

ENTERPRISE FUNDS

Enterprise funds are established for operations that have a defined customer base and are primarily funded by a service fee associated directly with the operation. These operations are accounted for in a manner similar to the private sector, where budgets are used as a management tool and are subject to the amount of activity. For example, an increase in solid waste tons at the public landfill would increase both revenues and expenditures and necessitate a budget amendment increasing the revenue and expenditure budgets.

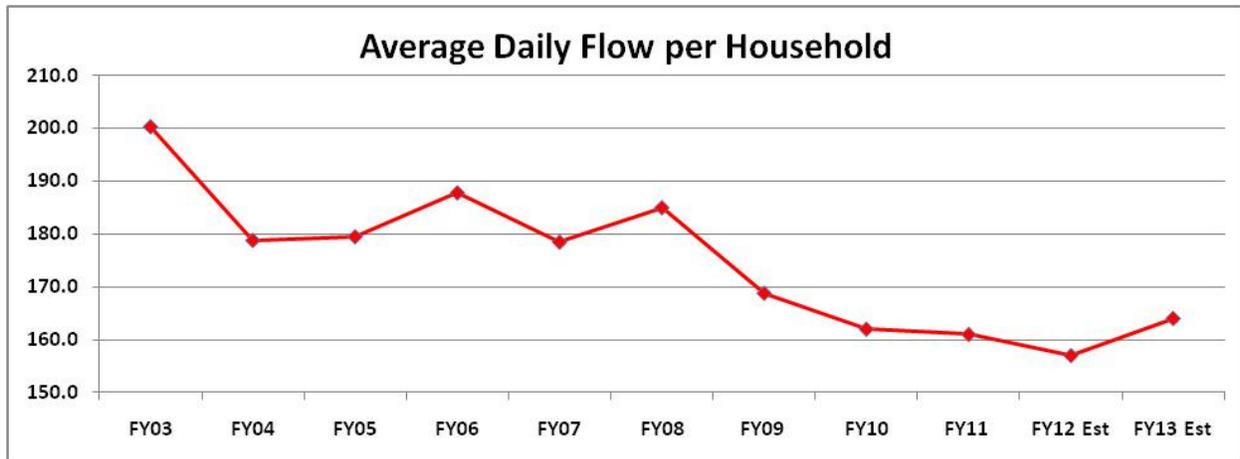
Enterprise Fund Revenues

Operating revenue budgets within these funds are estimated based on the expected level of activity unique to each operation and at a level so as to maintain a self-supporting status. These funds operate on a “break-even” basis, therefore, user fee rates are adjusted so that enough revenue is generated to pay for the system. For example, user fees & charges adopted within the Water and Sewer Fund recover the cost of supplying water to the customers, treatment of the sewer, meter reading, accounts receivable, debt service, and administrative costs of operating the system. Unlike a business enterprise, the County does not include a profit margin within its fees.

Trends and Assumptions for Revenue Estimates

Water & Sewer

The County manages many public water and sewer systems, the largest of which is the Mattawoman Wastewater Treatment Plant (MWWTP). The original concept of the plant envisioned an ultimate capacity through expansions of 50 million gallons per day. The Maryland Department of the Environment has rated the MWWTP for 20 million gallons per day. The average flow being treated is approximately 12 million gallons per day. Revenues that support these systems include user fees, connection fees, and front foot fees. The largest revenue source, user fees, is estimated based on an average flow per customer multiplied by the estimated number of customers. The number of customers is estimated based on our estimated population growth rate. The average-flow method was selected to moderate the estimates for unusual weather patterns. For example, during dry seasons customer water demand usually increases as customers water lawns and wash cars more frequently. Wet seasons produce the opposite effect.



Based on a consultant recommendation in FY11, the County implemented a tiered rate structure for Single Family Residential Units to assist in promoting water conservation. For FY13, water user fees will increase by 6% for single family customers and 4.9% for multi-family/commercial customers. Both groups will see a 4.1% increase for sewer user fees in FY13.

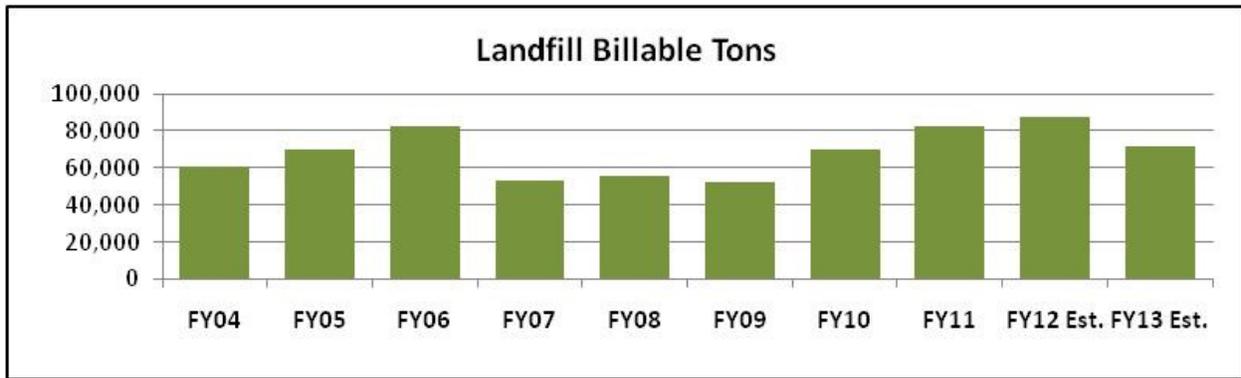
The total FY13 budget is 1.8% greater than the FY12 budget. Due to a decrease in water consumption, the estimated average gallons per day was decreased from 174 gallons to 164 gallons. On the expenditure side, operating costs were adjusted to cover the cost of new energy efficient retrofit fixtures, a bio-solids feasibility study, and an increase in debt service costs due to related capital projects. Based on an average daily consumption of 164 gallons, a consumer could expect to pay approximately \$140 per quarter. The County remains in the lower half of surrounding jurisdictions in rate comparisons.

ENTERPRISE FUNDS

Solid Waste (Landfill)

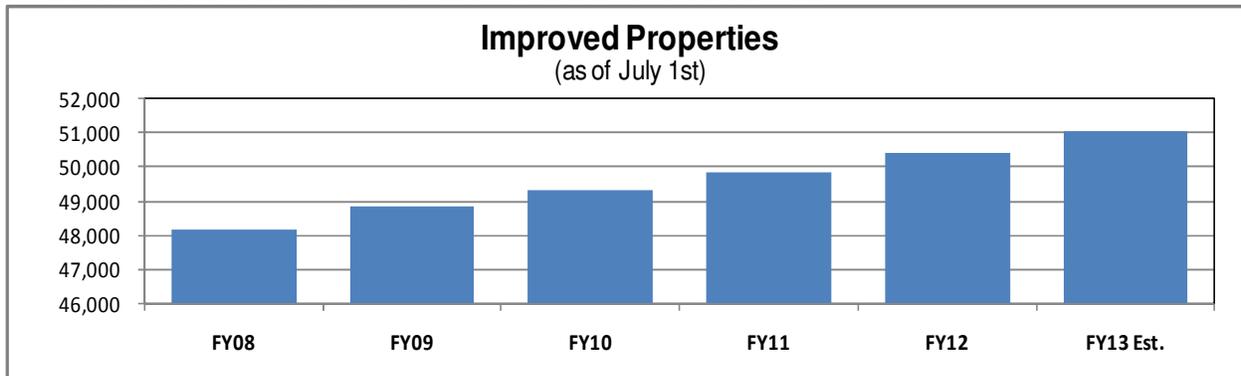
An enterprise fund was established for landfill operations in the early 1990's. A tipping fee per ton for commercial and residential refuse was increased from \$65 to \$75 per ton in FY07. For FY08, the fee was reduced to \$70 and will remain at this rate for FY13. This fee is the primary revenue source for the Landfill operation comprising over 99% of the revenues for this operation. Both a fiscal and operational impact resulted from the free trade legislation approved by the Federal Government many years ago which removed restrictions on landfills and opened the waste removal business to interstate transactions. Consequently, what once was a predictable estimate for tons of waste is now a closely monitored monthly process. Revenues are estimated based on the latest trend in the waste management industry. Severe weather such as snow or ice storms (that can create hazardous driving conditions) tends to increase tonnage at the landfill due to its local access.

Although the revenues are difficult to predict, the fund remains in a financially stable position due to the County's long range planning and a decision to establish capital budget reserves for pay-as-you-go financing for future landfill expansion. That single decision allows us to react to waste volume instead of depending on it to pay for debt. In recent years, the economic recession curtailed consumer spending which decreased tonnage. Charles County entered into an agreement with a local jurisdiction to accept their refuse which has increased our tonnage from FY10 to FY12. FY13 tons are estimated based on the FY12 year end estimate and taking into account the end of this agreement in the first quarter of the fiscal year. The landfill is located on a 16 acre site and is estimated to be 42% filled at the end of FY12. A history of billable tons is depicted in the following graph:



Environmental Service Fund (ESF)

Recycling and environmental programs are paid with revenues generated primarily by a \$75 environmental service fee for each improved property within the County. The environmental service fee accounts for 93% of revenues generated in this fund. The fee is established annually based on the estimated cost of various programs divided by the number of dwelling units. Information from the tax billing system supported by information from the Maryland Department of Assessments and Taxation provides the County with a reliable count of dwelling units. A growth rate is added to established information for a total revenue estimate.



The towns of Indian Head and La Plata have their own recycling program and pay a reduced ESF fee. The rate is currently \$29 which covers Hazardous Material disposal, stormwater management, litter control, & other programs. Revenue is also generated from the sale of recyclable material, which is subject to marketplace pricing.

ENTERPRISE FUNDS

Inspection & Review

The County manages building inspections and developer plan reviews through the use of an enterprise fund. The recession in the early 1990's depressed the construction industry and left the County with high overhead costs. To allow for greater flexibility regarding the expansion and contraction of the building & renovation activities within the County this operation was privatized and is managed partly with outside contractors. Operating revenues for this fund are generated primarily by service charges for various inspections and reviews. Inspections are performed for roads, buildings, grading, water & sewer, storm drain & storm water, and sediment & erosion control. Reviews include plan reviews, architectural reviews, and reviews of Developer Rights and Responsibility (DRRA) applications. Estimates are provided by the Department of Planning & Growth Management based on their measurement of plan review and building development. Revenue estimates are assumed based on current trends, including permit and population estimates, leading economic indicators, market values, and personal income. Fees are adjusted to cover the cost of providing these services.

Recreation

This fund is used to manage the recreational and leisure time activities for County residents including: recreational classes and special events, indoor sports leagues for youth and adult, drop-in programs, special population programs and supports the Special Olympics, summer aquatics and swim lessons, summer sports camps, trips and tours, and amusement park discount ticket sales. Additionally, the Recreation fund accounts for the operation of the Elite Gymnastics & Recreation Center, a state-of-the-art facility and the 18-hole White Plains Golf Course. Funding for the Golf Course is generated primarily by golf course green fees and golf cart rentals. The County also owns the Capital Clubhouse Recreation Center, a year-round recreation and sports complex which is run by a third party contract and is not part of the County's budget. Revenues are estimated based on historical activity and changes in program offerings. Operations excluding the Capital Clubhouse were down 3.1% compared to FY12.

Vending Machine Fund

Commercial vending machines, placed throughout County owned facilities, provide a modest revenue stream. A sales commission earned is used to fund various County-sponsored functions for employees. Revenues are estimated from historical data.

Tourism & Concert

In Calendar Year 2013, the Charles County Government Office of Tourism will research with the Regency Furniture Stadium the feasibility of creating a sustainable Premier Stadium Concert Series with a minimum of three concerts per year at the Regency Furniture Stadium.

ENTERPRISE FUND OPERATING BUDGETS⁽¹⁾

	FY2011 <u>Actual</u>	FY2012 <u>Budget</u>	FY2013 <u>Proposed</u>	FY2013 <u>Adopted</u>	<u>\$ Change</u> <u>from FY2012</u>	<u>%</u> <u>Chg.</u>
Water & Sewer						
Revenue						
Service Charges	\$21,266,017	\$22,752,700	\$22,184,500	\$23,110,500	\$357,800	1.6%
Local Government	944,566	891,000	860,500	860,500	(30,500)	-3.4%
Fines & Forfeitures	477,076	450,000	490,400	490,400	40,400	9.0%
Rent Revenues	244,840	220,000	285,400	285,400	65,400	29.7%
Licenses & Permits	66,904	67,700	67,700	67,700	0	0.0%
Miscellaneous	49,384	94,100	94,100	94,100	0	0.0%
Operating Revenues	\$23,048,787	\$24,475,500	\$23,982,600	\$24,908,600	\$433,100	1.8%
Transfers from General Fund	5,019	8,100	5,500	5,500	(2,600)	-32.1%
Total	\$23,053,807	\$24,483,600	\$23,988,100	\$24,914,100	\$430,500	1.8%
Expense						
Personal Services	\$6,898,912	\$7,550,700	\$7,588,000	\$7,658,500	\$107,800	1.4%
Fringe Benefits	2,413,473	2,742,400	2,739,300	2,650,500	(91,900)	-3.4%
Operating Costs	9,341,551	10,764,700	11,213,100	11,213,100	448,400	4.2%
Debt Service	3,079,277	3,007,700	3,243,000	3,243,000	235,300	7.8%
Operating Contingency	0	380,100	0	18,300	(361,800)	-95.2%
Capital Outlay	14,985	0	4,400	4,400	4,400	N/A
Capital Projects	43,564	38,000	126,300	126,300	88,300	232.4%
Total	\$21,791,762	\$24,483,600	\$24,914,100	\$24,914,100	\$430,500	1.8%
Variance	\$1,262,045	\$0	(\$926,000)	\$0		

Solid Waste

	FY2011 <u>Actual</u>	FY2012 <u>Budget</u>	FY2013 <u>Proposed</u>	FY2013 <u>Adopted</u>	<u>\$ Change</u> <u>from FY2012</u>	<u>%</u> <u>Chg.</u>
Revenue						
Service Charges	\$5,448,497	\$5,189,400	\$5,234,100	\$5,234,100	\$44,700	0.9%
Licenses & Permits	1,481	3,000	3,000	3,000	0	0.0%
Miscellaneous	7,314	2,400	2,400	2,400	0	0.0%
Operating Revenues	\$5,457,292	\$5,194,800	\$5,239,500	\$5,239,500	\$44,700	0.9%
Fund Balance Appropriation	0	599,800	0	0	(599,800)	N/A
Total	\$5,457,292	\$5,794,600	\$5,239,500	\$5,239,500	(\$555,100)	-9.6%
Expense						
Personal Services	\$1,318,784	\$1,433,400	\$1,433,400	\$1,447,800	\$14,400	1.0%
Fringe Benefits	462,681	530,400	500,800	486,400	(44,000)	-8.3%
Operating Costs	706,200	742,100	835,400	835,400	93,300	12.6%
Debt Service	32,209	30,700	30,700	30,700	0	0.0%
Operating Contingency	0	8,200	8,300	8,300	100	1.2%
Transfer to General Fund	599,800	599,800	0	0	(599,800)	N/A
Capital Budget Reserve	2,226,500	1,800,000	1,854,000	1,854,000	54,000	3.0%
Capital Outlay	0	650,000	25,000	25,000	(625,000)	-96.2%
Equipment Reserve	0	0	551,900	551,900	551,900	N/A
Total	\$5,346,174	\$5,794,600	\$5,239,500	\$5,239,500	(\$555,100)	-9.6%
Variance	\$111,118	\$0	\$0	\$0		

Footnotes:

(1) Information reported is based on a budgetary basis, which in some cases varies from an accounting basis. For rate setting purposes, capital outlay, principal payments on debt services, and sinking fund reserves are listed above. These items are not recorded on the County's Statement of Revenues, Expenses, and changes in Net Assets.

