

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 building permit activity would increase both revenues and expenditures in the Inspection Fund and necessitate a budget amendment increasing the revenue and expenditure budgets.

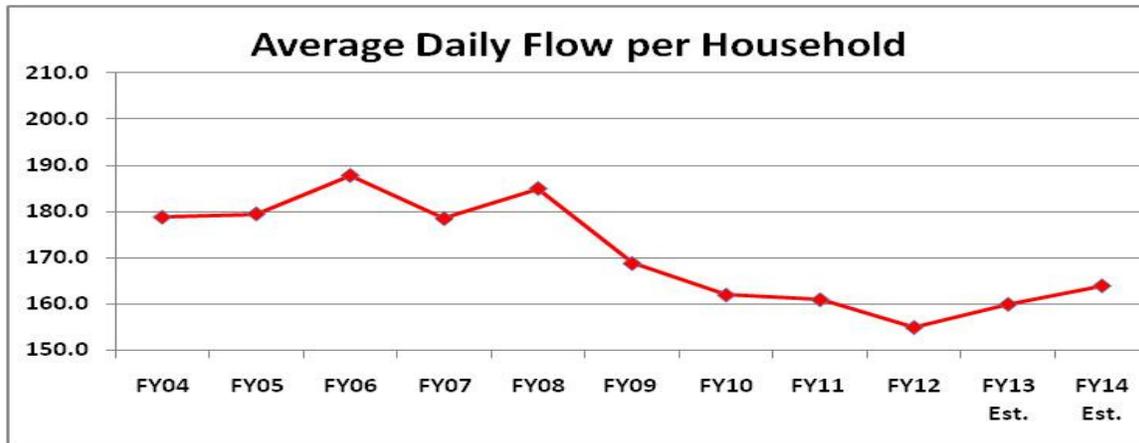
Enterprise Fund Revenues

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.



For FY14, water user fees will increase by 5.3% for single family customers and 4.4% for multi-family/commercial customers. Both groups will see a 4.3% increase for sewer user fees and a 6.1% increase for billing fees in FY14. The total FY14 budget is 5.4% greater than the FY13 budget. Expenditures were adjusted to cover salary and fringe increases, the cost of a sludge disposal, the increased cost of maintenance and repairs, 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 \$147 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 of \$70 will remain constant for FY14. This fee is the primary revenue source for the Landfill operation comprising over 99% of the revenues for this operation.

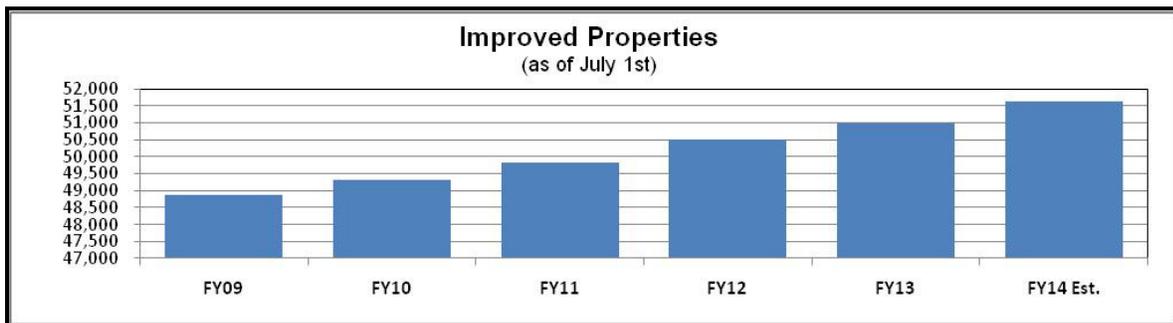
Both a fiscal and operational impact resulted from the free trade legislation approved by the Federal Government many years ago which removed restrictions on landfills and opened the waste removal business to interstate transactions. Consequently, what once was a predictable estimate for tons of waste 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. The decision to pay cash for future expansions allows us to react to waste volume instead of depending on landfill revenues 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 increased our tonnage from FY10 to the first quarter of FY13. FY14 tons are estimated based on the FY13 year end estimate adjusting for less tons due to the termination of the agreement. The landfill is located on a 16 acre site and is estimated to be 43% filled at the end of FY13. 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 \$69 environmental service fee for each improved property within the County. Improved property is land with one or more structures on it. The environmental service fee accounts for 90% 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 the base for a total revenue estimate. The fee was decreased from \$75 to \$69 in FY14 as costs related to stormwater management were moved to the new Watershed Protection and Restoration Fund. The budget in FY14 will cover expanded curbside collection and fund the lease purchase of 40,000 new 96 gallon carts for residents who receive curbside collection.



NOTE: The towns of Indian Head and La Plata have their own recycling program and pay a reduced ESF fee. The rate is currently \$14 which covers Hazardous Material disposal, litter control, & other programs. Revenue is also generated from the sale of recyclable material, which is subject to marketplace pricing.

ENTERPRISE FUNDS

Watershed Protection & Restoration Program (New for FY2014)

The State of Maryland is requiring all major jurisdictions to implement a stormwater fee by July 1, 2013 to fund stormwater management, including stream & wetland restoration. The fee will cover operations and maintenance, public education and outreach, stormwater management planning, mapping, monitoring, inspections, enforcement, grants to non-profits (program under development), administrative costs, and the debt service payments associated with the cost of capital improvements related to stormwater improvements to old systems. After multiple public hearings, the County decided that the programs will be paid with revenues generated primarily by a \$43 Stormwater Remediation Fee. The fee will be charged annually to each improved property within the County and accounts for 98% of revenues generated in this fund. Improved property is land with one or more structures on it. The fee is established annually based on the estimated cost of various programs divided by the number of improved properties. The town of La Plata will not be charged since they have their own stormwater management program. In prior years, this program was paid for by the Environmental Service fee.

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. Inspection 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. Operations are estimate to increase by 4.4% compared to FY13.

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 have increased 3.3% compared to FY13.

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⁾

	<u>FY2012</u> <u>Actual</u>	<u>FY2013</u> <u>Budget</u>	<u>FY2014</u> <u>Request</u>	<u>FY2014</u> <u>Adopted</u>	<u>\$ Change</u> <u>from FY2013</u>	<u>%</u> <u>Chg.</u>
Water & Sewer						
Revenue						
Service Charges	\$21,471,976	\$23,110,500	\$23,457,900	\$24,468,400	\$1,357,900	5.9%
Local Government	748,692	860,500	865,900	865,900	5,400	0.6%
Fines & Forfeitures	471,901	490,400	502,000	502,000	11,600	2.4%
Rent Revenues	255,193	285,400	260,000	260,000	(25,400)	-8.9%
Licenses & Permits	66,923	67,700	67,700	67,700	0	0.0%
Miscellaneous	69,587	94,100	94,100	94,100	0	0.0%
Operating Revenues	\$23,084,272	\$24,908,600	\$25,247,600	\$26,258,100	\$1,349,500	5.4%
Transfers from General Fund	6,103	5,500	5,500	5,500	0	0.0%
Total	\$23,090,375	\$24,914,100	\$25,253,100	\$26,263,600	\$1,349,500	5.4%
Expense						
Personal Services	\$7,186,158	\$7,658,500	\$7,792,100	\$7,975,500	\$317,000	4.1%
Fringe Benefits	2,722,949	2,650,500	2,716,000	2,762,000	111,500	4.2%
Operating Costs	8,514,407	11,213,100	11,111,900	10,937,600	(275,500)	-2.5%
Debt Service	3,040,063	3,243,000	3,795,600	3,757,700	514,700	15.9%
Operating Contingency	0	18,300	0	0	(18,300)	NA
Capital Outlay	12,916	4,400	629,700	612,500	608,100	13820.5%
Capital Projects	45,132	126,300	218,300	218,300	92,000	72.8%
Total	\$21,521,625	\$24,914,100	\$26,263,600	\$26,263,600	\$1,349,500	5.4%
Variance	\$1,568,750	\$0	(\$1,010,500)	\$0		

Solid Waste

Revenue						
Service Charges	\$6,252,719	\$5,234,100	\$4,791,500	\$4,791,500	(\$442,600)	-8.5%
Licenses & Permits	1,481	3,000	3,000	3,000	0	0.0%
Miscellaneous	4,191	2,400	2,400	2,400	0	0.0%
Operating Revenues	\$6,258,391	\$5,239,500	\$4,796,900	\$4,796,900	(\$442,600)	-8.4%
Fund Balance Appropriation	0	0	66,700	66,700	66,700	NA
Total	\$6,258,391	\$5,239,500	\$4,863,600	\$4,863,600	(\$375,900)	-7.2%
Expense						
Personal Services	\$1,460,906	\$1,447,800	\$1,447,800	\$1,440,300	(\$7,500)	-0.5%
Fringe Benefits	508,980	486,400	486,300	495,400	9,000	1.9%
Operating Costs	767,017	835,400	850,400	848,800	13,400	1.6%
Debt Service	30,980	30,700	16,000	16,000	(14,700)	-47.9%
Operating Contingency	0	8,300	0	0	(8,300)	NA
Transfer to General Fund	599,800	0	0	0	0	NA
Capital Budget Reserve	2,021,900	1,854,000	1,425,700	1,425,700	(428,300)	-23.1%
Capital Outlay	581,578	25,000	0	0	(25,000)	NA
Equipment Reserve	0	551,900	637,400	637,400	85,500	15.5%
Total	\$5,971,161	\$5,239,500	\$4,863,600	\$4,863,600	(\$375,900)	-7.2%
Variance	\$287,230	\$0	\$0	\$0		

Footnotes:

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ENTERPRISE FUND OPERATING BUDGETS⁽¹⁾

	FY2012 <u>Actual</u>	FY2013 <u>Budget</u>	FY2014 <u>Request</u>	FY2014 <u>Adopted</u>	<u>\$ Change</u> from FY2013	<u>%</u> <u>Chg.</u>
Environmental Services						
Revenue						
Service Charges	\$3,927,560	\$3,919,100	\$3,165,600	\$3,564,100	(\$355,000)	-9.1%
Interest Income	14,943	13,700	13,700	13,700	0	0.0%
Operating Revenues	\$3,942,503	\$3,932,800	\$3,179,300	\$3,577,800	(\$355,000)	-9.0%
Fund Balance Appropriation	0	442,900	123,500	123,500	(319,400)	-72.1%
Total	\$3,942,503	\$4,375,700	\$3,302,800	\$3,701,300	(\$674,400)	-15.4%
Expense						
Personal Services	\$870,734	\$1,034,000	\$843,000	\$846,500	(\$187,500)	-18.1%
Fringe Benefits	272,614	302,300	261,000	257,900	(44,400)	-14.7%
Operating Costs	1,967,788	2,475,500	2,144,400	2,144,000	(331,500)	-13.4%
Debt Service	333,830	407,900	308,400	308,400	(99,500)	-24.4%
Capital Outlay	164,309	35,000	23,500	23,500	(11,500)	-32.9%
Equipment Reserve	121,000	121,000	121,000	121,000	0	0.0%
Total	\$3,730,274	\$4,375,700	\$3,701,300	\$3,701,300	(\$674,400)	-15.4%
Variance	\$212,229	\$0	(\$398,500)	\$0		

Watershed Protection and Restoration

Revenue						
Service Charges	\$0	\$0	\$2,130,300	\$2,130,300	\$2,130,300	N/A
Interest Income	0	0	2,700	2,700	2,700	N/A
Operating Revenues	\$0	\$0	\$2,133,000	\$2,133,000	\$2,133,000	N/A
Fund Balance Appropriation	0	0	0	0	0	N/A
Total	\$0	\$0	\$2,133,000	\$2,133,000	\$2,133,000	N/A
Expense						
Personal Services	\$0	\$0	\$190,500	\$193,900	\$193,900	N/A
Fringe Benefits	0	0	58,400	58,900	58,900	N/A
Operating Costs	0	0	1,214,100	1,214,100	1,214,100	N/A
Debt Service	0	0	475,800	475,800	475,800	N/A
Operating Contingency	0	0	194,200	190,300	190,300	N/A
Capital Outlay	0	0	0	0	0	N/A
Equipment Reserve	0	0	0	0	0	N/A
Total	\$0	\$0	\$2,133,000	\$2,133,000	\$2,133,000	N/A
Variance	\$0	\$0	\$0	\$0		

