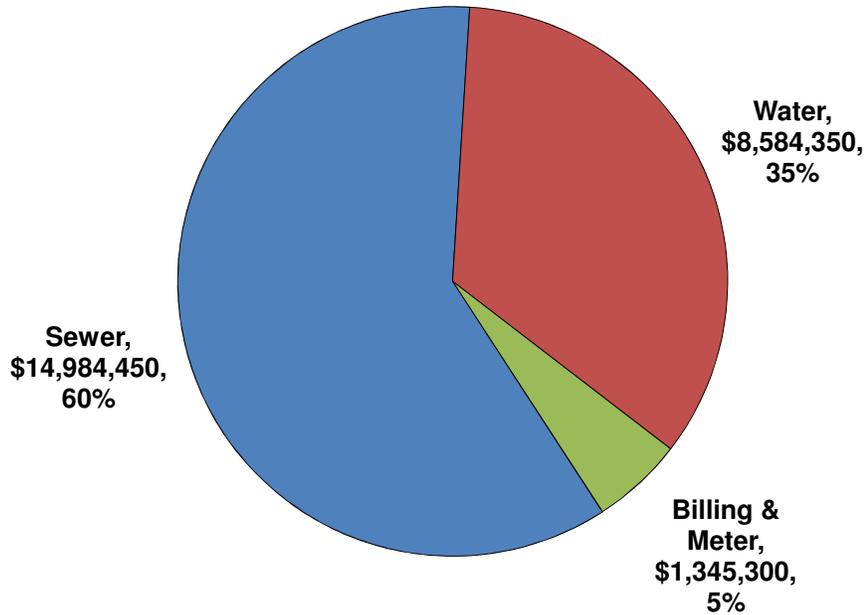


FISCAL YEAR 2013
Water & Sewer Fund Summary
Total Proposed Budget: \$24,914,100



	FY2012 Budget	FY2013 Proposed	Variance	Percent Change
Operating Revenues	\$24,483,600	\$23,988,100	(\$495,500)	-2%
Operating Expenditures	\$24,483,600	\$24,914,100	\$430,500	2%
Operating Surplus/(Deficit)	\$0	(\$926,000)	(\$926,000)	

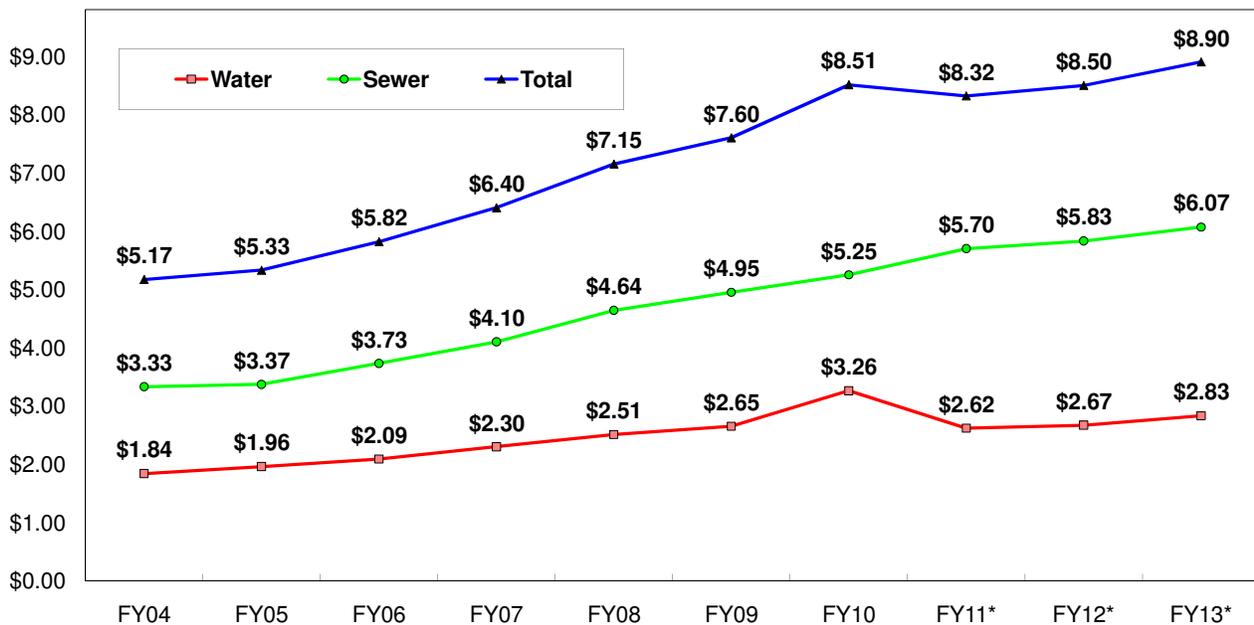
Reasons for the FY13 Proposed Deficit:

Decrease in water consumption results in a decrease in operating revenue of	\$587,100
Increase in debt service for bonds issued for major capital project costs	156,700
Bio-solids feasibility study	85,000
New energy efficient retrofit fixtures	70,000
Net change to other operating line items (less than 1%)	27,200
Total	<u>\$926,000</u>

To balance the budget a rate increase is recommended.

	<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	\$2.67	\$2.83	\$0.16	6.0%
Single Family Residential: 18,001 - 24,000 gallons	\$5.34	\$5.66	\$0.32	6.0%
Single Family Residential: Over 24,000 gallons	\$8.01	\$8.49	\$0.48	6.0%
Multi-Family/Commercial: based on metered usage	\$3.45	\$3.62	\$0.17	4.9%
Sewer User Fee Rate				
Single Family Residential: capped at 24,000 gallons	\$5.83	\$6.07	\$0.24	4.1%
Multi-Family/Commercial: based on metered usage	\$5.83	\$6.07	\$0.24	4.1%
Customer Account Fee				
Customer Account Charge	\$8.88	\$8.88	\$0.00	0.0%
Blended User Fee for average user	\$8.50	\$8.90	\$0.40	4.7%

