

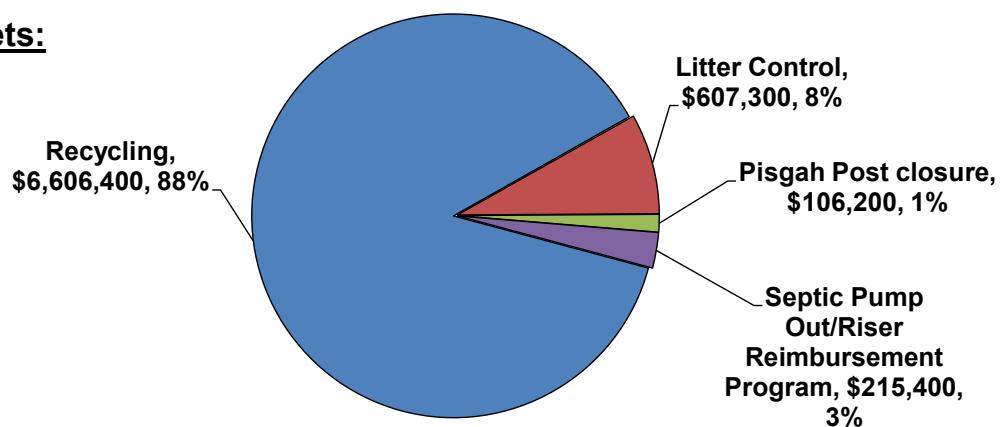
FISCAL YEAR 2022

Environmental Service Fund

Total Budget: \$7,585,300

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 FY2022 proposed budget includes funding for 30.8 full-time equivalent employees.

Program Budgets:



	FY2021	FY2022	FY2022	Variance	% Change
	Adopted	Requested	Proposed		
Revenues	\$6,837,500	\$6,835,400	\$6,835,400	(\$2,100)	0.0%
Expenditures	6,837,500	7,161,600	7,210,300	324,100	4.7%
Baseline Surplus/Deficit	\$0	(\$326,200)	(\$374,900)	(\$326,200)	
New Requests		(48,700)	0	(48,700)	
Total Surplus / Deficit	\$0	(\$374,900)	(\$374,900)	(\$374,900)	
Equipment Tech. Reserve	\$630,000	375,000	375,000	(255,000)	
Capital Outlay (funded by reserves)	(630,000)	(375,000)	(375,000)	255,000	
Surplus/(Deficit)	\$0	(\$374,900)	(\$374,900)	(\$374,900)	

\$1.00 increase to the Environmental Service Fee adjusts revenues by \$58,000

<u>Baseline Changes:</u>	Request	Fee Impact
Increase in Operating Revenues	\$37,900	\$0.65
Debt Service Retirement of capital outlay items that was financed by debt.	\$40,100	\$0.69
Curbside Collection/Material Recycling Fee (MRF) Contract Changes Based on a 1,000 increase in house count and the MRF costs being included in the curbside collection contract.	(\$160,000)	(\$2.76)
Increase for Septic Pump Out Program Due to popularity of program and allocating staff time.	(\$62,800)	(\$1.08)
Increase in Salary and Fringe Includes full year impact of the classification and compensation study as well as the full year impact of FY2021 New Positions.	(\$54,200)	(\$0.93)
Capital Project Management Establishing funding to support the new Department.	(\$50,000)	(\$0.86)
Contract Services - Litter Control Program Increased based on the recent modification of contract.	(\$42,000)	(\$0.72)
Recycling Carts Increase in funding towards purchase of 95 gallon recycling carts for expanding services and resident requests.	(\$15,000)	(\$0.26)
Increase in Agency Funding Fund's contribution towards Other Post Employment Benefits (OPEB)	(\$8,400)	(\$0.14)
Minor adjustment in other expenditures costs.	(\$11,800)	(\$0.20)
Baseline Deficit	(\$326,200)	\$5.00

