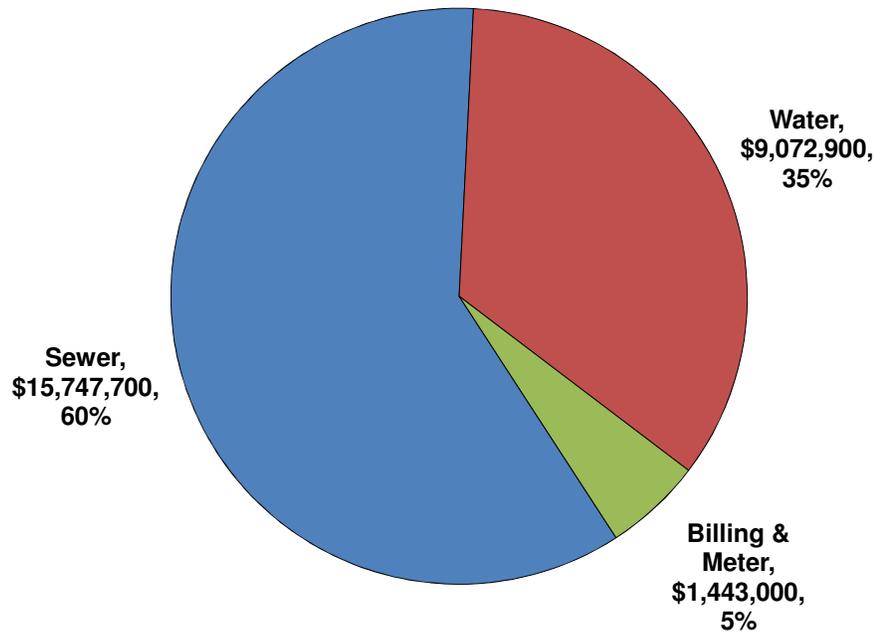


FISCAL YEAR 2014
Water & Sewer Fund Summary
Total Proposed Budget: \$26,263,600



	FY2013 Budget	FY2014 Proposed	Variance	Percent Change
Operating Revenues	\$24,914,100	\$25,253,100	\$339,000	1%
Operating Expenditures	\$24,914,100	\$26,263,600	\$1,349,500	5%
Operating Surplus/(Deficit)	\$0	(\$1,010,500)	(\$1,010,500)	

Reasons for the FY14 Proposed Deficit:

Increase in debt service for bonds issued for major capital project costs	\$482,400
Contract valve maintenance in Waldorf (3 yr program)	300,000
Increase in sludge disposal processing	221,600
Increase water disposal cost at Chapel Point Woods	150,000
Capital Maintenance Projects on Satellite Sewer Systems	125,000
Replace secondary & final scum pumps at Mattawoman Wastewater Treatment Plant	68,000
Total	\$1,347,000

Offsetting the Proposed Deficit:

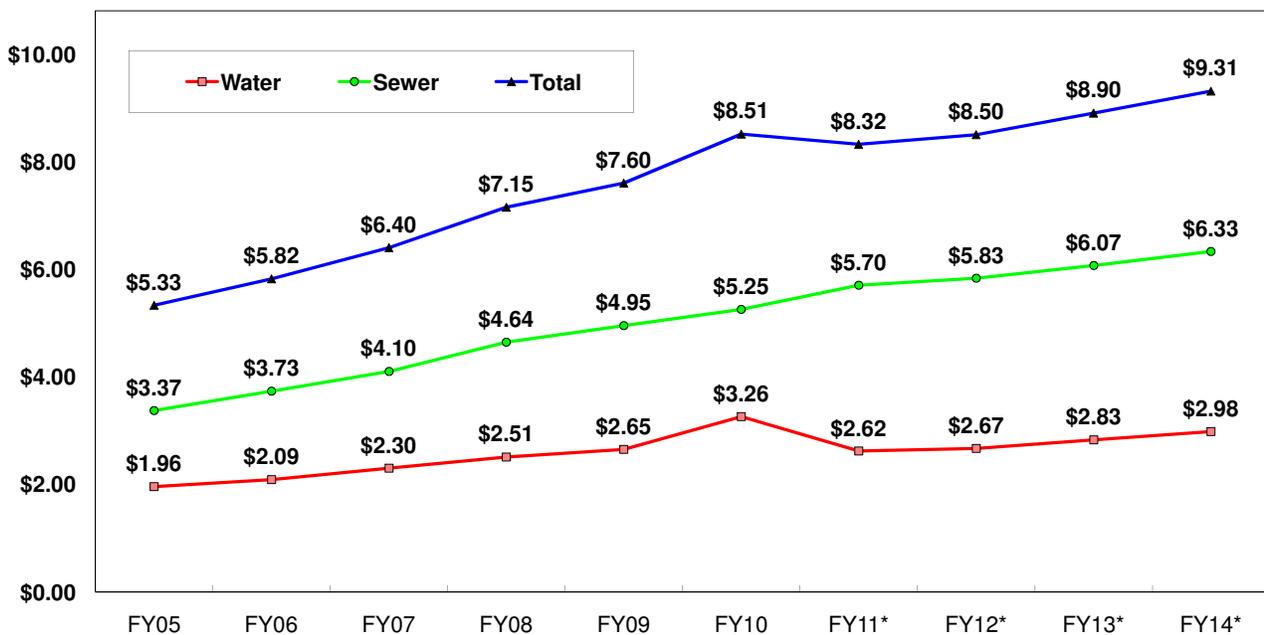
Increase in operating revenues due to increase water consumption	(\$339,000)
Net change to other operating line items	2,500
Total	(\$336,500)

Grand Total **\$1,010,500**

To balance the budget a rate increase is required.

	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Rate Increase</u>	<u>% Inc.</u>
Water User Fee Rate				
Single Family Residential: 0 - 18,000 gallons	\$2.83	\$2.98	\$0.15	5.3%
Single Family Residential: 18,001 - 24,000 gallons	\$5.66	\$5.96	\$0.30	5.3%
Single Family Residential: Over 24,000 gallons	\$8.49	\$8.94	\$0.45	5.3%
Multi-Family/Commercial: based on metered usage	\$3.62	\$3.78	\$0.16	4.4%
Sewer User Fee Rate				
Single Family Residential: capped at 24,000 gallons	\$6.07	\$6.33	\$0.26	4.3%
Multi-Family/Commercial: based on metered usage	\$6.07	\$6.33	\$0.26	4.3%
Customer Account Fee				
Customer Account Charge	\$8.88	\$9.42	\$0.54	6.1%
Blended User Fee for average user	\$8.90	\$9.31	\$0.41	4.6%

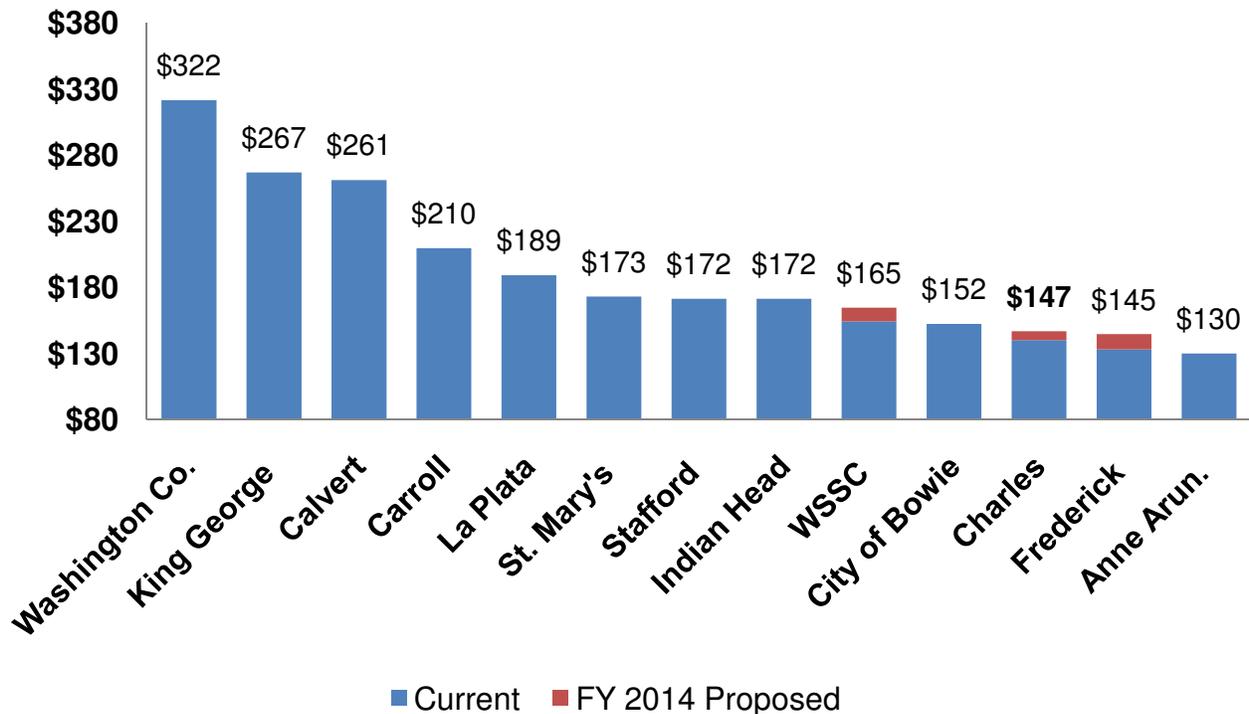
Residential User Fee Rate 10- Year History