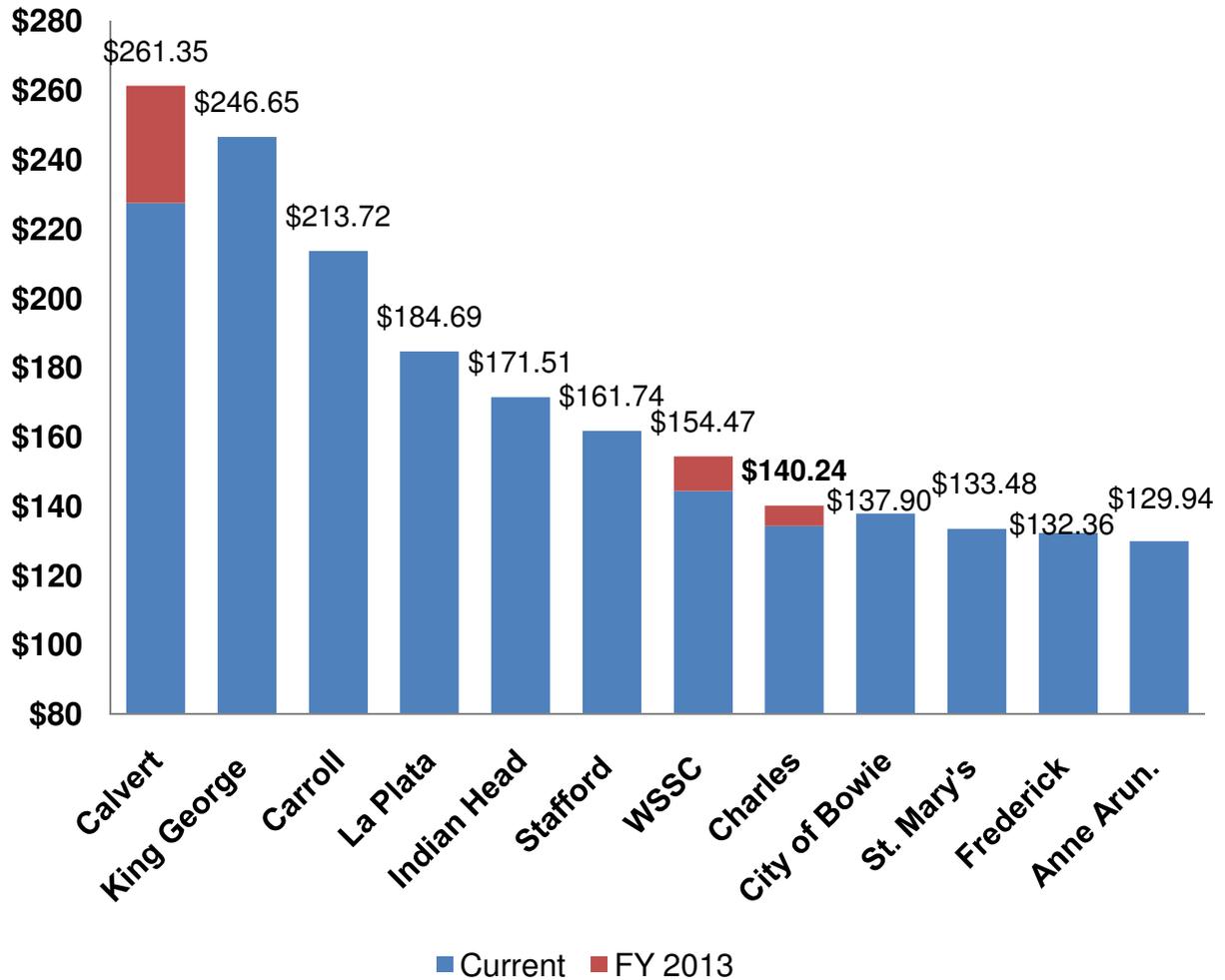
Residential User Fee Rate 10- Year History



*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 13 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 \$134.34 a quarter.

FY13 Water & Sewer Fund Summary

	FY2012 Budget	FY12 Dec. Yr. End Est.	FY2013 Proposed	Change from Budget	
				in: \$	%
SEWER OPERATION					
Revenues	\$14,757,200	\$14,379,600	\$14,499,300	(\$257,900)	-1.7%
Expenditures	14,757,100	14,319,500	14,984,450	227,350	1.5%
Surplus/(Deficit)	\$100	\$60,100	(\$485,150)	(\$485,250)	

Proposed Rate Adjustment:	\$0.24
Increase over existing rate:	4%

Justification for Sewer Rate Increase

(effect on rate)

BASELINE BUDGETS:

Decrease in User Fee Revenues due to lower consumption	\$253,600	\$0.12
Decrease in Other Revenues	4,300	0.00
Increase in Debt Service	122,400	0.06
To continue Sludge Disposal Processing	165,300	0.08
Sewer main cleaning to reduce sewer stoppages	100,000	0.05
Digester Cleaning	90,000	0.04
Replace and repair old infrastructure	88,000	0.04
Biosolids Feasibility Study Capital Project	85,000	0.04
Maintenance Service Agreement on (7) pump stations	20,000	0.01
Decrease in Contingency Reserve	(242,000)	-0.12
Decrease in other Sewer Expenditures for one time FY 2012 costs, adjustments to vehicle fuel, insurance, chemicals and many other miscellaneous accounts.	(298,750)	-0.15
Total Baseline Shortfall:	\$387,850	0.19

NEW ITEMS TO THE BUDGET:

Energy Efficiency Retrofits	\$70,000	0.034
Vehicle Global Position System (GPS) Units (split 3 ways)	18,600	0.009
Vehicle Mounted Laptops (3) (split 2 ways)	5,700	0.003
Odalogger - monitors hydrogen sulfide	3,000	0.001
Subtotal	\$97,300	0.05

Total Shortfall

\$485,150	\$0.24
current rate	\$5.83
proposed rate	\$6.07
% rate increase	4%

FY13 Water & Sewer Fund Summary

	FY2012 Budget	FY12 Dec. Yr. End Est.	FY2013 Proposed	Change from Budget in: \$	%
WATER OPERATION					
Revenues	\$8,386,000	\$8,033,000	\$8,143,500	(\$242,500)	-2.9%
Expenditures	8,386,100	7,688,300	8,584,350	198,250	2.4%
Surplus/(Deficit)	(\$100)	\$344,700	(\$440,850)	(\$440,750)	

Proposed Rate Adjustment (Residential less than 18,000 gallons):	\$0.16
Increase over existing rate:	6%

Justification for Water Rate Increase

(effect on rate)

BASELINE BUDGETS:

