3.9%
Capital Outlay/Maintenance	303,310	440,000	440,000	440,000	0	0.0%
Capital Projects	197,900	54,000	0	0	(54,000)	N/A
<b>Total Baseline</b>	<b>\$11,221,706</b>	<b>\$13,215,200</b>	<b>\$13,577,000</b>	<b>\$13,639,800</b>	<b>\$424,600</b>	<b>3.2%</b>
New Requests (see attached)			62,800		0	N/A
<b>Total Expenditures</b>	<b>\$11,221,706</b>	<b>\$13,215,200</b>	<b>\$13,639,800</b>	<b>\$13,639,800</b>	<b>\$424,600</b>	<b>3.2%</b>

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

- **Personal Services** and **Fringe Benefits** includes the full year impact of the classification and compensation study that was approved in FY2021 as well as the full year impact of FY2021 New Positions. Also included is the reallocation of positions being moved under the new Capital Project Management Department. Included is one FY2022 New Position that is partially funded by the Mattawoman Division, and one upgraded FTRH position to FT that is equally funded by Water, Mattawoman, and Sewer.
- The **Operating Costs** budget was adjusted based on the following:
  - Contract Services increased by \$298,100 based on anticipated needs for FY2022.
  - Equipment Repairs & Maintenance increased by \$92,000 based on anticipated repairs needed in FY2022.
  - Indirect Cost increased by \$10,100 due to Personal Services growth. Also included are funds to support two FY22 New Positions: an Accounts Payable Manager, and a Workers Compensation Specialist.
  - Insurance increased by \$4,000 based on current expenses.
  - Wireless Main account increased by \$2,400 to fund five (5) additional data plans for iPads.
  - Grounds Maintenance increased by \$2,000 based on activity.
  - Included is \$1,500 to fund various items for the FY2022 New Positions.
  - A decrease of (\$700) to Telephone to move funding for service fees associated with employees who are moving under the new Capital Projects division.
  - Dues & Subscriptions decreased by (\$1,000) based on actuals.
  - General Supplies decreased by (\$1,100) based on FY2021 amended budget.
  - Printing decreased by (\$1,600) based on prior years account activity.
  - Computer Allocation decreased by (\$2,000) due to one time charges for FY2021 New Positions.
  - Testing decreased by (\$3,200) based on actuals.
  - A decrease of (\$5,100) to Equipment due to one time expenses for FY2021 New Positions.
  - A decrease of (\$7,000) to Vehicle Fuel based on prior years.
  - Electricity was decreased by (\$40,000) based on actuals.
  - General Repairs & Maintenance decreased by (\$40,000) based on actuals.
- **Operating Contingency** is to cover potential salary increases.
- **Debt Service** is for payments related to bond issues for capital projects and payments to finance vehicle and equipment purchases.
- **Capital Outlay/Maintenance** budget includes funds for ongoing maintenance for water operations.

### **Description:**

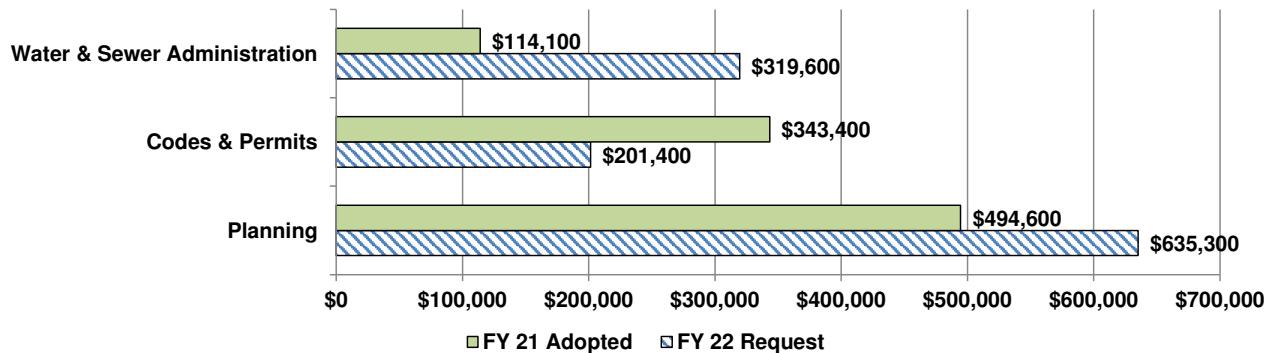
The Water Division of the Department of Public Works - Utilities provides water service to more than 29,000 customer accounts throughout the County, striving to ensure a safe drinking water supply for all. As a result of growth throughout the County, rather than operating as one integrated system, the Division operates and maintains 19 separate community water systems, four Wastewater Treatment Plant water systems and five County park water systems.