*For FY 2011, the user fee rate structure was adjusted to a tiered method. Based on the tiered method, customers consuming more than 18,000 will be charged a higher rate on the excess usage. The FY 14 budget assumes the tiered rate methodology continues.

WATER AND SEWER USER CHARGES

Average Residential Quarterly Bill
(based on 14,760 gallons)



The Average Residential User bill is currently \$140.24 a quarter.

Number of Customers Served

WSSC	446,193
Anne Arundel	128,000
Stafford	32,100
Charles	30,211
Frederick	29,665
St. Mary's	15,000
Carroll	10,616
Washington Co.	8,500
City of Bowie	7,900
Calvert	5,000
King George	3,862
La Plata	3,300
Indian Head	1,400

Notes

Uses fund balance surplus as a rate stabilizer.

Uses fund balance surplus as a rate stabilizer.

Receives General Fund support.

Uses fund balance surplus as a rate stabilizer.

Receives operating loan from their General Fund.

FY14 Water & Sewer Fund Summary

	FY2013 Budget	FY2014 Proposed	Change from Budget in: \$	%
SEWER OPERATION				
Revenues	\$14,984,500	\$15,216,600	\$232,100	1.5%
Expenditures	14,984,400	15,747,700	763,300	5.1%
Surplus/(Deficit)	\$100	(\$531,100)	(\$531,200)	

Proposed Rate Adjustment:	\$0.26
Increase over existing rate:	4%

Justification for Sewer Rate Increase (effect on rate)

BASELINE BUDGETS:		
	Increase in Debt Service	\$226,400 \$0.11
DPW	Increase in Sludge	221,600 0.11
DPW	Capital Maintenance Projects	125,000 0.06
DPW	Replace secondary & final scum pumps at Mattawoman	68,000 0.03
DPW	Energy Retrofits at Wastewater sites	37,500 0.02
DPW	Replace three sand filter carriage drives	35,500 0.02
DPW	Pump replacements	34,000 0.02
DPW	Increase in Biosolids Feasibility Study Capital Project	30,000 0.01
DPW	Increase in Sewer Chemicals	28,000 0.01
DPW	Sand filter wear strip retrofit kit	20,000 0.01
DPW	Septage Receiving Station cleaning	20,000 0.01
DPW	Additional Sewer Training	12,000 0.01
	Increase in User Fee Revenues due to higher consumption	(183,100) -0.09
DPW	Decrease in one time FY 2013 Mattawoman costs	(176,900) -0.08
DPW	Decrease in Mattawoman Electricity	(135,000) -0.06
DPW	Increase in Other Revenues	(49,000) -0.02
DPW	Decrease in Contingency Reserve	(9,600) 0.00
DPW/PGM	Miscellaneous adjustments in other Sewer Expenditures	20,500 0.01
Total Baseline Shortfall:		\$324,900 0.16

FY14 Water & Sewer Fund Summary

		FY2013 Budget	FY2014 Proposed	Change from Budget in: \$ %
SEWER OPERATION (cont.)				
	<u>NEW REQUESTS:</u>			
DPW	Consulting Services for technical assistance	\$66,700	\$0.032	Continuing cost
DPW	Automation programming at sites	33,500	0.016	One time cost
DPW	Gas to liquid conversion at Treatment Plants	30,000	0.014	One time cost
DPW	Generator Fuel Tank Inspections	16,800	0.008	Continuing cost
DPW	Interactive whiteboard & accessories; split with water	8,000	0.004	One time cost
DPW	Scales for chlorine and sulfur dioxide	7,200	0.003	One time cost
DPW	One ton pickup truck with utility body, snow equipment	6,400	0.003	Capital Lease valued @ \$53,000
DPW	Portable generator 150 kW; split with water	5,200	0.002	Capital Lease valued @ \$100,000
DPW	Human Machine Interface for Bel Alton alarm systems	5,000	0.002	One time cost
DPW	Drain and sewer cleaner	4,200	0.002	One time cost
DPW	Pump for vacuum system at Swan Point	3,300	0.002	Capital Lease valued @ \$32,000
DPW	CIPAce license for Engineer II; split with water	3,300	0.002	Continuing cost
DPW	4 inch trash pump and enclosed trailer	3,100	0.001	Capital Lease valued @ \$30,000
DPW	(2) Vehicle mounted laptops for Line Maint. Supervisors	3,000	0.001	One time cost
DPW	Two ton dump truck with 12 inch bed; split with Water	3,400	0.002	Capital Lease valued @ \$55,000
DPW	Off-road vehicle	2,300	0.001	Capital Lease valued @ \$18,000
DPW	Work Station cubicles; split with Water	1,800	0.001	Capital Lease valued @ \$26,000
DPW	Trailer mounted vacuum tank	1,100	0.001	Capital Lease valued @ \$10,000
DPW	Chemical storage shed at Clifton Treatment Plant	700	0.000	Capital Lease valued @ \$7,000
DPW	Composite sampler at Southern Treatment Plants	700	0.000	Capital Lease valued @ \$7,000
PGM	Electronic Plan Submission Program - split with other funds	400	0.000	Capital Lease valued @ \$50,000
PGM	(3) 36 inch Flat Screen Monitors - split with other funds	100	0.000	One Time
	Subtotal	\$0	0.10	
	Total Shortfall	\$324,900	\$0.26	
		current rate	\$6.07	
		proposed rate	\$6.33	
		% rate increase	4%	

FY14 Water & Sewer Fund Summary

	FY2013 Budget	FY2014 Proposed	Change from Budget in: \$	%
WATER OPERATION				
Revenues	\$8,584,300	\$8,659,800	\$75,500	0.9%
Expenditures	8,584,400	9,072,900	488,500	5.7%
Surplus/(Deficit)	(\$100)	(\$413,100)	(\$413,000)	

Proposed Rate Adjustment:	\$0.15
(Residential less than 18,000 gallons)	
Increase over existing rate:	5%

Justification for Water Rate Increase (effect on rate)

BASELINE BUDGETS:		
DPW	Capital Maintenance	\$300,000 \$0.11
	Increase in Debt Service	256,000 0.09
DPW	Chapel Point Contract Hauling of water	150,000 0.06
PGM	Waldorf/Chapel Point System Interconnection Feasibility Study	59,000 0.02
DPW	To cover repairs in the North Region	41,700 0.02
DPW	Chapel Point Reserve Osmosis maintenance	17,200 0.01
DPW	Replace CL17 parts and Lab Equipment replacement	17,200 0.01
DPW	Energy Retrofits at Water Sites	15,000 0.01
DPW	Decrease in buying WSSC water. Water is now purchased on an as needed basis.	(600,000) -0.22
DPW	Decrease in Electricity	(150,000) -0.06
	Increase in User Fee	(58,900) -0.02
DPW/PGM	Decrease in other Water Expenditures	(60,300) -0.02
	Increase in Other Revenues	(16,600) -0.01
DPW	Eliminating Contingency Reserve	(8,700) 0.00
Total Baseline Surplus:		(\$38,400) -\$0.01