<u>New Requests</u>	Request	Fee Impact
Climate Resilience ans Sustainability Officer FTE = 0.50 <i>With the advent of the new CPM Department and the Charles County Resilience Authority, coordination on all planning matters concerning climate change will be paramount. This position will provide oversight on all of planning's resiliency projects by providing project management and coordination between divisions, departments and outside agencies. They will serve as PGM's point of contact with the Authority, develop a sustainability plan and create and provide public education on this topic. The other 0.50 FTE is being requested in the Watershed Protection & Restoration Fund.</i>	Sept. Hire (\$42,600)	\$0.73
Workers Comp Specilaist <i>ESF Fund support of a new position being requested in the General Fund.</i>	(\$3,800)	\$0.07
Accounts Payable Manager <i>ESF Fund support of a new position being requested in the General Fund.</i>	(\$2,300)	\$0.04
New Requests FTE increase = 0.50	(\$48,700)	\$1.00
Total Deficit	(\$374,900)	\$6.00

Septic Pump-out & Riser Reimbursement Program

Program began in FY2015 to encourage proper septic maintenance practices to improve water quality.

	FY2015- FY2018	FY2019- FY2021	FY2022 Proposed
Pump-out (outside Critical Area)	50% of cost, max. of \$187.50	50% of cost, max. of \$187.50	Flat \$100
Pump-out (inside Critical Area)	75% of cost, max. of \$187.50	75% of cost, max. of \$187.50	Flat \$100
Riser	None	Flat \$100	Flat \$100

The proposed flat rate reduces staff time for processing each applications and helps manage the increased volume.

Septic Pump-out & Riser Reimbursement Applications*

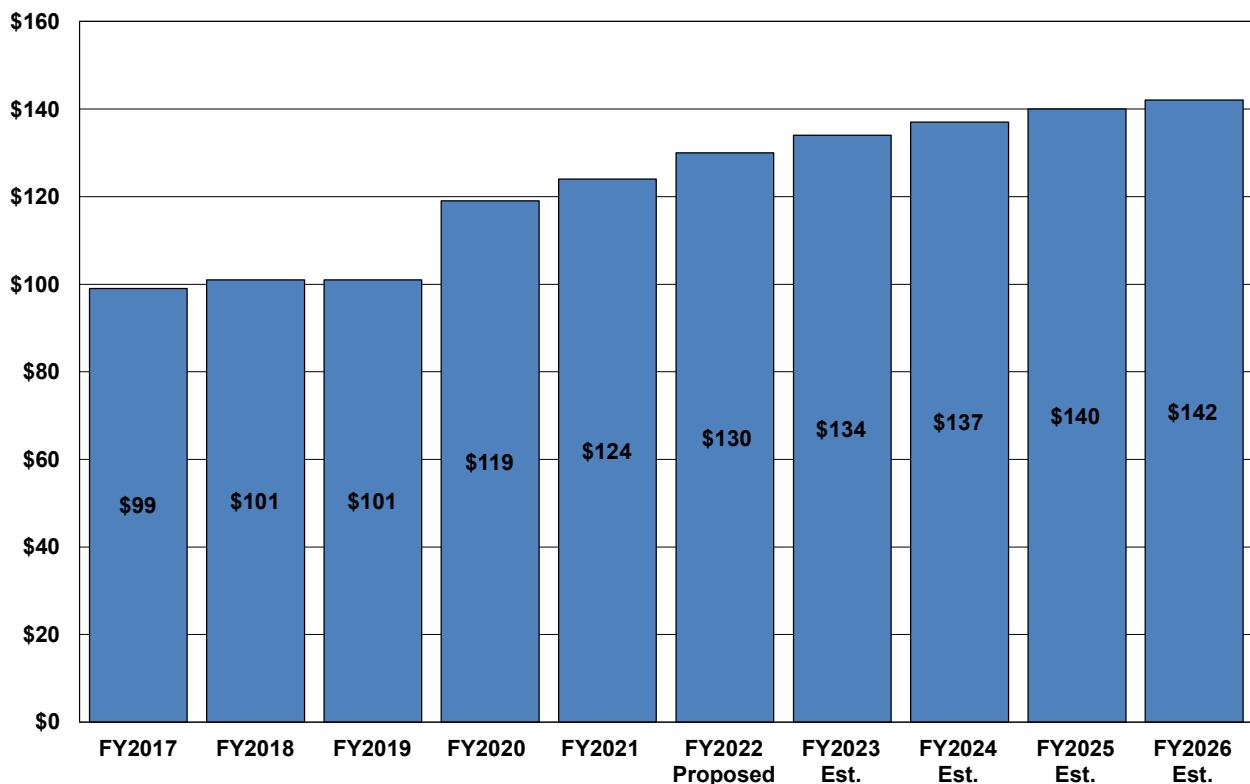
	FY2017	FY2018	FY2019	FY2020	FY2021 Est.
Pump-outs Reimbursements	606	760	874	918	1,292
Risers Reimbursements			39	93	258

**Reimbursements may be applied for every three years.*

In FY2021, requests increased by 36% and the average charge for a septic tank pump-out has increased approximately 39%. The number of participants has doubled since FY2017.