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ENTERPRISE FUND OPERATING BUDGETS⁽¹⁾

	<u>FY2012 Actual</u>	<u>FY2013 Budget</u>	<u>FY2014 Request</u>	<u>FY2014 Adopted</u>	<u>\$ Change from FY2013</u>	<u>% Chg.</u>
Inspections and Review						
Revenue						
Service Charges	\$2,728,062	\$2,704,700	\$2,824,900	\$2,824,900	\$120,200	4.4%
Total	\$2,728,062	\$2,704,700	\$2,824,900	\$2,824,900	\$120,200	4.4%
Expense						
Personal Services	\$1,211,076	\$1,058,700	\$1,130,900	\$1,155,300	\$96,600	9.1%
Fringe Benefits	453,642	359,400	386,600	394,700	35,300	9.8%
Operating Costs	1,312,022	1,242,300	1,271,600	1,239,100	(3,200)	-0.3%
Debt Service	46,382	44,000	35,800	35,800	(8,200)	-18.6%
Operating Contingency	0	300	0	0	(300)	N/A
Depreciation Expense	0	0	0	0	0	N/A
Total	\$3,023,122	\$2,704,700	\$2,824,900	\$2,824,900	\$120,200	4.4%
Variance	(\$295,060)	\$0	\$0	\$0		

Recreation

Revenue						
Service Charges	\$2,204,207	\$2,374,300	\$2,445,500	\$2,445,500	\$71,200	3.0%
Licenses & Permits	5,000	5,000	5,000	5,000	0	0.0%
Rent Revenue	52,326	61,000	53,700	53,700	(7,300)	-12.0%
Miscellaneous	72,308	43,800	45,800	45,800	2,000	4.6%
State Grants	20,045	19,500	19,500	19,500	0	0.0%
Federal Grants	3,623	5,200	5,000	5,000	(200)	-3.8%
Interest Income	645	2,000	1,500	1,500	(500)	-25.0%
Operating Revenues	\$2,358,154	\$2,510,800	\$2,576,000	\$2,576,000	\$65,200	2.6%
Fund Balance Appropriation	0	34,300	53,000	53,000	18,700	54.5%
Total	\$2,358,154	\$2,545,100	\$2,629,000	\$2,629,000	\$83,900	3.3%
Expense						
Personal Services	\$1,198,758	\$1,280,700	\$1,287,000	\$1,289,400	\$8,700	0.7%
Fringe Benefits	246,875	249,500	267,600	270,200	20,700	8.3%
Operating Costs	739,704	811,800	851,500	846,500	34,700	4.3%
Debt Service	189,556	173,800	170,900	170,900	(2,900)	-1.7%
Operating Contingency	0	21,800	23,000	23,000	1,200	5.5%
Capital Outlay	0	0	21,500	21,500	21,500	N/A
Equipment Reserve	7,500	7,500	7,500	7,500	0	0.0%
Total	\$2,382,392	\$2,545,100	\$2,629,000	\$2,629,000	\$83,900	3.3%
Variance	(\$24,238)	\$0	\$0	\$0		

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ENTERPRISE FUND OPERATING BUDGETS⁽¹⁾

	<u>FY2012 Actual</u>	<u>FY2013 Budget</u>	<u>FY2014 Request</u>	<u>FY2014 Adopted</u>	<u>\$ Change from FY2013</u>	<u>% Chg.</u>
Vending Machine						
Service Charges	\$150,481	\$104,000	\$104,000	\$104,000	\$0	0.0%
Operating Costs	\$141,609	\$104,000	\$104,000	\$104,000	\$0	0.0%
Variance	\$8,872	\$0	\$0	\$0		

Tourism Stadium Concert						
Miscellaneous	\$0	\$73,200	\$73,200	\$73,200	\$0	0.0%
Operating Costs	\$0	\$73,200	\$73,200	\$73,200	\$0	0.0%
Variance	\$0	\$0	\$0	\$0		

Total Enterprise Funds

Total Revenues	\$38,527,966	\$39,956,300	\$41,183,600	\$42,592,600	\$2,636,300	6.6%
Total Expenses	\$36,770,184	\$39,956,300	\$42,592,600	\$42,592,600	\$2,636,300	6.6%
Variance	\$1,757,782	\$0	(\$1,409,000)	\$0		

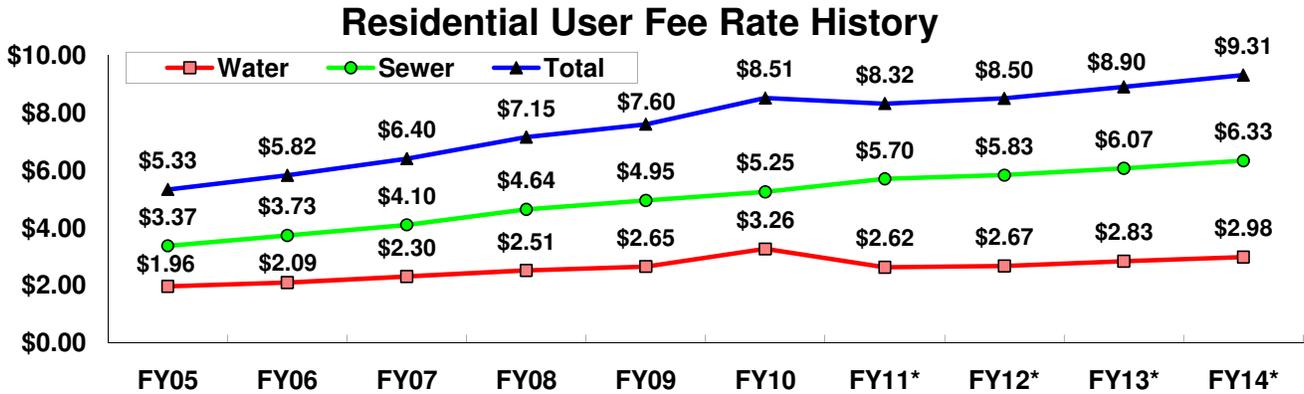
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Water and Sewer Fund

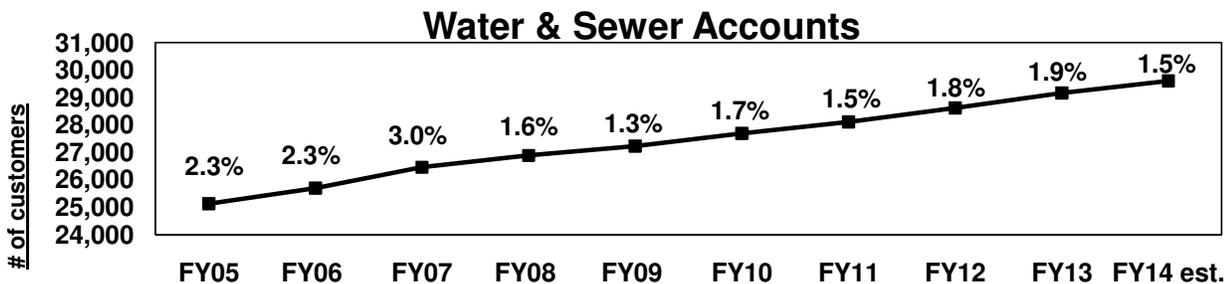
William A. Shreve, Director of Public Works
 Address: 5310 Hawthorne Rd., La Plata, MD 20646
www.charlescountymd.gov/pw/utilities/mattawoman-office-utilities

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



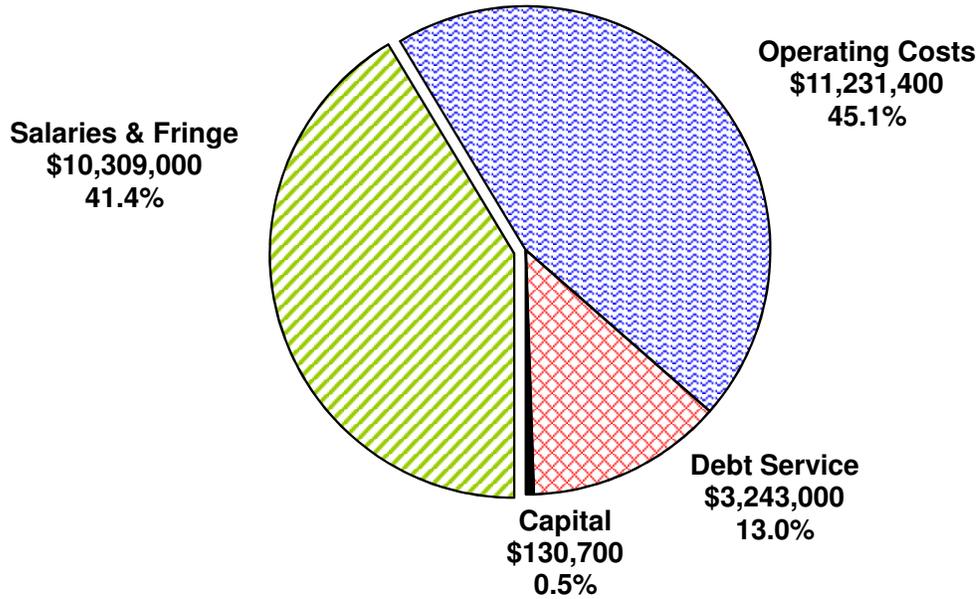
*The user fee rate structure was adjusted for FY 11 to a tiered method. This resulted in a rate decrease for the average residential customer who consumes less than 18,000 gallons per quarter. Customers consuming more than 18,000 gallons per quarter will be charged a higher rate on the excess usage. The tiered method approach will continue in FY2014. **See additional rates below:**

Category	FY2014 Rates:
Water User Fee Rate	
Single Family Residential: 0 - 18,000 gallons.....	\$2.98 per 1,000 gallons
Single Family Residential: 18,001 - 24,000 gallons.....	\$5.96 per 1,000 gallons
Single Family Residential: Over 24,000 gallons.....	\$8.94 per 1,000 gallons
Multi-Family/Commercial: based on metered usage.....	\$3.78 per 1,000 gallons
Sewer User Fee Rate	
Single Family Residential: Billing capped at 24,000 gallons.....	\$6.33 per 1,000 gallons
Multi-Family/Commercial: based on metered usage.....	\$6.33 per 1,000 gallons
Customer Account Fee	
Customer Account Charge.....	\$9.42 flat fee
Sewer "Only" Non-Metered Customer Account Charge.....	\$4.36 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

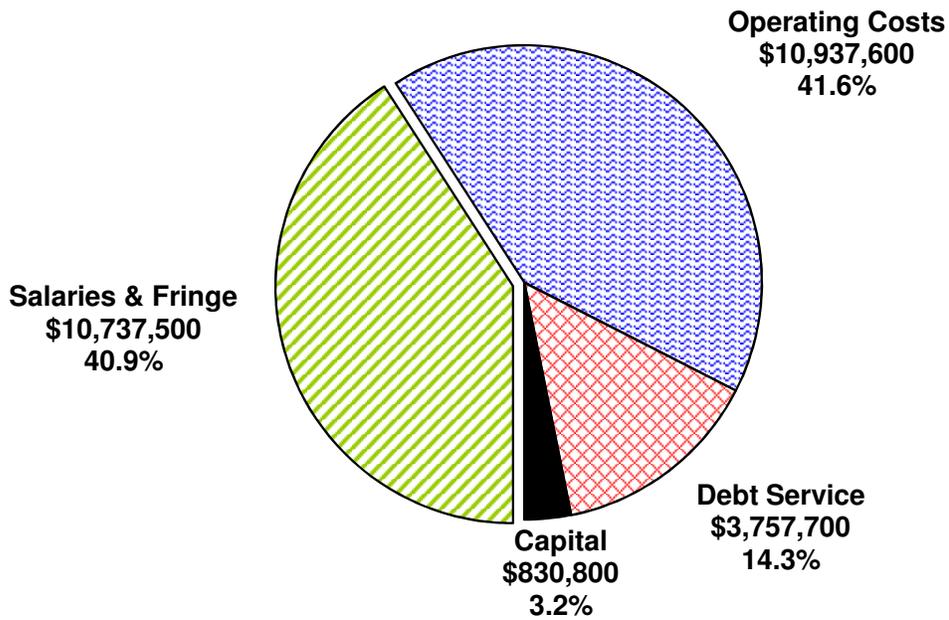


The % increase in the graph represents the rate of customer growth. The number of accounts has steadily increased each year which is reflective of the County's constant population growth.