<b>Positions:</b>	<b>FY18 FTE</b>	<b>FY19 FTE</b>	<b>FY20 FTE</b>	<b>FY21 FTE</b>	<b>FY22 FTE</b>
<b>Total Full Time Equivalent</b>	43.6	44.5	45.8	50.2	50.9

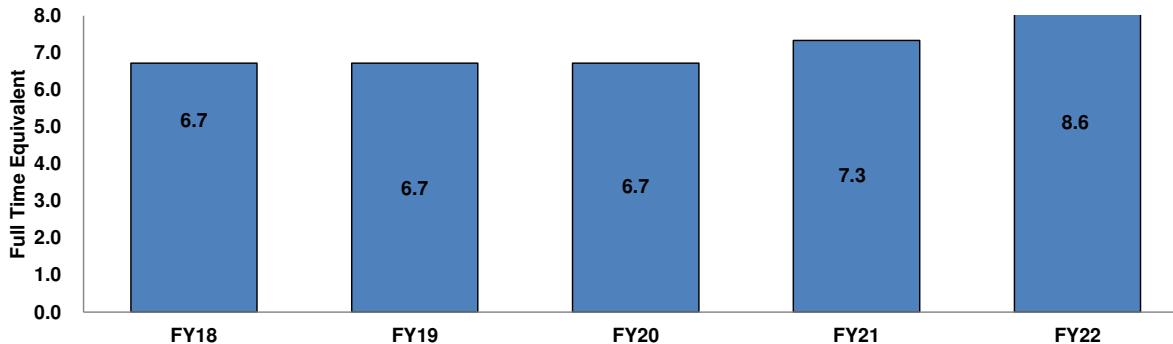
## Water & Sewer

Department:	Planning and Growth Management					30.07
Division \ Program:	Department Summary				Fund:	Enterprise
Program Administrator:	Deborah Carpenter, Director of Planning & Growth Management					
Expenditure Category	FY2020 Actual	FY2021 Adopted	FY2022 Requested	FY2022 Proposed	\$ Change FY2021	% Chg.
Personal Services	\$501,766	\$519,100	\$612,500	\$612,500	\$93,400	18.0%
Fringe Benefits	151,935	189,300	201,500	201,500	12,200	6.4%
Operating Costs	102,086	210,300	298,600	302,800	88,300	42.0%
Operating Contingency	0	33,400	20,100	39,500	(13,300)	-39.8%
<b>Total Baseline</b>	<b>\$755,787</b>	<b>\$952,100</b>	<b>\$1,132,700</b>	<b>\$1,156,300</b>	<b>\$180,600</b>	<b>19.0%</b>
Request Greater than Baseline			23,600	0	23,600	NEW
<b>Total Expenditures</b>	<b>\$755,787</b>	<b>\$952,100</b>	<b>\$1,156,300</b>	<b>\$1,156,300</b>	<b>\$204,200</b>	<b>21.4%</b>
<b>Revenues</b>	<b>\$11,035</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>0.0%</b>