FY14 Water & Sewer Fund Summary

		FY2013 Budget	FY2014 Proposed	Change from Budget in: \$ %
WATER OPERATION (cont.)				
NEW REQUESTS:				
DPW	Contract valve maintenance in Waldorf	\$300,000	0.11	Continuing cost
DPW	Cross Connection	60,900	0.02	Continuing cost
DPW	Automation programming at sites	33,500	0.01	One time cost
DPW	Consulting Services for technical assistance	33,300	0.01	Continuing cost
DPW	Portable generator 150 kW; split with Sewer	5,200	0.00	Capital Lease valued @ \$100,000
DPW	Generator Fuel Tank Inspections	5,200	0.00	Continuing cost
DPW	Interactive whiteboard & accessories; split with Sewer	4,000	0.00	One time cost
DPW	(2) Vehicle mounted laptops for Line Maint. Supervisors	3,000	0.00	One time cost
DPW	Two ton dump truck with 12 inch bed; split with Sewer	3,300	0.00	Capital Lease valued @ \$55,000
DPW	CIPAce license for Engineer II; split with Sewer	1,700	0.00	Continuing cost
DPW	Work Station cubicles; split with Sewer	900	0.00	Capital Lease valued @ \$8,700
PGM	Electronic Plan Submission Program - split with other funds	400	0.00	Capital Lease valued @ \$50,000
PGM	(3) 36 inch Flat Screen Monitors - split with other funds	100	0.00	One Time
	Subtotal	\$451,500	0.17	
	Total Shortfall	\$413,100	\$0.15	
			Current rate	\$2.83
			proposed rate	\$2.98
			% rate increase	5%

FY14 Water & Sewer Fund Summary

	FY2013 Budget	FY2014 Proposed	Change from Budget in: \$	%
BILLING & METER OPERATION				
Revenues	\$1,345,300	\$1,376,700	\$31,400	2.3%
Expenditures	1,345,300	1,443,000	97,700	7.3%
Surplus/(Deficit)	\$0	(\$66,300)	(\$66,300)	

Proposed Rate Adjustment:	\$0.54
Current Fee per Bill:	\$8.88
Proposed Fee per Bill:	\$9.42
Increase over existing rate:	6.1%

BILLING RATE INCREASE:

(effect on rate)

BASELINE BUDGETS:

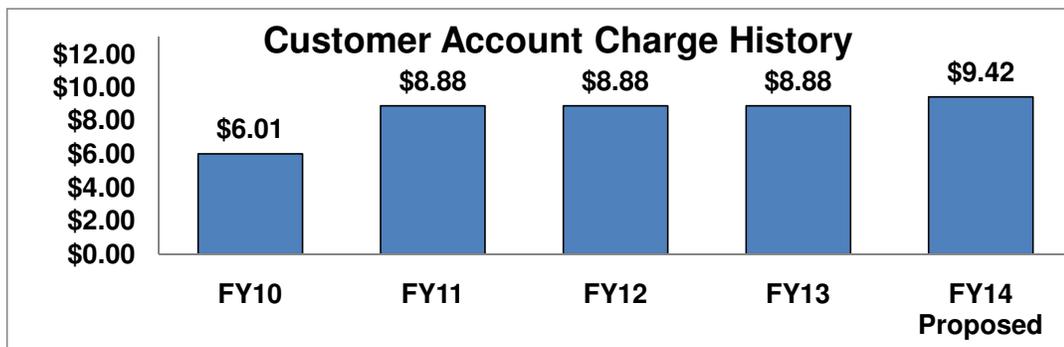
	Increase in Revenues over FY 13	(\$31,400)	-\$0.26
DPW	Meter Change-out	31,000	0.25
DPW	Routine meter	28,000	0.23
DFAS	Non-bulk postage	25,000	0.20
DPW/DFAS	Full year impact of FY 2013 merit	4,800	0.04
DPW/DFAS	Miscellaneous adjustments to other expenditure accounts.	300	0.00
Total Baseline Shortfall:		\$57,700	0.47

Capital Lease valued at \$300,000

NEW REQUESTS:

DFAS	Increase Full Time Reduced Hour	\$8,600	\$0.07
	Billing Specialist Position to full time		
Subtotal		\$8,600	0.070

Total Shortfall	\$66,300	\$0.54
	current rate	\$8.88
	proposed rate	\$9.42
	% rate increase	6.1%



FY14 Water & Sewer Fund Summary

	FY2013 Budget	FY2014 Proposed	Change from Budget in: \$	%
SEWER				
Revenues				
User Charges	\$12,458,000	\$12,641,100	\$183,100	1.5%
Front Foot Assessment	438,000	438,000	0	0.0%
WSSC cost share	860,500	865,900	5,400	0.6%
Penalties	490,400	502,000	11,600	2.4%
Panda Operating	93,000	120,000	27,000	29.0%
Septage Hauler	200,000	205,000	5,000	2.5%
Pretreatment Permits	67,700	67,700	0	0.0%
PANDA (reimbursement)	60,000	60,000	0	0.0%
Potomac Heights	59,900	59,900	0	0.0%
Miscellaneous	70,800	70,800	0	0.0%
Indirect Cost	180,700	180,700	0	0.0%
Holding Tank Program	5,500	5,500	0	0.0%
Total Revenues	\$14,984,500	\$15,216,600	\$232,100	1.5%
Expenditures				
Personal Services	4,586,650	4,643,950	57,300	1.2%
Fringe Benefits	1,585,300	1,627,550	42,250	2.7%
Operating Costs	6,945,250	6,870,400	(74,850)	-1.1%
Contingency	9,600	0	(9,600)	-100.0%
Debt Service	1,750,700	1,977,100	226,400	12.9%
Capital Outlay	0	282,500	282,500	NEW
Capital Projects	107,000	140,000	33,000	30.8%
Total Expenditures	\$14,984,500	\$15,541,500	\$557,000	3.7%
New Requests		206,200		
Surplus/(Deficit)	\$0	(\$531,100)		

FY14 Water & Sewer Fund Summary

	FY2013 Budget	FY2014 Proposed	Change from Budget	
			in: \$	%
WATER				
<u>Revenues</u>				
User Charges	\$8,020,700	\$8,079,600	\$58,900	0.7%
Front Foot Assessment	21,900	21,900	0	0.0%
Panda Operating	93,000	120,000	27,000	29.0%
Hydrant Service Charges	85,000	93,000	8,000	9.4%
Cross-Connection	55,000	62,000	7,000	12.7%
Backflow Prevention				
Tower Rental	285,400	260,000	(25,400)	-8.9%
Other	23,300	23,300	0	0.0%
Total Revenues	\$8,584,300	\$8,659,800	\$75,500	0.9%
<u>Expenditures</u>				
Personal Services	\$2,412,150	\$2,429,750	\$17,600	0.7%
Fringe Benefits	847,600	857,550	9,950	1.2%
Operating Costs	4,054,850	3,440,900	(613,950)	-15.1%
Contingency	8,700	0	(8,700)	-100.0%
Debt Service	1,241,700	1,497,700	256,000	20.6%
Capital Outlay	0	317,200	317,200	NEW
Capital Projects	19,300	78,300	59,000	305.7%
Total Expenditures	\$8,584,300	\$8,621,400	\$37,100	0.4%
New Requests		451,500		
Surplus/(Deficit)	\$0	(\$413,100)		