ENTERPRISE FUND OPERATING BUDGETS⁽¹⁾

	FY2011 <u>Actual</u>	FY2012 <u>Budget</u>	FY2013 <u>Proposed</u>	FY2013 <u>Adopted</u>	<u>\$ Change</u> <u>from FY2012</u>	<u>%</u> <u>Chg.</u>
Environmental Services						
Revenue						
Service Charges	\$3,858,445	\$3,769,100	\$3,867,600	\$3,919,100	\$150,000	4.0%
Interest Income	15,480	13,700	13,700	13,700	0	0.0%
Operating Revenues	\$3,873,925	\$3,782,800	\$3,881,300	\$3,932,800	\$150,000	4.0%
Fund Balance Appropriation	0	167,700	442,900	442,900	275,200	164.1%
Total	\$3,873,925	\$3,950,500	\$4,324,200	\$4,375,700	\$425,200	10.8%
Expense						
Personal Services	\$795,038	\$921,500	\$1,024,200	\$1,034,000	\$112,500	12.2%
Fringe Benefits	249,609	274,300	312,100	302,300	28,000	10.2%
Operating Costs	1,917,915	2,046,000	2,475,500	2,475,500	429,500	21.0%
Debt Service	291,991	345,500	407,900	407,900	62,400	18.1%
Operating Contingency	0	122,200	0	0	(122,200)	N/A
Capital Outlay	0	120,000	35,000	35,000	(85,000)	-70.8%
Equipment Reserve	121,000	121,000	121,000	121,000	0	0.0%
Total	\$3,375,554	\$3,950,500	\$4,375,700	\$4,375,700	\$425,200	10.8%
Variance	\$498,371	\$0	(\$51,500)	\$0		

Inspections and Review

Revenue						
Service Charges	\$2,554,054	\$3,045,900	\$2,734,700	\$2,704,700	(\$341,200)	-11.2%
Total	\$2,554,054	\$3,045,900	\$2,734,700	\$2,704,700	(\$341,200)	-11.2%
Expense						
Personal Services	\$1,191,625	\$1,211,700	\$1,046,400	\$1,058,700	(\$153,000)	-12.6%
Fringe Benefits	387,439	415,000	372,000	359,400	(55,600)	-13.4%
Operating Costs	1,328,111	1,337,600	1,272,300	1,242,300	(95,300)	-7.1%
Debt Service	53,391	47,200	44,000	44,000	(3,200)	-6.8%
Operating Contingency	0	34,400	0	300	(34,100)	-99.1%
Depreciation Expense	53,978	0	0	0	0	N/A
Total	\$3,014,544	\$3,045,900	\$2,734,700	\$2,704,700	(\$341,200)	-11.2%
Variance	(\$460,490)	\$0	\$0	\$0		

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ENTERPRISE FUND OPERATING BUDGETS⁽¹⁾

	FY2011 <u>Actual</u>	FY2012 <u>Budget</u>	FY2013 <u>Proposed</u>	FY2013 <u>Adopted</u>	<u>\$ Change</u> <u>from FY2012</u>	<u>%</u> <u>Chg.</u>
Recreation						
Revenue						
Service Charges	\$2,198,047	\$2,382,400	\$2,374,300	\$2,374,300	(\$8,100)	-0.3%
Licenses & Permits	5,000	5,000	5,000	5,000	0	0.0%
Rent Revenue	46,878	75,000	61,000	61,000	(14,000)	-18.7%
Miscellaneous	45,041	53,300	43,800	43,800	(9,500)	-17.8%
State Grants	19,772	19,500	19,500	19,500	0	0.0%
Federal Grants	4,775	5,200	5,200	5,200	0	0.0%
Interest Income	2,776	1,500	2,000	2,000	500	33.3%
Operating Revenues	\$2,322,289	\$2,541,900	\$2,510,800	\$2,510,800	(\$31,100)	-1.2%
Fund Balance Appropriation	0	84,000	34,300	34,300	(49,700)	-59.2%
Total	\$2,322,289	\$2,625,900	\$2,545,100	\$2,545,100	(\$80,800)	-3.1%
Expense						
Personal Services	\$1,159,208	\$1,309,300	\$1,274,300	\$1,280,700	(\$28,600)	-2.2%
Fringe Benefits	231,446	263,700	253,800	249,500	(14,200)	-5.4%
Operating Costs	788,854	820,300	811,800	811,800	(8,500)	-1.0%
Debt Service	193,416	189,600	173,800	173,800	(15,800)	-8.3%
Operating Contingency	0	35,500	23,900	21,800	(13,700)	-38.6%
Equipment Reserve	7,500	7,500	7,500	7,500	0	0.0%
Total	\$2,380,424	\$2,625,900	\$2,545,100	\$2,545,100	(\$80,800)	-3.1%
Variance	(\$58,135)	\$0	\$0	\$0		
Vending Machine						
Service Charges	\$152,373	\$87,000	\$104,000	\$104,000	\$17,000	19.5%
Operating Costs	\$105,366	\$87,000	\$104,000	\$104,000	\$17,000	19.5%
Variance	\$47,007	\$0	\$0	\$0		
Tourism Stadium Concert						
Miscellaneous	\$0	\$0	\$73,200	\$73,200	\$73,200	N/A
Operating Costs	\$0	\$0	\$73,200	\$73,200	\$73,200	N/A
Variance	\$0	\$0	\$0	\$0		
Total Enterprise Funds						
Total Revenues	\$37,413,740	\$39,987,500	\$39,008,800	\$39,956,300	(\$31,200)	-0.1%
Total Expenses	\$36,013,824	\$39,987,500	\$39,986,300	\$39,956,300	(\$31,200)	-0.1%
Variance	\$1,399,916	\$0	(\$977,500)	\$0		

Footnotes:

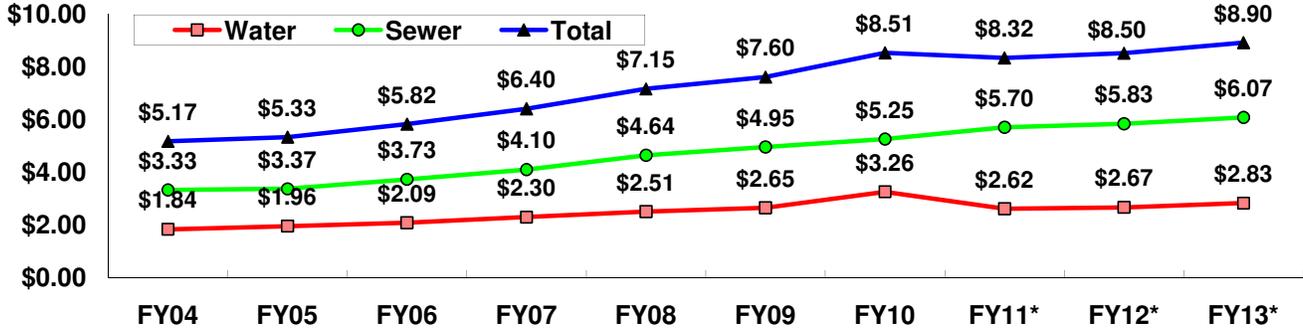
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Water and Sewer Fund

William A. Shreve, Director of Public Works
 Address: 5310 Hawthorne Rd., La Plata, MD 20646
www.charlescountymd.gov/pw/utilities/mattawoman-office-utilities

301-609-7400 301-753-8270
 7:00 a.m.-3:00 p.m. M-F

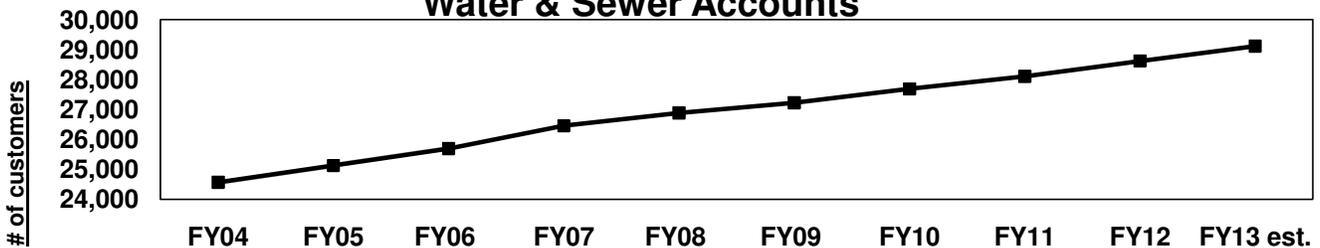
Residential User Fee Rate History



*The user fee rate structure was adjusted for FY 11 to a tiered method. This resulted in a rate decrease for the average residential customer who consumes less than 18,000 gallons per quarter. Customers consuming more than 18,000 gallons per quarter will be charged a higher rate on the excess usage. The tiered method approach will continue in FY2013. **See additional rates below:**

Water User Fee Rate		FY2013 Rates:
Single Family Residential: 0 - 18,000 gallons.....		\$2.83 per 1,000 gallons
Single Family Residential: 18,001 - 24,000 gallons.....		\$5.66 per 1,000 gallons
Single Family Residential: Over 24,000 gallons.....		\$8.49 per 1,000 gallons
Multi-Family/Commercial: based on metered usage.....		\$3.62 per 1,000 gallons
Sewer User Fee Rate		
Single Family Residential: Billing capped at 24,000 gallons.....		\$6.07 per 1,000 gallons
Multi-Family/Commercial: based on metered usage.....		\$6.07 per 1,000 gallons
Customer Account Fee		
Customer Account Charge.....		\$8.88 flat fee
Sewer "Only" Non-Metered Customer Account Charge.....		\$4.00 flat fee
Late Payment Penalty.....		10% of current bill plus
Other Fees		3% of arrear bills
Water Leak Test.....		\$43
Water Meter Test - 5/8" Meters to 8" Meters.....		\$121 to \$314
Reconnect/Disconnect of Water Service (weekdays).....		\$44
Reconnect/Disconnect Water Service (evenings/weekends/holidays).....		\$94

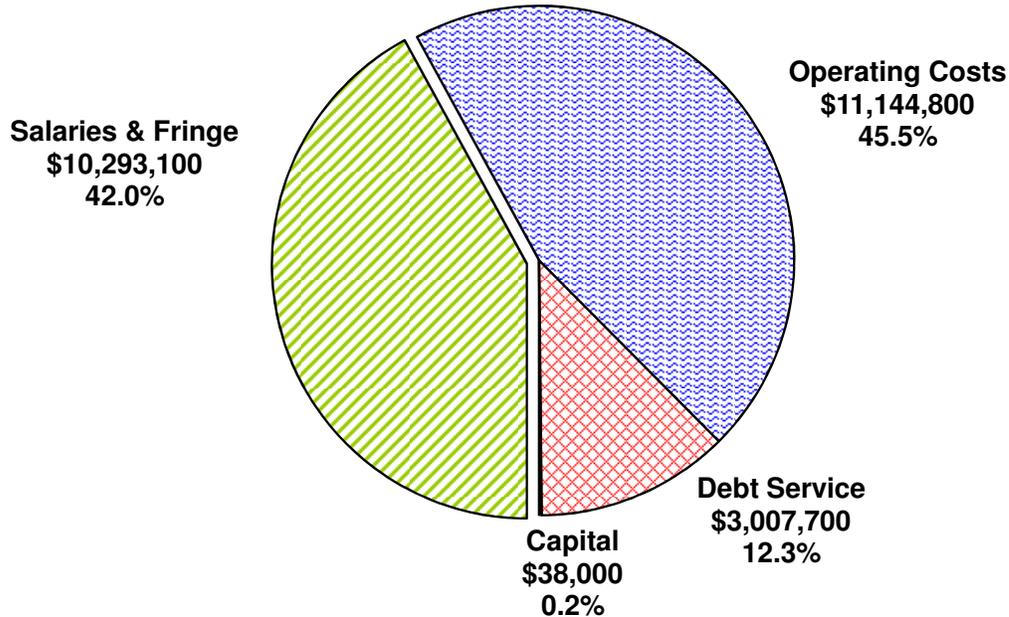
Water & Sewer Accounts



The number of accounts has steadily increased each year which is reflective of the County's constant population growth.