FY2013 Operating Expenses by Account Classification
Total: \$24,914,100



FY2014 Operating Expenses by Account Classification
Total: \$26,263,600



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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$2,261,128	\$2,444,700	\$2,475,500	\$2,545,200	\$100,500	4.1%
Fringe Benefits	903,603	881,600	905,900	924,500	42,900	4.9%
Operating Costs	1,729,330	2,051,700	2,223,500	2,180,000	128,300	6.3%
Operating Contingency	0	9,600	0	0	(9,600)	N/A
Debt Service	1,579,709	1,717,800	1,987,600	1,968,200	250,400	14.6%
Capital Outlay	6,458	0	189,000	189,000	189,000	NEW
Capital Projects	21,009	107,000	140,000	140,000	33,000	30.8%
Total Expenditures	\$6,501,236	\$7,212,400	\$7,921,500	\$7,946,900	\$734,500	10.2%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The **Operating Costs** budget increase is due to the following reasons:
 - Additional chemical funding to minimize odors,
 - Engineering consulting services for automation of asset management,
 - Automate sewer wastewater sites,
 - Cost increase is partially offset by energy saving retrofits for satellite wastewater sites.
- The increase in **Debt Service** is to fund the 2013 bond issue, the 2014 capital lease and to reallocate previously issued bonds for the Automation Project.
- The **Capital Outlay** budget of \$189,000 is for the capital maintenance.
- **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 communication system providing for around the clock responses as needed.

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

Positions:

	<u>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>	<u>FY 2014</u> <u>FTE</u>
Total Full Time Equivalent	44.4	42.5	43.4	43.7	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 195.

Objectives & Measurements:

	<u>FY10</u> <u>Actual</u>	<u>FY11</u> <u>Actual</u>	<u>FY12</u> <u>Actual</u>	<u>FY13</u> <u>Projected</u>	<u>FY14</u> <u>Estimated</u>
<i><u>Objective: To comply with permit conditions.</u></i>					
Gallons treated per day at satellite plants	347,966	313,126	341,727	355,000	355,000
Efficiency rate for Treatment Plants (Compliance)	99.77%	87.88%	97.16%	99.00%	99.00%

Water & Sewer

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$1,782,503	\$1,895,100	\$1,927,500	\$1,973,300	\$78,200	4.1%
Fringe Benefits	642,675	623,700	644,500	654,900	31,200	5.0%
Operating Costs	4,105,249	4,888,800	4,791,700	4,708,100	(180,700)	-3.7%
Debt Service	39,011	32,900	16,100	16,100	(16,800)	-51.1%
Capital Outlay	0	0	123,500	123,500	123,500	NEW
Total Expenditures	\$6,569,438	\$7,440,500	\$7,503,300	\$7,475,900	\$35,400	0.5%
WSSC Contribution	\$748,692	\$860,500	\$865,900	\$865,900	\$5,400	0.6%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating Costs** were adjusted to estimated actual. Due to new State regulations, the sludge disposal budget was increased by 15%. However, this impact was offset by reducing electricity and chemical budgets to estimated actual and reducing other budgets for one time FY 2013 costs.
- The **Capital Outlay** budget of \$123,500 is for the capital maintenance.

Description:

The Mattawoman Wastewater Treatment Plant is an advanced facility capable of treating 20 million gallons of wastewater daily. It is staffed and monitored around the clock and has phosphorous removal and sludge handling capabilities, accepting septic tank, holding tank wastes and sludge from other sources throughout the County. A sludge contract with a private vendor provides for a proactive approach to sludge management that benefits not only the user community and the agricultural community, but the environment as a whole since we are able to conserve landfill space and assist in the Chesapeake Bay restoration effort.

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

Positions:

	<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>	<u>FY 2014</u> <u>FTE</u>
Total Full Time Equivalent	39.2	36.9	35.1	34.0	34.0

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 195.

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.

-kW hours per million gallons treated (l)	3,085	2,949	2,617	2,500	2,500
Efficiency rate (compliance)	99.91%	97.62%	95.24%	99.00%	99.00%

Water & Sewer

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$2,037,174	\$2,165,300	\$2,188,800	\$2,237,400	\$72,100	3.3%
Fringe Benefits	788,739	767,600	780,500	794,500	26,900	3.5%
Operating Costs	2,403,777	4,050,300	3,878,200	3,847,400	(202,900)	-5.0%
Operating Contingency	0	8,700	0	0	(8,700)	N/A
Debt Service	1,250,402	1,241,700	1,507,100	1,488,600	246,900	19.9%
Capital Outlay	6,458	0	317,200	300,000	300,000	NEW
Capital Projects	24,123	19,300	78,300	78,300	59,000	305.7%
Total Expenditures	\$6,510,674	\$8,252,900	\$8,750,100	\$8,746,200	\$493,300	6.0%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating Costs** includes funding for hauling of reverse osmosis water, to provide valve maintenance in the Waldorf region and receive contractual assistance for the Cross Connection Program. These costs were offset by reducing the electricity and utilities budgets to estimated actual.
- The increase in **Debt Service** is to fund the 2013 bond issue, the 2014 capital lease for replacement items only and to reallocate previously issued bonds for the Automation Project.
- **Capital Outlay** budget of \$300,000 is for capital maintenance.
- **Capital Projects** budget is for the Water Model Update Project and for the Waldorf/Chapel Point Water System Interconnection Feasibility Study Project.

Description:

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

Positions:

	<u>FY 2010</u> FTE	<u>FY 2011</u> FTE	<u>FY 2012</u> FTE	<u>FY 2013</u> FTE	<u>FY 2014</u> FTE
Total Full Time Equivalent	35.3	36.4	36.8	37.6	37.6

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 195.

Objectives & Measurements:

	<u>FY10</u> Actual	<u>FY11</u> Actual	<u>FY12</u> Actual	<u>FY13</u> Projected	<u>FY14</u> 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	5,640,450	5,964,252	6,266,437	6,300,000	6,300,000
WSSC gallons pumped per day	1,059,195	1,107,501	76,299	100,000	100,000

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 2010	FY 2011	FY 2012	FY 2013	FY 2014
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Director of Public Works	1.0	0.5	0.5	0.5	0.5
Assistant Director of Public Works - Utilities	1.0	0.9	0.9	0.9	0.9
Chief of Operations and Maintenance	1.0	1.0	1.0	1.0	1.0
Chief of Technical Support	1.0	1.0	1.0	1.0	1.0
Engineer I - III	2.8	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	3.0	3.0	3.0	4.0	4.0
Laboratory Supervisor	1.0	1.0	1.0	1.0	1.0
Line Maintenance Superintendent	1.0	1.0	1.0	1.0	1.0
Systems Analyst	0.0	0.0	1.0	1.0	1.0
Network Specialist III	0.0	0.0	1.0	1.0	1.0
Meter Superintendent	0.5	0.0	0.0	0.0	0.0
Wastewater Operations Supervisor II	6.0	6.0	5.0	5.0	5.0
Assistant Project Manager	1.0	1.0	1.0	2.0	2.0
Financial Support Manager	1.0	1.0	0.5	0.5	0.5
Line Maintenance Supervisor	4.0	3.0	3.0	3.0	3.0
Equipment Maintenance Supervisor	3.0	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	2.0	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	3.0	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	23.0	23.0	22.0	22.0	22.0
Utilities Locator	3.0	3.0	3.0	3.0	3.0
Equipment Operator III - IV	7.0	8.0	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	5.0	5.0	4.0	4.0
Water Operator	8.0	8.0	8.0	8.0	8.0
Meter Technician	3.0	1.0	1.0	1.0	1.0
Equipment Maintenance Technician I	6.0	6.0	6.0	5.0	5.0
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	118.9	115.8	115.3	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	36.4	36.8	37.6	37.6
Sewer	44.4	42.5	43.4	43.7	43.7
Mattawoman	39.2	36.9	35.1	34.0	34.0
Total Full Time Equivalent	118.9	115.8	115.3	115.3	115.3

Water & Sewer

Department: Planning and Growth Management 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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$105,418	\$96,100	\$86,000	\$86,500	(\$9,600)	-10.0%
Fringe Benefits	36,514	31,200	23,100	23,600	(7,600)	-24.4%
Operating Costs	1,729	1,900	1,900	1,900	0	0.0%
Total Expenditures	\$143,662	\$129,200	\$111,000	\$112,000	(\$17,200)	-13.3%
Revenues	\$19,318	\$7,000	\$7,000	\$7,000	\$0	0.0%

Baseline Changes and Useful Information:

- The **Total Expenditures** reduction was due to an Office Associate II position being transferred to the Codes, Permits & Inspection Services Division during FY 2013 to better support the Department's needs.

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 2010	FY 2011	FY 2012	FY 2013	FY 2014
Title	FTE	FTE	FTE	FTE	FTE
Director of Planning & Growth Mgmt	0.2	0.3	0.3	0.3	0.3
Asst Dir of Planning & Growth Mgmt	0.4	0.0	0.0	0.0	0.0
Administration Manager	0.5	0.3	0.3	0.3	0.3
Property Acquisition Officer	0.3	0.3	0.3	0.3	0.3
Administrative Associate	0.2	0.3	0.3	0.3	0.3
Office Associate II	0.2	0.3	0.3	0.3	0.0
Total Full Time Equivalent	1.8	1.4	1.4	1.4	1.1

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 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	494	551	646	564	587
Utility Permits Issued	471	504	499	491	498

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)	85	97	43	37	37
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Water & Sewer

Department: Planning and Growth Management 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-perimits-inspection-services

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$175,027	\$219,600	\$229,100	\$233,200	\$13,600	6.2%
Fringe Benefits	69,128	74,300	80,500	79,000	4,700	6.3%
Operating Costs	1,739	3,200	4,100	4,100	900	28.1%
Total Expenditures	\$245,894	\$297,100	\$313,700	\$316,300	\$19,200	6.5%

Baseline Changes and Useful Information:

- **Personal Services and Fringe Benefits** budgets increase includes the impact of transferring a Office Associate II position this to Division during FY 2013 to better support the Department's needs. The 2% COLA and merit adjustment was offset by budgeting a 3% turnover factor.
- **Operating Costs** was adjusted to cover the American Waterworks Association (AWWA) membership cost and to replace three computer monitor screens.