FY14 Water & Sewer Fund Summary

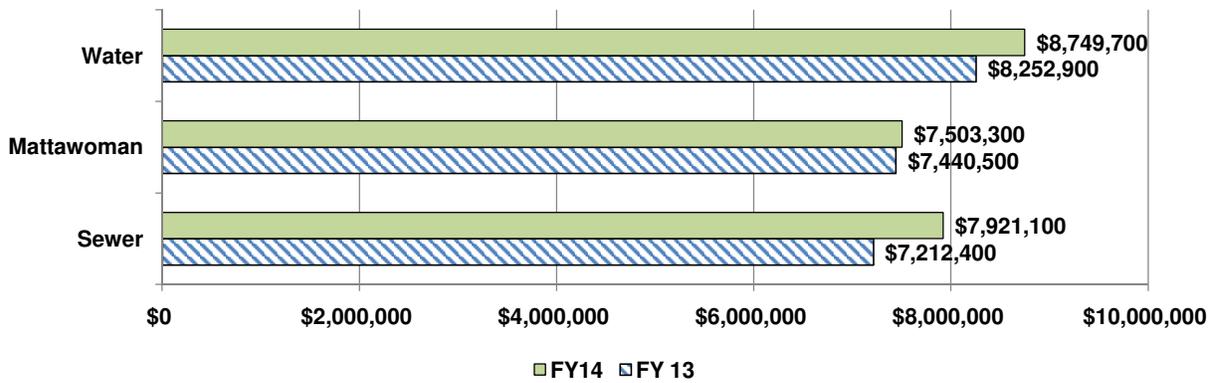
	FY2013 Budget	FY2014 Proposed	Change from Budget in: \$	%
BILLING				
<u>Revenues</u>				
Customer Account Fee	\$1,070,300	\$1,089,700	\$19,400	1.8%
Reconnection Fees	215,000	230,000	15,000	7.0%
Account Set Up Fee	45,000	42,000	(3,000)	-6.7%
Other	15,000	15,000	0	0.0%
Total Revenues	\$1,345,300	\$1,376,700	\$31,400	2.3%
<u>Expenditures</u>				
Personal Services	\$659,700	\$711,100	\$51,400	7.8%
Fringe Benefits	217,600	229,600	12,000	5.5%
Operating Costs	213,000	208,900	(4,100)	-1.9%
Debt Service	250,600	284,800	34,200	13.6%
Capital Outlay	4,400	0	(4,400)	N/A
Total Expenditures	\$1,345,300	\$1,434,400	\$89,100	6.6%
New Requests		8,600		
Surplus/(Deficit)	\$0	(\$66,300)		

Water & Sewer

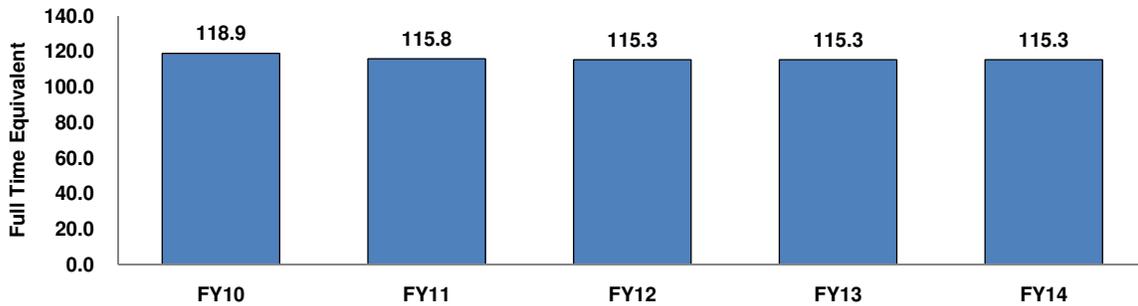
Department: Public Works - Utilities 30.25
Division \ Program: Sewer, Mattawoman, Water Summary Fund: Enterprise
Program Administrator: Bill Shreve, Director of Public Works

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Proposed	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$6,080,806	\$6,505,100	\$6,591,800	\$0	\$86,700	1.3%
Fringe Benefits	2,335,016	2,272,900	2,330,900	0	58,000	2.6%
Operating Costs	8,238,356	10,990,800	10,301,900	0	(688,900)	-6.3%
Operating Contingency	0	18,300	0	0	(18,300)	-100.0%
Debt Service	2,751,917	2,992,400	3,474,800	0	482,400	16.1%
Capital Outlay	12,916	0	599,700	0	599,700	NEW
Capital Projects	45,132	126,300	218,300	0	92,000	72.8%
Total Baseline	\$19,464,143	\$22,905,800	\$23,517,400	\$0	\$611,600	2.7%
New Requests			656,700		656,700	NEW
Total Expenditures	\$19,464,143	\$22,905,800	\$24,174,100	\$0	\$1,268,300	5.5%

Expenditure Summary



Staffing History



Positions by Program:

	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
Sewer	44.4	42.5	43.4	43.6	43.6
Mattawoman	39.2	36.9	35.1	34.3	34.3
Water	35.3	36.4	36.8	37.4	37.4
Total Full Time Equivalent	118.9	115.8	115.3	115.3	115.3

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 Proposed	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$2,261,128	\$2,444,700	\$2,475,500		\$30,800	1.3%
Fringe Benefits	903,603	881,600	905,900		24,300	2.8%
Operating Costs	1,729,330	2,051,700	2,114,400		62,700	3.1%
Operating Contingency	0	9,600	0		(9,600)	N/A
Debt Service	1,520,912	1,717,800	1,961,900		244,100	14.2%
Capital Outlay	6,458	0	159,000		159,000	NEW
Capital Projects	21,009	107,000	140,000		33,000	30.8%
Total Baseline	\$6,442,439	\$7,212,400	\$7,756,700	\$0	\$544,300	7.5%
New Requests (see attached)			164,400		164,400	NEW
Total Expenditures	\$6,442,439	\$7,212,400	\$7,921,100	\$0	\$708,700	9.8%

Baseline Changes and Useful Information:

- **Personal Services** includes the full year impact of the merit received during FY 2013.
- The **Fringe Benefits** increase is a result of the pension cost increase due to the merit received in FY 2013, as well as, provides an adjustment to the County's Health & Dental Budget. A current projection assumes a 5% increase in health & dental costs.
- **Operating Costs** budget increase of \$62,700 is due to the following reasons:
 - Energy Retrofits for wastewater satellite sewer sites. Increase - \$37,500
 - Chemical budget increase of \$28,000 to cover the use of the bioxide chemical at select Waldorf pump stations in order to minimize odors.
 - The Department requested a \$12,000 increase in Training to cover the cost of certification renewals and exams, to provide software training on the new Radio Transmission Unit (RTU) systems for key Supervisory Control and Data Acquisition (SCADA) personnel and to provide Enterprise Asset Management software training.
 - The equipment budget was reduced by \$17,000 to account for one time costs included in the FY 2013 budget.
- 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 request of \$159,000 is for the following reasons:
 - \$125,000 for capital maintenance projects.
 - \$17,000 for the Mr. Time pump replacement to help reduce extensive maintenance on pump.
 - To replace two pumps and brackets on the Ryon Woods Pump Station . Cost estimate - \$17,000.
- **Capital Projects** budget increase is for the Biosolids Feasibility Study Project.

Description:

The Sewer Division of the Department of Public Works - Utilities exists to operate and maintain all County owned sewer lines, pump stations and treatment plants in an effort to ensure a healthy environment for Charles County residents. Included are 58 pump stations, six wastewater treatment plants, and hundreds of miles of sewer lines throughout the County. Facilities are monitored by staff daily everyday of the year, with radio telemetry alarm units and an emergency telephone system providing for around the clock responses as needed.

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

Water & Sewer

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

<u>Positions:</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>
	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Total Full Time Equivalent	44.4	42.5	43.4	43.6	43.6

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.

<u>Objectives & Measurements:</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<i>Objective: To comply with permit conditions.</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%

FY14 NEW OPERATING/CAPITAL REQUEST

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
<u>Public Works - Utilities</u>					
Sewer - Equip					
Maintenance (North) 30.25.71.05.140.0503.000					
Portable generator 150 kW (split with 30.25.76.140, Total Cost: \$100,000)	In case of power outages and/or mechanical problems	50,000			5,200
Generator Fuel Tank Inspections	Test, fuel filtering, tank cleaning - add to preventive maintenance line by region	9,200	9,200		
Sewer - Equip					
Maintenance (South) 30.25.71.05.145.0503.000					
Human Machine Interface scripting modifications	For Bel Alton alarm systems Supervisory Control and Data Acquisition (SCADA)	5,000		5,000	
Generator Fuel Tank Inspections	Test, fuel filtering, tank cleaning - add to preventive maintenance line by region	6,300	6,300		
Sewer - Equip					
Maintenance (Core) 30.25.71.05.150.0503.000					
Sensors, test equipment, radios (split with 30.25.76.05.150, Total Cost: \$48,000)	For automation programming for sites prior to Capital Improvement Project	24,000		24,000	
Antennas, cables, hardware (split with 30.25.76.050.150, Total Cost: \$19,000)	For automation programming for sites prior to Capital Improvement Project	9,500		9,500	
Sewer - Lab					
Services 30.25.71.33.0503.000					
Work station cubicles (split with 30.25.72.33 and 30.25.76.33, Total Cost: \$26,000)	Provide office environment.	8,700			900