Decrease in User Fee Revenues due to lower	\$333,500	\$0.12
Increase in Debt Service	34,300	\$0.01
Road repairs needed due to utility work	100,000	\$0.04
Funding for Information Technology Support Service	51,500	\$0.02
Increase in Chemicals to current trends	40,000	\$0.01
Supervisory Control and Data Acquisition (SCADA) support	25,600	\$0.01
Increase in other Water Expenditures	29,750	\$0.01
Increase in Other Revenues	(91,000)	-\$0.03
Decrease in Contingency Reserve	(138,100)	-\$0.05
Total Baseline Shortfall:	\$385,550	\$0.14

NEW ITEMS TO THE BUDGET:

Irrigation Systems Evaluation	\$30,000	0.011
Vehicle Global Position System (GPS) Units (split 3 ways)	9,300	0.003
Vehicle Mounted Laptops (3) (split 2 ways)	5,700	0.002
Backflow Prevention Administrative Services	4,800	0.002
Chlorine Analyzer unit	3,500	0.001
RPZ (4) Reduced pressure zone backflow preventers	2,000	0.001
Subtotal	\$55,300	0.02

Total Shortfall	\$440,850	\$0.16
	Current rate	\$2.67
	proposed rate	\$2.83
	% rate increase	6%

FY13 Water & Sewer Fund Summary

	FY2012	FY12 Dec.	FY2013	Change from Budget	
	Budget	Yr. End Est.	Proposed	in: \$	%
BILLING & METER OPERATION					
Revenues	\$1,340,400	\$1,333,000	\$1,345,300	\$4,900	0.4%
Expenditures	1,340,400	1,332,900	1,345,300	4,900	0.4%
Surplus/(Deficit)	\$0	\$100	\$0	\$0	

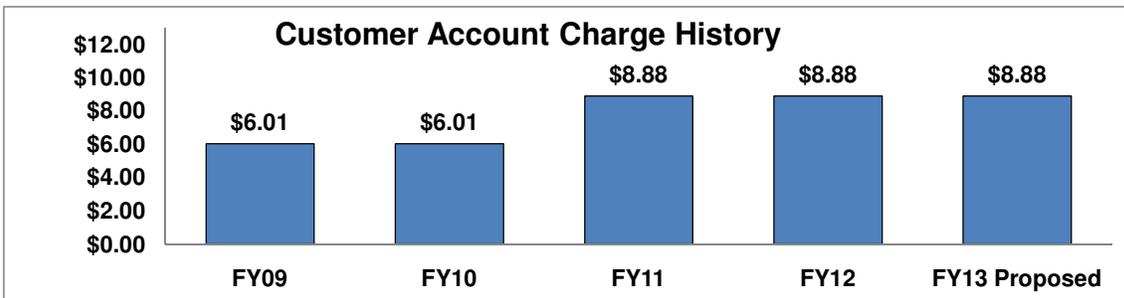
Proposed Rate Adjustment:	\$0.00
Current Fee:	\$8.88
Proposed Fee:	\$8.88
Increase over existing rate:	0.0%

BILLING RATE INCREASE:

(effect on rate)

<u>BASELINE BUDGETS:</u>		
Increase in Revenues	(\$4,900)	-0.04
Finance Meter Replacements over five-years	(33,700)	-0.29
To purchase (4) meter reading handheld devices and to continue funding current capital lease requirements.	11,500	0.10
To provide software funding for the potential of online billing.	11,100	0.10
Adjusting vehicle fuel, vehicle repairs & general supplies current spending trends.	5,000	0.04
Full year cost of funding vacant Billing Specialist Position and miscellaneous fringe rate adjustments.	4,500	0.04
To purchase meter reading software for new meter reading handhelds.	4,400	0.04
Adjust Office Supplies and Credit Card Processing costs to current trends.	1,300	0.01
Replace printer, current printer is not functioning properly. (Capital Lease)	800	0.01
Total Increase:	\$0	0.00

current rate	\$8.88
proposed rate	\$8.88
% rate increase	0.0%



FY13 Water & Sewer Fund Summary

	FY2012 Budget	FY12 Dec. Yr. End Est.	FY2013 Proposed	Change from Budget in: \$	%
SEWER					
Revenues					
User Charges	\$12,226,400	\$11,845,000	\$11,972,800	(\$253,600)	-2.1%
Front Foot Assessment	438,500	438,000	438,000	(500)	-0.1%
WSSC cost share	891,000	891,000	860,500	(30,500)	-3.4%
Penalties	450,000	476,800	490,400	40,400	9.0%
Panda Operating	90,000	94,800	93,000	3,000	3.3%
Septage Hauler	200,000	192,500	200,000	0	0.0%
Pretreatment Permits	67,700	66,700	67,700	0	0.0%
PANDA (reimbursement)	60,000	60,000	60,000	0	0.0%
Potomac Heights	59,900	58,200	59,900	0	0.0%
Miscellaneous	70,800	56,200	70,800	0	0.0%
Indirect Cost	194,800	194,800	180,700	(14,100)	-7.2%
Holding Tank Program	8,100	5,300	5,500	(2,600)	-32.1%
Total Operating	\$14,757,200	\$14,379,300	\$14,499,300	(\$257,900)	-1.7%
Fund Balance Approp.	0	300	0	0	N/A
Total Revenues	\$14,757,200	\$14,379,600	\$14,499,300	(\$257,900)	-1.7%
Expenditures					
Personal Services	4,569,650	4,428,500	4,544,400	(25,250)	-0.6%
Fringe Benefits	1,649,600	1,607,700	1,637,200	(12,400)	-0.8%
Operating Costs	6,647,250	6,647,000	6,847,850	200,600	3.0%
Contingency	242,000	0	0	(242,000)	-100.0%
Debt Service	1,628,300	1,615,600	1,750,700	122,400	7.5%
Capital Outlay	0	20,700	0	0	N/A
Capital Projects	20,400	0	107,000	86,600	424.5%
Total Expenditures	\$14,757,200	\$14,319,500	\$14,887,150	\$129,950	0.9%
Program Enhancements			97,300		
Surplus/(Deficit)	\$0	\$60,100	(\$485,150)		
WATER					
Revenues					
User Charges	\$7,913,400	\$7,489,400	\$7,579,900	(\$333,500)	-4.2%
Front Foot Assessment	21,900	21,800	21,900	0	0.0%
Panda Operating	90,000	94,800	93,000	3,000	3.3%
Hydrant Service Charges	65,400	81,000	85,000	19,600	30.0%
Cross-Connection	52,000	57,800	55,000	3,000	5.8%
Backflow Prevention					
Tower Rental	220,000	273,700	285,400	65,400	29.7%
Other	23,300	14,100	23,300	0	0.0%
Total Operating	\$8,386,000	\$8,032,600	\$8,143,500	(\$242,500)	-2.9%
Fund Balance Approp.	0	400	0	0	N/A
Total Revenues	\$8,386,000	\$8,033,000	\$8,143,500	(\$242,500)	-2.9%
Expenditures					
Personal Services	\$2,334,250	\$2,318,600	\$2,393,300	\$59,050	2.5%
Fringe Benefits	866,800	870,200	875,100	8,300	1.0%
Operating Costs	3,821,850	3,291,800	3,999,650	177,800	4.7%
Contingency	138,100	0	0	(138,100)	-100.0%
Debt Service	1,207,400	1,189,700	1,241,700	34,300	2.8%
Capital Projects	17,600	18,000	19,300	1,700	9.7%
Total Expenditures	\$8,386,000	\$7,688,300	\$8,529,050	\$143,050	1.7%
Program Enhancements			55,300		
Surplus/(Deficit)	\$0	\$344,700	(\$440,850)		