### Expenditure Summary



### Staffing History



### Positions by Program:

	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
Water & Sewer Administration	0.8	0.8	0.8	1.0	3.1
Codes & Permits	3.7	3.7	3.7	3.7	1.8
Planning	2.3	2.3	2.3	2.7	3.7
<b>Total Full Time Equivalent</b>	<b>6.7</b>	<b>6.7</b>	<b>6.7</b>	<b>7.3</b>	<b>8.6</b>

## 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](http://www.charlescountymd.gov/pgm/welcome)

Expenditure Category	FY2020 Actual	FY2021 Adopted	FY2022 Requested	FY2022 Proposed	\$ Change FY2021	% Chg.
Personal Services	\$83,513	\$84,400	\$220,000	\$220,000	\$135,600	160.7%
Fringe Benefits	17,943	22,900	71,000	71,000	48,100	210.0%
Operating Costs	1,149	2,800	2,400	2,400	(400)	-14.3%
Operating Contingency	0	4,000	6,800	26,200	22,200	555.0%
<b>Total Baseline</b>	<b>\$102,605</b>	<b>\$114,100</b>	<b>\$300,200</b>	<b>\$319,600</b>	<b>\$205,500</b>	<b>180.1%</b>
Request Greater than Baseline			\$19,400		0	N/A
<b>Total Expenditures</b>	<b>\$102,605</b>	<b>\$114,100</b>	<b>\$319,600</b>	<b>\$319,600</b>	<b>\$205,500</b>	<b>180.1%</b>
<b>Revenues</b>	<b>\$11,035</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>0.0%</b>

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

- **Personal Services** and **Fringe Benefits** increase includes the full year impact of the classification and compensation study that was approved in FY2021. Also included is a reallocation of positions based on job duties.
- The **Operating Costs** decrease is due to the following:
  - Decrease of (\$400) to Contract Services due to no prior year expenses.
- **Operating Contingency** is to cover potential FY2022 salary increases and the impact of the Fund's share of the new Permit Technician position request. Position is contingent on general fund support.

### **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:**

	FY18 FTE	FY19 FTE	FY20 FTE	FY21 FTE	FY22 FTE
<u>Title</u>					
Director of Planning & Growth Mgmt	0.2	0.2	0.2	0.2	0.2
Deputy Director	0.2	0.2	0.2	0.2	0.2
Chief of Administrative Operations	0.0	0.0	0.0	0.1	0.1
Project/Program Manager	0.2	0.2	0.2	0.0	0.0
Citizen Response Coordinator	0.2	0.2	0.2	0.2	0.2
Assistant Property Acquisition Officer	0.0	0.0	0.0	0.3	0.3
Assistant to the Director	0.1	0.1	0.1	0.1	0.1
Right-Of-Way Bonding Specialist	0.0	0.0	0.0	0.0	0.3
Permit Technician	0.0	0.0	0.0	0.0	0.3
Permit Specialist	0.0	0.0	0.0	0.0	1.0
Office Associate II	0.0	0.0	0.0	0.0	0.6
Part Time	0.1	0.1	0.1	0.1	0.1
<b>Total Full Time Equivalent</b>	<b>0.8</b>	<b>0.8</b>	<b>0.8</b>	<b>1.0</b>	<b>3.1</b>

## Water & Sewer

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

Expenditure Category	FY2020 Actual	FY2021 Adopted	FY2022 Requested	FY2022 Proposed	\$ Change FY2021	% Chg.
Personal Services	\$254,070	\$244,800	\$149,100	\$149,100	(\$95,700)	-39.1%
Fringe Benefits	80,439	76,900	40,700	40,700	(36,200)	-47.1%
Operating Costs	2,537	6,200	6,000	6,000	(200)	-3.2%
Operating Contingency	0	15,500	5,600	5,600	(9,900)	-63.9%
<b>Total Expenditures</b>	<b>\$337,046</b>	<b>\$343,400</b>	<b>\$201,400</b>	<b>\$201,400</b>	<b>(\$142,000)</b>	<b>-41.4%</b>