The septic risers reimbursement program began in FY2019 and requests for reimbursement of septic risers increased by approximately 80%.

Environmental Service Fee (ESF) History



ESF Change:

FY2021 Rate per improved property account	\$124
Change needed to balance the FY2022 budget	\$6

<u>FY2022 Proposed Rate</u>	<u>\$130</u>
---	------------------------------

The ESF fee charged to the Towns of Indian Head and La Plata is currently \$19 per improved property account. To cover the increase in litter control contractual services, the proposed budget increases the fee to \$20 per improved property account to balance the FY2022 budget.

NOTE: At FY2021 Adoption, FAS was forecasting a \$3 rate increase would be needed for FY2022.

ENVIRONMENTAL SERVICE FUND

	<u>FY2021 Adopted</u>	<u>FY2022 Requested</u>	<u>FY2022 Proposed</u>	<u>Variance to FY21 Adopted</u>	<u>% Change to FY21 Adopted</u>
--	---------------------------	-----------------------------	----------------------------	-------------------------------------	-------------------------------------

PROGRAM BUDGETS

RECYCLING/LITTER CONTROL:

Revenue

Environmental Service Fee	\$6,495,500	\$6,553,400	\$6,553,400	\$57,900	0.9%
Sale from Recyclable Materials	120,000	100,000	100,000	(20,000)	-16.7%
Compost Tipping Fee	38,000	38,000	38,000	0	0.0%
Tire Disposal	22,000	22,000	22,000	0	0.0%
Miscellaneous	12,000	12,000	12,000	0	0.0%
Total Operating Revenues	\$6,687,500	\$6,725,400	\$6,725,400	\$37,900	0.6%
Fund Balance: Equipment Reserve	630,000	375,000	375,000	(255,000)	-40.5%
Fund Balance: Undesignated	40,000	0	0	(40,000)	-100.0%
Total Revenues	\$7,357,500	\$7,100,400	\$7,100,400	(\$257,100)	-3.5%

Expenditures

Salary & Fringe	\$1,556,900	\$1,633,400	\$1,633,400	\$76,500	4.9%
Operating	4,674,300	4,928,200	4,934,300	260,000	5.6%
Operating Contingency	68,200	64,200	64,200	(4,000)	-5.9%
Debt Service	167,100	127,000	127,000	(40,100)	-24.0%
Capital	770,000	490,000	490,000	(280,000)	-36.4%
Equipment Reserve	121,000	121,000	121,000	0	0.0%
Total Baseline Request	\$7,357,500	\$7,363,800	\$7,369,900	\$12,400	0.2%
New Requests	0	6,100	0	0	N/A
Total Expenditures	\$7,357,500	\$7,369,900	\$7,369,900	\$12,400	0.2%

Surplus / (Deficit)	\$0	(\$269,500)	(\$269,500)	(\$269,500)
----------------------------	------------	--------------------	--------------------	--------------------

VARIOUS ENVIRONMENTAL PROGRAMS:

Revenue

Environmental Service Fee	\$110,000	\$110,000	\$110,000	\$0	0.0%
Total Revenues	\$110,000	\$110,000	\$110,000	\$0	0.0%

Expenditures

Salary & Fringe	\$0	\$22,300	\$57,100	\$57,100	NEW
Operating	110,000	150,000	157,800	47,800	43.5%
Operating Contingency	0	500	500	500	NEW
Total Expenditures	\$110,000	\$172,800	\$215,400	\$105,400	95.8%
New Requests		42,600		\$0	N/A
Total Request	\$110,000	\$215,400	\$215,400	\$105,400	