FY13 Water & Sewer Fund Summary

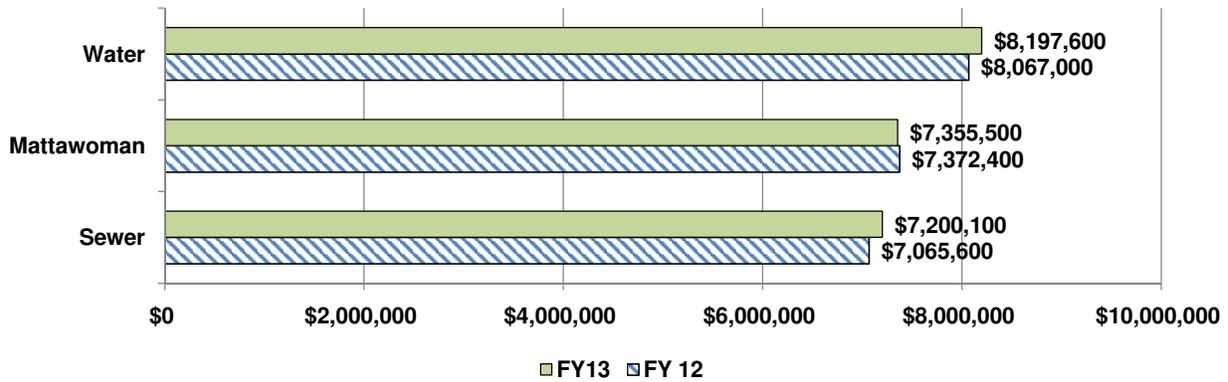
	FY2012 Budget	FY12 Dec. Yr. End Est.	FY2013 Proposed	Change from Budget in: \$	%
BILLING					
Revenues					
Customer Account Fee	\$1,053,400	\$1,052,500	\$1,070,300	\$16,900	1.6%
Reconnection Fees	220,000	222,500	215,000	(5,000)	-2.3%
Account Set Up Fee	47,000	42,700	45,000	(2,000)	-4.3%
Other	20,000	15,300	15,000	(5,000)	-25.0%
Total	\$1,340,400	\$1,333,000	\$1,345,300	\$4,900	0.4%
Fund Balance Approp.	0	0		0	N/A
Total	\$1,340,400	\$1,333,000	\$1,345,300	\$4,900	0.4%
Expenditures					
Personal Services	\$646,800	\$644,500	\$650,300	\$3,500	0.5%
Fringe Benefits	226,000	223,900	227,000	1,000	0.4%
Operating Costs	295,600	292,700	213,000	(82,600)	-27.9%
Debt Service	172,000	171,800	250,600	78,600	45.7%
Capital Outlay	0	0	4,400	4,400	NEW
Total Expenditures	\$1,340,400	\$1,332,900	\$1,345,300	\$4,900	0.4%
Program Enhancements			0		
Surplus/(Deficit)	\$0	\$100	\$0		

Water & Sewer

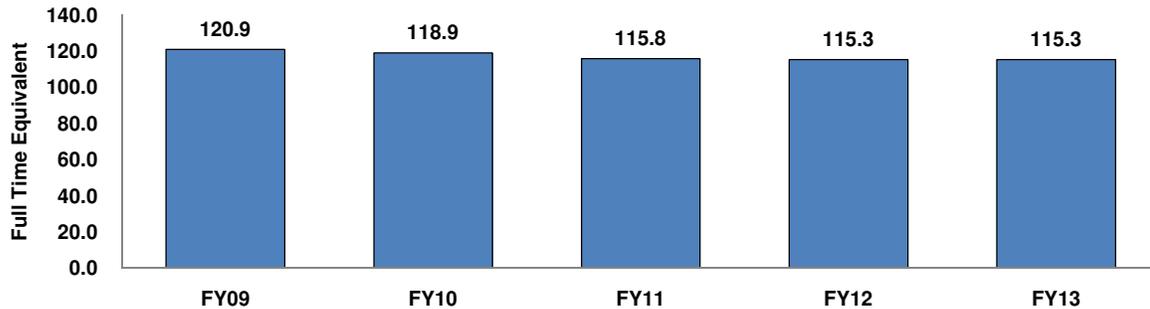
Department: Public Works - Utilities 30.25
Division \ Program: Sewer, Mattawoman, Water Summary Fund: Enterprise
Program Administrator: Bill Shreve, Director of Public Works

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$5,813,033	\$6,433,000	\$6,450,300	\$0	\$17,300	0.3%
Fringe Benefits	2,065,031	2,359,000	2,346,000	0	(13,000)	-0.6%
Operating Costs	9,034,623	10,459,200	10,838,200	0	379,000	3.6%
Operating Contingency	0	380,100	0	0	(380,100)	-100.0%
Debt Service	2,953,766	2,835,700	2,992,400	0	156,700	5.5%
Capital Outlay	14,985	0	0	0	0	-100.0%
Capital Projects	43,564	38,000	126,300	0	88,300	232.4%
Total Expenditures	\$19,925,002	\$22,505,000	\$22,753,200	\$0	\$248,200	1.1%