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:

	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
Title	FTE	FTE	FTE	FTE	FTE
Engineer I / II / III / IV	0.4	0.8	0.8	1.1	1.1
Right-of-Way Agent I	0.5	0.3	0.3	0.3	0.3
Water/Wastewater Permit Technician	0.8	0.8	0.8	0.8	0.8
Administrative Associate	0.5	0.0	0.0	0.0	0.0
Permits Specialist	0.5	0.8	0.8	0.8	0.8
Office Associate II	0.5	0.5	0.5	0.8	0.8
Office Associate I	0.0	0.0	0.0	0.0	0.3
Total Full Time Equivalent	3.2	3.1	3.1	3.7	3.9

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
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Infrastructure Review

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.

of active projects reviewed:

Water	212	166	173	190	184
Sewer	222	171	177	200	190
Equivalent FTE per Fiscal Year	137.8	112.0	116.7	130.0	125.0

Water & Sewer

Department: Planning and Growth Management 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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$184,275	\$178,000	\$166,800	\$168,200	(\$9,800)	-5.5%
Fringe Benefits	58,129	54,500	50,600	51,500	(3,000)	-5.5%
Operating Costs	2,943	4,200	3,600	3,600	(600)	-14.3%
Total Expenditures	\$245,346	\$236,700	\$221,000	\$223,300	(\$13,400)	-5.7%

Baseline Changes and Useful Information:

- **Personal Services** was reduced due to reallocating the Resource Manager to the General Fund based on assigned duties.
- **Operating Costs** were adjusted 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:

	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
Title	FTE	FTE	FTE	FTE	FTE
Chief of Resource & Infrastructure Mgmt	0.5	0.7	0.7	0.7	0.7
Resource Manager	1.0	1.0	0.5	0.5	0.3
Resource Analyst - GIS	0.4	0.4	0.4	0.4	0.4
Planner I - III	0.4	0.4	0.4	0.4	0.4
Cartographer	0.5	0.0	0.0	0.0	0.0
Administrative Associate	0.5	0.3	0.3	0.3	0.3
Total Full Time Equivalent	3.3	2.8	2.3	2.3	2.1

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
<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>					
Approved Allocations	28	31	21	35	38

Water & Sewer

Department: Fiscal & Administrative Services 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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$317,950	\$343,600	\$354,100	\$364,800	\$21,200	6.2%
Fringe Benefits	111,715	114,600	119,500	121,600	7,000	6.1%
Operating Costs	88,215	101,800	125,100	112,300	10,500	10.3%
Debt Service	0	800	1,600	1,600	800	100.0%
Total Expenditures	\$517,879	\$560,800	\$600,300	\$600,300	\$39,500	7.0%
Total Revenues	\$523,353	\$560,800	\$577,700	\$600,300	\$39,500	7.0%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase includes converting a full year time reduced hour position to full time status, funding for the 2% COLA effective with the first full pay in July to eligible employees and funding for a merit increase based on performance on the employee's anniversary date.
- The **Operating Costs** budget was adjusted to include the cost of non-bulk postage. Previously this cost was funded by the General Fund.
- The **Debt Service** budget increase is to reflect the full year impact of the FY 2013 Capital Lease that replaced a printer that did not function properly and was 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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 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	5.0
Total Full Time Equivalent	7.1	7.1	7.1	7.1	7.3

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 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	118,329	120,893	121,578	123,401	125,252
# of regular invoices	113,858	116,883	117,546	119,309	121,099
# of finals	4,471	4,010	4,032	4,092	4,153
# of delinquent invoices per year	33,380	34,259	36,249	37,020	37,575
- % of total billed	28%	29%	30%	30%	30%

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

# of final notice letters	1,809	2,683	2,425	2,461	2,497
# of liens	662	633	546	557	568
# of liens released	408	718	507	517	527

Water & Sewer

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$322,682	\$316,100	\$364,300	\$366,900	\$50,800	16.1%
Fringe Benefits	112,448	103,000	111,400	112,400	9,400	9.1%
Operating Costs	181,425	111,200	83,800	80,200	(31,000)	-27.9%
Debt Service	170,941	249,800	283,200	283,200	33,400	13.4%
Capital Outlay	0	4,400	0	0	(4,400)	N/A
Total Expenditures	\$787,495	\$784,500	\$842,700	\$842,700	\$58,200	7.4%
Total Revenues	\$818,579	\$784,500	\$799,000	\$842,700	\$58,200	7.4%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase includes the cost to fund overtime costs associated with the meter change out program. The FY 2013 adopted budget assumed the work to change out these meters would be done by a third party contractor (under the Operating Costs Expenditure Category). Increase also includes funding for the 2% COLA effective with the first full pay in July to eligible employees and funding for a merit increase based on performance on the employee's anniversary date.
- **Operating Costs** changes:
 - Contract Services was reduced and transferred to Personal Services and Fringe Benefits to fund the overtime cost associated with the meter change out program.
 - Funding was provided to replace existing meters that no longer operate properly. The capital lease funds the meter change out program which replaces old meters with obsolete technology.
 - Equipment Repairs & Maintenance was reduced to estimated actual.
- The **Debt Service** was increased in order to continue to finance the meter change out program.
- **Capital Outlay** was reduced to reflect FY 2013 one time purchases.

Description:

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

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Asst Director of Public Works - Utilities	0.00	0.10	0.10	0.10	0.10
Meter Superintendent	0.50	1.00	1.00	1.00	1.00
Meter Technicians	3.00	5.00	5.00	5.00	5.00
Total Full Time Equivalent	3.50	6.10	6.10	6.10	6.10

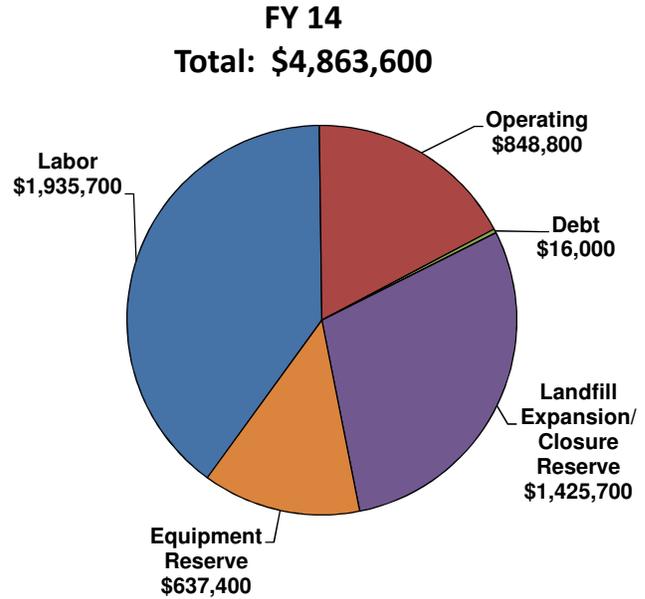
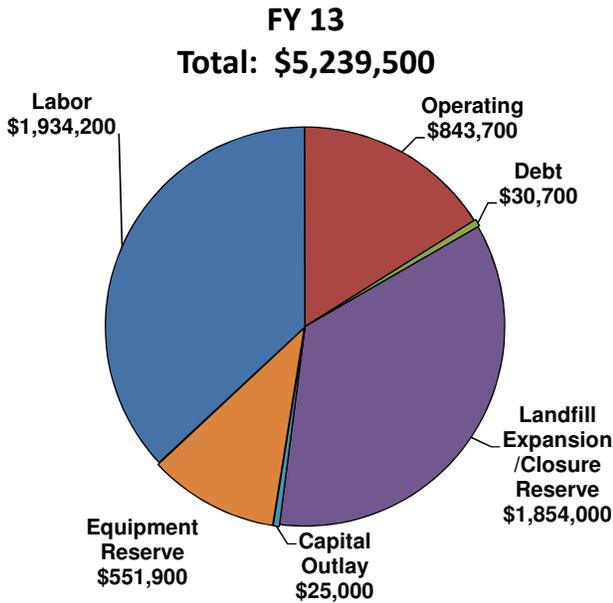
Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
<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	490	1,274	981	2,000	2,000
- # of new installations	474	446	511	550	550

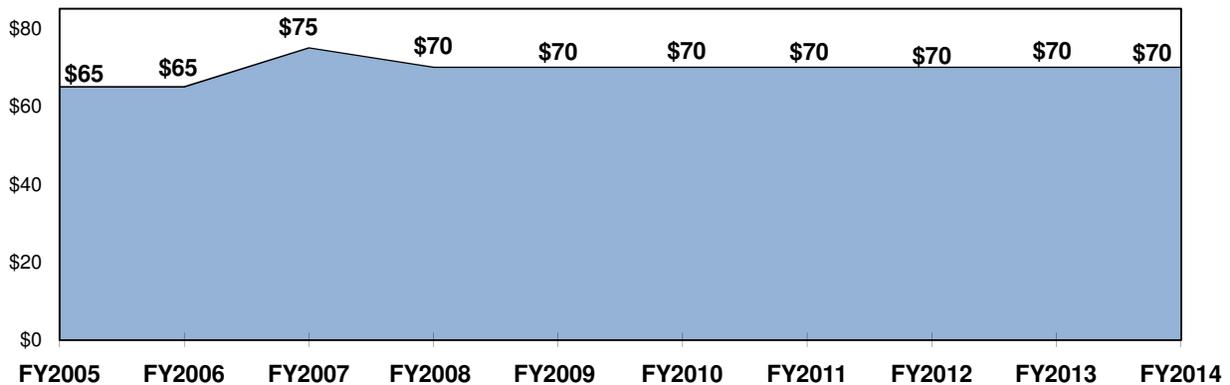
Solid Waste Fund

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		\$1.50 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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$1,460,906	\$1,447,800	\$1,447,800	\$1,440,300	(\$7,500)	-0.5%
Fringe Benefits	508,980	486,400	486,300	495,400	9,000	1.9%
Operating Costs	767,017	835,400	850,400	848,800	13,400	1.6%
Debt Service	30,980	30,700	16,000	16,000	(14,700)	-47.9%
Operating Contingency	0	8,300	0	0	(8,300)	-100.0%
Transfer to General Fund	599,800	0	0	0	0	N/A
Landfill Expansion/Closure	2,021,900	1,854,000	1,425,700	1,425,700	(428,300)	-23.1%
Capital Outlay	581,578	25,000	0	0	(25,000)	-100.0%
Equipment Reserve	0	551,900	637,400	637,400	85,500	15.5%
Total Expenditures	\$5,971,161	\$5,239,500	\$4,863,600	\$4,863,600	(\$375,900)	-7.2%

Baseline Changes and Useful Information:

- The **Personal Services** and **Fringe Benefits** increase for the 2% COLA and merit adjustment was offset by budgeting a 3% turnover factor.
- The **Operating Costs** increase is due to adjusting the vehicle fuel costs to match current trends and to provide additional Consultant funding to evaluate the Municipal Waste Collection Request for Proposal (RFP).
- The **Debt Service** budget is declining due to the 2009 Capital Lease being paid off in FY 2014.
- The **Landfill Expansion/Closure** budget funds the future development of the remaining space at the Landfill.
-The decrease for FY14 corresponds with the decrease in tonnage expected at the Landfill and a decrease in the estimated cost per ton reserve due to a favorable compaction rate experienced to date.
- 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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Director of Public Works	0.3	0.1	0.1	0.1	0.1
Assistant Dir of Public Works - Facilities	0.0	0.0	0.2	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	0.1	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	0.2	0.2	0.2
Administrative Associate	1.0	1.0	1.2	1.2	1.2
Assistant Weigh Clerk	1.0	1.0	1.0	1.0	1.0
Equipment Operator II - IV	7.0	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	6.5	6.5	6.5	6.5	6.5
Part Time Positions	4.8	4.8	4.8	4.8	4.8
Total Full Time Equivalent	30.4	30.2	30.9	30.9	30.9

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
<i>Objective: To monitor revenues to determine the life expectancy of the Landfill.</i>					
Total Tons	74,581	85,762	90,354	73,300	74,000
Number of Patrons	99,549	100,714	102,338	102,800	103,150
<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	1,240	1,180	1,200	1,200