Surplus / (Deficit)	\$0	(\$105,400)	(\$105,400)	(\$105,400)
----------------------------	------------	--------------------	--------------------	--------------------

Use of Fund Balance for FY 2022 - Equipment Reserve:

Wheel Loader	300,000
Stake Body Truck	75,000
Equipment Reserve Fund Balance	\$375,000

Total Fund Balance	<u>\$375,000</u>
---------------------------	-------------------------

ENVIRONMENTAL SERVICE FUND FIVE-YEAR PLAN

	FY 2021 Adopted	FY 2022 Proposed	FY 2023 Estimated	FY 2024 Estimated	FY 2025 Estimated	FY 2026 Estimated
Revenues						
Operating Revenues	\$6,797,500	\$6,835,400	\$6,906,300	\$6,978,000	\$7,057,400	\$7,141,900
Fund Balance Reserves	670,000	375,000	404,100	16,400	632,300	820,100
Total Revenues	\$7,467,500	\$7,210,400	\$7,310,400	\$6,994,400	\$7,689,700	\$7,962,000
Expenses:						
Operating Expenses	6,530,400	6,968,300	7,201,900	7,457,600	7,734,500	8,018,500
Capital Outlay	770,000	490,000	521,400	136,000	754,300	944,500
Debt Service	167,100	127,000	155,100	145,700	139,900	107,000
Total Expenses	\$7,467,500	\$7,585,300	\$7,878,400	\$7,739,300	\$8,628,700	\$9,070,000
Surplus\Deficit:	\$0	(\$374,900)	(\$568,000)	(\$744,900)	(\$939,000)	(\$1,108,000)
 Estimated Tipping Fee						
<i>Increase over FY2021 Adoption</i>	\$124	\$130	\$134	\$137	\$140	\$142
<i>% rate change</i>	\$6	\$10	\$13	\$16	\$18	
	5.2%	2.5%	2.2%	2.3%	1.9%	

PROPOSED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2022

(\$ in thousands)

ENVIRONMENTAL SERVICE FUND SUMMARY

EXPENSE BUDGET	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	5-Year Total '22-'26	Approp. thru FY21	Beyond FY 2026	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$74	\$0	\$74
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	526	0	0	0	0	526	0	0	526
Equipment	0	0	0	0	0	0	0	0	0
Administration	40	0	0	0	0	40	9	0	49
Administration - FAS	5	0	0	0	0	5	6	0	11
Inspection	26	0	0	0	0	26	0	0	26
Miscellaneous	5	0	0	0	0	5	1	0	6
Contingency	57	0	0	0	0	57	2	0	59
Total Outlay	\$659	\$0	\$0	\$0	\$0	\$659	\$92	\$0	\$751

FINANCING SOURCES	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Approp. thru FY21	Beyond FY 2026	Project Total	
Bonds	\$659	\$0	\$0	\$0	\$0	\$659	\$92	\$0	\$751
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	\$659	\$0	\$0	\$0	\$0	\$659	\$92	\$0	\$751
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	\$659	\$0	\$0	\$0	\$0	\$659	\$92	\$0	\$751

Operating Budget Impact	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Approp. thru FY21	Beyond FY 2026
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	8.0	64.7	64.7	64.7	64.7	8.0	64.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$8.0	\$64.7	\$64.7	\$64.7	\$64.7	\$8.0	\$64.7

PROPOSED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2022

(\$ in thousands)

PROJECT NAME: County Mulching Facility Relocation	Requested By: DPW Project #: 8121
<p>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.</p>	
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>	

VARIANCE TO APPROVED PER FY21-FY25 CAPITAL IMPROVEMENT PROGRAM:

	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Approved FY21-FY25 CIP	\$632	\$0	\$0	\$0	\$632
Increase/(Decrease)	\$5	\$0	\$0	\$0	\$5
% change	0.8%	n/a	n/a	n/a	0.8%

EXPENSE BUDGET	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	5-Year Total '22-'26			
						Approp. thru FY21	Beyond FY 2026	Project Total	
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$74	\$0	\$74
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	509	0	0	0	0	509	0	0	509
Equipment	0	0	0	0	0	0	0	0	0
Administration	38	0	0	0	0	38	9	0	47
Administration - FAS	5	0	0	0	0	5	6	0	11
Inspection	25	0	0	0	0	25	0	0	25
Miscellaneous	5	0	0	0	0	5	1	0	6
Contingency	55	0	0	0	0	55	2	0	57
Total Outlay	\$637	\$0	\$0	\$0	\$0	\$637	\$92	\$0	\$729