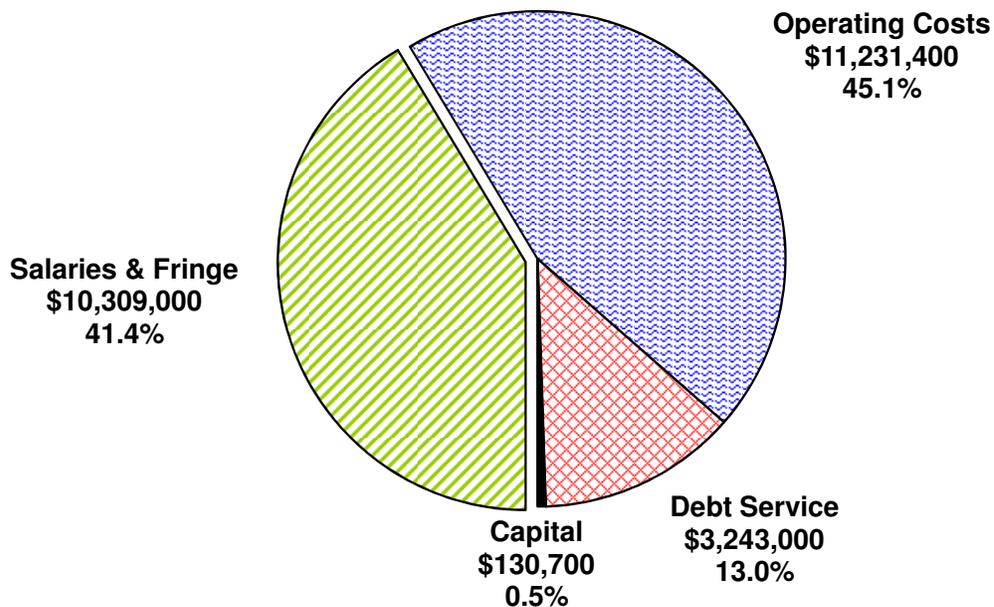
FY2012 Operating Expenses by Account Classification

Total: \$24,483,600



FY2013 Operating Expenses by Account Classification

Total: \$24,914,100



Represents costs associated with the operation and maintenance of the Water and Sewer Fund. Costs, including additional debt service, related to funding capital projects for new or future customers are not included.

Water & Sewer

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$2,211,649	\$2,376,700	\$2,426,800	\$2,444,700	\$68,000	2.9%
Fringe Benefits	768,562	891,700	909,100	881,600	(10,100)	-1.1%
Operating Costs	1,471,677	2,049,800	2,051,700	2,051,700	1,900	0.1%
Operating Contingency	0	128,900	0	9,600	(119,300)	-92.6%
Debt Service	1,667,530	1,598,100	1,717,800	1,717,800	119,700	7.5%
Capital Projects	32,657	20,400	107,000	107,000	86,600	424.5%
Total Expenditures	\$6,152,075	\$7,065,600	\$7,212,400	\$7,212,400	\$146,800	2.1%

Changes and Useful Information:

- Operating Costs includes additional funding to continue sewer main cleaning to reduce sewer stoppages. The Department was able to absorb this increase by reducing chemicals and the property & liability insurance budgets to current trends.
- Increase in Debt Service to fund the 2012 bond issue.
- Capital Projects budget increase is for the Biosolids Feasibility Study Project.

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 telephone system providing for around the clock responses as needed.

The Sewer Division also includes the holding tank program (administered by the Department of Community Services) which provides for the pumping of 16 holding tanks for those who qualify, and the Sewer Division pumps these tanks on a regular basis. As is the case with the remainder of the Department, the program goal is to comply with all Federal, State, and County laws and regulations on a consistent basis and to meet or exceed all permit conditions.

Positions:

	<u>FY 2009</u> <u>FTE</u>	<u>FY 2010</u> <u>FTE</u>	<u>FY 2011</u> <u>FTE</u>	<u>FY 2012</u> <u>FTE</u>	<u>FY 2013</u> <u>FTE</u>
Total Full Time Equivalent	44.4	44.4	42.5	43.4	43.7

Public Works - Utilities positions are split between Satellite Sewer Operations, Mattawoman Treatment Plant, and Water Operations. The FTE listed on this page represents an allocation to the Satellite Sewer Systems. A full listing of Public Works - Utilities positions is located on page 190.

Objectives & Measurements:

	<u>FY09</u> <u>Actual</u>	<u>FY10</u> <u>Actual</u>	<u>FY11</u> <u>Actual</u>	<u>FY12</u> <u>Projected</u>	<u>FY13</u> <u>Estimated</u>
<i>Objective: To comply with permit conditions.</i>					
Gallons treated per day at satellite plants	178,627	347,966	313,126	388,400	390,000
Efficiency rate for Treatment Plants (Compliance) calendar year	99.62%	99.77%	87.88%	97.35%	99.00%

Water & Sewer

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$1,642,173	\$1,957,500	\$1,873,900	\$1,895,100	(\$62,400)	-3.2%
Fringe Benefits	596,763	679,200	644,900	623,700	(55,500)	-8.2%
Operating Costs	4,127,597	4,592,400	4,888,800	4,888,800	296,400	6.5%
Operating Contingency	0	113,100	0	0	(113,100)	N/A
Debt Service	48,142	30,200	32,900	32,900	2,700	8.9%
Capital Outlay	14,985	0	0	0	0	N/A
Total Expenditures	\$6,429,661	\$7,372,400	\$7,440,500	\$7,440,500	\$68,100	0.9%
WSSC Contribution	\$944,566	\$891,000	\$860,500	\$860,500	(\$30,500)	-3.4%

Changes and Useful Information:

- Decrease in Personal Services and Fringe Benefits is due to turnover and from reclassifying personnel costs to other operations based on assigned duties.
- Operating Costs increase is due to the following:
 - Increase in Sludge Disposal costs.
 - Replace and repair old infrastructure at Treatment Plant.
 - Digester cleaning, this is the first cleaning since the 2006 plant upgrade.
 - Energy Efficiency Retrofits to replace inefficient fixtures and bulbs at the Treatment Plant.

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, as well as, sludge from other sources throughout the County. A sludge contract with a private vendor provides for a proactive approach to sludge management that benefits not only the user community and the agricultural community, but the environment as a whole since we are able to conserve landfill space and assist in the Chesapeake Bay restoration effort.

An Enhanced Nutrient Removal upgrade to the Plant was completed during FY 2009 as part of a Chesapeake Bay initiative. The Plant has an in-house laboratory that provides analytic services for quality control. The goal of the facility is to comply with all Federal, State, and County laws and regulations on a consistent basis and to meet or exceed all permit conditions.

Positions:

	<u>FY 2009</u> FTE	<u>FY 2010</u> FTE	<u>FY 2011</u> FTE	<u>FY 2012</u> FTE	<u>FY 2013</u> FTE
Total Full Time Equivalent	41.2	39.2	36.9	35.1	34.2

Public Works - Utilities positions are split between Satellite Sewer Operations, Mattawoman Treatment Plant, and Water Operations. The FTE listed on this page represents an allocation to the Mattawoman Treatment Plant. A full listing of Public Works - Utilities positions is located on page 190.

Objectives & Measurements:

	<u>FY09</u> Actual	<u>FY10</u> Actual	<u>FY11</u> Actual	<u>FY12</u> Projected	<u>FY13</u> Estimated
<i>Objective: To enhance efficiency by holding operating costs to a minimum while maintaining equipment in peak condition in order to provide the best possible service for our customers.</i>					
-kW hours per million gallons treated (l)	3,351	3,085	2,949	2,500	2,500
Efficiency rate (compliance)	100.00%	99.91%	97.62%	95.24%	99.00%

Water & Sewer

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$1,959,211	\$2,098,800	\$2,149,600	\$2,165,300	\$66,500	3.2%
Fringe Benefits	699,706	788,100	792,000	767,600	(20,500)	-2.6%
Operating Costs	3,435,349	3,817,000	4,050,300	4,050,300	233,300	6.1%
Operating Contingency	0	138,100	0	8,700	(129,400)	-93.7%
Debt Service	1,201,919	1,207,400	1,241,700	1,241,700	34,300	2.8%
Capital Projects	10,907	17,600	19,300	19,300	1,700	9.7%
Total Expenditures	\$7,307,092	\$8,067,000	\$8,252,900	\$8,252,900	\$185,900	2.3%

Changes and Useful Information:

- Personal Services increase includes reclassifying personnel costs based on assigned duties.
- Operating Costs increase is due to the following:
 - Department now pays for all road repairs needed because of utility work. In the past, these costs were covered by the Roads Division.
 - Increase in Chemicals to current trends.
 - Supervisory Control and Data Acquisition (SCADA) contract services. SCADA provides alarms that will alert staff to any anomalies in equipment or processes.
- Increase in Debt Service to fund the 2012 bond issue.
- Capital Projects budget is for the Water Model Update.

Description:

The Water Division of the Department of Public Works - Utilities provides water service to more than 28,000 customer accounts throughout the County, striving to ensure a safe drinking water supply for all. As a result of growth throughout the County, rather than operating as one integrated system, the Division operates and maintains 19 separate community water systems, four Wastewater Treatment Plant water systems and five County park water systems.

Positions:

	FY 2009 FTE	FY 2010 FTE	FY 2011 FTE	FY 2012 FTE	FY 2013 FTE
Total Full Time Equivalent	35.3	35.3	36.4	36.8	37.5

Public Works - Utilities positions are split between Satellite Sewer Operations, Mattawoman Treatment Plant, and Water Operations. The FTE listed on this page represents an allocation to the Water Operations. A full listing of Public Works - Utilities positions is located on page 190.

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
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Objective: To enhance efficiency by holding operating costs to a minimum while maintaining equipment in peak condition in order to provide the best possible service for our customers. We are also striving to minimize our use of groundwater in the development district to allow our aquifers to replenish and restore water levels.

Total gallons pumped per day	6,134,087	5,640,450	5,964,252	6,266,400	6,300,000
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WSSC gallons pumped per day	n/a	1,059,195	1,107,501	*minimal	700,000
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NOTE: Charles County negotiated an agreement with Washington Suburban Sanitary Commission to purchase water as needed in an effort to minimize water drawn from our aquifers beginning in FY10.

*Numerous metering issues delayed use.

Water & Sewer

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

Positions:	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Title	FTE	FTE	FTE	FTE	FTE
Director of Public Works	1.0	1.0	0.5	0.5	0.5
Assistant Director of Public Works - Utilities	1.0	1.0	0.9	0.9	0.9
Chief of Operations and Maintenance	1.0	1.0	1.0	1.0	1.0
Chief of Technical Support	1.0	1.0	1.0	1.0	1.0
Engineer I - III	1.8	2.8	2.8	2.8	2.8
Technical Support Operations Superintendent	1.0	1.0	1.0	1.0	1.0
Equipment Maintenance Supt.	1.0	1.0	1.0	1.0	1.0
Environmental Operations Superintendent	0.0	3.0	3.0	3.0	3.0
Laboratory Supervisor	1.0	1.0	1.0	1.0	1.0
Water Operations Superintendent	1.0	0.0	0.0	0.0	0.0
Wastewater Operations Superintendent II	1.0	0.0	0.0	0.0	0.0
Line Maintenance Superintendent	1.0	1.0	1.0	1.0	1.0
Assistant Superintendent	1.0	0.0	0.0	0.0	0.0
Systems Analyst	0.0	0.0	0.0	1.0	1.0
Network Specialist III	0.0	0.0	0.0	1.0	1.0
Meter Superintendent	0.5	0.5	0.0	0.0	0.0
Wastewater Operations Supervisor II	6.0	6.0	6.0	5.0	5.0
Assistant Project Manager	1.0	1.0	1.0	1.0	1.0
Financial Support Manager	0.0	1.0	1.0	0.5	0.5
Line Maintenance Supervisor	4.0	4.0	3.0	3.0	3.0
Equipment Maintenance Supervisor	4.0	3.0	3.0	3.0	3.0
Pretreatment Specialist	1.0	1.0	1.0	1.0	1.0
Water Operations Supervisor	3.0	3.0	3.0	3.0	3.0
Wastewater Operations Supervisor I	3.0	2.0	2.0	2.0	2.0
Cross Connection Control Specialist	1.0	1.0	1.0	1.0	1.0
Management Support Specialist	1.0	1.0	1.0	1.0	1.0
Electrician III	4.0	4.0	4.0	4.0	4.0
Fleet Maintenance Technician III	1.0	1.0	1.0	1.0	1.0
Equipment Maintenance Technician II	4.0	4.0	3.0	3.0	3.0
Laboratory Technician I - II	3.0	3.0	3.0	3.0	3.0
Facilities Maintenance Technician III	1.0	1.0	1.0	1.0	1.0
Fleet Maintenance Technician II	1.0	1.0	1.0	1.0	1.0
Wastewater Operator / Trainee	24.0	23.0	23.0	22.0	22.0
Utilities Locator	3.0	3.0	3.0	3.0	3.0
Equipment Operator III - IV	7.0	7.0	8.0	8.0	8.0
Administrative Associate	3.0	3.0	3.0	3.0	3.0
Painter	1.0	1.0	1.0	1.0	1.0
Electrician I - II	4.0	4.0	5.0	5.0	5.0
Water Operator	8.0	8.0	8.0	8.0	8.0
Meter Technician	3.0	3.0	1.0	1.0	1.0
Equipment Maintenance Technician I	7.0	6.0	6.0	6.0	6.0
Facilities Maintenance Technician I	1.0	1.0	1.0	1.0	1.0
Line Maintenance Worker	7.0	7.0	7.0	7.0	7.0
Office Associate II	1.0	1.0	1.0	1.0	1.0
Part Time I	0.6	0.6	0.6	0.6	0.6
Total Full Time Equivalent	120.9	118.9	115.8	115.3	115.3