Expenditure Summary



Staffing History



Positions by Program:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
Sewer	44.4	44.4	42.5	43.4	43.7
Mattawoman	41.2	39.2	36.9	35.1	34.2
Water	35.3	35.3	36.4	36.8	37.5
Total Full Time Equivalent	120.9	118.9	115.8	115.3	115.3

Water & Sewer

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$2,211,649	\$2,376,700	\$2,426,800		\$50,100	2.1%
Fringe Benefits	768,562	891,700	909,100		17,400	2.0%
Operating Costs	1,471,677	2,049,800	2,039,400		(10,400)	-0.5%
Operating Contingency	0	128,900	0		(128,900)	N/A
Debt Service	1,703,705	1,598,100	1,717,800		119,700	7.5%
Capital Projects	32,657	20,400	107,000		86,600	424.5%
Total Expenditures	\$6,188,250	\$7,065,600	\$7,200,100		\$134,500	1.9%

Changes and Useful Information:

- Personal Services increase includes funding for IT Support Service and from reclassifying personal costs based on assigned duties.
- The Operating Costs decrease is to adjust for less chemical usage and to adjust the Property & Liability Insurance line item to current trends.
 - Contract Services budgets were increased by \$95,000 to continue sewer main cleaning to reduce sewer stoppages and for SCADA support.
 - Equipment Repairs & Maintenance budgets were reduced by \$107,900 due to one time FY 2012 costs.
- Operating Contingency reduction to fund overall budget increase.
- Increase in Debt Service to fund the 2012 bond issue.
- Capital Projects budget increase is for the Biosolids Feasibility Study Project.

Description:

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

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

Positions:

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

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

Objectives & Measurements:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<i>Objective: To comply with permit conditions.</i>					
Gallons treated per day at satellite plants	178,627	347,966	313,126	315,000	307,000
Efficiency rate for Treatment Plants (Compliance) calendar year	99.62%	99.77%	87.88%	98.00%	99.00%

Water & Sewer

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$1,642,173	\$1,957,500	\$1,873,900		(\$83,600)	-4.3%
Fringe Benefits	596,763	679,200	644,900		(34,300)	-5.1%
Operating Costs	4,127,597	4,592,400	4,803,800		211,400	4.6%
Operating Contingency	0	113,100	0		(113,100)	N/A
Debt Service	48,142	30,200	32,900		2,700	8.9%
Capital Outlay	14,985	0	0		0	N/A
Total Expenditures	\$6,429,661	\$7,372,400	\$7,355,500	\$0	(\$16,900)	-0.2%
WSSC Contribution	\$944,566	\$891,000	\$860,500	\$0	(\$30,500)	-3.4%

Changes and Useful Information:

- Decrease in Personal Services and Fringe Benefits is due to turnover and from reclassifying personal costs to other operations based on assigned duties.
- Operating Costs increase is due to the following:
 - Increase in Sludge Disposal costs - \$165,300.
 - Replace and repair old infrastructure - \$88,000.
 - Digester cleaning - \$90,000. This has not been done since the 2006 upgrade.
 - FY 2012 one time costs, such as influent well cleaning, were reduced.
- Operating Contingency reduction to fund overall budget increase.

Description:

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

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

Positions:

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

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

Objectives & Measurements:

	<u>FY09</u> <u>Actual</u>	<u>FY10</u> <u>Actual</u>	<u>FY11</u> <u>Actual</u>	<u>FY12</u> <u>Projected</u>	<u>FY13</u> <u>Estimated</u>
<i><u>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.</u></i>					
-kW hours per million gallons treated (l)	3,351	3,085	2,949	2,900	2,900
Efficiency rate (compliance); calendar year	100.00%	99.91%	97.62%	96.00%	99.00%

Water & Sewer

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$1,959,211	\$2,098,800	\$2,149,600		\$50,800	2.4%
Fringe Benefits	699,706	788,100	792,000		3,900	0.5%
Operating Costs	3,435,349	3,817,000	3,995,000		178,000	4.7%
Operating Contingency	0	138,100	0		(138,100)	N/A
Debt Service	1,201,919	1,207,400	1,241,700		34,300	2.8%
Capital Projects	10,907	17,600	19,300		1,700	9.7%
Total Expenditures	\$7,307,092	\$8,067,000	\$8,197,600	\$0	\$130,600	1.6%

Changes and Useful Information:

- Personal Services increase includes funding for IT Support Service and from reclassifying personal costs based on assigned duties.
- A budget of \$1.4 million for FY13 to continue a water purchase program from WSSC.
- Operating Costs increase is due to the following:
 - Department now pays for all road repairs needed because of utility work. In the past, these costs were covered by the Roads Division. FY 2013 budget increase: \$100,000.
 - Increase in Chemicals to current trends. FY 2013 budget increase: \$40,000.
 - Supervisory Control and Data Acquisition (SCADA) contract services. FY 2013 budget increase: \$25,600.
- Operating Contingency reduction to fund overall budget increase.
- Increase in Debt Service to fund the 2012 bond issue.
- Capital Projects budget is for the Water Model Update.

Description:

The Water Division of the Department of Public Works - Utilities provides water service to more than 26,000 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, five County park water systems, and five privately owned water systems.

Positions:

	<u>FY 2009</u> FTE	<u>FY 2010</u> FTE	<u>FY 2011</u> FTE	<u>FY 2012</u> FTE	<u>FY 2013</u> FTE
Total Full Time Equivalent	35.3	35.3	36.4	36.8	37.5

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

Objectives & Measurements:

	<u>FY09</u> Actual	<u>FY10</u> Actual	<u>FY11</u> Actual	<u>FY12</u> Projected	<u>FY13</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	6,134,087	5,640,450	5,964,252	6,100,000	6,200,000
WSSC gallons pumped per day	n/a	1,059,195	1,107,501	1,100,000	1,000,000

NOTE: Charles County negotiated an agreement with Washington Suburban Sanitary Commission to purchase water in an effort to minimize water drawn from our aquifers beginning in FY10.