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

- **Personal Services** and **Fringe Benefits** decrease includes the full year impact of the classification and compensation study that was approved in FY2021 which is being offset by the reallocation of positions based on job duties.
- **Operating Cost** decrease is due to the following:
  - Increase of \$400 in Employee Education to keep Engineers current with certifications and other updates in their field of work.
  - Decrease of (\$200) to Office Supplies based on prior years.
  - Decrease of (\$400) to Dues and Subscriptions based on prior years.
- **Operating Contingency** is to cover potential FY2022 salary increases.

### **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:**

	FY18 FTE	FY19 FTE	FY20 FTE	FY21 FTE	FY22 FTE
Title					
Chief of CPIS	0.1	0.1	0.1	0.1	0.1
Engineer I / II / III / IV	1.0	1.0	1.0	1.0	1.0
Building Code Official	0.1	0.1	0.1	0.1	0.1
Assistant to the Chief of CPIS	0.1	0.1	0.1	0.0	0.0
Administrative Associate	0.0	0.0	0.0	0.1	0.1
Right of Way and Bonding Specialist	0.3	0.3	0.3	0.3	0.0
Permits Specialist	1.0	1.5	1.5	1.5	0.5
PGM Support Specialist	0.5	0.0	0.0	0.0	0.0
Office Associate II	0.6	0.6	0.6	0.6	0.0
<b>Total Full Time Equivalent</b>	<b>3.7</b>	<b>3.7</b>	<b>3.7</b>	<b>3.7</b>	<b>1.8</b>

## Water & Sewer

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

Expenditure Category	FY2020 Actual	FY2021 Adopted	FY2022 Requested	FY2022 Proposed	\$ Change FY2021	% Chg.
Personal Services	\$164,183	\$189,900	\$243,400	\$243,400	\$53,500	28.2%
Fringe Benefits	53,553	89,500	89,800	89,800	300	0.3%
Operating Costs	98,400	201,300	290,200	294,400	93,100	44.2%
Operating Contingency	0	13,900	7,700	7,700	(6,200)	-44.6%
<b>Total Baseline</b>	<b>\$316,136</b>	<b>\$494,600</b>	<b>\$631,100</b>	<b>\$635,300</b>	<b>\$140,700</b>	<b>27.6%</b>
Request Greater than Baseline			4,200	0	0	NEW
<b>Total Expenditures</b>	<b>\$316,136</b>	<b>\$494,600</b>	<b>\$635,300</b>	<b>\$635,300</b>	<b>\$140,700</b>	<b>28.4%</b>

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

- **Personal Services** and **Fringe Benefits** increase includes the full year impact of the classification and compensation study that was approved in FY2021 which is being offset by the change in allocation of salaries charged to the CIP Fund to the operating budget. The position will be partially supported by Connection Fees.
- The **Operating Costs** budget increase is due to the following:
  - Contract Services increase of \$90,000 is due to moving the Sewer and Water Model Projects to the operating budget.
  - Included is an increase of \$4,200 for FY22 New Operating Requests which include memberships for American Society of Civil Engineers (ASCE) and County Engineers Association of Maryland (CEAM), as well as funds for various trainings, certifications, and conferences.
  - Decrease of (\$300) to Office Supplies based on the FY2021 amended budget.
  - Decrease of (\$400) in Dues & Subscriptions based on activity.
  - Decrease of (\$400) in Equipment Repairs & Maintenance based on FY2021 amended budget.
- **Operating Contingency** is to cover potential FY2022 salary increases.

### **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.

## Water & Sewer

<b>Department:</b>	Planning and Growth Management		30.07.19
<b>Division \ Program:</b>	Planning	Fund:	Enterprise
<b>Program Administrator:</b>	Jim Campbell, Planning Director		

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.