Salaries are charged out to the Water, Sewer, and Mattawoman divisions based on job duties. Full Time Equivalent positions per division are as follows:

Water	35.3	35.3	36.4	36.8	37.5
Sewer	44.4	44.4	42.5	43.4	43.7
Mattawoman	41.2	39.2	36.9	35.1	34.2
Total Full Time Equivalent	120.9	118.9	115.8	115.3	115.3

Water & Sewer

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$103,664	\$97,800	\$95,500	\$96,100	(\$1,700)	-1.7%
Fringe Benefits	34,060	33,300	32,500	31,200	(2,100)	-6.3%
Operating Costs	1,179	2,000	1,900	1,900	(100)	-5.0%
Total Expenditures	\$138,903	\$133,100	\$129,900	\$129,200	(\$3,900)	-2.9%
Revenues	\$12,923	\$7,000	\$7,000	\$7,000	\$0	0.0%

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: bonds and developer agreements; budget administration; customer relations; department's coordination with Citizens Liaison Office; 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; petition process 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:

	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Title	FTE	FTE	FTE	FTE	FTE
Director of Planning & Growth Mgmt	0.2	0.2	0.3	0.3	0.3
Asst Dir of Planning & Growth Mgmt	0.0	0.4	0.0	0.0	0.0
Chief of Resource & Infrastructure Mgmt	0.1	0.0	0.0	0.0	0.0
Administration Manager	0.5	0.5	0.3	0.3	0.3
Property Acquisition Officer	0.0	0.3	0.3	0.3	0.3
Planner I - III	0.8	0.0	0.0	0.0	0.0
Water/Wastewater Permit Technician	1.0	0.0	0.0	0.0	0.0
Administrative Associate	0.2	0.2	0.3	0.3	0.3
Permits Specialist	1.0	0.0	0.0	0.0	0.0
Office Associate II	0.2	0.2	0.3	0.3	0.3
Total Full Time Equivalent	4.0	1.8	1.4	1.4	1.4

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
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Utility Permits

Objective: to assure that fees are collected and that line sizing, length, type and meter size are in accordance with the Water and Sewer ordinance.

Utility Permits Applications	513	494	551	520	520
Utility Permits Issued	451	471	504	500	500

Deferred Payment Agreements.

Objective: to allow residential and commercial under order of the Health Department to connect to the County Water and Sewer Systems and pay on a yearly basis, either four years, nine years or fourteen years.

# of Deferred Payment Plans	0	0	0	0	0
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Property Acquisition Requests

Objective: To facilitate the acquisition of property interests for utility infrastructure.

Property Acquisition Requests (not PGM)	48	85	97	95	95
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Water & Sewer

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$179,674	\$186,800	\$216,200	\$219,600	\$32,800	17.6%
Fringe Benefits	60,374	64,800	77,200	74,300	9,500	14.7%
Operating Costs	7,030	3,000	3,200	3,200	200	6.7%
Total Expenditures	\$247,078	\$254,600	\$296,600	\$297,100	\$42,500	16.7%

Changes and Useful Information:

- Personal Services and Fringe Benefits budgets were adjusted to match staff's current workload.

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: 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:

	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Asst Dir of Planning & Growth Mgmt	0.4	0.0	0.0	0.0	0.0
Engineer I / II / III / IV	1.2	0.4	0.8	0.8	1.1
Property Acquisition Officer	0.5	0.0	0.0	0.0	0.0
Right-of-Way Agent I	0.5	0.5	0.3	0.3	0.3
Water/Wastewater Permit Technician	0.0	0.8	0.8	0.8	0.8
Administrative Associate	0.5	0.5	0.0	0.0	0.0
Permits Specialist	0.0	0.5	0.8	0.8	0.8
Office Associate II	0.5	0.5	0.5	0.5	0.5
Office Associate I	0.0	0.0	0.0	0.0	0.3
Total Full Time Equivalent	3.6	3.2	3.1	3.1	3.6

Objectives & Measurements:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
Infrastructure Review					
<i>Objective: to process in a timely manner all submittals to assure compliance with the Road, Grading & Sediment Erosion Control, Stormwater Management & Storm Drainage, Floodplain, Water and Sewer Ordinances; Standard Specifications for Construction and Standard Detail Manuals.</i>					
# of active projects reviewed:					
Water	202	212	166	200	190
Sewer	201	222	171	220	200
Equivalent FTE per Fiscal Year	111.9	137.8	112.0	140.0	130.0

Water & Sewer

Department: Planning and Growth Management Account: 30.07.91
Division \ Program: Resource & Infrastructure Management Fund: Enterprise
Program Administrator: Jason Groth, Chief of Resource & Infrastructure Management
www.charlescountymd.gov/pgm/rim/resource-and-infrastructure-management-rim

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$160,218	\$186,300	\$175,700	\$178,000	(\$8,300)	-4.5%
Fringe Benefits	46,951	59,300	56,600	54,500	(4,800)	-8.1%
Operating Costs	2,336	4,900	4,200	4,200	(700)	-14.3%
Total Expenditures	\$209,506	\$250,500	\$236,500	\$236,700	(\$13,800)	-5.5%

Changes and Useful Information:

- Personal Services was adjusted due to turnover.
- Operating Costs were reduced to match current activity.

Description:

The Resource and Infrastructure Management Division of PGM is responsible for planning, coordination, and management of public infrastructure and local water resources. Infrastructure management includes public water and sewer, public transportation facilities, and public school capacity allocation for development. Resource management includes the oversight and management of water resources for potable water supply, wastewater treatment capacities, and associated planning activities.

Specific responsibilities include development review and coordination through the County's Adequate Public Facilities Ordinance, development and maintenance of the County's Geographic Information Systems (GIS) to internal and external customers, mapping and modeling of County infrastructure systems for planning and analysis, capacity management of the County's water and wastewater infrastructure through an allocation system, drafting and writing of the Solid Waste and Water and Sewer plan; reviewing Developer Rights and Responsibilities Agreements, and coordination with Federal, State, and local infrastructure management agencies.

Positions:

	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Resource & Infrastructure Mgmt	0.0	0.5	0.7	0.7	0.7
Resource Manager	0.0	1.0	1.0	0.5	0.5
Resource Analyst - GIS	0.0	0.4	0.4	0.4	0.4
Planner I - III	0.0	0.4	0.4	0.4	0.4
Cartographer	0.0	0.5	0.0	0.0	0.0
Administrative Associate	0.0	0.5	0.3	0.3	0.3
Total Full Time Equivalent	0.0	3.3	2.8	2.3	2.3

Objectives & Measurements:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<i><u>Objective: to provide for the orderly expansion of community and multi-use water supply and sewerage systems in a manner consistent with the applicable county comprehensive plans.</u></i>					
Approved Allocations	34	28	31	31	31

Water & Sewer

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$303,086	\$335,100	\$338,600	\$343,600	\$8,500	2.5%
Fringe Benefits	101,136	118,900	119,600	114,600	(4,300)	-3.6%
Operating Costs	86,861	89,400	101,800	101,800	12,400	13.9%
Debt Service	0	0	800	800	800	NEW
Total Expenditures	\$491,083	\$543,400	\$560,800	\$560,800	\$17,400	3.2%
Total Revenues	\$487,769	\$543,400	\$560,800	\$560,800	\$17,400	3.2%

Changes and Useful Information:

- Operating Costs were due to the following:
 - To provide software funding for the potential of online billing.
 - Increase in Office Supplies to match current trends.
- The Debt Service budget is to replace a printer that is not functioning properly and not capable for Billing Capacity.

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:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Chief of Accounting	0.3	0.3	0.3	0.3	0.3
Billing Manager	1.0	1.0	1.0	1.0	1.0
Senior Utilities Billing Specialist	1.0	1.0	1.0	1.0	1.0
Utilities Billing Specialist	4.8	4.8	4.8	4.8	4.8
Total Full Time Equivalent	7.1	7.1	7.1	7.1	7.1

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
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Objective: To process invoices for water/sewer services provided each quarter and follow-up with collection efforts as needed to ensure revenue recovery.

# of invoices per year	115,540	118,329	120,893	121,578	123,401
# of regular invoices	111,397	113,858	116,883	117,546	119,309
# of finals	4,143	4,471	4,010	4,032	4,092
# of delinquent invoices per year	31,655	33,380	34,259	36,249	37,020
- % of total billed	28%	28%	29%	30%	30%

Objective: To follow up on past due accounts/ improve collection efforts.

# of final notice letters	831	1,809	2,683	2,425	2,461
# of liens	510	662	633	546	667
# of liens released	492	408	718	507	673

Water & Sewer

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$339,236	\$311,700	\$311,700	\$316,100	\$4,400	1.4%
Fringe Benefits	105,921	107,100	107,400	103,000	(4,100)	-3.8%
Operating Costs	209,522	206,200	111,200	111,200	(95,000)	-46.1%
Debt Service	161,686	172,000	249,800	249,800	77,800	45.2%
Capital Outlay	0	0	4,400	4,400	4,400	NEW
Total Expenditures	\$816,365	\$797,000	\$784,500	\$784,500	(\$12,500)	-1.6%
Total Revenues	\$795,834	\$797,000	\$784,500	\$784,500	(\$12,500)	-1.6%

Changes and Useful Information:

- Reasons for Operating Costs reduction:
 - Meter replacement costs will be financed and paid out by a capital lease.
 - Vehicle Fuel, vehicle repairs & general supplies budgets were adjusted to current spending trends.
- Reasons for Debt Service increase:
 - To fund existing capital lease requirements.
 - To finance the meter replacement costs.
 - To replace meter reading handheld radios.
- Capital Outlay request is to purchase meter reading software for the new meter reading handhelds.

Description:

The Meter Division is responsible for installing, repairing, and reading meters for water and sewer billing purposes. Approximately 1,000 meters are installed or replaced annually. Meter readings are transferred from hand-held units to a data base that is used by the Billing Division to invoice customers based on consumption. Prompt, accurate readings and customer service are top priorities for the Division.

Positions:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
Title	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Asst Director of Public Works - Utilities	0.00	0.00	0.10	0.10	0.10
Meter Superintendent	0.50	0.50	1.00	1.00	1.00
Meter Technicians	3.00	3.00	5.00	5.00	5.00
Total Full Time Equivalent	3.50	3.50	6.10	6.10	6.10

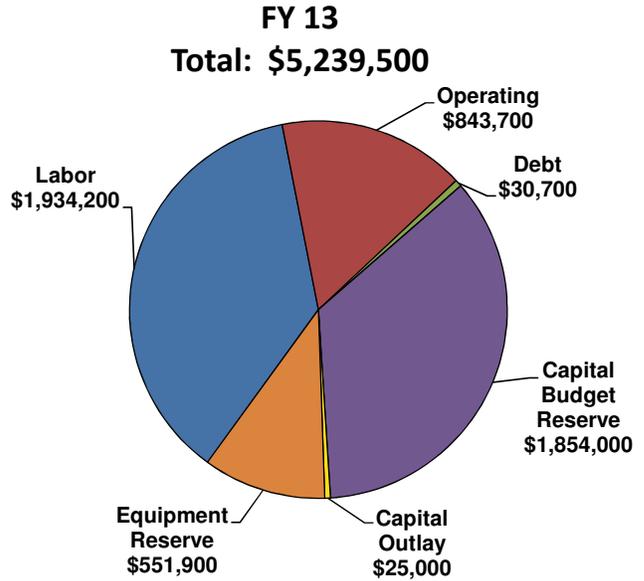
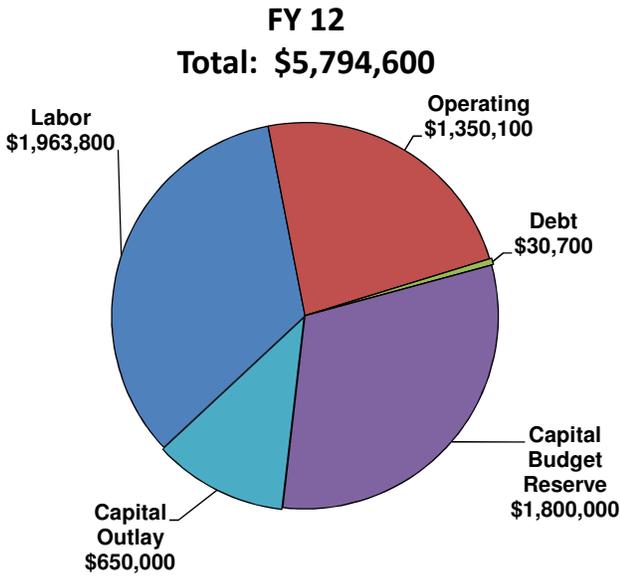
Objectives & Measurements:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<i>Objective: To have a system inventory of meters less than 15 years old and to insure the accuracy and timeliness of readings.</i>					
# of meters installed					
- # of meters replaced	531	490	1,274	980	2,200
- # of new installations	347	474	446	510	525

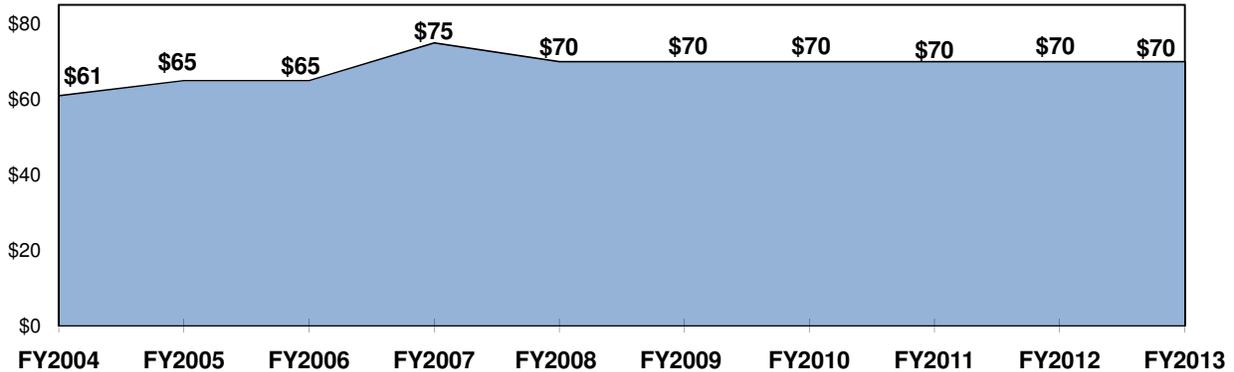
Solid Waste Fund

William A. Shreve, Director of Public Works
 Mailing Address: 1001 Radio Station Rd., La Plata, MD 20646
St. Charles Landfill
 Physical Address: 12305 Billingsley Rd., Waldorf, MD 20602
www.charlescountymd.gov/pw/landfill/landfill-operations