FY14 NEW OPERATING/CAPITAL REQUEST

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
Sewer - Line Maintenance					
30.25.71.53.0503.000					
Two ton dump w/ 12' bed (split with 30.25.76.53, Total Cost: \$55,000)	Yard repair work.	28,000	500		2,900
Drain and sewer cleaner	As back up to the one we have now for when it is being serviced	4,200		4,200	
One ton pickup w/ utility body, hydraulic snow equipment	For I&I maintenance	53,900	900		5,500
Off road vehicle	4 wheel drive, dump bed, carries 4 for work in sewer right-of-ways	18,400	400		1,900
Sewer - Operations (North)					
30.25.71.66.140.0503.000					
4" trash pump and enclosed trailer	To avoid Sanitary Sewer Overflows in case of power outages and/or mechanical problems	30,000			3,100
Sewer - Operations (South)					
30.25.71.66.145.0503.000					
Chemical storage shed	Cliffton Treatment Plant for SO2 and CL2 cylinders; currently stored outside.	7,000			700
Composite sampler	Influent refrigerated sampler for use at Southern treatment plants to provide staff an idea of the strength of the wastewater entering the plant so they can develop a better process control plan.	7,000			700
? Pump for vacuum system	Swan Point vacuum system for redundancy in case of breakdown	32,000			3,300
Scales	For chlorine and sulfur dioxide - Mt. Carmel, Cobb Island, and Cliffton	7,200		7,200	
Gas to liquid conversion at Treatment Plants	Safety concerns - previously approved but held up by Maryland Department of the Environment	30,000		30,000	
Trailer mounted vacuum tank	Eliminate need for vac truck at step stations; faster customer service	10,000			1,100

FY14 NEW OPERATING/CAPITAL REQUEST

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
Sewer - Support Services					
	30.25.71.97.0503.000				
INFOR Consulting Services (split with 30.25.72.97 and 30.25.76.97, Total Cost: \$100,000)	For technical assistance on a time and materials basis	33,300	33,300		
CIPAce (split with 30.25.72.97 and 30.25.76.97, Total Cost: \$5,000)	License for Engineer II	1,600	1,600		
Vehicle mounted laptops (2) (split with 30.25.76.97, Total Cost: \$6,000)	For Line Maintenance supervisors (2)	3,000		3,000	
Interactive whiteboard & accessories (split with 30.25.72.97 and 30.25.76.97, Total Cost: \$12,000)	Document reviews, training, presentations	4,000		4,000	
Total Sewer		382,300	52,200	86,900	25,300

FY 2014 Requested Vehicle and Equipment Listing

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
Sewer - Equip Maint (North)				
	30.25.71.05.140.0500.000			
Mr Tire PS pump replacement	E-1 pumps to improve operation and reduce intensive maintenance	17,000	17,000	
Ryon Woods PS pump replacement	Two pumps and brackets	17,000	17,000	
Sewer - Lab Services				
	30.25.71.33.0500.000			
Block digester (split with 30.25.72.33, Total Cost: \$6,000)	Replace 2007 purchase, #1004845	3,000		300
Sewer - Line Maintenance				
	30.25.71.53.0500.000			
One ton crewcab with snow equipment (split with 30.25.76.53, Total Cost: \$54,000)	U10, 2001 crewcab with 162,000 miles	27,000		2,800
6-wheel dump truck with snow plow (split with 30.25.76.53, Total Cost: \$122,000)	U90, 1996 with 68,000 miles	61,000		6,300
Arrowboards (2) (split with 30.25.76.53, Total Cost: \$12,000)	Replace 1993 units for which parts are no longer available	6,000		600
8-ton tilt trailer (split with 30.25.76.53, Total Cost: \$6,000)	U99, a 1999 Conral trailer	3,000		300
8-ton tilt trailer (split with 30.25.76.53, Total Cost: \$6,000)	U103, a 1999 Centreville trailer	3,000		300
Backhoe loader (split with 30.25.76.53, Total Cost: \$161,000)	U28, a 1999 JCB backhoe	80,500		8,300
Sewer - Support Services				
	30.25.71.97.0500.000			
Mobile Radio Base Station (Total Cost = \$5,300, split with 30.25.72.97 & 30.25.76.97)	Existing radio's are 2004 models. They are no longer supported by vendor.	1,800		200
Total Sewer		219,300	34,000	19,100

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 Proposed	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$1,782,503	\$1,895,100	\$1,927,500		\$32,400	1.7%
Fringe Benefits	642,675	623,700	644,500		20,800	3.3%
Operating Costs	4,105,249	4,888,800	4,751,300		(137,500)	-2.8%
Debt Service	39,011	32,900	15,200		(17,700)	-53.8%
Capital Outlay	0	0	123,500		123,500	NEW
Total Baseline	\$6,569,438	\$7,440,500	\$7,462,000	\$0	\$21,500	0.3%
New Requests (see attached)			41,300		41,300	NEW
Total Expenditures	\$6,569,438	\$7,440,500	\$7,503,300	\$0	\$62,800	0.8%
WSSC Contribution	\$748,692	\$860,500	\$865,900	\$860,500	\$5,400	0.6%

Baseline Changes and Useful Information:

- **Personal Services** includes the full year impact of the merit received during FY 2013.
- The **Fringe Benefits** increase is a result of the pension cost increase due to the merit received in FY 2013, as well as, provides an adjustment to the County's Health & Dental Budget. A current projection assumes a 5% increase in health & dental costs.
- **Operating Costs** increases:
 - Increase in Sludge Disposal costs - \$221,600. This assumes a 15% increase per vendor's November 2012 price quote. DPW - Utilities and vendor are still negotiating the price estimate. DPW believes the price will go down.
 - Annual maintenance on the Septage Receiving Station - \$20,000
- **Operating Costs** decreases:
 - Decrease of (\$155,000) in Electricity to estimated actual.
 - Decrease of (\$43,000) in Chemicals to estimated actual.
 - Decrease of (\$79,300) in General Supplies and decrease of (\$97,600) in Equipment Repairs & Maintenances for one time FY 2013 costs.
- **Capital Outlay** budget request of \$123,500 is for the following reasons:
 - \$68,000 - Secondary & final scum pumps. Request is for three pumps in FY 2014 and replace the remaining three in FY 2015.
 - \$35,500 - Sand Filter Carriage Drives. Request is to replace three filters.
 - \$20,000 - Sand Filter Wear Retrofit Kit. Request includes the cost to receive a one day installation training.

Description:

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

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

Positions:

	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>
	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Total Full Time Equivalent	39.2	36.9	35.1	34.3	34.3

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

Water & Sewer

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

<u>Objectives & Measurements:</u>	FY10	FY11	FY12	FY13	FY14
	Actual	Actual	Actual	Projected	Estimated

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%

FY14 NEW OPERATING/CAPITAL REQUEST

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
Mattawoman - Equip Maintenance (Core)					
30.25.72.05.150.0503.000					
Generator Fuel Tank Inspections	Test, fuel filtering, tank cleaning - add to preventive maintenance line by region	1,300	1,300		
 Mattawoman - Lab Services					
30.25.72.33.0503.000					
Work station cubicles (split with 30.25.71.33 and 30.25.76.33, Total Cost: \$26,000)	Provide office environment.	8,600			900
 Mattawoman - Support Services					
30.25.72.97.0503.000					
INFOR Consulting Services (split with 30.25.71.97 and 30.25.76.97, Total Cost: \$100,000)	For technical assistance on a time and materials basis	33,400	33,400		
CIPAce (split with 30.25.71.97 and 30.25.76.97, Total Cost: \$5,000)	License for Engineer II	1,700	1,700	0	
Interactive whiteboard & accessories (split with 30.25.71.97 and 30.25.76.97, Total Cost: \$12,000)	Document reviews, training, presentations	4,000		4,000	
Total Mattawoman		49,000	36,400	4,000	900

FY 2014 Requested Vehicle and Equipment Listing

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
Equipment				
Maintenance (Core) 30.25.72.05.150.0500.000				
Secondary & final scum pumps	Replace entire assembly on 3; remaining 3 will be done in FY15	68,000	68,000	
Sand filter carriage drives	Replace on 3 filters	35,500	35,500	
Sand filter wear strip retrofit kit	Including 1 day installation training	20,000	20,000	
 Mattawoman - Lab				
Services 30.25.72.33.0500.000				
Block digester (split with 30.25.71.33, Total Cost: \$6,000)	Replace 2007 purchase, #1004845	3,000		300
 Mattawoman - Support				
Services 30.25.72.97.0500.000				
Mobile Radio Base Station (Total Cost = \$5,300, split with 30.25.71.97 & 30.25.76.97)	Existing radio's are 2004 models. They are no longer supported by vendor.	1,700		200
Total Mattawoman		128,200	123,500	500