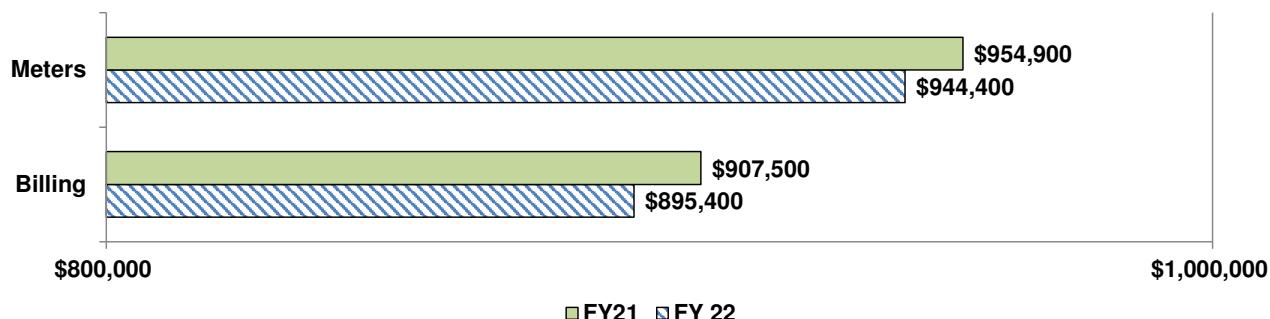
<b>Positions:</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Planning Director	0.3	0.3	0.3	0.3	0.3
Assistant Chief of Planning	0.2	0.2	0.2	0.1	0.1
Engineering Supervisor	1.0	1.0	1.0	1.0	1.0
Engineer II	0.8	0.8	0.8	1.0	1.0
GIS Analyst	0.4	0.4	0.4	0.3	0.3
Planner I - III	0.4	0.4	0.4	0.4	0.4
Administrative Associate	0.0	0.0	0.0	0.3	0.3
Part Time	0.3	0.3	0.3	0.3	0.3
<b>Total Full Time Equivalent</b>	<b>3.3</b>	<b>3.3</b>	<b>3.3</b>	<b>3.7</b>	<b>3.7</b>
Allocated to the Capital Project Fund	(1.0)	(1.0)	(1.0)	(1.0)	0.0
<b>Net Cost to the Water &amp; Sewer Fund</b>	<b>2.3</b>	<b>2.3</b>	<b>2.3</b>	<b>2.7</b>	<b>3.7</b>

## Water & Sewer

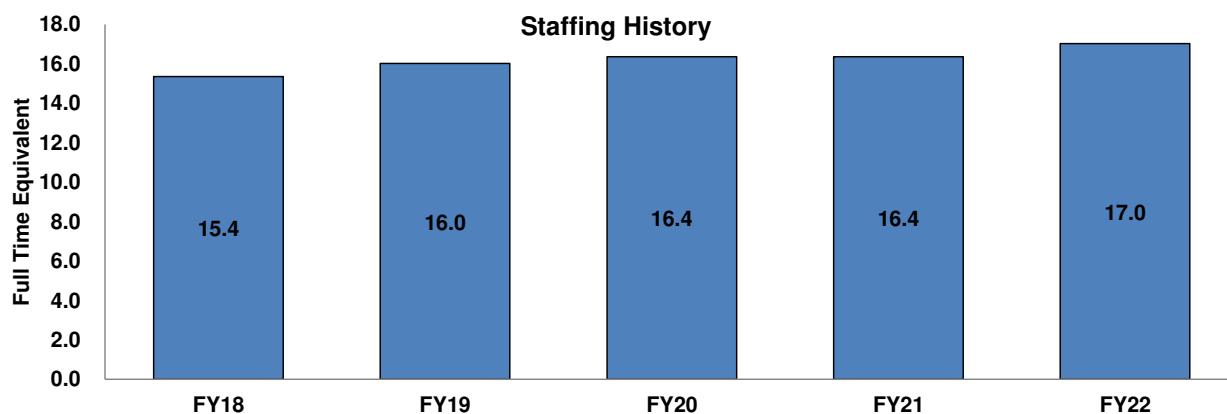
**Departments:** Fiscal & Administrative Services and Public Works - Utilities 30.04/25.60  
**Division \ Program:** Billing & Meters Summary Fund: Enterprise  
**Program Administrator:** Jenifer Ellin, Director of Fiscal & Administrative Services  
 Bill Shreve, Director of Public Works