301-932-9038
 Scalehouse & Landfill 7:00 a.m.-5:00 p.m. M-SA;
 Recycling Center 7:00 a.m.-7:00 p.m. M-SA



Solid Waste Tipping Fee



Solid Waste Fees:

Solid Waste Tipping Fee		\$70.00 per ton
Flat Rate Tipping Fee:	Cars	\$5.00 per vehicle
	Pick-up Trucks	\$15.00 per truck
Tag-a-Bag		\$1.25 per bag
Shredder Residual for Commercial Generators		\$15.00 per ton
Fill Dirt for Commercial Generators		\$15.00 per ton
Contaminated Soil for Commercial Generators		\$70.00 per ton

Solid Waste

Department: Public Works - Facilities 27.05.38
Division \ Program: Landfill Fund: Enterprise
Program Administrator: Dennis Fleming, Chief of Environmental Resources

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$1,318,784	\$1,433,400	\$1,433,400	\$1,447,800	\$14,400	1.0%
Fringe Benefits	462,681	530,400	500,800	486,400	(44,000)	-8.3%
Operating Costs	706,200	742,100	835,400	835,400	93,300	12.6%
Debt Service	32,209	30,700	30,700	30,700	0	0.0%
Operating Contingency	0	8,200	8,300	8,300	100	1.2%
Transfer to General Fund	599,800	599,800	0	0	(599,800)	-100.0%
Capital Budget Reserve	2,226,500	1,800,000	1,854,000	1,854,000	54,000	3.0%
Capital Outlay	0	650,000	25,000	25,000	(625,000)	-96.2%
Equipment Reserve	0	0	551,900	551,900	551,900	NEW
Total Expenditures	\$5,346,174	\$5,794,600	\$5,239,500	\$5,239,500	(\$555,100)	-9.6%

Changes and Useful Information:

- The Operating Costs increase is mostly due to the increase in the indirect cost allocation to recover services provided by the General Fund and due to the increase in vehicle fuel costs to match current trends.
- The FY 2011 & FY 2012 Transfer to the General Fund was for the debt service to close the prior landfill site at Pisgah. This transfer is no longer needed as this debt obligation has been paid in full.
- Capital Budget Reserve increase was needed for the future development of the remaining space at the Landfill.
- The FY 2013 Capital Outlay budget is to replace the Scalehouse's carpet and furniture.
- The Equipment Reserve budget is to replace future equipment.

Description:

The Charles County Sanitary Landfill is a modern composite lined landfill opened in July 1994. Located on Billingsley Road East, it features a citizen's recycling-disposal center, a vehicle/equipment maintenance facility, and leachate collection center. The Landfill was designed to accommodate 800 lbs. of refuse per cubic yard, with a 12 year, 8 month life. Due to the higher goal of a compaction rate of at least 1,200 lbs. per cubic yard, and the use of alternative daily cover material, the landfill is currently estimated to last until 2031.

Positions:

Title	FY09	FY10	FY11	FY12	FY13
	FTE	FTE	FTE	FTE	FTE
Director of Public Works	0.3	0.3	0.1	0.1	0.1
Assistant Dir of Public Works - Facilities	0.0	0.0	0.0	0.2	0.2
Chief of Environmental Resources	0.8	0.8	0.8	0.8	0.8
Financial Support Manager	0.0	0.0	0.0	0.1	0.1
Landfill Superintendent	1.0	1.0	1.0	1.0	1.0
Scalemaster	1.0	1.0	1.0	1.0	1.0
Landfill Operations Supervisor	1.0	1.0	1.0	1.0	1.0
Landfill Equipment Technician	2.0	2.0	2.0	2.0	2.0
Facilities Maintenance Technician II	1.0	1.0	1.0	1.0	1.0
Management Support Specialist	0.0	0.0	0.0	0.2	0.2
Administrative Associate	1.0	1.0	1.0	1.2	1.2
Assistant Weigh Clerk	1.0	1.0	1.0	1.0	1.0
Equipment Operator II - IV	8.0	7.0	7.0	7.0	7.0
Weigh Clerk	2.0	2.0	2.0	2.0	2.0
Facilities Maintenance Technician I	1.0	1.0	1.0	1.0	1.0
Solid Waste Worker	8.0	6.5	6.5	6.5	6.5
Part Time Positions	4.6	4.8	4.8	4.8	4.8
Total Full Time Equivalent	32.6	30.4	30.2	30.9	30.9

Objectives & Measurements:

	FY09	FY10	FY11	FY12	FY13
	Actual	Actual	Actual	Projected	Estimated
<i>Objective: To monitor revenues to determine the life expectancy of the Landfill.</i>					
Total Tons	54,420	74,581	85,762	89,474	77,351
Number of Patrons	100,626	99,549	100,714	101,000	101,500
<i>Objective: To maintain high compaction density and to continue the utilization of alternative daily cover material.</i>					
Compaction Rate (lbs per cubic yard)	1,200	1,200	1,240	1,200	1,200
Gallons of Leachate (rainfall impacts)	4,690,600	6,340,000	3,551,000	5,000,000	6,000,000

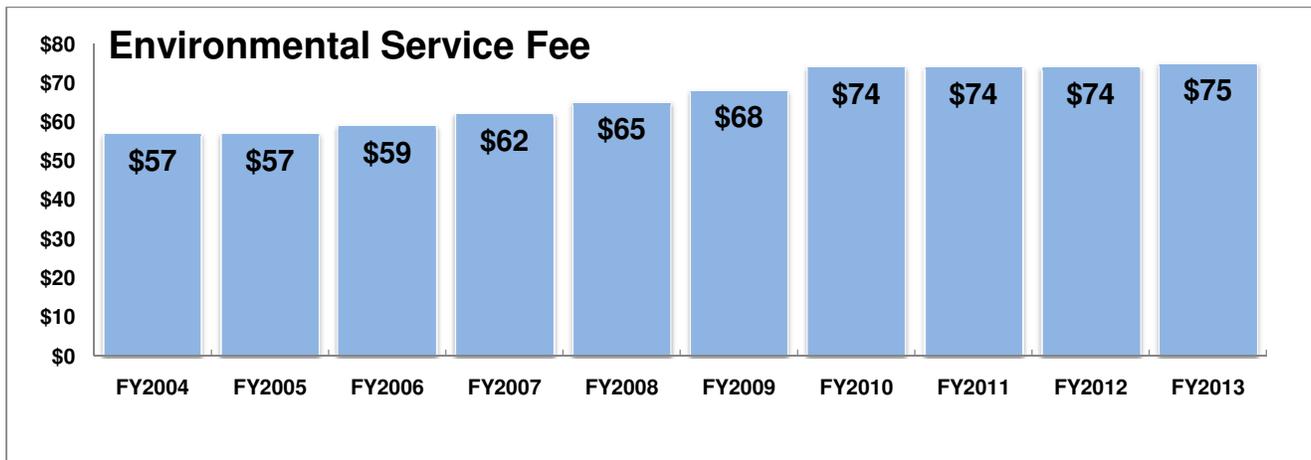
Environmental Service Fund

William A. Shreve, Director of Public Works
 Mailing Address: 1001 Radio Station Rd., La Plata, MD 20646
 Physical Address: 10430 Audie La., La Plata, MD 20646..
www.charlescountymd.gov/pw/environmental/environmental-resources

Recycling & Litter Control
 301-932-3599 301-870-2778
 7:30 a.m.-4:00 p.m. M-F

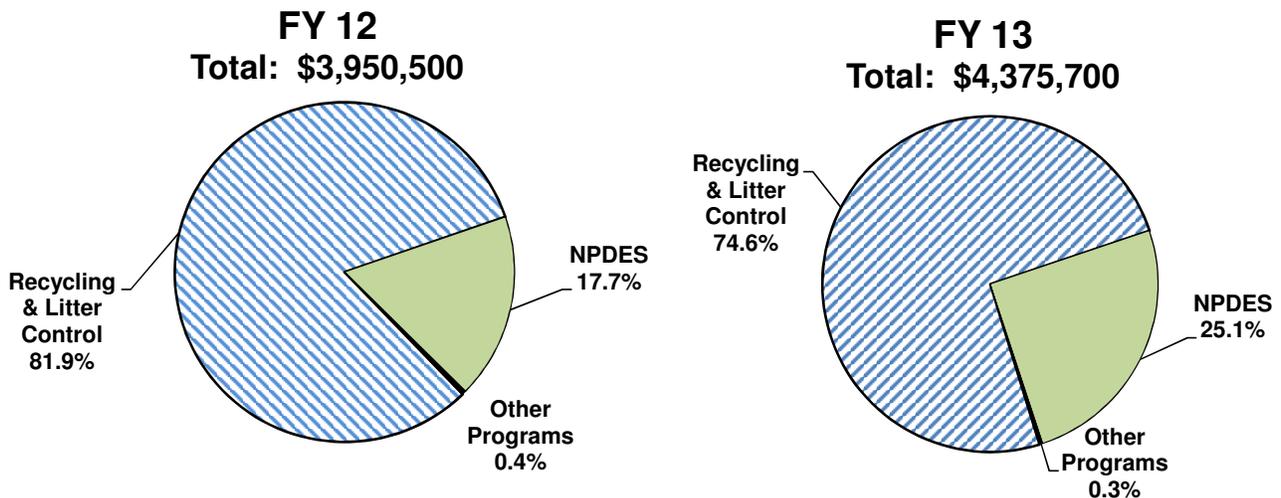
Peter Aluotto, Director of Planning & Growth Management
 Mailing Address: P.O. Box 2150, La Plata, MD 20646
 Physical Address: 200 Baltimore St., La Plata, MD 20646
www.charlescountymd.gov/pgm/planning/planning

Various Environmental Programs
 301-645-0627 301-870-3935
 8:00 a.m.-4:30 p.m. M-F



NOTE: The Environmental Service Fee (ESF) is charged annually to each improved property within the County. This revenue is used to support programs such as: Recycling, Litter Control, National Pollutant Discharge Elimination System Permit (NPDES)/Stormwater Management, and other environmental programs.

For FY06, The County raised the ESF fee to cover the cost of an additional Litter Crew. The FY07 to FY10 fee increases were needed to cover increase costs in recycling curbside collection, vehicle fuel, and the cost to process recyclable material. For FY13, the County raised the fee by \$1 to \$75 per improved property tax account to expand Recycling's curbside recycling collection program to include 2,000 additional homes. The towns of Indian Head and La Plata have their own recycling program and pay a reduced FY13 ESF fee of \$29.



The majority of the Environmental Service Fund is for Recycling and Litter Control efforts. The NPDES/Stormwater program continues to increase as a percentage of the entire ESF fund as the NPDES retrofit program expands.

Environmental Services

Department: Public Works - Facilities 35.05
Division \ Program: Recycling & Litter Control Fund: Enterprise
Program Administrator: Dennis Fleming, Chief of Environmental Resources

www.charlescountymd.gov/pw/recycling/recycling

www.charlescountymd.gov/pw/litter/litter-control

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$755,463	\$836,000	\$834,200	\$840,400	\$4,400	0.5%
Fringe Benefits	239,733	248,900	251,800	245,600	(3,300)	-1.3%
Operating Costs	1,750,732	1,846,500	1,953,900	1,953,900	107,400	5.8%
Debt Service	74,124	64,700	66,600	66,600	1,900	2.9%
Capital Outlay	0	120,000	35,000	35,000	(85,000)	-70.8%
Equipment Reserve	121,000	121,000	121,000	121,000	0	0.0%
Total Expenditures	\$2,941,053	\$3,237,100	\$3,262,500	\$3,262,500	\$25,400	0.8%

Changes and Useful Information:

- Reasons for the Operating Costs increase of 5.8%:
 - The curbside collection funding was increased for the CPI adjustment of 1% and for a 2,000 home expansion.
 - Vehicle Fuel funding was increased to keep pace with current trends.
- Debt Service adjustment is based on current debt service schedules.
- The FY 2013 Capital Outlay budget is to replace four roll off/receiver boxes and a variable message board with solar charge. The message board is needed to aid the litter control program and to provide a safer work site for litter control crews.

Description:

The Recycling Division provides comprehensive recycling services to the residents of Charles County and has achieved a 39% recycling rate and a 5% source reduction credit equaling a total waste diversion rate of 44%. By the end of FY13 over 35,000 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 the old Landfill at Pisgah. There is also an unmanned recycling center located in Benedict at the Benedict Volunteer Fire Department.