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 Proposed	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$2,037,174	\$2,165,300	\$2,188,800		\$23,500	1.1%
Fringe Benefits	788,739	767,600	780,500		12,900	1.7%
Operating Costs	2,403,777	4,050,300	3,436,200		(614,100)	-15.2%
Operating Contingency	0	8,700	0		(8,700)	N/A
Debt Service	1,191,994	1,241,700	1,497,700		256,000	20.6%
Capital Outlay	6,458	0	317,200		317,200	NEW
Capital Projects	24,123	19,300	78,300		59,000	305.7%
Total Baseline	\$6,452,265	\$8,252,900	\$8,298,700	\$0	\$45,800	0.6%
New Requests (see attached)			451,000		451,000	NEW
Total Expenditures	\$6,452,265	\$8,252,900	\$8,749,700	\$0	\$496,800	6.0%

Baseline Changes and Useful Information:

- **Personal Services** includes the full year impact of the merit received during FY 2013.
- The **Fringe Benefits** increase is a result of the pension cost increase due to the merit received in FY 2013, as well as, provides an adjustment to the County's Health & Dental Budget. A current projection assumes a 5% increase in health & dental costs.
- **Operating Costs** increases:
 - \$150,000 increase in Contract Services to cover the cost to contract hauling of reverse osmosis water from Chapel Point to Mattawoman Treatment plant.
 - \$41,700 increase in repairs in the North region.
 - \$17,200 to replace membranes and for cleaning the Chapel Point reverse osmosis system.
 - \$15,000 for energy retrofits at Water Sites
- **Operating Costs** decreases:
 - (\$600,000) reduction in the Utilities Budget. This budget funds the WSSC water purchase program. Currently DPW is purchasing water from WSSC on an as needed basis. The FY 2014 budget for this line item is \$800,000.
 - (\$150,000) decrease in the electricity cost based on estimated actual.
 - Other items were reduced to account for one time costs included in the FY 2013 budget.
- 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 request of \$317,200 consists of the following items:
 - \$300,000 for capital maintenance projects.
 - 12,200 for Chlorine Analyzer (CL) 17 parts. This is routine replacement.
 - 5,000 for pH Meters and Colorimeter Kits. Routine wear and tear maintenance on lab equipment.
- **Capital Projects** budget is for the Water Model Update, budgeted at \$19,300 and for the Waldorf/Chapel Point Water System Interconnection Feasibility Study, budget at \$59,000.

Description:

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

<u>Positions:</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>
	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Total Full Time Equivalent	35.3	36.4	36.8	37.4	37.4

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

Water & Sewer

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

<u>Objectives & Measurements:</u>	FY10	FY11	FY12	FY13	FY14
	Actual	Actual	Actual	Projected	Estimated

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

FY14 NEW OPERATING/CAPITAL REQUEST

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
Water - Equip					
Maintenance (North) 30.25.76.05.140.0503.000					
Portable generator 150 kW (split with 30.25.71.140, Total Cost: \$100,000)	In case of power outages and/or mechanical problems	50,000			5,200
Generator Fuel Tank Inspections	Test, fuel filtering, tank cleaning - add to preventive maintenance line by region	4,500	4,500		
Water - Equip					
Maintenance (South) 30.25.76.05.145.0503.000					
Generator Fuel Tank Inspections	Test, fuel filtering, tank cleaning - add to preventive maintenance line by region	700	700		
Water - Equip					
Maintenance (Core) 30.25.76.05.150.0503.000					
Sensors, test equipment, radios (split with 30.25.76.05.150, Total Cost: \$48,000)	For automation programming for sites prior to Capital Improvement Project.	24,000		24,000	
Antennas, cables, hardware (split with 30.25.76.050.150, Total Cost: \$19,000)	For automation programming for sites prior to Capital Improvement Project.	9,500		9,500	
Water - Lab					
Services 30.25.76.33.0503.000					
Work station cubicles (split with 30.25.71.33 and 30.25.76.33, Total Cost: \$26,000)	Provide office environment.	8,700			900
Water - Line					
Maintenance 30.25.76.53.0503.000					
Two ton dump w/ 12' bed (split with 30.25.71.53, Total Cost: \$55,000)	Yard repair work.	27,900	400		2,900

FY14 NEW OPERATING/CAPITAL REQUEST

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
Water - Operations					
(North)					
30.25.76.66.140.0503.000					
Contracted valve maintenance-Waldorf	ID & repair broken & buried valves for unidirectional flushing. Year one of three	300,000	300,000		0
Water - Support Services					
30.25.76.97.0503.000					
INFOR Consulting Services (split with 30.25.71.97 and 30.25.72.97, Total Cost: \$100,000)	For technical assistance on a time and materials basis	33,300	33,300		
CIPAce (split with 30.25.71.97 and 30.25.72.97, Total Cost: \$5,000)	License for Engineer II	1,700	1,700		
Contracted services for Cross Connection Program	Survey of irrigation systems; to foster equitable enforcement of regulations	60,900	60,900		
Vehicle mounted laptops (2) (split with 30.25.76.97, Total Cost: \$6,000)	For Line Maintenance supervisors (2)	3,000		3,000	
Interactive whiteboard & accessories (split with 30.25.71.97 and 30.25.72.97, Total Cost: \$12,000)	Document reviews, training, presentations	4,000		4,000	
Total Water		528,200	401,500	40,500	9,000

FY 2014 Requested Vehicle and Equipment Listing

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
Water - Line Maintenance				
30.25.76.53.0500.000				
One ton crewcab with snow equipment (split with 30.25.71.53, Total Cost: \$54,000)	U10, 2001 crewcab with 162,000 miles	27,000		2,800
6-wheel dump truck with snow plow (split with 30.25.71.53, Total Cost: \$122,000)	U90, 1996 with 68,000 miles	61,000		6,300
Arrowboards (2) (split with 30.25.71.53, Total Cost: \$12,000)	Replace 1993 units for which parts are no longer available	6,000		600
8-ton tilt trailer (split with 30.25.71.53, Total Cost: \$6,000)	U99, a 1999 Conral trailer	3,000		300
8-ton tilt trailer (split with 30.25.71.53, Total Cost: \$6,000)	U103, a 1999 Centreville trailer	3,000		300
Backhoe loader (split with 30.25.71.53, Total Cost: \$161,000)	U28, a 1999 JCB backhoe	80,500		8,300
Water - Operations (North)				
30.25.76.66.140.0500.000				
cL17 parts for the North	Routine replacement parts. These replacements are on-going and should be added to the baseline.	7,200	7,200	
pH meters and Colorimeter kits	Lab equipment - routine wear and tear. These replacements are on-going and should be added to the baseline.	5,000	5,000	

FY 2014 Requested Vehicle and Equipment Listing

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
Water - Operations (South)				
30.25.76.66.145.0500.000				
Chapel Point Woods Well	Replace standpipe	100,000		10,400
cL17 parts for the South	Routine replacement parts. These replacements are on-going and should be added to the baseline.	5,000	5,000	
Water - Support Service				
30.25.76.97.0500.000				
Mobile Radio Base Station (Total Cost = \$5,300, split with 30.25.72.97 & 30.25.76.97)	Existing radio's are 2004 models. They are no longer supported by vendor.	1,800		200
<hr/>				
Total Water		299,500	17,200	29,200

Water & Sewer

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

<u>Positions:</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>
<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	3.0	3.0
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	5.0	5.0
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:

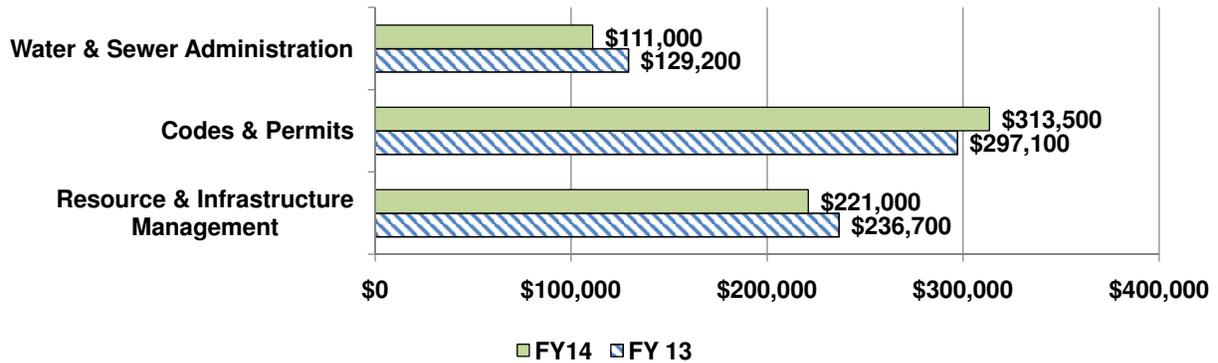
Water	35.3	36.4	36.8	37.4	37.4
Sewer	44.4	42.5	43.4	43.6	43.6
Mattawoman	39.2	36.9	35.1	34.3	34.3
Total Full Time Equivalent	118.9	115.8	115.3	115.3	115.3