FINANCING SOURCES	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Approp. thru FY21	Beyond FY 2026	Project Total	
Bonds	\$637	\$0	\$0	\$0	\$0	\$637	\$92	\$0	\$729
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	\$637	\$0	\$0	\$0	\$0	\$637	\$92	\$0	\$729
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	\$637	\$0	\$0	\$0	\$0	\$637	\$92	\$0	\$729

Operating Budget Impact	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Approp. thru FY21	Beyond FY 2026
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	8.0	64.7	64.7	64.7	64.7	8.0	64.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$8.0	\$64.7	\$64.7	\$64.7	\$64.7	\$8.0	\$64.7

LOCATION:	COMMISSIONER DISTRICT:
TBD	4

Environmental Services

Department: Public Works - Facilities 35.05
Division \ Program: Recycling & Litter Control Fund: Enterprise
Program Administrator: Frances Sherman, Chief of Environmental Resources
<https://www.charlescountymd.gov/services/environmental-resources/recycling-centers-drop-off-facilities>
<https://www.charlescountymd.gov/services/environmental-resources/litter-control>

Expenditure Category	FY2020 Actual	FY2021 Adopted	FY2022 Requested	FY2022 Proposed	\$ Change from FY2021	% Chg.
Personal Services	\$1,024,468	\$1,216,400	\$1,264,000	\$1,264,000	\$47,600	3.9%
Fringe Benefits	300,360	340,500	369,400	369,400	28,900	8.5%
Operating Costs	4,417,493	4,655,300	4,850,800	4,856,900	201,600	4.3%
Debt Service	202,544	167,100	127,000	127,000	(40,100)	-24.0%
Operating Contingency	0	68,200	64,200	64,200	(4,000)	-5.9%
Capital Outlay	595,578	770,000	490,000	490,000	(280,000)	-36.4%
Agency Funding	16,900	19,000	27,400	27,400	8,400	44.2%
Equipment Reserve	121,000	121,000	121,000	121,000	0	0.0%
Total Baseline	\$6,678,343	\$7,357,500	\$7,313,800	\$7,319,900	(\$37,600)	-0.5%
New Requests (see attached)			6,100		0	N/A
Total Expenditures	\$6,678,343	\$7,357,500	\$7,319,900	\$7,319,900	(\$37,600)	-0.5%

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, as well as the full year impact of FY2021 New Positions.
- **Operating Costs** increase is due to the following:
 - Increase of \$760,000 to Curbside Collection to cover the current house count increase of 1,000 homes, and the MRF costs related to curbside recycling.
 - Contract Services increased by \$42,000 to accommodate recent contract modification of \$30/mile which allows each contractor road to be serviced twice a month.
 - Community Promotions increased by \$5,000 in order to restore the budget that was transferred to accommodate expenses in other accounts.
 - Indirect Cost account increased by \$3,600 to support service for iPads. Also included is funds to support FY22 New Positions to include an Accounts Payable Manager and a Workers Compensation Specialist.
 - Uniforms increased by \$2,000 to accommodate uniform needs for part time staff.
 - Office Supplies increased by \$100 based on actuals.
 - Insurance decreased by (\$300) based on current year expenses.
 - Dues & Subscriptions decreased by (\$600) due to additional funds requested in FY20 for SWANA and Maryland Recycling Network Memberships that were never expensed.
 - Vehicle Repairs & Maint. decreased by (\$800) based on prior year actuals.
 - Computer Allocation decreased by (\$2,000) due to one time FY2021 expenses.
 - Electricity decreased by (\$2,000) based on actuals.
 - Vehicle Fuel decreased by (\$11,500) based on current trends.
 - Decrease of (\$600,000) to MRF Costs due to funds for curbside recycling being transferred to Curbside Collection contractor.
- **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 for potential salary increases. Also included are funds to support the upgrade of two Solid Waste Workers to two Equipment Operator II.
- The FY2022 **Capital Outlay** budget is for the replacement of a Stake Body Truck \$75,000, and a Volvo L120H Wheel Loader S36 \$300,000. The decrease is based on one time funding for FY2021 equipment purchases. Includes \$115,000 funding to purchase additional recycling carts.
- **Agency Funding** includes the fund's share of Other Post Employment Benefits (OPEB).
- The **Equipment Reserve** budget is to replace future equipment.
- **New Requests** see attached.