Water & Sewer

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

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

Total Full Time Equivalent	120.9	118.9	115.8	115.3	115.3
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Salaries are charged out to the Water, Sewer, and Mattawoman divisions based on job duties. Full Time Equivalent positions per division are as follows:

Water	35.3	35.3	36.4	36.8	37.5
Sewer	44.4	44.4	42.5	43.4	43.7
Mattawoman	41.2	39.2	36.9	35.1	34.2

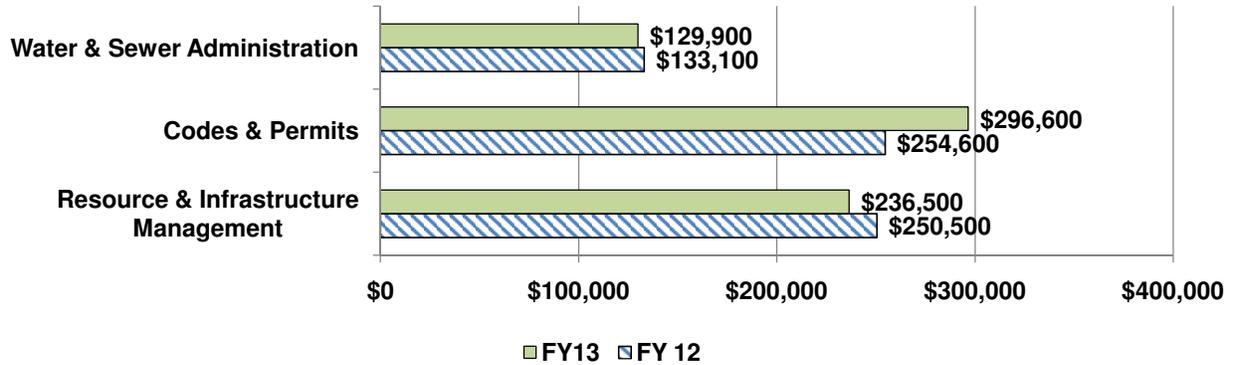
Total Full Time Equivalent	120.9	118.9	115.8	115.3	115.3
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Water & Sewer

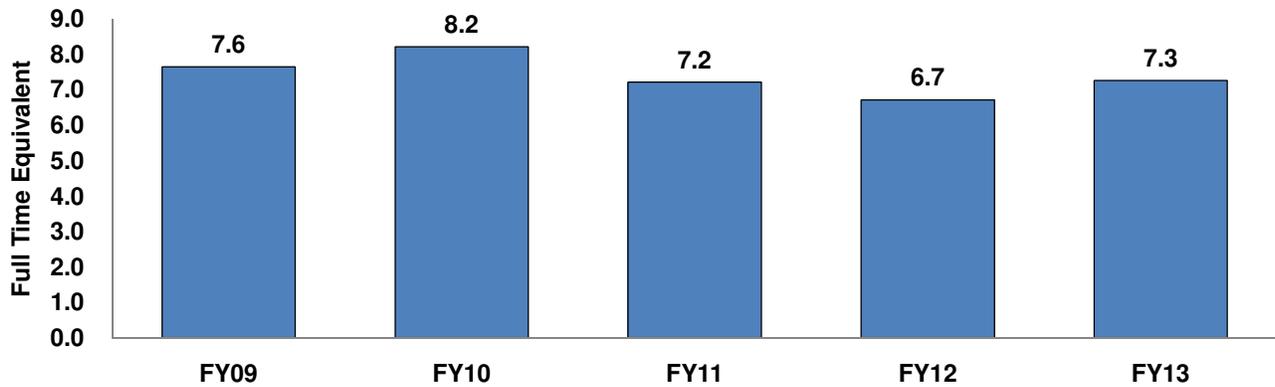
Department: Planning and Growth Management Account: 30.07
Division \ Program: Department Summary Fund: Enterprise
Program Administrator: Peter Aluotto, Director of Planning & Growth Management

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$443,557	\$470,900	\$487,400	\$0	\$16,500	3.5%
Fringe Benefits	141,384	157,400	166,300	0	8,900	5.7%
Operating Costs	10,545	9,900	9,300	0	(600)	-6.1%
Total Expenditures	\$595,487	\$638,200	\$663,000	\$0	\$24,800	3.9%
Revenues	\$12,923	\$7,000	\$7,000	\$0	\$0	0.0%

Expenditure Summary



Staffing History



Positions by Program:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
Water & Sewer Administration	4.0	1.8	1.4	1.4	1.4
Codes & Permits	3.6	3.2	3.1	3.1	3.6
Resource & Infrastructure Mgmt	0.0	3.3	2.8	2.3	2.3
Total Full Time Equivalent	7.6	8.2	7.2	6.7	7.3

Water & Sewer

Department: Planning and Growth Management Account: 30.07.06
Division \ Program: Water & Sewer Administration Fund: Enterprise
Program Administrator: Peter Aluotto, Director of Planning & Growth Management

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$103,664	\$97,800	\$95,500		(\$2,300)	-2.4%
Fringe Benefits	34,060	33,300	32,500		(800)	-2.4%
Operating Costs	1,179	2,000	1,900		(100)	-5.0%
Total Expenditures	\$138,903	\$133,100	\$129,900	\$0	(\$3,200)	-2.4%
Revenues	\$12,923	\$7,000	\$7,000	\$0	\$0	0.0%

Changes and Useful Information:

- Personal Services was adjusted due to turnover.

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

Water & Sewer

Department:	Planning and Growth Management	Account:	30.07.06
Division \ Program:	Water & Sewer Administration	Fund:	Enterprise
Program Administrator:	Peter Aluotto, Director of Planning & Growth Management		

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

Utility Permits

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

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

Deferred Payment Agreements.

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

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

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

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

Department: Planning and Growth Management Account: 30.07.61
Division \ Program: Codes, Permits & Inspection Services\Codes & Permits Fund: Enterprise
Program Administrator: Frank Ward, Chief of Codes, Permits & Inspection Services

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$179,674	\$186,800	\$216,200		\$29,400	15.7%
Fringe Benefits	60,374	64,800	77,200		12,400	19.1%
Operating Costs	7,030	3,000	3,200		200	6.7%
Total Expenditures	\$247,078	\$254,600	\$296,600	\$0	\$42,000	16.5%

Changes and Useful Information:

- Personal Services and Fringe Benefits budgets were adjusted to match staff's current workload.
- Printing and Office Supplies budgets were increased to match the FY 2011 year end costs.