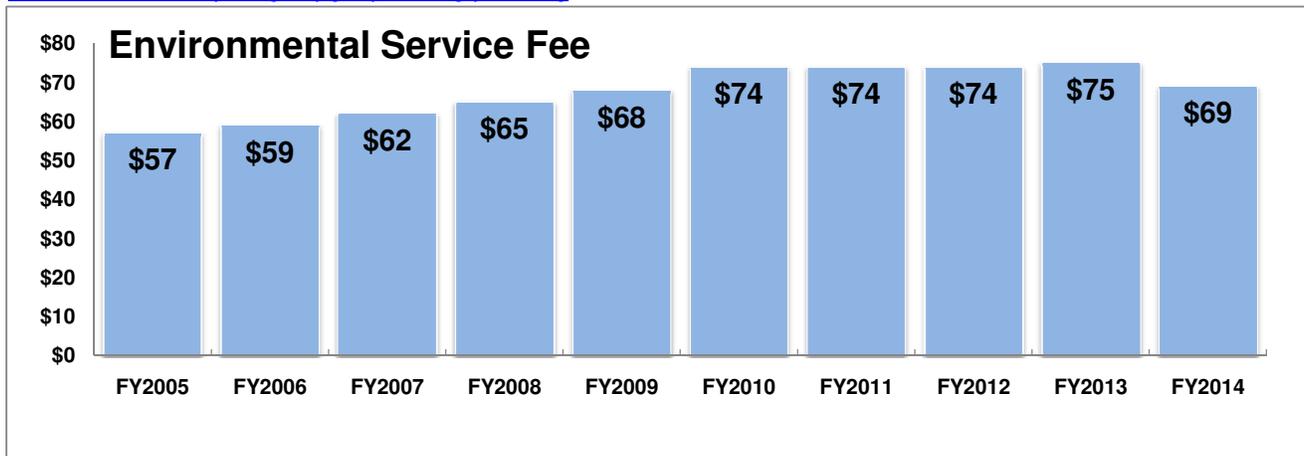
Environmental Service Fund

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

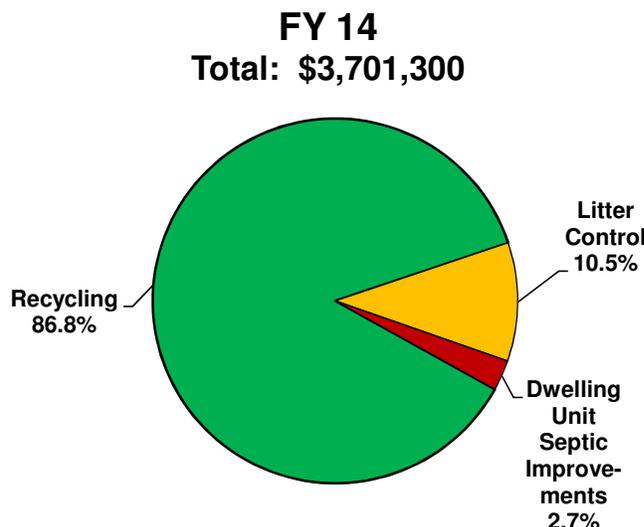
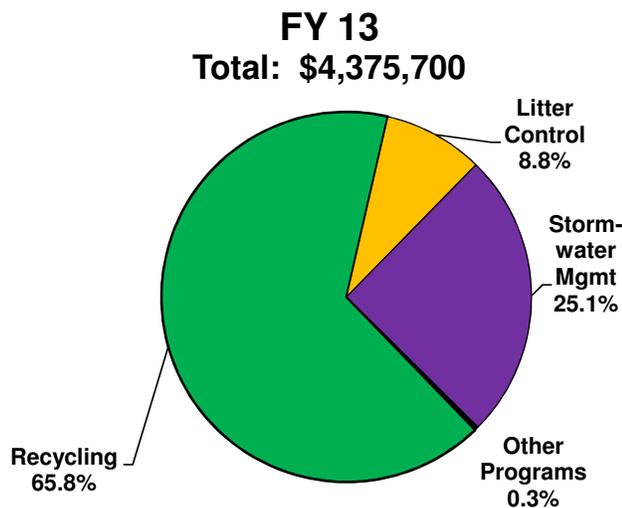
Peter Aluotto, Director of Planning & Growth Management
 Mailing Address: P.O. Box 2150, La Plata, MD 20646
 Physical Address: 200 Baltimore St., La Plata, MD 20646
www.charlescountymd.gov/pgm/planning/planning

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. Improved property is land with one or more structures on it. The current revenue is used to support Recycling and Litter Control programs and to fund dwelling unit septic improvements. Prior to FY14 this revenue also supported the National Pollutant Discharge Elimination System Permit (NPDES)/Stormwater Management program.

Through the years, the County has raised the ESF fee to cover the cost of an additional Litter Crew, increase in the costs and number of homes in the recycling curbside collection program, and to cover other expenditure increases, such as stormwater management. The FY14 fee was reduced due to shifting stormwater costs to the new Watershed Restoration and Protection fund to meet State Law (2012 Session - HB 987). The reduction in fee was partially offset with new costs for FY14 which include financing 40,000 new 96-gallon carts for the recycling curbside collection program, as well as, expanding the program by an additional 2,400 homes. The towns of Indian Head and La Plata each have their own recycling program exempting them from part of the fee. Their property owners pay a reduced FY14 ESF fee of \$14.



Prior to FY14, the NPDES retrofit program was included in continued in this fund. These costs are now part of the Watershed Protection and Restoration Fund.

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$790,316	\$840,400	\$843,000	\$846,500	\$6,100	0.7%
Fringe Benefits	250,674	245,600	261,000	257,900	12,300	5.0%
Operating Costs	1,824,184	1,953,900	2,044,400	2,044,000	90,100	4.6%
Debt Service	71,571	66,600	308,400	308,400	241,800	363.1%
Capital Outlay	164,309	35,000	23,500	23,500	(11,500)	-32.9%
Equipment Reserve	121,000	121,000	121,000	121,000	0	0.0%
Total Expenditures	\$3,222,054	\$3,262,500	\$3,601,300	\$3,601,300	\$338,800	10.4%

Baseline Changes and Useful Information:

- The **Personal Services** and **Fringe Benefits** increase for the 2% COLA and merit adjustment was offset by budgeting a 3% turnover factor. A new Solid Waste Worker full time position was approved by reducing part time funds.
- Reasons for the **Operating Costs** increase of 4.6%:
 - Increase in the curbside collection budget to include a 2,400 home expansion and CPI adjustment.
 - Vehicle fuel, equipment repairs & maintenance and other miscellaneous budgets were increased to keep pace with current trends.
 - Stormwater Maintenance and Storm Drain funding is now budgeted in the new Watershed Protection and Restoration Enterprise Fund.
- The increase in **Debt Service** finances 40,000 new 96 gallon carts for curbside recycling, replaces a Tri Axle Roll off Truck, and replaces a Wheel Loader.
- The FY 2014 **Capital Outlay** budget replaces four roll off/receiver boxes.
- The **Equipment Reserve** budget is to replace future equipment.

Description:

The Recycling Division provides comprehensive recycling services to the residents of Charles County and has achieved a 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:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Director of Public Works	0.0	0.0	0.1	0.1	0.1
Asst. Dir. of Public Works - Facilities	0.0	0.0	0.1	0.1	0.1
Financial Support Manager	0.0	0.0	0.1	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	0.1	0.1	0.1
Equipment Operator IV	2.0	2.0	2.0	2.0	2.0
Litter Control Supervisor	3.0	3.0	3.0	3.0	3.0
Administrative Associate	0.0	0.0	0.1	0.1	0.1
Solid Waste Worker	2.5	2.5	2.5	2.5	3.5
Part Time Positions	13.5	13.5	13.5	13.5	12.5
Total Full Time Equivalent	24.0	24.0	24.4	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

Objectives & Measurements:	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
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Curbside Collection

Objective: continue expansion of the curbside collection program into the growth areas.

Curbside collection tons	3,100	3,200	3,074	3,300	4,000
# of homes	32,367	32,775	33,581	35,612	38,000
% of homes in program	66.0%	66.0%	66.0%	66.0%	69.0%
tons per home	25	25	25	25	25
# of complaints	351	485	453	500	600
# of bins distributed	2,949	2,910	3,422	3,500	3,600

Recycling Centers

Number of Patrons:

Breeze Farm	18,330	18,862	18,669	18,900	19,050
Gilbert Run	21,039	18,978	20,560	21,000	21,500
Landfill	89,083	93,011	90,664	92,000	93,200
Pisgah	<u>49,901</u>	<u>50,246</u>	<u>54,057</u>	<u>55,000</u>	<u>55,500</u>
Total Patrons	178,353	181,097	183,950	186,900	189,250

Composting Facility

Objective: To recycle all yard waste in order to keep it out of Landfill's waste stream.

Yard Waste Tonnage	11,567	10,674	12,051	12,230	12,500
Number of Patrons	17,761	18,763	19,036	19,150	19,300
Household hazardous waste (tons)	44	45	37	40	40
Mulch given away (tons)	8,250	8,300	9,800	9,500	9,500
Compost utilized (tons)	829	825	770	850	875
Used Oil Collected (gallons)	48,257	48,075	49,720	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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$80,418	\$193,600	\$0	\$0	(\$193,600)	-100.0%
Fringe Benefits	21,940	56,700	0	0	(56,700)	-100.0%
Operating Costs	143,604	521,600	100,000	100,000	(421,600)	-80.8%
Operating Contingency	0	0	0	0	0	N/A
Debt Service	262,259	341,300	0	0	(341,300)	-100.0%
Total Expenditures	\$508,220	\$1,113,200	\$100,000	\$100,000	(\$1,013,200)	-91.0%

Baseline Changes and Useful Information:

- **Total Expenditures** are declining due to shifting the majority of these operations to the new Watershed Protection and Restoration Enterprise Fund. The \$100,000 budget for FY 2014 is for dwelling unit septic improvements.

Positions:

<u>Title</u>	<u>FY10 FTE</u>	<u>FY11 FTE</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>
Resource Manager	0.0	0.0	0.5	0.5	0.0
Planner III	0.5	0.5	0.5	0.8	0.0
Engineer I - IV	0.0	0.0	0.0	1.0	0.0
Office Associate I	0.0	0.0	0.0	0.3	0.0
Total Full Time Equivalent	0.5	0.5	1.0	2.5	0.0

Watershed Protection and Restoration Fund

Peter Aluotto, Director of Planning & Growth Management

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

301-645-0627 301-870-3935

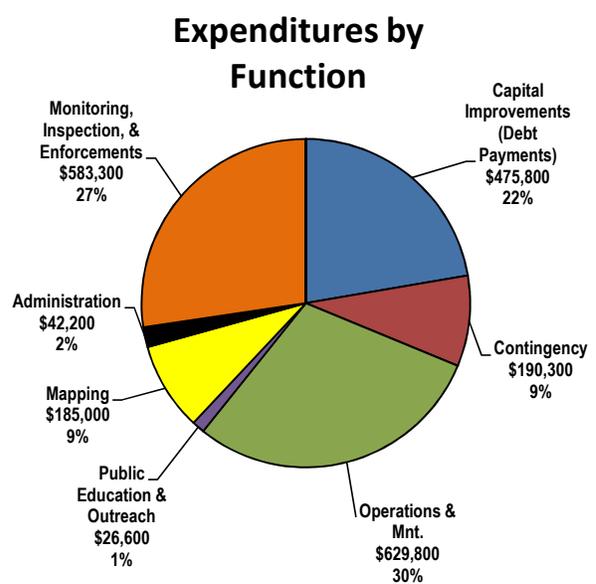
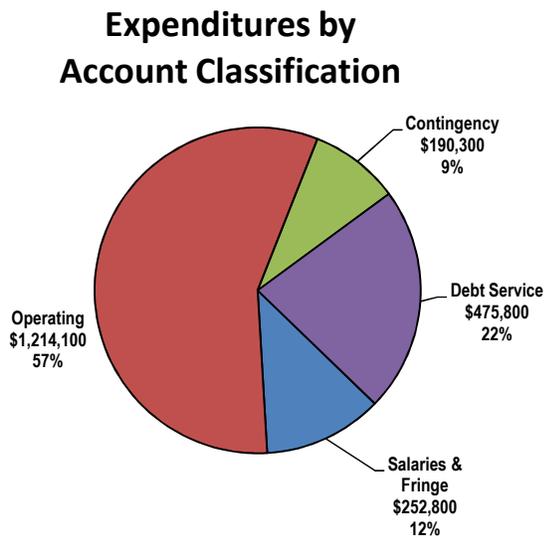
Physical Address: 200 Baltimore St., La Plata, MD 20646

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

<http://www.charlescountymd.gov/pgm/planning/npdes-municipal-separate-storm-sewer-system-permit>

On May 2, 2012, the Governor signed into law a requirement that the ten most populated jurisdictions in Maryland establish a watershed protection and restoration program and a stormwater remediation fee by July 1, 2013. The main purpose of the program and fee is to provide a funding source to address requirements of the County's stormwater management permit, issued by the MD Department of the Environment. The County was already funding part of these expenditures through a stormwater component of the Environmental Service fee. These cost have been moved to the new Watershed Protection and Restoration Fund.