Expenditure Category	FY2020 Actual	FY2021 Adopted	FY2022 Requested	FY2022 Proposed	\$ Change FY2021	% Chg.
Personal Services	\$849,740	\$909,300	\$923,900	\$943,500	\$14,600	1.6%
Fringe Benefits	284,828	299,100	293,000	294,600	(6,100)	-2.0%
Operating Costs	290,416	342,600	342,200	645,800	(400)	-0.1%
Operating Contingency	0	62,600	25,700	25,700	(36,900)	-58.9%
Debt Service	257,249	248,800	255,000	255,000	6,200	2.5%
Capital Outlay	36,740	0	0	0	0	-100%
<b>Total Baseline</b>	<b>\$1,718,974</b>	<b>\$1,862,400</b>	<b>\$1,839,800</b>	<b>\$2,164,600</b>	<b>(\$22,600)</b>	<b>-1.2%</b>
Request Greater than Baseline	0	0	324,800	0	324,800	NEW
<b>Total Expenditures</b>	<b>\$1,718,974</b>	<b>\$1,862,400</b>	<b>\$2,164,600</b>	<b>\$2,164,600</b>	<b>\$302,200</b>	<b>16.2%</b>
<b>Total Revenues</b>	<b>\$2,018,379</b>	<b>\$1,862,400</b>	<b>\$1,880,200</b>	<b>\$1,880,200</b>	<b>\$17,800</b>	<b>1.0%</b>

### Expenditure Summary



### Staffing History



#### Positions by Program:

	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
Billing	8.3	8.9	9.3	9.3	9.9
Meters	7.1	7.1	7.1	7.1	7.1
<b>Total Full Time Equivalent</b>	<b>15.4</b>	<b>16.0</b>	<b>16.4</b>	<b>16.4</b>	<b>17.0</b>

## Water & Sewer

<b>Department:</b>	Fiscal & Administrative Services	30.04.60
<b>Division \ Program:</b>	Billing	Enterprise
<b>Program Administrator:</b>	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
	<a href="http://www.charlescountymd.gov/fas/wsbilling/water-and-sewer-billing">www.charlescountymd.gov/fas/wsbilling/water-and-sewer-billing</a>	8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2020 Actual	FY2021 Adopted	FY2022 Requested	FY2022 Proposed	\$ Change FY2021	% Chg.
Personal Services	\$459,998	\$494,500	\$506,900	\$526,500	\$32,000	6.5%
Fringe Benefits	126,153	150,000	152,700	154,300	4,300	2.9%
Operating Costs	193,076	213,700	213,300	516,900	303,200	141.9%
Operating Contingency	0	41,300	14,500	14,500	(26,800)	-64.9%
Debt Service	7,447	8,000	8,000	8,000	0	0.0%
<b>Total Baseline</b>	<b>\$786,674</b>	<b>\$907,500</b>	<b>\$895,400</b>	<b>\$1,220,200</b>	<b>\$312,700</b>	<b>34.5%</b>
Request Greater than Baseline			324,800		0	N/A
<b>Total Expenditures</b>	<b>\$786,674</b>	<b>\$907,500</b>	<b>\$1,220,200</b>	<b>\$1,220,200</b>	<b>\$312,700</b>	<b>34.5%</b>
<b>Total Revenues</b>	<b>\$867,903</b>	<b>\$907,500</b>	<b>\$1,059,900</b>	<b>\$1,220,200</b>	<b>\$312,700</b>	<b>34.5%</b>