Description:

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

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

Positions:

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

Objectives & Measurements:

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

Infrastructure Review

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	202	212	166	200	190
Sewer	201	222	171	220	200
Equivalent FTE per Fiscal Year	111.9	137.8	112.0	140.0	130.0

Water & Sewer

Department: Planning and Growth Management Account: 30.07.91
Division \ Program: Resource & Infrastructure Management Fund: Enterprise
Program Administrator: Jason Groth, Chief of Resource & Infrastructure Management

Expenditure Category	FY2011	FY2012	FY2013	FY2013	\$ Change from FY2012	% Chg.
	Actual	Adopted	Proposed	Adopted		
Personal Services	\$160,218	\$186,300	\$175,700		(\$10,600)	-5.7%
Fringe Benefits	46,951	59,300	56,600		(2,700)	-4.6%
Operating Costs	2,336	4,900	4,200		(700)	-14.3%
Total Expenditures	\$209,506	\$250,500	\$236,500	\$0	(\$14,000)	-5.6%

Changes and Useful Information:

- Personal Services was adjusted due to turnover.
- Office Supplies and Dues & Subscriptions budgets were reduced to match current activity.

Description:

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

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

Positions:

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

Objectives & Measurements:

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

Water & Sewer

Department: Fiscal & Administrative Services Account: 30.04.60
Division \ Program: Billing Fund: Enterprise
Program Administrator: Deborah Hudson, Director of Fiscal & Administrative Services

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$303,086	\$335,100	\$338,600		\$3,500	1.0%
Fringe Benefits	101,136	118,900	119,600		700	0.6%
Operating Costs	86,861	89,400	101,800		12,400	13.9%
Debt Service	0	0	800		800	NEW
Total Expenditures	\$491,083	\$543,400	\$560,800	\$0	\$17,400	3.2%
Total Revenues	\$487,769	\$543,400	\$545,400	\$0	\$2,000	0.4%

Changes and Useful Information:

- Personal Services increase is to fund the full year cost of a vacant Billing Specialist.
- Operating Costs were due to the following:
 - To provide \$11,100 in software funding for the potential of online billing.
 - Adjustment to credit card processing budget to match current trends. \$1,000 increase.
 - Increase in Office Supplies of \$300 to cover the cost of toner and copy paper due to increase in printing requests such as foreclosure information.
- Debt Service budget of \$800 is to replace printer, current printer is not functioning properly.

Description:

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

Positions:

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

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
<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	115,540	118,329	120,893	122,181	124,624
# of regular invoices	111,397	113,858	116,883	118,051	120,412
# of finals	4,143	4,471	4,010	4,130	4,212
# of delinquent invoices per year	31,655	33,380	34,259	35,432	36,140
- % of total billed	28%	28%	29%	29%	29%
<i>Objective: To follow up on past due accounts/ improve collection efforts.</i>					
# of final notice letters	831	1,809	2,683	2,737	2,792
# of liens	510	662	633	645	658
# of liens released	492	408	718	650	663

Water & Sewer

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$339,236	\$311,700	\$311,700		\$0	0.0%
Fringe Benefits	105,921	107,100	107,400		300	0.3%
Operating Costs	209,522	206,200	111,200		(95,000)	-46.1%
Debt Service	161,686	172,000	249,800		77,800	45.2%
Capital Outlay	0	0	4,400		4,400	NEW
Total Expenditures	\$816,365	\$797,000	\$784,500	\$0	(\$12,500)	-1.6%
Total Revenues	\$795,834	\$797,000	\$799,900	\$0	\$2,900	0.4%

Changes and Useful Information:

- Reasons for Operating Costs reduction:
 - Meter replacement costs will be financed and paid out by a capital lease.
 - Vehicle Fuel, vehicle repairs & general supplies budgets were adjusted to current spending trends.
- Reasons for Debt Service increase:
 - To fund existing capital lease requirements.
 - To finance the meter replacement costs.
 - To replace meter reading handheld radios. The estimate cost is \$28,000. To finance this cost with a capital lease, the FY 2013 cost is \$3,000.
- Capital Outlay request is to purchase meter reading software for the new meter reading handhelds.

Description:

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

Positions:

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

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 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	531	490	1,274	1,100	2,000
- # of new installations	347	474	446	530	560

FY 2013 Requested Vehicle and Equipment Listing

Item Description	Justification/Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
<u>Water and Sewer Operation Fund</u>				
Fiscal & Administrative Services				
Customer Services -				
Billing	30.04.60.145.0500.000			
Printer	Current printer is not functioning properly and not capable for Billing Capacity.	7,500		800
Total Fiscal Services Water & Sewer		7,500	0	800
<u>Public Works - Utilities</u>				
Meters				
	30.25.60.146.0500.000			
Meter Replacements	To replace old meters	300,000		66,300
Meter Reading Handhelds (4)	For new handhelds & associated software	32,400	4,400	3,400
Total Meters		332,400	4,400	69,700
Sewer - Lab Services				
	30.25.71.33.0500.000			
Discrete Nutrients Analyzer (Lab) (Spilt 3 ways with 30.25.72/76.33, Total Cost = \$75,000)	Need 2nd due to additional testing requirements. One for Nitrogen; other for Phosphorous. Use simultaneously to reduce staff time; eliminate cleaning time to prevent cross contamination; backup in case of failure.	25,000		2,700
Sewer - Line Maintenance				
	30.25.71.53.0500.000			
GPS Handheld Unit for Locaters (Split with 30.25.76, total cost \$9,000)	Old unit traded in for FY12 purchase for Line Maintenance; not enough budgeted for straight purchase.	4,500		500
Trailer-mounted Excavating Vactor (Split 2 ways with 30.25.76.53, Total Cost = \$146,000)	For digging around electric/communication lines; meets new Miss Utility mandate. Eliminates need for hand digging & Vaccon use (so it can be reserved for line cleaning).	73,000		7,700
Sewer - Support Services				
	30.25.71.97.0500.000			
Compact pickup (Split 2 ways with 30.25.76, Total Cost= \$18,000)	U135; 2004 pickup w/ 218k mi @12/15	9,000		1,000
Locater van w/ shelving and laptop docking mount (Split 2 ways with 30.25.76, Total Cost= \$22,500)	U119; 2002 van with 186k mi @ 12/15	11,200		1,200
One ton 4WD truck with snow equipment (Split 2 ways with 30.25.76, Total Cost= \$53,000)	U110; 2000 pickup w/ 148k mi @ 12/15	26,500		2,800
Portable generator, 105kW (Split 2 ways with 30.25.76, Total Cost = \$41,000)	Emergency use. Currently have only one. This will enhance customer service by continuing to provide services even during power outages such as outages that occur with severe weather events.	20,500		2,200
Total Sewer		169,700	0	18,100