The stormwater remediation fee is \$43 and will be charged annually to each improved property within the County. Improved property is land with one or more structures on it. The revenue will be used to cover operations and maintenance, public education and outreach, stormwater management planning, mapping, monitoring, inspections, enforcement, grants to non-profits (program currently under development), administrative costs, and the debt service payments associated with the cost of capital improvements related to stormwater improvements to old systems.



Summary of the 2012 NPDES MS4 Annual Report

In 2012, Charles County continued restoring untreated impervious acres in the Development District. Construction began on the Pinefield and Bryans Road restoration projects, which will treat a total of 31 acres of impervious surface. An additional 64 acres of untreated impervious surface was in the design and permitting stages. During 2013 a project was initiated to expand mapping of the stormwater infrastructure and refine impervious surface data. The new mapping will expand needed data county-wide and enhance the ability to manage the storm sewer system.

Watershed Protection and Restoration Fund

Department: Planning and Growth Management 50.07.19
Division \ Program: Planning Fund: Enterprise
Program Administrator: Steven Ball, Planning Director

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Proposed	\$ Change from FY2013	% Chg.
Personal Services	\$0	\$0	\$116,100	\$117,600	\$116,100	NEW
Fringe Benefits	0	0	33,900	34,000	33,900	NEW
Operating Costs	0	0	438,900	438,900	438,900	NEW
Operating Contingency	0	0	194,200	190,300	194,200	NEW
Debt Service	0	0	475,800	475,800	475,800	NEW
Total Expenditures	\$0	\$0	\$1,258,900	\$1,256,600	\$1,258,900	NEW

Baseline Changes and Useful Information:

- **Personal Services** and **Fringe** represent transferring a Planner III from the Environmental Service fund and hiring a Planner position to work on implementing the Charles County Phase II Watershed Implementation Plan (WIP II) Strategy, and the National Pollutant Discharge Elimination System (NPDES) stormwater permit. The budget also includes a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating Costs** represent consultant budget for detailed planning studies to implement the Charles County WIP II Strategy, public outreach, illicit discharge program, watershed monitoring, tracking stormwater pollution reductions, and reporting as required by the County's NPDES stormwater permit.
- **Debt Service** represents principal and interest payments on \$5.8 million of stormwater management bonds.

Description:

The Charles County storm sewer system is operated per its NPDES Municipal Separate Storm Sewer System permit. 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 Planning Division work products include:

- Continuation of a long-term chemical, biological, and physical monitoring program for small watersheds; continuation of urban BMP effectiveness study; and continued support of the US Geological Survey long-term chemical monitoring station for Mattawoman Creek Watershed, a large watershed.
- Continued implementation of the Illicit Discharge Detection and Enforcement Program for the County's storm sewer system. This program provides annual inspection of major outfalls to discover potential illicit discharges into the storm sewer system and enforces violations. The County relies heavily on a public education element to prevent illicit discharges, and has also incorporated penalties for serious and repeat violations.

Positions:

<u>Title</u>	<u>FY10</u> <u>FTE</u>	<u>FY11</u> <u>FTE</u>	<u>FY12</u> <u>FTE</u>	<u>FY13</u> <u>FTE</u>	<u>FY14</u> <u>FTE</u>
Planner III	0.0	0.0	0.0	0.0	0.8
Planner II	0.0	0.0	0.0	0.0	1.0
Total Full Time Equivalent	0.0	0.0	0.0	0.0	1.8

Watershed Protection and Restoration Fund

Department: Planning and Growth Management 50.07.31
Division \ Program: Codes, Permits & Inspection Services\ Inspections & Enforcement Fund: Enterprise

Program Administrator: Frank Ward, Chief of Codes, Permits, and Inspection Services

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Proposed	\$ Change from FY2013	% Chg.
Operating Costs	0	0	57,500	57,500	57,500	NEW
Total Expenditures	\$0	\$0	\$57,500	\$57,500	\$57,500	NEW

Baseline Changes and Useful Information:

- **Operating Costs** represent continued funding of contract services for triennial inspections. This cost was previously budgeted for in the Inspection Fund. An additional \$1,000 is included for employee education.

Description:

The Inspection and Enforcement Section of the Codes, Permits and Inspection Services Division is responsible for the triennial inspection of existing stormwater management devices owned by private property owners, homeowners associations, and Charles County for compliance with performance specifications, legal agreements & Maryland law. Inspection staff provides reports to owners of the stormwater management devices and ensures proper repairs are implemented in a timely manner. Inspections occur after developer's have completed projects inspected by staff of the Inspection & Enforcement fund.

Department: Planning and Growth Management 50.07.61
Division \ Program: Codes, Permits & Inspection Services\Codes & Permits Fund: Enterprise
Program Administrator: Frank Ward, Chief of Codes, Permits, and Inspection Services

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Proposed	\$ Change from FY2013	% Chg.
Personal Services	\$0	\$0	\$43,200	\$45,100	\$43,200	NEW
Fringe Benefits	0	0	14,500	14,900	14,500	NEW
Operating Costs	0	0	10,600	10,600	10,600	NEW
Total Expenditures	\$0	\$0	\$68,300	\$70,600	\$68,300	NEW

Baseline Changes and Useful Information:

- **Personal Services** and **Fringe** represent Codes & Permits Division staff time on existing stormwater management issues which was previously part of the Environmental Service Fund. The budget also includes a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating Costs** represent funding of contract services to modify ordinances due to Environmental Site Design and to provide employee education.

Description:

The Codes and Permits Section of the Codes, Permits & Inspection Services Division includes engineering staff involved in review of stormwater management issues. While much of this work is undertaken as part of a permit review function, some of the engineering analysis is done after construction is completed & as part of the required triennial inspection process. Proposed work includes engineering services, modifications to the Stormwater Management Ordinance to address Green Code and related issues and employee education.

Positions:	FY10	FY11	FY12	FY13	FY14
Title	FTE	FTE	FTE	FTE	FTE
Engineer I - IV	0.0	0.0	0.0	0.0	0.5
Office Associate I	0.0	0.0	0.0	0.0	0.0
Total Full Time Equivalent	0.0	0.0	0.0	0.0	0.5

Watershed Protection and Restoration Fund

Department: Planning and Growth Management 50.07.19
Division \ Program: Resource & Infrastructure Management Fund: Enterprise
Program Administrator: Jason Groth, Chief of Resource & Infrastructure Management

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Proposed	\$ Change from FY2013	% Chg.
Operating Costs	0	0	185,000	185,000	185,000	NEW
Total Expenditures	\$0	\$0	\$185,000	\$185,000	\$185,000	NEW

Baseline Changes and Useful Information:

- **Operating Costs** represent the cost of mapping Best Management Practice facilities, existing Impervious Surfaces, and Forest Conservation easements.

Description:

The Charles County storm sewer system is operated per its National Pollutant Discharge Elimination System Municipal Separate Storm Sewer System permit. The permit runs for five years and requires the County to develop and implement a number of programs to monitor and control water quality. The Resource and Infrastructure Management Division work includes continuous updating of the digital mapping of the County's storm sewer system in the County's Geographic Information System.

Department: Public Works 50.05.06
Division \ Program: Facilities - Administration Fund: Enterprise
Program Administrator: Bill Shreve, Director of Public Works
 Dennis Fleming, Chief of Environmental Resources

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Proposed	\$ Change from FY2013	% Chg.
Personal Services	\$0	\$0	\$31,200	\$31,200	\$31,200	NEW
Fringe Benefits	0	0	10,000	10,000	10,000	NEW
Operating Costs	0	0	184,600	184,600	184,600	NEW
Total Expenditures	\$0	\$0	\$225,800	\$225,800	\$225,800	NEW

Baseline Changes and Useful Information:

- **Personal Services** and **Fringe** represent hiring a position to provide program oversight in January.
- **Operating Costs** represent contract services for oversight for the first half of the year and NPDES permits plus a consultant for annual reporting.

Description:

This funding request allows the Department of Public Works (DPW) to comply with the federal & state mandates as they relate to County facilities and includes additional funding to allow for all reporting requirements by use of an environmental engineering firm for the first half of the year. Thereafter, DPW will hire an Environmental Compliance Officer after January 1 to self-inspect and report.

<u>Positions:</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
Title	FTE	FTE	FTE	FTE	FTE
Environmental Compliance Officer	0.0	0.0	0.0	0.0	1.0
Total Full Time Equivalent	0.0	0.0	0.0	0.0	1.0

Watershed Protection and Restoration Fund

Department: Public Works 50.05.53
Division \ Program: Road Maintenance Fund: Enterprise
Program Administrator: Steve Staples, Chief of Roads

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Proposed	\$ Change from FY2013	% Chg.
Operating Costs	0	0	337,500	337,500	337,500	NEW
Total Expenditures	\$0	\$0	\$337,500	\$337,500	\$337,500	NEW

Baseline Changes and Useful Information:

- **Operating Costs** represent contract services for street sweeping, stormwater maintenance, storm drain, inlet cleaning, inlet inspection and scheduling, and deicing pollution prevention. In Fiscal Year 2012, \$50K of street sweeping was budgeted in the General fund and \$65K for stormwater maintenance and storm drain was budgeted as part of the Environmental Service Fund budget.

Description:

Contract services needed to initiate a program that will monitor and control storm water quality as part of the NPDES.