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

- **Personal Services and Fringe Benefits** includes full year impact of the classification and compensation study that was approved in FY2021. Included are funds for a new FY22 Part Time Utility Billing Specialist which will help maintain adequate customer service.
- The **Operating Costs** budget decrease is based on the following:
  - Included are costs for FY22 new Operating requests of a new printer, and funds to support absorbing credit card fees associated with customers paying their bill on-line. Currently the credit card fee is passed on to the customer.
  - Included are costs for various items for the FY2022 new Part Time position.
  - Indirect Cost account increased by \$3,900 based on Personal Services growth.
  - Computer Allocation decreased by (\$2,000) due to one time FY2021 expenses to purchase replacement headsets.
  - Printing was reduced by (\$2,300) based on prior year actuals.
- **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:	FY18 FTE	FY19 FTE	FY20 FTE	FY21 FTE	FY22 FTE
Title					
Chief of Accounting	0.3	0.3	0.3	0.3	0.3
Water/Sewer Billing Manager	1.0	1.0	1.0	1.0	1.0
Assistant Water/Sewer Billing Manager	1.0	1.0	1.0	1.0	1.0
Utilities Billing Specialist	6.0	6.0	7.0	7.0	7.0
Part Time	0.0	0.7	0.0	0.0	0.7
<b>Total Full Time Equivalent</b>	<b>8.3</b>	<b>8.9</b>	<b>9.3</b>	<b>9.3</b>	<b>9.9</b>

## Water & Sewer

<b>Departments:</b>	Public Works - Utilities					30.25.60
<b>Division \ Program:</b>	Meters				Fund:	Enterprise
<b>Program Administrator:</b>	Bill Shreve, Director of Public Works					
Expenditure Category	FY2020 Actual	FY2021 Adopted	FY2022 Requested	FY2022 Proposed	\$ Change FY2021	% Chg.
Personal Services	\$389,742	\$414,800	\$417,000	\$417,000	\$2,200	0.5%
Fringe Benefits	158,675	149,100	140,300	140,300	(8,800)	-5.9%
Operating Costs	97,340	128,900	128,900	128,900	0	0.0%
Operating Contingency	0	21,300	11,200	11,200	(10,100)	-47.4%
Debt Service	249,802	240,800	247,000	247,000	6,200	2.6%
Capital Outlay	36,740	0	0	0	0	N/A
<b>Total Expenditures</b>	<b>\$932,299</b>	<b>\$954,900</b>	<b>\$944,400</b>	<b>\$944,400</b>	<b>(\$10,500)</b>	<b>-1.1%</b>
<b>Total Revenues</b>	<b>\$1,150,476</b>	<b>\$954,900</b>	<b>\$820,300</b>	<b>\$944,400</b>	<b>(\$134,600)</b>	<b>-14.1%</b>

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

- **Personal Services** and **Fringe Benefits** reflect the full year impact of the classification and compensation study that was approved in FY2021.
- The **Operating Costs** budget remains the same from FY2021 Adopted to FY2022 Requested.
- **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.

### **Description:**

The Meter Division is responsible for installing, repairing, replacing, and reading meters for water and sewer billing purposes. Meter readings are transferred from hand-held units to a data base that is used by the Billing Division to invoice customers quarterly based on consumption. Prompt, accurate readings and great customer service are top priorities for the Division.

### **Positions:**

Title	FY18 FTE	FY19 FTE	FY20 FTE	FY21 FTE	FY22 FTE
Deputy Director of DPW UT	0.1	0.1	0.1	0.1	0.1
Meter Superintendent	1.0	1.0	1.0	1.0	1.0
Meter Technicians	6.0	6.0	6.0	6.0	6.0
<b>Total Full Time Equivalent</b>	<b>7.1</b>	<b>7.1</b>	<b>7.1</b>	<b>7.1</b>	<b>7.1</b>