Water & Sewer

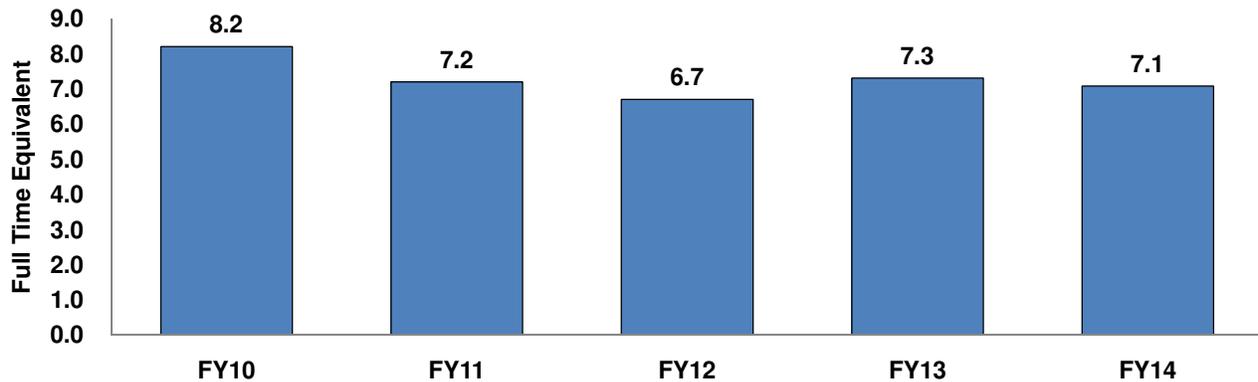
Department: Planning and Growth Management 30.07
Division \ Program: Department Summary Fund: Enterprise
Program Administrator: Peter Aluotto, Director of Planning & Growth Management

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Proposed	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$464,720	\$493,700	\$481,900	\$0	(\$11,800)	-2.4%
Fringe Benefits	163,771	160,000	154,200	0	(5,800)	-3.6%
Operating Costs	6,411	9,300	9,400	0	100	1.1%
Total Baseline	\$634,903	\$663,000	\$645,500	\$0	(\$17,500)	-2.6%
New Requests	0	0	1,000	0	1,000	NEW
Total Expenditures	\$634,903	\$663,000	\$646,500	\$0	(\$16,500)	-2.5%
Revenues	\$19,318	\$7,000	\$7,000	\$7,000	\$0	0.0%

Expenditure Summary



Staffing History



Positions by Program:

	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
Water & Sewer Administration	1.8	1.4	1.4	1.4	1.1
Codes & Permits	3.2	3.1	3.1	3.7	3.9
Resource & Infrastructure Mgmt	3.3	2.8	2.3	2.3	2.1
Total Full Time Equivalent	8.2	7.2	6.7	7.3	7.1

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 Proposed	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$105,418	\$96,100	\$86,000		(\$10,100)	-10.5%
Fringe Benefits	36,514	31,200	23,100		(8,100)	-26.0%
Operating Costs	1,729	1,900	1,900		0	0.0%
Total Expenditures	\$143,662	\$129,200	\$111,000	\$0	(\$18,200)	-14.1%
Revenues	\$19,318	\$7,000	\$7,000		\$0	0.0%

Baseline Changes and Useful Information:

- **Total Expenditures** are declining due to an Office Associate II 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:

	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
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:

	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>

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 Proposed	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$175,027	\$219,600	\$229,100		\$9,500	4.3%
Fringe Benefits	69,128	74,300	80,500		6,200	8.3%
Operating Costs	1,739	3,200	3,900		700	21.9%
Total Baseline	\$245,894	\$297,100	\$313,500	\$0	\$16,400	5.5%
New Requests (see attached)			1,000		1,000	NEW
Total Expenditures	\$245,894	\$297,100	\$314,500	\$0	\$17,400	5.9%

Baseline Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** budgets are increasing due to an Office Associate II being transferred to the Codes, Permits & Inspection Services Division during FY 2013 to better support the Department's needs.
- **Operating Costs** are increasing by \$700 to cover the American Waterworks Association (AWWA) membership.

Description:

The policies of Codes & Permits provides for adequate stormwater management, stormwater conveyance facilities, water & sewer facilities, roads & grading & sediment control, through the development & implementation of ordinances standard specifications for construction, standard details, and execution of plan review & inspections. The services performed by this division include: providing plan review & inspection for all subdivisions building permits, capital improvements for grading qualitative & quantitative stormwater management roads, storm drainage, & water/sewer construction to insure compliance with County ordinance standards; grading & drainage plan reviews of the site plans for building permits & responding to citizen's drainage concerns; providing plan reviews for private water & sewer projects as well as technical assistance for private water systems and review designs for new county water and sewer projects.

Codes & Permits also provides the following services: the staff receives, reviews, and issues all building, plumbing, gas, and electrical applications for all kinds of new and remodeled constructions, both residential and commercial, for compliance with state and county codes; issues permits for utility services, and continues to provide for a more efficient permitting process through specialized procedures to streamline the more typical projects such as garages, sheds, pools, interior alterations, wood stoves, barns, etc. Codes & Permits also receives, reviews, and issues Development Services permits for developer infrastructure projects related to water and sewer.

Positions:

	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>
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:

	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
	Actual	Actual	Actual	Projected	Estimated
Infrastructure Review					
<i><u>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.</u></i>					
# 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

FY14 NEW OPERATING/CAPITAL REQUEST

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
<u>Codes & Permits</u>	30.07.61.0503.000				
CODES & PERMITS: Computer software to establish electronic plan submission program in FY14 and associated equipment This will be split 75% Inspection Fund, 15% Water & Sewer Fund, 10% General Fund. Total Cost \$50,000	In response to Audit recommendation for improved plan review systems and to enhance quality control of plan review. <u>THIS IS A ROUGH ESTIMATE.</u>	7,500			800
CODES & PERMITS: 3 36" flat screen monitors Split 75% Inspection, 15% Water/Sewer, 10% General Fund, Total Cost: \$1,800	CPIS requests 3 36" monitors to simultaneous review by engineers. The 36" size reflects the same size as required per Plan Preparation publication. This will aid in the efficiency of the Plan Review process.	200		200	
<i>Total Planning & Growth Management Water & Sewer</i>		7,700	0	200	800

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 Proposed	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$184,275	\$178,000	\$166,800		(\$11,200)	-6.3%
Fringe Benefits	58,129	54,500	50,600		(3,900)	-7.2%
Operating Costs	2,943	4,200	3,600		(600)	-14.3%
Total Expenditures	\$245,346	\$236,700	\$221,000	\$0	(\$15,700)	-6.6%

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 reduced to match current activity.