Inspection and Review Fund

Peter Aluotto, Director of Planning & Growth Management

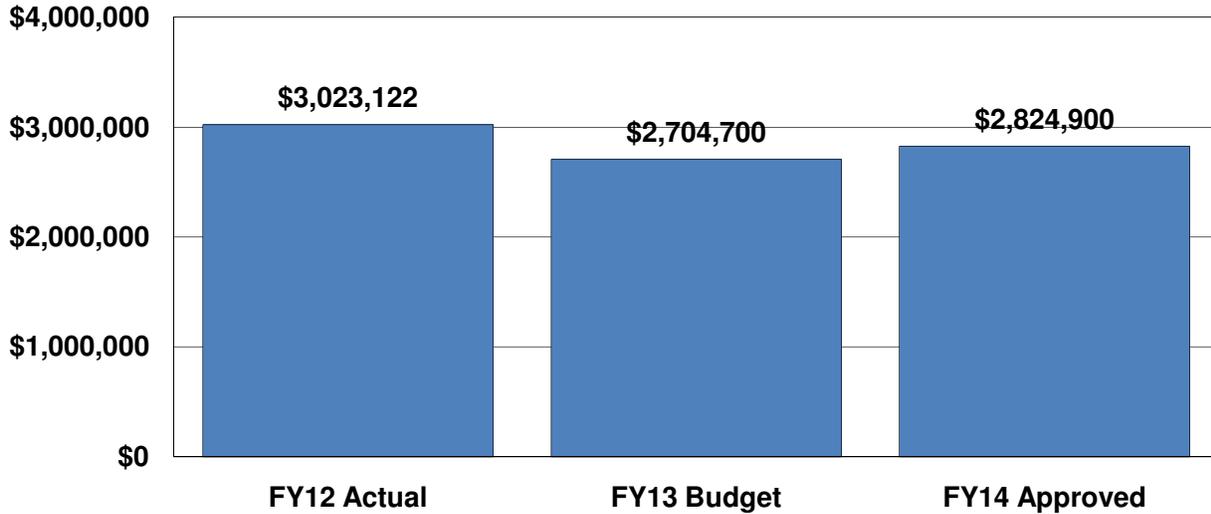
301-645-0627 301-870-3935

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

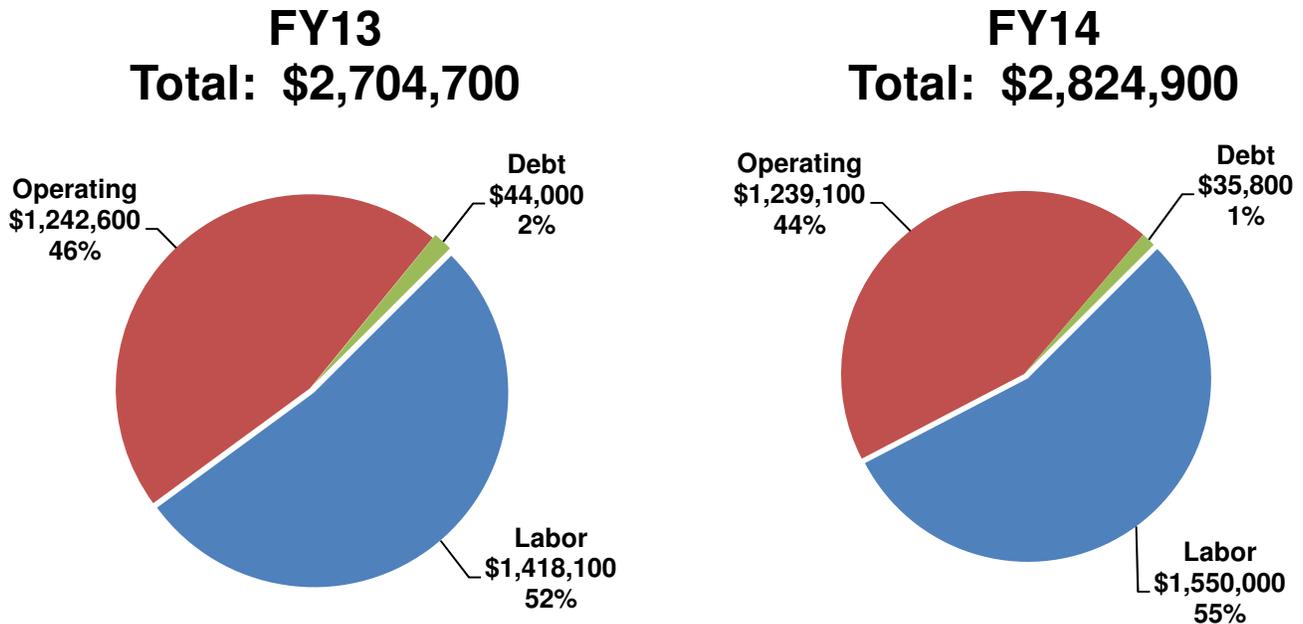
8:00 a.m.-4:30 p.m. M-F

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

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



The FY14 Budget increase is due to an increase 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	FY2012 Actual	FY2013 Budget	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg
Personal Services	\$1,026,820	\$876,600	\$948,400	\$966,100	\$89,500	10.2%
Fringe Benefits	393,237	302,300	329,100	335,900	33,600	11.1%
Operating Costs	946,735	960,400	937,400	912,900	(47,500)	-4.9%
Debt Service	42,672	40,000	29,600	29,600	(10,400)	-26.0%
Operating Contingency	0	300	0	0	(300)	N/A
Total Expenditures	\$2,409,464	\$2,179,600	\$2,244,500	\$2,244,500	\$64,900	3.0%
Revenues	\$2,243,191	\$2,298,300	\$2,360,700	\$2,360,700	\$62,400	2.7%
Surplus/(Deficit)	(\$166,273)	\$118,700	\$116,200	\$116,200	(\$2,500)	-2.1%

Baseline Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase due to the reallocation of an Office Associate position from the Capital Services Division, and an Office Associate position and two Engineer positions from the Environmental Services NPDES program, based on assigned duties. The increase is also due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- Decrease in **Operating Cost** is based on recent PlanCheck inspection contract that went in to effect December 2012.
- Included in **Debt Service** is the 1/2 year lease cost to replace three (3) 4x4 Small SUVs (with beacons) and to replace one (1) 4x4 truck. Offsetting this increase is a reduction due to the final half year payment on the FY09 lease.

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		

Positions:	FY10	FY11	FY12	FY13	FY14
Title	FTE	FTE	FTE	FTE	FTE
Asst Dir of Planning & Growth Mgmt	0.2	0.0	0.0	0.0	0.0
Chief of Codes, Permits, Inspections	0.4	0.5	0.5	0.5	0.5
Inspection & Enforce Manager	0.5	0.8	0.8	0.8	0.8
Engineer IV	0.2	0.2	0.2	0.2	0.2
Engineer I-III	2.1	1.9	1.9	0.6	1.2
Inspections Superintendent	1.0	1.0	1.0	1.0	1.0
Planner III	0.0	0.2	0.2	0.0	0.0
Permits Processing Supervisor	0.1	0.4	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	0.5	0.5	0.5	0.5
Construction Inspectors	3.0	2.0	2.0	2.0	2.0
Dev & Bond Specialist	0.7	0.5	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	0.5	0.5	0.5	0.5
Office Associate III	1.3	0.9	0.9	0.5	0.5
Office Associate II	1.0	1.0	1.0	1.0	1.3
Office Associate I	1.0	1.0	1.0	0.3	0.5
Part Time	0.2	0.2	0.2	0.2	0.2
Total Full Time	18.1	17.0	17.0	14.4	15.5

Objectives & Measurements:	FY10	FY11	FY12	FY13	FY14
	Actual	Actual	Actual	Projected	Estimated

Permits

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

Total all inspections	14,563	17,590	19,178	18,000	20,500
# of building inspections	8,014	9,145	9,282	9,300	9,700
# of plumbing inspections (PGM & WS)	3,415	3,723	4,026	3,800	4,400
# of electrical inspections	3,134	3,863	4,259	3,900	4,600
# of mechanical inspections	N/A	861	1,611	2,000	2,400
Request for assistance code enforcement/interpretation					
Initiated	958	670	490	750	775
Completed	680	708	630	725	875
Outstanding	928	890	750	650	625

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	215	180	249	200	215
Water	212	166	173	190	190
Sewer	222	171	177	200	190
Stormdrain/Stormwater Mgt.	313	275	278	300	290
Grading	348	304	297	320	315
Sediment and Erosion Control	328	304	278	310	300
Dedications	70	72	79	108	93

*Note: Projected FY13 & Estimated FY14 are inflated by 65 projects to reflect the 2009 & 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	FY2012 Actual	FY2013 Budget	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg
Personal Services	\$168,456	\$166,300	\$166,700	\$173,400	\$7,100	4.3%
Fringe Benefits	60,405	57,100	57,500	58,800	1,700	3.0%
Operating Costs	328,375	264,200	285,900	277,900	13,700	5.2%
Debt Service	2,027	2,100	5,100	5,100	3,000	142.9%
Total Expenditures	\$559,263	\$489,700	\$515,200	\$515,200	\$25,500	5.2%
Revenues	\$430,964	\$371,000	\$399,000	\$399,000	\$28,000	7.5%
Surplus/(Deficit)	(\$128,299)	(\$118,700)	(\$116,200)	(\$116,200)	\$2,500	-2.1%

Baseline Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- Increase in **Operating Cost** to allow for engineering review in the areas of roads, grading, water, and sewer by a third party company and stormwater management to be reviewed by a different third party company.
- Included in **Debt Service** are funds for computer software to establish electronic plan submission program and associated equipment.

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:

<u>Title</u>	<u>FY10 FTE</u>	<u>FY11 FTE</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>
Chief of Codes, Permits, Inspections	0.1	0.1	0.1	0.1	0.1
Engineer I - III	1.5	1.8	1.8	1.8	1.8
Permits Processing Supervisor	0.1	0.1	0.1	0.1	0.1
Permits Specialist	0.1	0.0	0.0	0.0	0.0
Office Associate III	0.2	0.1	0.1	0.1	0.1
Total Full Time	2.0	2.1	2.1	2.1	2.1

Objectives & Measurements:

	<u>FY10 Actual</u>	<u>FY11 Actual</u>	<u>FY12 Actual</u>	<u>FY13 Projected</u>	<u>FY14 Estimated</u>
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	154	142	134	132	133
Development Services permits issued	106	123	100	156	128
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	1,286	1,473	1,655	1,500	1,700
Building permit plan review commercial	246	257	235	275	250

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	FY2012 Actual	FY2013 Budget	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg
Personal Services	\$15,800	\$15,800	\$15,800	\$15,800	\$0	0.0%
Debt Service	906	1,000	600	600	(400)	-40.0%
Total Expenditures	\$16,706	\$16,800	\$16,400	\$16,400	(\$400)	-2.4%
Total Revenues	\$16,852	\$16,800	\$16,400	\$16,400	(\$400)	-2.4%
Surplus/(Deficit)	\$146	\$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>Title</u>	<u>FY10 FTE</u>	<u>FY11 FTE</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>
Planner I - III	0.0	0.2	0.2	0.2	0.2
Total Full Time	0.0	0.2	0.2	0.2	0.2

Objectives & Measurements:

	<u>FY10 Actual</u>	<u>FY11 Actual</u>	<u>FY12 Actual</u>	<u>FY13 Projected</u>	<u>FY14 Estimated</u>
Planning and Architectural Review:					
<i>Objective: to effectively implement the Architectural and Site Design Guidelines and Standards.</i>					
# of Site Plans Submitted	30	32	41	35	35
# of Design Codes Submitted	5	4	5	4	4
# of Building Permits Reviewed	170	222	271	280	290
# of Architectural Plans Reviewed	27	31	34	34	40

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	FY2012 Actual	FY2013 Budget	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg
Operating Costs	36,912	17,700	48,300	48,300	30,600	172.9%
Debt Service	777	900	500	500	(400)	-44.4%
Total Expenditures	\$37,689	\$18,600	\$48,800	\$48,800	\$30,200	162.4%
Total Revenues	\$19,001	\$18,600	\$48,800	\$48,800	\$30,200	162.4%
Surplus/(Deficit)	(\$18,688)	\$0	\$0	\$0	\$0	N/A

Baseline Changes and Useful Information:

- Increase in **Operating Costs** represents higher indirect cost. This is used to pay for miscellaneous costs in General Fund.

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.