The Division markets and transports most of the materials collected. The Recycling Division also administers: a composting 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:

<u>Title</u>	<u>FY09 FTE</u>	<u>FY10 FTE</u>	<u>FY11 FTE</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>
Director of Public Works	0.0	0.0	0.0	0.1	0.1
Asst. Dir. of Public Works - Facilities	0.0	0.0	0.0	0.1	0.1
Financial Support Manager	0.0	0.0	0.0	0.1	0.1
Recycling/Litter Control Superintendent	1.0	1.0	1.0	1.0	1.0
Recycling Manager	1.0	1.0	1.0	1.0	1.0
Recycling Supervisor	1.0	1.0	1.0	1.0	1.0
Management Support Specialist	0.0	0.0	0.0	0.1	0.1
Equipment Operator IV	2.0	2.0	2.0	2.0	2.0
Litter Control Supervisor	2.0	3.0	3.0	3.0	3.0
Administrative Associate	0.0	0.0	0.0	0.1	0.1
Solid Waste Worker	4.0	2.5	2.5	2.5	2.5
Part Time Positions	13.5	13.5	13.5	13.5	13.5
Total Full Time Equivalent	24.5	24.0	24.0	24.4	24.4

Environmental Services

Department: Public Works - Facilities 35.05
Division \ Program: Recycling & Litter Control Fund: Enterprise
Program Administrator: Dennis Fleming, Chief of Environmental Resources

<u>Objectives & Measurements:</u>	FY09	FY10	FY11	FY12	FY13
	Actual	Actual	Actual	Projected	Estimated
Curbside Collection					
<i>Objective: continue expansion of the curbside collection program into the growth areas.</i>					
Curbside collection tons	3,130	3,100	3,200	3,200	3,300
# of homes	32,223	32,367	32,775	33,581	35,612
% of homes in program	66.0%	66.0%	66.0%	66.0%	66.0%
tons per home	25	25	25	25	25
# of complaints	134	351	485	400	400
# of bins distributed	2,322	2,949	2,910	2,950	2,950
Recycling Centers					
Number of Patrons:					
Total Patrons	168,423	178,353	181,097	181,600	183,250
Composting Facility					
<i>Objective: To recycle all yard waste in order to keep it out of Landfill's waste stream.</i>					
Yard Waste Tonnage	13,706	11,567	10,674	11,100	12,230
Number of Patrons	21,150	17,761	18,763	19,000	19,300
Household hazardous waste (tons)	40	44	45	45	45
Mulch given away (tons)	8,230	8,250	8,300	8,350	8,400
Compost utilized (tons)	830	829	825	850	850
Used Oil Collected (gallons)	42,481	48,257	48,075	48,500	48,500

Department: Planning and Growth Management 35.07
Division \ Program: Various Environmental Programs Fund: Enterprise
Program Administrator: Peter Aluotto, Director of Planning & Growth Management

Expenditure Category	FY2011	FY2012	FY2013	FY2013	\$ Change	%
	Actual	Adopted	Proposed	Adopted	from FY2012	Chg.
Personal Services	\$39,575	\$85,500	\$190,000	\$193,600	\$108,100	126.4%
Fringe Benefits	9,876	25,400	60,300	56,700	31,300	123.2%
Operating Costs	167,183	199,500	521,600	521,600	322,100	161.5%
Operating Contingency	0	122,200	0	0	(122,200)	-100.0%
Debt Service	217,867	280,800	341,300	341,300	60,500	21.5%
Total Expenditures	\$434,501	\$713,400	\$1,113,200	\$1,113,200	\$399,800	56.0%

Changes and Useful Information:

- Personal Services and Fringe Benefits budgets were adjusted to match staff's current workload on Stormwater Management Programs.
- Operating Costs reflect increases associated with the MS4 Permit for the following items:
 - Consultant cost increase of \$20,200 and Mapping Services of \$166,900
 - \$10,000 to modify local ordinances to eliminate impediments to, and promote implementation of Environmental Site Design (ESD)
 - \$75,000 for maintenance implementation plan for reducing, quantifying, and tracking litter and other stormwater pollutants, such as herbicides, pesticides, fertilizers, and deicers, from County roads and grounds. The plan will include and evaluate elements such as an educational component, street sweeping, inlet cleaning, employee training, integrated pest management, herbicide, pesticide and fertilizer applications, and quantifying and tracking stormwater pollutant reductions from these elements.
 - \$100,000 for the first year of the Watershed Implementation Program (WIP).
- The increase in Debt Service is to cover the interest payment on the 2012 Bond Issue of \$700,000 to fund NPDES projects.

Environmental Services

Department: Planning and Growth Management 35.07
Division \ Program: Various Environmental Programs Fund: Enterprise
Program Administrator: Peter Aluotto, Director of Planning & Growth Management

Description:

National Pollutant Discharge Elimination System Permit (NPDES)

www.charlescountymd.gov/pgm/planning/npdes-municipal-separate-storm-sewer-system-permit

Charles County has received its NPDES for its Municipal Separate Storm Sewer System. The permit runs for five years and requires the County to develop and implement a number of programs to monitor and control water quality. Highlights of the work products include:

- Initiation of a long-term monitoring program in the Development District will continue with the next permit application. The County completed work with the Smithsonian Environmental Research Center on the monitoring program, which focused on the Mattawoman Creek watershed, measured nutrient loads, and tested for certain heavy metals.
- Development of an Illicit Discharge Detection and Enforcement Program for the County's storm sewer system. It is illegal for individuals or businesses to discharge certain substances into the storm sewers, and the County is responsible for finding and enforcing violations. The County relies heavily on a public education element to prevent illicit discharges, and has also incorporated penalties for serious and repeat violations.
- Updating the mapping of the County's storm sewer system in the County's Geographic Information System. The County also continues to update and digitize storm water facilities in the development district since 1991. A contractor is performing this duty.

Forest Conservation www.charlescountymd.gov/pgm/planning/forest-conservation

The Forest Conservation Ordinance states that Charles County must establish a Forest Conservation Fund. If a person subject to this ordinance demonstrates that requirements for reforestation or afforestation cannot be reasonably accomplished, the person shall contribute money, at a rate of 30 cents per square foot of the area required planting, into the fund. Money contributed may retain in the account for a period of 10 years.

Funds can be used for costs directly related to reforestation or afforestation, including site identification, acquisition, and preparation. Money not used within 10 years is returned to applicant.

Critical Area www.charlescountymd.gov/commissioners/boards/critical-area-commission

Applicants who cannot comply with the offsetting requirements of the Critical Area Ordinance must pay into a fee-in-lieu program. Any fees-in-lieu collected shall be placed in an account that will assure use of such fees only for projects within the Critical Area for the benefit of wildlife habitat, water quality improvement, or environmental education. Fees shall be assessed at \$1.20 per square foot for any requirements that cannot be implemented on-site.

Pisgah Wells

Under the Pisgah Well Program the County assists residents in drilling a new well within a half mile radius of the Pisgah landfill.

<u>Positions:</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Resource Manager	0.0	0.0	0.0	0.5	0.5
Planner III	0.0	0.5	0.5	0.5	0.8
Engineer I - IV	0.0	0.0	0.0	0.0	1.0
Office Associate I	0.0	0.0	0.0	0.0	0.3
Total Full Time Equivalent	0.0	0.5	0.5	1.0	2.5

Inspection and Review Fund

Peter Aluotto, Director of Planning & Growth Management

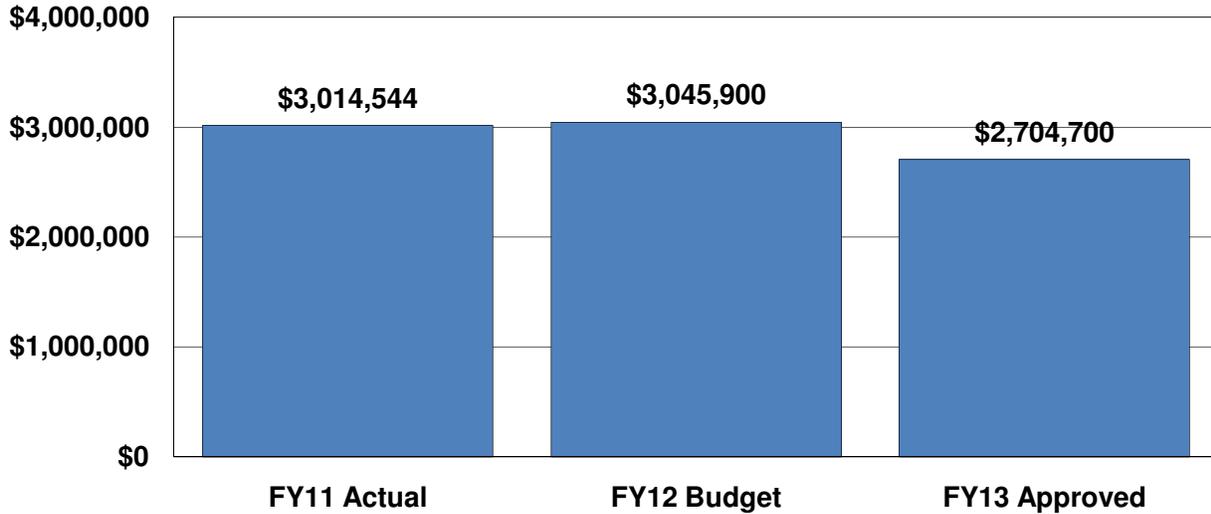
301-645-0627 301-870-3935

Mailing Address: P.O. Box 2150, La Plata, MD 20646

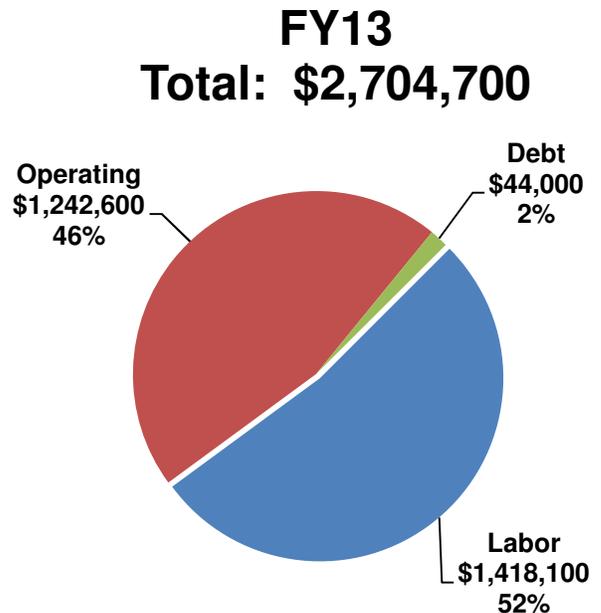
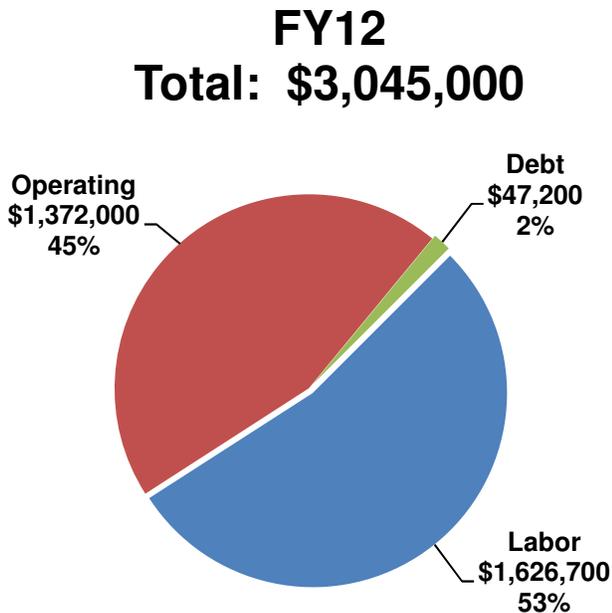
8:00 a.m.-4:30 p.m. M-F

Physical Address: 200 Baltimore St., La Plata, MD 20646

www.charlescountymd.gov/pgm/cpis/codes-perimits-inspection-services



The FY13 Budget has been decreased due to a decline in activity in the Building Industry.



In-house staff and contract personnel make up the majority of costs. By utilizing contract personnel, the County is able to react to changes in the market.

Inspections & Review

Department: Planning and Growth Management **Account:** 07.07.31
Division\Program: Codes, Permits & Inspection Svcs\Inspections & Enforcement **Fund:** Enterprise
Program Administrator: Frank Ward, Chief of Codes, Permits & Inspection Services
www.charlescountymd.gov/pgm/cpis/inspections

Expenditure Category	FY2011 Actual	FY2012 Budget	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg
Personal Services	\$1,012,947	\$1,031,500	\$866,200	\$876,600	(\$154,900)	-15.0%
Fringe Benefits	332,163	357,100	313,000	302,300	(54,800)	-15.3%
Operating Costs	981,195	980,900	965,400	960,400	(20,500)	-2.1%
Debt Service	49,681	43,300	40,000	40,000	(3,300)	-7.6%
Operating Contingency	0	0	0	300	300	N/A
Depreciation Expense	51,139	0	0	0	0	N/A
Total Baseline	\$2,427,125	\$2,412,800	\$2,184,600	\$2,179,600	(\$233,200)	-9.7%
Revenues	\$2,098,565	\$2,412,800	\$2,303,300	\$2,298,300	(\$114,500)	-4.7%
Surplus/(Deficit)	(\$328,560)	\$0	\$118,700	\$118,700	\$118,700	N/A

Changes and Useful Information:

- Personal Services and Fringe Benefits decrease due to a reorganization to reallocate personnel based on assigned job duties.
- A reduction in Contract Services is reflected in Operating cost. This loss will be made up by Codes, Permits, and Inspection Services staff.

Description:

The major goals of the Inspection and Enforcement Division is to enforce all the provisions of zoning ordinance and the ICC Building Code and act on any question relative to the mode or manner of construction and materials to be used in the erection, addition to, alteration, repair, removal, demolition, installation of service equipment, and the location, use, and maintenance of all buildings and structures built throughout Charles County except in the Towns of La Plata and Indian Head, which have their own inspection to receive applications, review the submittal, issue permits for the erection and alteration of buildings and structures and inspect the construction to ensure a high quality of construction and safe construction practices.

Inspection & Enforcement also administers, inspects, & enforces the Zoning regulations & Forest Conservation of Charles County. This includes the Homeowners Association Dispute Resolution Board, the Nuisance Board, and investigating various citizen's complaints. Furthermore, Inspections & Enforcement provides inspection services for all subdivisions, building permits, capital improvements, for grading qualitative/quantitative storm water management, road, storm drainage, & water/sewer construction to insure compliance with County ordinance standards.