Environmental Services

Department:	Public Works - Facilities	35.05
Division \ Program:	Recycling & Litter Control	Fund:
Program Administrator:	Frances Sherman, Chief of Environmental Resources	Enterprise
https://www.charlescountymd.gov/services/environmental-resources/recycling-centers-drop-off-facilities		
https://www.charlescountymd.gov/services/environmental-resources/litter-control		

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 FY2021 approximately 48,700 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.

Positions:	FY18	FY19	FY20	FY21	FY22
Title	FTE	FTE	FTE	FTE	FTE
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	0.2	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	1.0	1.0	1.0	1.0	1.0
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	1.0	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	0.0	0.0	0.0
Landfill Solid Waster Worker Team Leader	1.0	1.0	1.0	1.0	1.0
Recycling Specialist	0.0	0.0	0.0	1.0	1.5
Recycling Site Attendant	3.0	3.0	3.0	3.0	2.5
Part Time Positions	14.9	14.9	14.9	14.0	14.0
Total Full Time Equivalent	28.9	28.9	28.9	30.0	30.0

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	
https://www.charlescountymd.gov/government/planning-and-growth-management/septic-system-reimbursement-programs		

Expenditure Category	FY2020 Actual	FY2021 Adopted	FY2022 Requested	FY2022 Proposed	\$ Change from FY2021	% Chg.
Personal Services	\$0	\$0	\$14,500	\$39,800	\$39,800	NEW
Fringe Benefits	0	0	7,800	17,300	17,300	NEW
Operating Costs	123,289	110,000	150,000	157,800	47,800	43.5%
Operating Contingency	0	0	500	500	500	NEW
Total Baseline	\$123,289	\$110,000	\$172,800	\$215,400	\$105,400	95.8%
New Requests (see attached)		0	42,600		0	N/A
Total Expenditures	\$123,289	\$110,000	\$215,400	\$215,400	\$105,400	95.8%

Changes and Useful Information:

- **Salary and Fringe** increase is due to the reallocation of a Planner II from the General Fund to the ESF fund. Included is funding to support one new FY22 position which is partially funded by the Watershed Protection and Restoration Fund. The Climate Resilience and Sustainability Officer will provide coordination on all planning matters concerning climate change.
- The increase in **Operating Cost** is for the County's Septic Pump-Out & Septic Riser Program due to increased costs and participation. The current budget cannot support the existing program. In FY21, requests have increased 33% and the average charge for a septic tank pump-out has increased approximately 31%. Requests for reimbursement of septic risers increased by approximately 80%. The current program reimburses septic system owners 50% toward the cost of septic tank pump-outs and 75% for septic tanks located within Critical Area, once every three years. Septic system owners may also apply for reimbursement toward the cost of installing a septic riser, a maximum of \$100 every three years. Starting in FY22, PGM recommends a flat reimbursement rate of \$100 per pump-out application due to the overwhelming increase in the number of applications.
- Included is funding for various items for the FY22 New Position.
- **Operating Contingency** is for potential salary increases.
- **New Requests** see attached.

Positions:	FY18	FY19	FY20	FY21	FY22
Title	FTE	FTE	FTE	FTE	FTE
Planner II	0.0	0.0	0.0	0.0	0.3
Climate Resilience and Sustainability Officer	0.0	0.0	0.0	0.0	0.5
Total Full Time Equivalent	0.0	0.0	0.0	0.0	0.8

Department:	Capital Project Management	35.xx
Division \ Program:	Capital Project Management	Fund: Enterprise
Program Administrator:	TBD	

Expenditure Category	FY2020 Actual	FY2021 Adopted	FY2022 Requested	FY2022 Proposed	\$ Change from FY2021	% Chg.
Operating Costs	\$0	\$0	\$50,000	\$50,000	\$50,000	NEW
Total Expenditures	\$0	\$0	\$50,000	\$50,000	\$50,000	NEW