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 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	5	10	15	11
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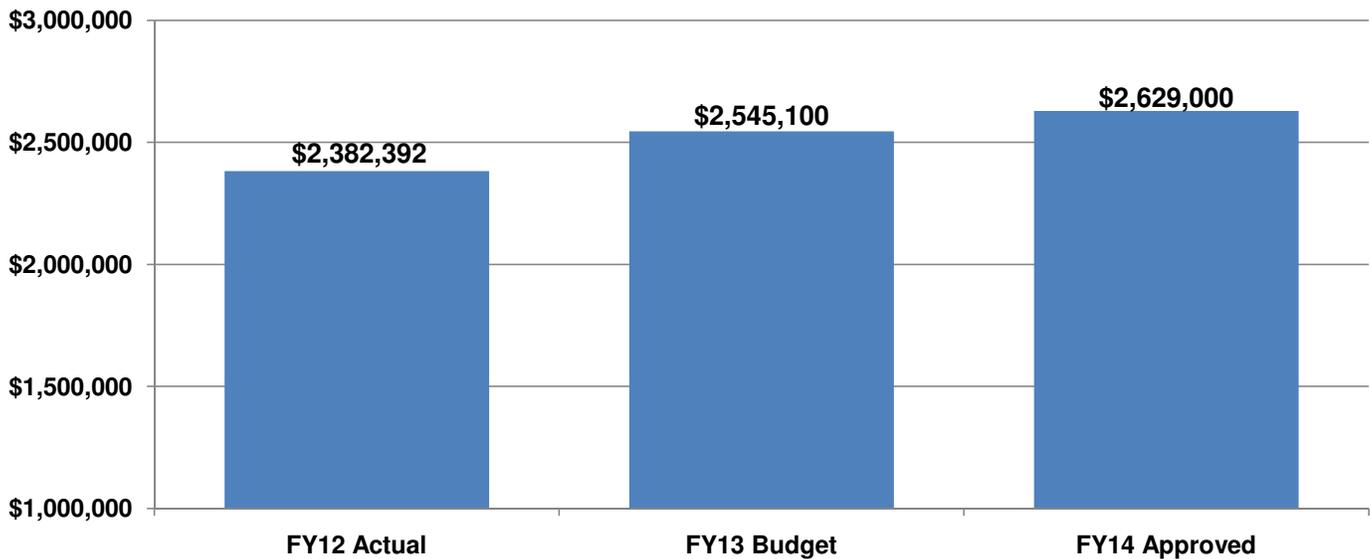
Recreation Fund

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

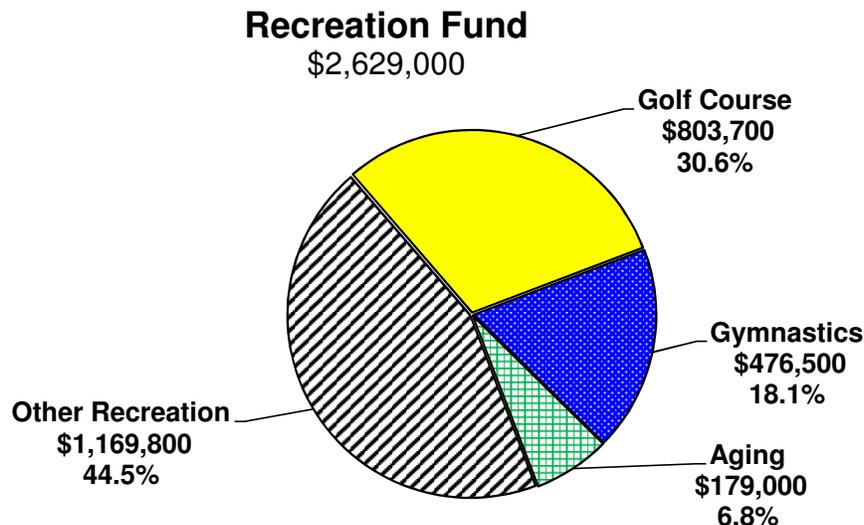
William A. Shreve, Director of Public Works
 Address: 1015 St. Charles Pkwy., White Plains, MD 20695
www.charlescountymd.gov/pw/wpgc/white-plains-golf-course

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 indoor sports league participants for FY14 is estimated to be 3,800 participants.
- The number of scheduled indoor youth games for FY14 is estimated to be 950.
- The number of golf rounds for FY14 is estimated to be 30,500.



Recreation

Department: Community Services
Division/Program: Recreation
Program Administrator: Sam Drury, Chief of Recreation
www.charlescountyparks.com

Account: 24.06.40
Fund: Enterprise

Expenditure Category	FY2012	FY2013	FY2014	FY2014	\$ Change from FY2013	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$691,825	\$758,600	\$767,100	\$767,100	\$8,500	1.1%
Fringe Benefits	102,570	113,000	128,500	128,500	15,500	13.7%
Operating Costs	445,095	467,100	526,700	526,700	59,600	12.8%
Debt Service	149,534	143,400	152,500	152,500	9,100	6.3%
Operating Contingency	0	3,100	1,500	1,500	(1,600)	-51.6%
Capital Outlay	0	0	21,500	21,500	21,500	N/A
Equipment Reserve	7,500	7,500	7,500	7,500	0	0.0%
Total Expenditures	\$1,396,525	\$1,492,700	\$1,605,300	\$1,605,300	\$112,600	7.5%
Revenues	\$1,501,067	\$1,527,000	\$1,634,800	\$1,634,800	\$107,800	7.1%

Baseline Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** include the reallocation of a portion of an Administrative Associate position to the Recreation Fund.
- The **Operating cost** adjustments are for the following reasons:
 - Contract Services was increased to allow for increased trip participation, transportation cost for additional camps, increased bus cost and for the Maryland Intensity Cheer and Fitness Program.
 - Funds are provided in Software for the updates and enhancements to improve daily admission process, ticket sales, inventory control, and online registration.
 - For Class Programs, funds were provided for an additional laptop with air card to allow for on-site registrations.
 - Included for Gymnastics are funds for a rock wall and an air floor.
- **Capital Outlay** includes funds to replace a trampoline, pit foam cubes and carpet bonded foam.
- FY2014 Program **Revenues** have been adjusted based on anticipated revenues from additional offerings for FY2014. Revenues also include funds for equipment that is to be purchased utilizing equipment reserve.

Description

The Recreation Division offers a variety of structured and non-structured sports leagues and activities for persons of all ages. 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 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 Pools 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, Drop In programs, Summer Camps, and Special Events.
 - An ever-changing, wide variety of classes for all ages are offered. The classes are categorized into dance, music, crafts, cooperative agencies, tiny tot, physical activities skills development, arts and crafts, workshops, and special events.
 - Drop In programs are noncompetitive activities, such as basketball and volleyball, that emphasize fun and participation.

Recreation

Department: Community Services Account: 24.06.40
Division/Program: Recreation Fund: Enterprise
Program Administrator: Sam Drury, Chief of Recreation

Positions:	FY10	FY11	FY12	FY13	FY14
Title	FTE	FTE	FTE	FTE	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	0.5	0.0	0.0	0.0	0.0
Administrative Associate	1.0	0.0	0.0	0.0	0.3
Assistant Aquatics Specialist	0.8	0.8	0.8	0.8	0.8
Part Time Positions	28.3	25.4	25.2	25.5	25.5
Total Full Time Equivalent	32.6	28.2	28.0	28.3	28.6

Objectives & Measurements:

See General Fund- Community Services: Recreation (pg.#155) for a listing of all Objectives & Measurements regardless of funding source.

Recreation

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$453,167	\$448,300	\$446,100	\$448,500	\$200	0.0%
Fringe Benefits	141,959	128,900	131,500	134,100	5,200	4.0%
Operating Costs	218,665	247,600	237,200	232,200	(15,400)	-6.2%
Debt Service	40,022	30,400	18,400	18,400	(12,000)	-39.5%
Total Expenditures	\$853,813	\$855,200	\$833,200	\$833,200	(\$22,000)	-2.6%
Revenues	\$669,927	\$820,900	\$803,700	\$803,700	(\$17,200)	-2.1%

Baseline Changes and Useful Information:

- The **Operating cost** adjustments are for the following reasons:
 - Decrease in Merchandise for Resale, Concession Merchandise, Vehicle Fuel and Electricity based on actuals.
 - Included in equipment are funds to replace a Lely spreader.
- Included in Debt Service are funds for the replacement of a 2001 Top Dresser and a 1999 Blower. This cost is offset due to the FY09 final 1/2 year payment and the refunding of the FY09 bond.
- Revenues** have been adjusted based on historical trends and anticipated revenues for FY2014.

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:	FY10	FY11	FY12	FY13	FY14
Title	FTE	FTE	FTE	FTE	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	1.0	1.0	1.0	1.0
Fleet Maintenance Technician I	1.0	0.0	0.0	0.0	0.0
Part Time Positions	7.3	7.0	6.7	6.2	6.1
Total Full Time Equivalent	12.3	12.0	11.7	11.2	11.1

Recreation

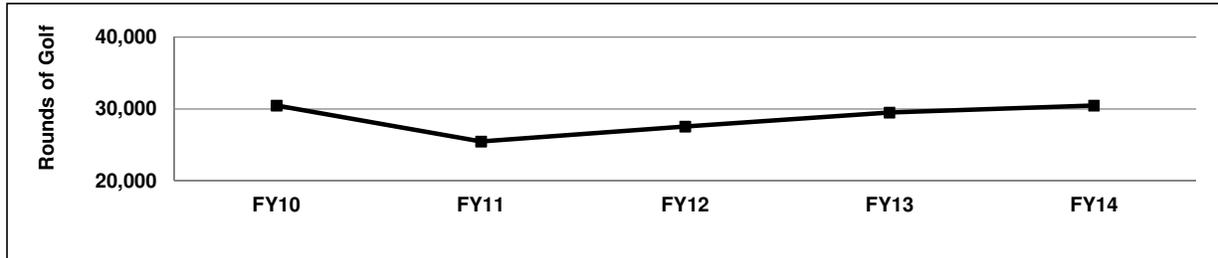
Department: Public Works - Facilities **Account:** 24.05
Division/Program: Parks - Golf Course **Fund:** Enterprise
Program Administrator: Tom Roland, Chief of Parks

Objectives & Measurements

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
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Objective: Promote golf play and provide quality, reasonably priced golf experience.

Number of Rounds of Golf	30,490	25,500	27,583	29,500	30,500
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Number of Season Passes	177	131	125	150	150
Number of Tournaments/Outings	20	17	14	20	20

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg
Personal Services	\$2,012	\$12,900	\$12,900	\$12,900	\$0	0.0%
Fringe Benefits	143	1,400	1,400	1,400	0	0.0%
Operating Costs	7,597	11,700	8,700	8,700	(3,000)	-25.6%
Total Expenditures	\$9,751	\$26,000	\$23,000	\$23,000	(\$3,000)	-11.5%
Revenues	\$10,742	\$22,000	\$11,500	\$11,500	(\$10,500)	-47.7%

Baseline Changes and Useful Information:

- Contract Services has decreased based on actuals resulting in a reduction in **Operating Costs**.

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:

	<u>FY10</u> <u>FTE</u>	<u>FY11</u> <u>FTE</u>	<u>FY12</u> <u>FTE</u>	<u>FY13</u> <u>FTE</u>	<u>FY14</u> <u>FTE</u>
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

Recreation

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg
Personal Services	\$51,754	\$60,900	\$60,900	\$60,900	\$0	0.0%
Fringe Benefits	2,202	6,200	6,200	6,200	0	0.0%
Operating Costs	68,346	85,400	78,900	78,900	(6,500)	-7.6%
Operating Contingency	0	18,700	21,500	21,500	2,800	15.0%
Total Expenditures	\$122,302	\$171,200	\$167,500	\$167,500	(\$3,700)	-2.2%
Revenues	\$176,417	\$175,200	\$179,000	\$179,000	\$3,800	2.2%

Description:

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

Positions:

	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Allocation from General Fund	0.5	0.5	0.5	0.0	0.0
Part Time Positions	3.2	3.2	3.2	3.2	3.2
Total Full Time Equivalent	3.7	3.7	3.7	3.2	3.2

Objectives & Measurements:

See General Fund- Community Services: Community Centers (pg.# 154) for a listing of all Objectives & Measurements regardless of funding source.

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg
Operating Costs	0	73,200	73,200	73,200	0	0.0%
Total Expenditures	\$0	\$73,200	\$73,200	\$73,200	\$0	0.0%
Revenues	\$0	\$73,200	\$73,200	\$73,200	\$0	0.0%

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg
Operating Costs	141,609	104,000	104,000	104,000	0	0.0%
Total Expenditures	\$141,609	\$104,000	\$104,000	\$104,000	\$0	0.0%
Revenues	\$150,481	\$104,000	\$104,000	\$104,000	\$0	0.0%

Description

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