Inspections & Review

Department: Planning and Growth Management **Account:** 07.07.31
Division\Program: Codes, Permits & Inspection Svcs\Inspections & Enforcement **Fund:** Enterprise
Program Administrator: Frank Ward, Chief of Codes, Permits & Inspection Services

<u>Positions:</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
Title	FTE	FTE	FTE	FTE	FTE
Asst Dir of Planning & Growth Mgmt	0.2	0.2	0.0	0.0	0.0
Chief of Codes, Permits, Inspections	0.0	0.4	0.5	0.5	0.5
Inspection & Enforce Manager	0.0	0.5	0.8	0.8	0.8
Engineer IV	0.2	0.2	0.2	0.2	0.2
Engineer I-III	3.7	2.1	1.9	1.9	0.6
Inspections Superintendent	1.0	1.0	1.0	1.0	1.0
Planner III	0.0	0.0	0.2	0.2	0.0
Permits Processing Supervisor	0.0	0.1	0.4	0.4	0.4
Construction Inspection Supervisor	2.0	2.0	2.0	2.0	2.0
Building Code Official	1.0	1.0	1.0	1.0	1.0
Code Inspection & Enforcement Officer	1.0	1.0	1.0	1.0	1.0
Right-of-Way Agent I-II	1.0	1.0	0.5	0.5	0.5
Construction Inspectors	3.0	3.0	2.0	2.0	2.0
Dev & Bond Specialist	0.7	0.7	0.5	0.5	0.5
Project Administrative Specialist	0.5	0.5	0.5	0.5	0.5
Administrative Associate	1.0	1.0	1.0	1.0	1.0
Permits Specialist	0.0	0.0	0.5	0.5	0.5
Office Associate III	0.8	1.3	0.9	0.9	0.5
Office Associate II	1.0	1.0	1.0	1.0	1.0
Office Associate I	1.0	1.0	1.0	1.0	0.3
Part Time	0.2	0.2	0.2	0.2	0.2
Total Full Time	18.3	18.1	17.0	17.0	14.4

<u>Objectives & Measurements:</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
	Actual	Actual	Actual	Projected	Estimated

Permits

Objective: privatized contract, for inspections complying with various local, state and federal laws.

Total all inspections	14,311	14,563	17,590	19,000	18,000
# of building inspections	8,023	8,014	9,145	10,000	9,300
# of plumbing inspections (PGM & WS)	3,294	3,415	3,723	4,400	3,800
# of electrical inspections	2,994	3,134	3,863	4,600	3,900
Request for assistance code enforcement/interpretation					
Initiated	1,119	958	670	1,150	750
Completed	836	680	708	750	725
Outstanding	800	928	890	700	650

Infrastructure Permit Inspections (accomplished in the Inspection Fund)

Objective: to process in a timely manner all submittals to assure compliance with the Road, Grading and Sediment Control, Stormwater Management & Storm Drainage, Floodplain, Water and Sewer Ordinances; Standard Specifications for Construction and Standard Detail Manuals.

of active projects inspected -

Roads	217	215	180	220	200
Water	202	212	166	200	190
Sewer	201	222	171	220	200
Stormdrain/Stormwater Mgt.	296	313	275	300	300
Grading	299	348	304	320	320
Sediment and Erosion Control	299	328	304	320	310
Dedications	68	70	72	70	75

*Note: Projected FY12 & Estimated FY13 are inflated by 65 projects to reflect the 2008 & older projects we are bringing into compliance.

Inspections & Review

Department: Planning and Growth Management **Account:** 07.07.61
Division\Program: Codes, Permits & Inspection Services\Codes and Permits **Fund:** Enterprise
Program Administrator: Frank Ward, Chief of Codes, Permits & Inspection Services
www.charlescountymd.gov/pgm/cpis/permits

Expenditure Category	FY2011	FY2012	FY2013	FY2013	\$ Change from FY2012	% Chg
	Actual	Budget	Proposed	Adopted		
Personal Services	\$163,165	\$164,400	\$164,400	\$166,300	\$1,900	1.2%
Fringe Benefits	55,276	57,900	59,000	57,100	(800)	-1.4%
Operating Costs	317,356	339,000	289,200	264,200	(74,800)	-22.1%
Debt Service	2,026	2,100	2,100	2,100	0	0.0%
Operating Contingency	0	34,400	0	0	(34,400)	N/A
Depreciation Expense	1,553	0	0	0	0	N/A
Total Expenditures	\$539,376	\$597,800	\$514,700	\$489,700	(\$108,100)	-18.1%
Revenues	\$420,082	\$597,800	\$396,000	\$371,000	(\$226,800)	-37.9%
Surplus/(Deficit)	(\$119,294)	\$0	(\$118,700)	(\$118,700)	(\$118,700)	N/A

Changes and Useful Information:

- Based on current trends, Contract Services for Development Review is decreasing.

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. The services performed by this division include: providing plan review for all subdivisions building permits, capital water/sewer improvements for grading qualitative/quantitative stormwater management roads, storm drainage, & 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: the staff receives, reviews, and issues all building, plumbing, gas, & electrical applications for all kinds of new and remodeled constructions, both residential and commercial, for compliance with state & county codes; issues permits for utility services, & continues to provide for a more efficient permitting process through specialized procedures to streamline more typical projects such as garages, sheds, pool, interior alterations, wood stoves, barns, etc.

Positions:

Title	FY09	FY10	FY11	FY12	FY13
	FTE	FTE	FTE	FTE	FTE
Chief of Codes, Permits, Inspections	0.0	0.1	0.1	0.1	0.1
Engineer I - III	0.0	1.5	1.8	1.8	1.8
Permits Processing Supervisor	0.0	0.1	0.1	0.1	0.1
Permits Specialist	0.0	0.1	0.0	0.0	0.0
Office Associate III	0.4	0.2	0.1	0.1	0.1
Total Full Time	0.4	2.0	2.1	2.1	2.1

Objectives & Measurements:

	FY09	FY10	FY11	FY12	FY13
	Actual	Actual	Actual	Projected	Estimated
Infrastructure- <i>Objective: to process in a timely manner all submittals to assure compliance with the Road, Grading, Stormwater Management, Flood plain, Water and Sewer Ordinances; Standard Specifications for Construction and Standard Detail Manuals.</i>					
Development Services Applications	281	154	142	155	150
DS permit revisions issued	48	20	24	26	30
Building Permit Plan Review- <i>Objective: privatized contract, for plan review complying with various local, state and federal laws.</i>					
Building permit plan review residential	1,334	1,286	1,473	1,325	1,500
Building permit plan review commercial	267	246	257	275	275

Inspections & Review

Department: Planning and Growth Management Account: 07.07.19
Division\Program: Site Design and Architectural Review (SDAR) Fund: Enterprise
Program Administrator: Steven Ball, Director of Planning
www.charlescountymd.gov/pgm/general/pgm-publications

Expenditure Category	FY2011 Actual	FY2012 Budget	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg
Personal Services	\$15,513	\$15,800	\$15,800	\$15,800	\$0	0.0%
Debt Service	907	1,000	1,000	1,000	0	0.0%
Depreciation Expense	680	0	0	0	0	N/A
Total Expenditures	\$17,100	\$16,800	\$16,800	\$16,800	\$0	0.0%
Total Revenues	\$16,406	\$16,800	\$16,800	\$16,800	\$0	0.0%
Surplus/(Deficit)	(\$694)	\$0	\$0	\$0	\$0	N/A

Description:

Planning and Architectural Review:

Established by the Commissioners in 2004, these accounts may be used for independent design professional services for review of developer design code. The design code was a requirement for the approval of a mixed residential cluster development but now will apply only to floating zones as mixed residential clusters are no longer permitted. The applicant pays the County for the service.

Positions:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Planner I - III	0.0	0.0	0.2	0.2	0.2
Total Full Time	0.0	0.0	0.2	0.2	0.2

Objectives & Measurements:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>

Planning and Architectural Review:

Objective: to effectively implement the Architectural and Site Design Guidelines and Standards.

# of Site Plans Submitted	22	30	32	30	30
# of Design Codes Submitted	3	5	4	5	5
# of Building Permits Reviewed	200	170	222	225	225
# of Architectural Plans Reviewed	23	27	31	30	30

Inspections & Review

Department: Planning and Growth Management **Account:** 07.07.91.155
Division\Program: Resource and Infrastructure Management **Fund:** Enterprise
Program Administrator: Jason Groth, Chief of Resource and Infrastructure Management
www.charlescountymd.gov/pgm/rim/resource-and-infrastructure-management-rim

Expenditure Category	FY2011 Actual	FY2012 Budget	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg
Operating Costs	29,560	17,700	17,700	17,700	0	0.0%
Debt Service	777	800	900	900	100	12.5%
Depreciation Expense	606	0	0	0	0	N/A
Total Expenditures	\$30,943	\$18,500	\$18,600	\$18,600	\$100	0.5%
Total Revenues	\$19,001	\$18,500	\$18,600	\$18,600	\$100	0.5%
Surplus/(Deficit)	(\$11,942)	\$0	\$0	\$0	\$0	N/A

Description

The Resource and Infrastructure Management Division of PGM is responsible for planning, coordination, and management of public infrastructure and local water resources. Infrastructure management includes public water and sewer, public transportation facilities, and public school capacity allocation for development. Resource management includes the oversight and management of water resources for potable water supply, wastewater treatment capacities, and associated planning activities.

Specific responsibilities include development review and coordination through the County's Adequate Public Facilities Ordinance, development and maintenance of the County's Geographic Information Systems (GIS) to internal and external customers, mapping and modeling of County infrastructure systems for planning and analysis, capacity management of the County's water and wastewater infrastructure through an allocation system, and coordination with Federal, State, and local infrastructure management agencies

Development Rights and Responsibilities Agreement (DRRA)

A DRRA is a voluntary agreement or proffer submitted by a landowner or developer to more clearly establish and formalize the requirements that must be satisfied for the development of land in Charles County.

A DRRA may specify the manner through which a requirement of the Code of Charles County will be satisfied, but it cannot be used to circumvent, nullify, contradict, or otherwise relieve an applicant from compliance with a requirement of the Code of Charles County or any other applicable requirement of State or Federal law.

As it applies to the Board of Education, a DRRA can be used to proffer a payment to offset or mitigate the State's share of the cost for school construction to serve the proposed development. Through this proffer of payment, the County can forward-fund the entire construction cost for a school that has been added to the County's Capital Improvement Program.

Positions:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Planner I	0.3	0.0	0.0	0.0	0.0
Total Full Time	0.3	0.0	0.0	0.0	0.0

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
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Development Rights and Responsibilities Agreements (DRRA)

Objective: to provide an additional technique for land development and adequate public facilities mitigation w/the Comprehensive Plan as authorized by the Annotated Code of MD. The main purpose is to enhance development flexibility, innovation and quality while ensuring protection of the public interest, health, safety & welfare.

# of Reviews	1	1	5	7	7
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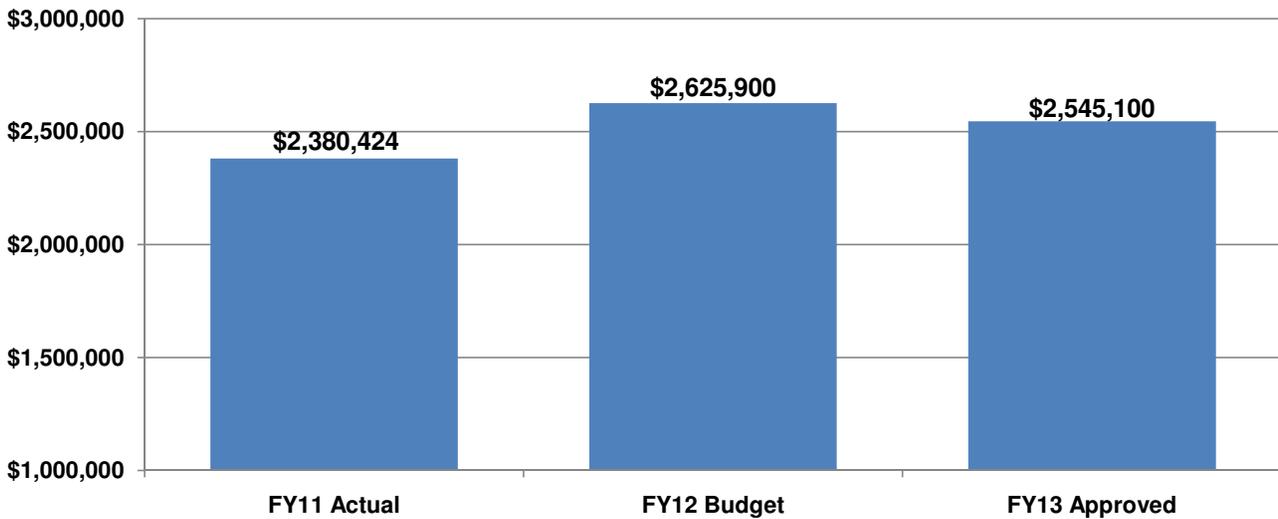
Recreation Fund

Eileen Minnick, Director of Community Services
 Address: 8190 Port Tobacco Rd., Port Tobacco, MD 20677
www.charlescountymd.gov/cs/recreation/recreation

Recreation Programs
 301-934-9305 301-870-3388
 8:00 a.m.-4:30 p.m. M-F

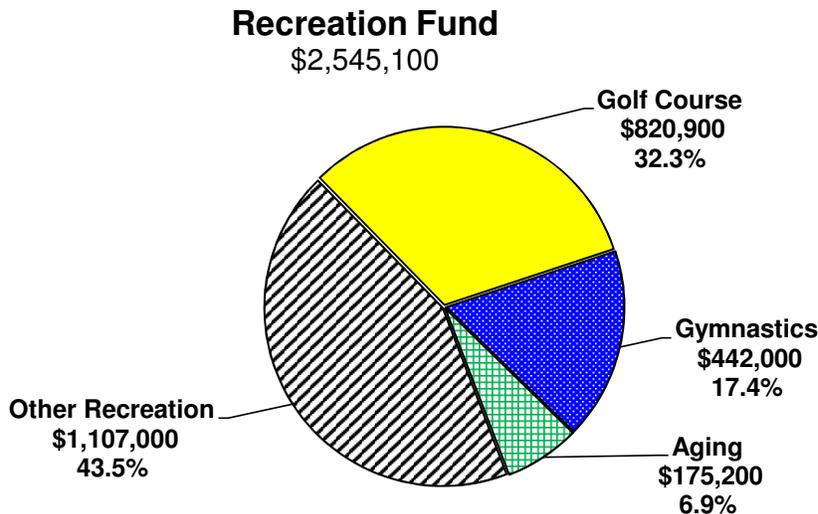
William A. Shreve, Director of Public Works
 Address: 1015 St. Charles Pkwy., White Plains, MD 20695
www.charlescountymd.gov/pw/wpgc/white-plains-golf-course

White Plains Golf Course
 301-645-1300 301-843-2947
 April–Oct: Mon–Fri • 7am–Dusk | Sat–Sun • 6am–Dusk
 Nov–March: Mon–Sun • 8am–Dusk



PROGRAM HIGHLIGHTS:

- The number of sports program participants for FY13 is estimated to be 3,700 participants.
- The number of scheduled indoor games for FY13 is estimated to be 900.
- The number of golf rounds for FY13 is estimated to be 30,500.