FY 2013 Requested Vehicle and Equipment Listing

Item Description	Justification/Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
Mattawoman - Lab Services				
30.25.72.33.0500.000				
Discrete Nutrients Analyzer (Lab) (Spilt 3 ways with 30.25.71/76.33, Total Cost = \$75,000)	Need 2nd due to additional testing requirements. One for Nitrogen; other for Phosphorous. Use simultaneously to reduce staff time; eliminate cleaning time to prevent cross contamination; backup in case of failure.	25,000		2,700
Mattawoman - Operations				
30.25.72.66.0500.000				
Rag Roll-Off	Corroding; leaks when transported	5,500		600
Total Mattawoman		30,500	0	3,300
Water - Lab Services				
30.25.76.33.0500.000				
Discrete Nutrients Analyzer (Lab) (Spilt 3 ways with 30.25.71/72.33, Total Cost = \$75,000)	Need 2nd due to additional testing requirements. One for Nitrogen; other for Phosphorous. Use simultaneously to reduce staff time; eliminate cleaning time to prevent cross contamination; backup in case of failure.	25,000		2,700
Water - Line Maintenance				
30.25.76.53.0500.000				
GPS Handheld Unit for Locaters (<i>Split with 30.25.76, total cost \$9,000</i>)	Old unit traded in for FY12 purchase for Line Maintenance; not enough budgeted for straight purchase.	4,500		500
Trailer-mounted Excavating Vactor (<i>Split 2 ways with 30.25.76.53, Total Cost = \$146,000</i>)	For digging around electric/communication lines; meets new Miss Utility mandate. Eliminates need for hand digging & Vaccon use (so it can be reserved for line cleaning).	73,000		7,700
Water - Support Services				
30.25.76.97.0500.000				
Compact pickup (<i>Split 2 ways with 30.25.71, Total Cost= \$18,000</i>)	U135; 2004 pickup w/ 218k mi @12/15	9,000		1,000
Locator van w/ shelving and laptop docking mount (<i>Split 2 ways with 30.25.71, Total Cost= \$22,500</i>)	U119; 2002 van with 186k mi @ 12/15	11,300		1,200
One ton 4WD truck with snow equipment (<i>Split 2 ways with 30.25.71, Total Cost= \$53,000</i>)	U110; 2000 pickup w/ 148k mi @ 12/15	26,500		2,800
Portable generator, 105kW (<i>Split 2 ways with 30.25.71, Total Cost = \$41,000</i>)	Emergency use. Currently have only one. This will enhance customer service by continuing to provide services even during power outages such as outages that occur with severe weather events.	20,500		2,200
Total Water		169,800	0	18,100
Total Public Works - Utilities Water & Sewer		702,400	4,400	109,200
Total Water & Sewer Fund		709,900	4,400	110,000
Total Cost of Items to be Leased		705,500		

FY13 NEW OPERATING/CAPITAL REQUEST

Item Description	Justification	Value of Request	Additional Operating Expenses	Equipment Direct Purchase	1/2 Year Lease
Water and Sewer Fund					
<u>Public Works - Utilities</u>					
Sewer - Support Services					
	30.25.71.97.0503.000				
OdaLogger	Monitors hydrogen sulfide. This work is not currently being routinely performed. When an issue has been suspected, a US Filter rep comes out and does the testing and makes recommendations. It would be beneficial to the County to have this capability for preventative maintenance purposes and to help refine design requirements surrounding hydrogen sulfide.	3,000		3,000	
Vehicle GPS Units (<i>Split 3 ways with 30.25.72/76, Total Cost = \$27,900</i>)	For 2005 vehicles forward	9,300		9,300	
Total Sewer		12,300	0	12,300	0
Mattawoman - Support Services					
	30.25.72.97.0503.000				
Vehicle GPS Units (<i>Split 3 ways with 30.25.71/76, Total Cost = \$27,900</i>)	For 2005 vehicles forward	9,300		9,300	
Vehicle Mounted Laptops (3) (<i>split with Water</i>)	North, South, Line Maint supervisors	5,700		5,700	
Energy Efficiency Retrofits	Replace inefficient fixtures and bulbs. Rebates from SMECO and reduced energy costs with payback period of 1 to 2 years.	70,000		70,000	
Total Mattawoman		85,000	0	85,000	0
Water - Operations (South)					
	30.25.76.66.145.0503.000				
CL17 unit	Spare in case of failure. This is a chlorine analyzer that reads the amount of chlorine in the drinking water. It is connected to the alarm system so the site does not have to be visited and checked every day unless an alarm is sent out.	3,500	3,500		
Water - Support Services					
	30.25.76.97.0503.000				
Backflow Prevention Administrative Services	Will allow staff more time to focus on inspections and enforcement and eliminate expense associated with software purchase and maintenance contract, letters, postage, telephone inquiries, etc.	4,800	4,800		
Irrigation System Evaluation	through Plancheck. There are many illegal connections in the County in the form of irrigation systems. Recently learned of a neighborhood in which an out of town, uncertified company has installed numerous systems, bypassing the water meter so that the resident does not pay for irrigating his property. By locating these illegal connections, the fines and increased water revenues would more than pay for the contracted services to locate them.	30,000	30,000		
Vehicle Mounted Laptops (3) (<i>split with Mattawoman</i>)	North, South, Line Maint supervisors	5,700		5,700	
Vehicle GPS Units (<i>Split 3 ways with 30.25.71/72, Total Cost = \$27,900</i>)	For 2005 vehicles forward	9,300		9,300	
RPZ (4) Reduced pressure zone backflow preventers	For hydrant meters loaned to County contractors	2,000		2,000	
Total Water		55,300	38,300	17,000	0
Total Water & Sewer Fund		152,600	38,300	114,300	0
Total Cost of Items to be Leased		0			