Description:

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

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

Positions:

	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Resource & Infrastructure Mgmt	0.5	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:

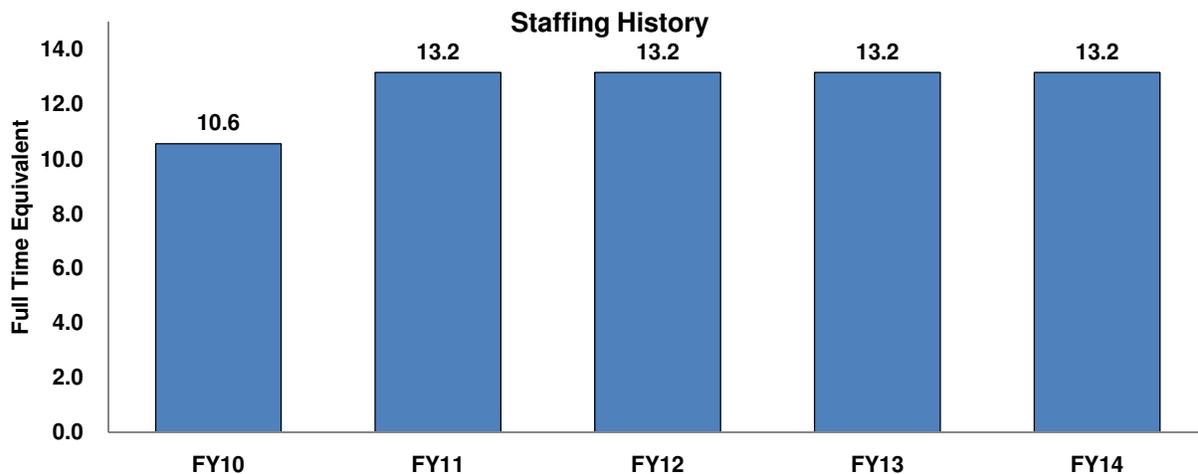
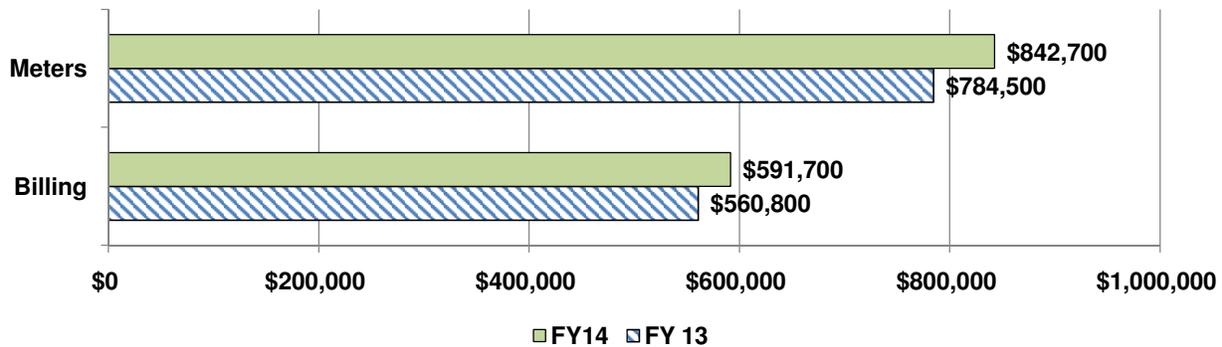
	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<i><u>Objective: to provide for the orderly expansion of community and multi-use water supply and sewerage systems in a manner consistent with the applicable county comprehensive plans.</u></i>					
Approved Allocations	28	31	21	35	38

Water & Sewer

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Proposed	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$640,632	\$659,700	\$711,100	\$0	\$51,400	7.8%
Fringe Benefits	224,163	217,600	229,600	0	12,000	5.5%
Operating Costs	269,639	213,000	208,900	0	(4,100)	-1.9%
Debt Service	169,276	250,600	284,800	0	34,200	13.6%
Capital Outlay	0	4,400	0	0	(4,400)	-100%
Total Baseline	\$1,303,710	\$1,345,300	\$1,434,400	\$0	\$89,100	6.6%
New Requests	0	0	8,600	0	8,600	NEW
Total Expenditures	\$1,303,710	\$1,345,300	\$1,443,000	\$0	\$97,700	7.3%
Total Revenues	\$1,341,932	\$1,345,300	\$1,376,700		\$31,400	2.3%

Expenditure Summary



Positions by Program:

	FY10	FY11	FY12	FY13	FY14
Billing	7.1	7.1	7.1	7.1	7.1
Meters	3.5	6.1	6.1	6.1	6.1
Total Full Time Equivalent	10.6	13.2	13.2	13.2	13.2

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 Proposed	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$317,950	\$343,600	\$346,800		\$3,200	0.9%
Fringe Benefits	111,715	114,600	118,200		3,600	3.1%
Operating Costs	88,215	101,800	125,100		23,300	22.9%
Debt Service	0	800	1,600		800	100.0%
Total Baseline	\$517,879	\$560,800	\$591,700	\$0	\$30,900	5.5%
New Requests (see attached)			8,600		8,600	NEW
Total Expenditures	\$517,879	\$560,800	\$600,300	\$0	\$39,500	7.0%
Total Revenues	\$523,353	\$560,800	\$577,710	\$0	\$16,910	3.0%

Changes and Useful Information:

- **Personal Services** includes the full year impact of the merit received during FY 2013.
- The **Fringe Benefits** increase is a result of the pension cost increase due to the merit received in FY 2013, as well as, provides an adjustment to the County's Health & Dental Budget. A current projection assumes a 5% increase in health & dental costs.
- The **Operating Costs** budget increase of \$23,300 is to adjust the postage budget to include the cost of non-bulk postage. Currently this postage is being paid for by the General Fund.
- The **Debt Service** budget increase is to reflect the full year impact of the FY 2013 Capital Lease which replaces a printer that was not functioning properly and not capable for billing capacity.

Description:

The Billing Division is responsible for customer billing on a quarterly basis, assessing penalties on delinquent accounts, and termination of service, if so warranted. Customer service and assistance are top priorities for the division. Customer bills are created by the electronic transfer of meter readings from handheld units and laptops to a data base that is used to calculate water and sewer invoices based on water consumption.

Positions:

	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
Title	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Accounting	0.3	0.3	0.3	0.3	0.3
Billing Manager	1.0	1.0	1.0	1.0	1.0
Senior Utilities Billing Specialist	1.0	1.0	1.0	1.0	1.0
Utilities Billing Specialist	4.8	4.8	4.8	4.8	4.8
Total Full Time Equivalent	7.1	7.1	7.1	7.1	7.1

Objectives & Measurements:

	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<i>Objective: To process invoices for water/sewer services provided each quarter and follow-up with collection efforts as needed to ensure revenue recovery.</i>					
# 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%
<i>Objective: To follow up on past due accounts/ improve collection efforts.</i>					
# 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

FY 2014 New Position Requests - Enterprise Funds

POSITION	FTE	SALARY	FRINGE	OPERATING	TOTAL
Water & Sewer Fund					
<u>Fiscal & Administrative Services</u>					
<u>Water & Sewer Billing Office</u>					
Billing Specialist	1.0	\$36,800	\$13,800		\$50,600
Less FTRH	(0.8)	(\$29,500)	(\$12,500)		(\$42,000)
<i>Request to increase vacant Full Time Reduced Hours Position to Full Time.</i>					
Total	0.2	\$7,300	\$1,300	\$0	\$8,600



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 Proposed	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$322,682	\$316,100	\$364,300		\$48,200	15.2%
Fringe Benefits	112,448	103,000	111,400		8,400	8.2%
Operating Costs	181,425	111,200	83,800		(27,400)	-24.6%
Debt Service	169,276	249,800	283,200		33,400	13.4%
Capital Outlay	0	4,400	0		(4,400)	N/A
Total Expenditures	\$785,830	\$784,500	\$842,700	\$0	\$58,200	7.4%
Total Revenues	\$818,579	\$784,500	\$798,990		\$14,490	1.8%

Changes and Useful Information:

- **Personal Services** includes the full year impact of the merit received during FY 2013 and 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).
- The **Fringe Benefits** increase is a result of the pension cost increase due to the merit received in FY 2013, as well as, provides an adjustment to the County's Health & Dental Budget. A current projection assumes a 5% increase in health & dental costs.
- **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.
 - To provide \$28,000 for routine meter replacements. The capital lease funds the meter change out program. Funding is needed to replace meters that no longer operate properly.
 - Equipment Repairs & Maintenance was reduced by (\$9,000) to estimated actual.
- Reasons for **Debt Service** increase:
 - 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, and reading meters for water and sewer billing purposes. Approximately 1,000 meters are installed or replaced annually. Meter readings are transferred from hand-held units to a data base that is used by the Billing Division to invoice customers based on consumption. Prompt, accurate readings and customer service are top priorities for the Division.

Positions:

	FY10	FY11	FY12	FY13	FY14
Title	FTE	FTE	FTE	FTE	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

FY 2014 Requested Vehicle and Equipment Listing

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
<u>Public Works - Utilities</u>				
Meters	30.25.60.146.0500.000			
Meter Replacements		300,000		31,000
<i>Total Meters</i>		<i>300,000</i>	<i>0</i>	<i>31,000</i>