Recreation

Department: Community Services **Account:** 24.06.40
Division/Program: Recreation **Fund:** Enterprise
Program Administrator: Sam Drury, Chief of Recreation
www.charlescountyparks.com

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$667,209	\$747,600	\$755,700	\$758,600	\$11,000	1.5%
Fringe Benefits	101,171	116,400	113,800	113,000	(3,400)	-2.9%
Operating Costs	426,703	478,800	467,100	467,100	(11,700)	-2.4%
Debt Service	148,843	150,500	143,400	143,400	(7,100)	-4.7%
Operating Contingency	0	35,500	5,200	3,100	(32,400)	-91.3%
Depreciation Expense	7,500	7,500	7,500	7,500	0	0.0%
Total Expenditures	\$1,351,426	\$1,536,300	\$1,492,700	\$1,492,700	(\$43,600)	-2.8%
Revenues	\$1,420,276	\$1,620,300	\$1,527,000	\$1,527,000	(\$93,300)	-5.8%

Changes and Useful Information:

- Personal Services increase is for part-time costs associated with class related programs.
- Operating cost decrease due to a decrease in contract services that is estimated for FY2013.
- Debt Service is an adjustment to actual based on amortization schedules of existing debt.

Description

The Recreation Division offers a variety of structured and non-structured sports leagues and activities for persons age five to adult. All programs are self-supporting, with youth leagues being supplemented by the County for officials and part-time facility supervision.

- Sports programs include: Youth Basketball, Youth Indoor Soccer, Adult Volleyball, and Adult Basketball League.
- Trips and tours are offered through the Parks and Recreation Guide for registrants to have the opportunity to participate in variety of experiences.
- Three Outdoor Pools are operated seasonally at high school locations: La Plata, McDonough and Thomas Stone in addition to the year round Indoor Pool at Lackey High School and North Point High School.
- Camp CO-OP is an exciting day camp for special education students between the ages of 3 & 21 with moderate to severe disabilities.
- Therapeutic programs are, for the most part, operated under the auspices of the county Special Olympics Program.
- Discount tickets for amusement parks are offered starting in late April until the beginning of September each year. The ticket prices offer a 10-15 percent discount from the regular gate prices.
- The Elite Gymnastics & Recreation Center provides traditional gymnastics and dance classes for beginner to advanced levels for all ages. In addition pre-competitive and competitive teams are offered under the guidance of the USA Gymnastics Jr. Olympic Program.
- Community Centers are facilities that offer a variety of programs, services, activities and recreational opportunities to persons of all ages. More than merely a building, community centers are focal points in each geographic area of Charles County and generate a sense of community through interaction and programming. In addition to traditional recreation programs, the Centers offer less structured programs geared toward developing community cohesion and providing supportive services. Community Centers programs include: Class programs, Open programs, Playgrounds, and Special Events.
 - An ever-changing, wide variety of classes for all ages from two to adult are offered. The classes are categorized into dance, music, crafts, cooperative agencies, tiny tot, physical activities skills development, art, workshops, and special events.
 - Open programs are noncompetitive activities, such as basketball and volleyball, that emphasize fun and participation.
 - Additional programs include holiday dances and special events.

Positions:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Recreation Program Supervisor	1.0	1.0	1.0	1.0	1.0
Recreations Center Coordinator	1.0	1.0	1.0	1.0	1.0
Center Coordinator	0.0	0.5	0.0	0.0	0.0
Administrative Associate	1.0	1.0	0.0	0.0	0.0
Assistant Aquatics Specialist	0.8	0.8	0.8	0.8	0.8
Part Time Positions	28.8	28.3	25.4	25.2	25.5
Total Full Time Equivalent	32.6	32.6	28.2	28.0	28.3

Recreation

Department:	Community Services	Account:	24.06.40
Division\Program:	Recreation	Fund:	Enterprise
Program Administrator:	Eileen Minnick, Director		

Objectives & Measurements:

See General Fund- Community Services: Recreation (pg.#151) for a listing of all Objectives & Measurements regardless of funding source.

Department:	Public Works - Facilities	Account:	24.05
Division\Program:	Parks - Golf Course	Fund:	Enterprise
Program Administrator:	Tom Roland, Chief of Parks		

www.charlescountyparks.com/wpgc

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$440,539	\$444,800	\$444,800	\$448,300	\$3,500	0.8%
Fringe Benefits	128,106	137,800	132,400	128,900	(8,900)	-6.5%
Operating Costs	235,906	235,300	247,600	247,600	12,300	5.2%
Debt Service	44,573	39,100	30,400	30,400	(8,700)	-22.3%
Total Expenditures	\$849,124	\$857,000	\$855,200	\$855,200	(\$1,800)	-0.2%
Revenues	\$722,992	\$773,000	\$820,900	\$820,900	\$47,900	6.2%

Changes and Useful Information:

- Fringe Benefits decrease is based on estimated cost for Pension and Health & Dental.
- Based on actuals, Vehicle Fuel is increasing by \$7,000 and General Supplies is increasing by \$5,100.
- Decrease in Debt Service due to the FY2007 lease ending.

Description

White Plains Golf course is a regionally acclaimed 18 hole golf facility. A tree-lined, well maintained, Bermuda grass fairways offers a challenging experience for all levels of golf play. The golf course is rated 3 stars by Golf Digest. Slope is rated between 108 and 125, and par is 70.

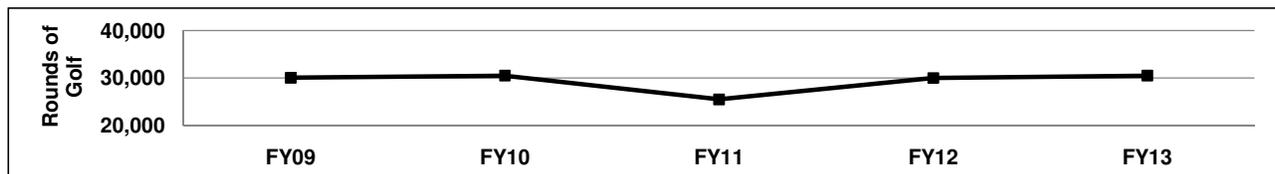
It is considered a well-maintained, challenging course. Concessions, pro shop, putting green, driving range, and cart rentals are available.

Positions:

<u>Title</u>	<u>FY09</u> FTE	<u>FY10</u> FTE	<u>FY11</u> FTE	<u>FY12</u> FTE	<u>FY13</u> FTE
Golf Course Superintendent	1.0	1.0	1.0	1.0	1.0
Golf Course Manager	1.0	1.0	1.0	1.0	1.0
Assistant Golf Course Superintendent	1.0	1.0	1.0	1.0	1.0
Golf Course Equipment Supervisor	1.0	1.0	1.0	1.0	1.0
Golf Equipment Mechanic Assistant	0.0	0.0	1.0	1.0	1.0
Fleet Maintenance Technician I	1.0	1.0	0.0	0.0	0.0
Part Time Positions	7.3	7.3	7.0	6.7	6.7
Total Full Time Equivalent	12.3	12.3	12.0	11.7	11.7

Objectives & Measurements

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
<i>Objective: Promote golf play and provide quality, reasonably priced golf experience.</i>					
Number of Rounds of Golf	30,059	30,490	25,500	30,000	30,500



Number of Season Passes	198	177	131	150	160
Number of Tournaments/Outings	20	20	17	20	23

Recreation

Department: Community Services Account: 24.06.21.11
Division/Program: Aging & Senior Programs - Nanjemoy Community Center Fund: Enterprise
Program Administrator: Dina Barclay, Chief of Aging
www.charlescountymd.gov/cs/aging/aging-and-senior-programs

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg
Personal Services	\$846	\$12,700	\$12,900	\$12,900	\$200	1.6%
Fringe Benefits	94	1,400	1,400	1,400	0	0.0%
Operating Costs	5,150	13,400	11,700	11,700	(1,700)	-12.7%
Total Expenditures	\$6,090	\$27,500	\$26,000	\$26,000	(\$1,500)	-5.5%
Revenues	\$6,167	\$27,500	\$22,000	\$22,000	(\$5,500)	-20.0%

Description

Nanjemoy Community Center is a multiservice center offering programs and services for the residents of southwestern Charles County. As a satellite facility, it offers outreach and counseling for benefits. Program opportunities for youth and adult, special community events, teen club, special community events and a health clinic are among the programs offered. All programs and classes are self-supporting.

Positions:

	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Part Time Positions	0.3	0.3	0.3	0.3	0.3
Total Full Time Equivalent	0.3	0.3	0.3	0.3	0.3

Objectives & Measurements:

See General Fund- Community Services: Community Centers (pg.# 150) for a listing of all Objectives & Measurements regardless of funding source.

Department: Community Services Account: 24.06.21
Division/Program: Aging & Senior Programs - Senior Services Fund: Enterprise
Program Administrator: Dina Barclay, Chief of Aging
www.charlescountymd.gov/cs/aging/aging-and-senior-programs

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg
Personal Services	\$50,614	\$90,900	\$60,900	\$60,900	(\$30,000)	-33.0%
Fringe Benefits	2,075	6,600	6,200	6,200	(400)	-6.1%
Operating Costs	120,912	91,200	85,400	85,400	(5,800)	-6.4%
Operating Contingency	0	0	18,700	18,700	18,700	N/A
Total Expenditures	\$173,601	\$188,700	\$171,200	\$171,200	(\$17,500)	-9.3%
Revenues	\$172,854	\$188,700	\$175,200	\$175,200	(\$13,500)	-7.2%

Changes and Useful Information:

- A Salary Adjustment is not anticipated for FY2013 causing a decrease in Personal Services.

Description:

Program fees and donations support education, recreational, and social activities for Senior Citizens.

Positions:

	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Allocation from General Fund	0.0	0.5	0.5	0.5	0.0
Part Time Positions	3.2	3.2	3.2	3.2	3.2
Total Full Time Equivalent	3.2	3.7	3.7	3.7	3.2

Objectives & Measurements:

See General Fund- Community Services: Community Centers (pg.# 150) for a listing of all Objectives & Measurements regardless of funding source.

Recreation

Department: County Administrator **Account:** 24.03.13
Division\Program: Tourism **Fund:** Enterprise
Program Administrator: Catherine Carroll, Tourism Marketing Coordinator
www.charlescountymd.gov/coadmin/tourism/tourism-office

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg
Personal Services	\$0	\$13,300	\$0	\$0	(\$13,300)	N/A
Fringe Benefits	0	1,500	0	0	(1,500)	N/A
Operating Costs	183	1,600	0	0	(1,600)	N/A
Total Expenditures	\$183	\$16,400	\$0	\$0	(\$16,400)	N/A
Revenues	\$0	\$16,400	\$0	\$0	(\$16,400)	N/A

Description:

This enterprise fund was established to account for self-supporting Special Events.

Positions:

	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Part Time Positions	0.4	0.4	0.4	0.4	0.0
Total Full Time Equivalent	0.4	0.4	0.4	0.4	0.0

Objective:

Our mission is to promote programs and events, to increase leisure and business visitation to the county, while preserving our community.

Tourism Stadium Concert

Department: Administrative Services **Account:** 28
Division\Program: Tourism **Fund:** Enterprise
Program Administrator: Catherine Carroll, Tourism Marketing Coordinator
www.charlescountymd.gov/coadmin/tourism/tourism-office

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg
Operating Costs	0	0	73,200	73,200	73,200	NEW
Total Expenditures	\$0	\$0	\$73,200	\$73,200	\$73,200	NEW
Revenues	\$0	\$0	\$73,200	\$73,200	\$73,200	NEW

Description:

In Calendar Year 2013, the Charles County Government Office of Tourism will research with the Regency Furniture Stadium the feasibility of creating a sustainable Premier Stadium Concert Series with a minimum of three concerts per year at the Regency Furniture Stadium.

Vending Machines

Department: Fiscal Services **Account:** 38
Division\Program: Accounting **Fund:** Enterprise
Program Administrator: William DeAtley, Chief of Accounting

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg
Operating Costs	105,366	87,000	104,000	104,000	17,000	19.5%
Total Expenditures	\$105,366	\$87,000	\$104,000	\$104,000	\$17,000	19.5%
Revenues	\$152,373	\$87,000	\$104,000	\$104,000	\$17,000	19.5%

Description

This fund is used to manage the vending machine funds collected in County facilities.