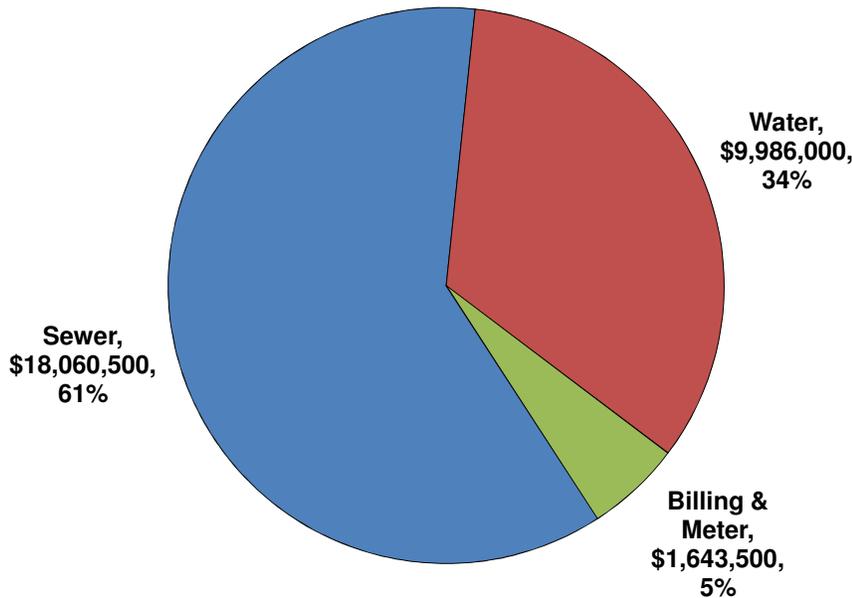


FISCAL YEAR 2016
Water & Sewer Fund Summary
Total Proposed Budget: \$29,690,000



	FY2015 Budget	FY2016 Proposed	Variance	Percent Change
Baseline Revenues	\$28,298,600	\$28,577,600	\$279,000	1%
Baseline Expenditures	\$28,298,600	\$29,071,200	\$772,600	3%
Surplus/(Deficit)	\$0	(\$493,600)	(\$493,600)	
New Requests		(\$618,800)	(\$618,800)	
Total Surplus/(Deficit)		(\$1,112,400)	(\$1,112,400)	

Reasons for the FY16 Proposed Deficit:

Increase in debt service for bonds issued for major capital project costs.	\$208,600
Increases in Electricity from \$2,477,400 to \$3,140,000, a 27% increase.	662,600
Due to a reduction in the County's allocation of the Patapsco Aquifer, additional water will need to be purchased, from \$300,000 to \$600,000.	300,000
Net increase in Fringe Benefits- Worker's Compensation and Health & Dental increases partially offset by turnover.	91,800
Equipment repairs and maintenance for sand filters and UV gates.	52,800
Increase in sludge fees to allow for a 2% increase.	42,100
New Requests	618,800
Total	\$1,976,700

Offsetting the Proposed Deficit:

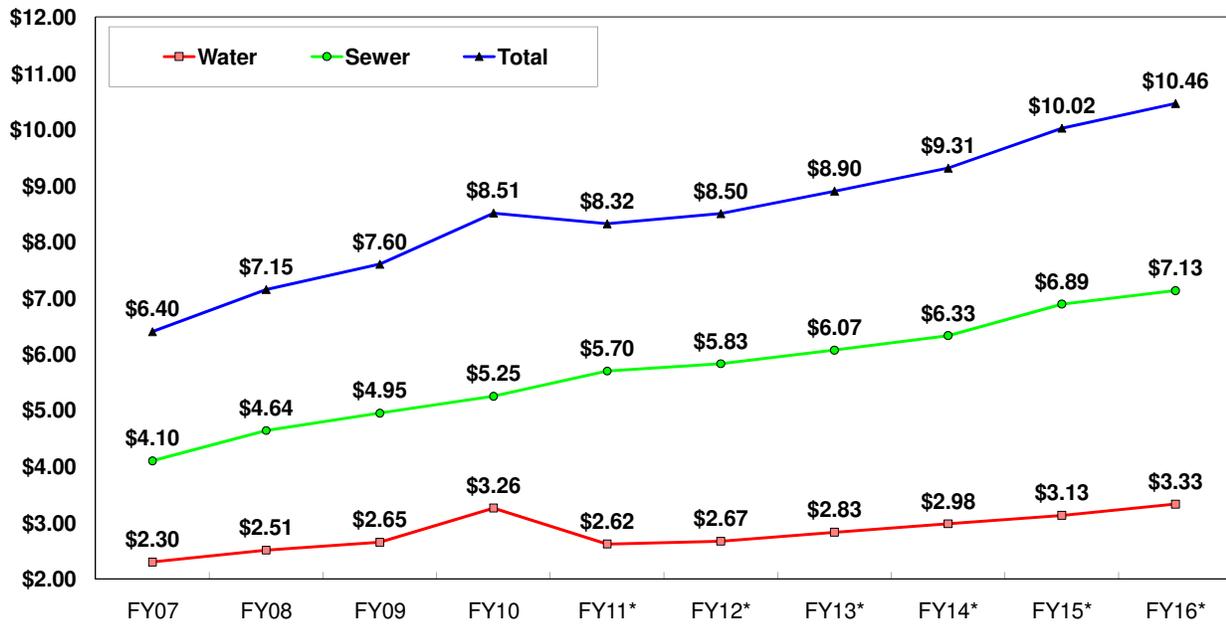
Increase in revenues.	(279,000)
Net change due to one-time FY2015 costs or based on activity.	(367,300)
Decrease in transfer to Capital Improvement Projects.	(189,400)
Net change to other operating line items.	(28,600)
Total	(\$864,300)

Grand Total **\$1,112,400**

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	\$3.13	\$3.33	\$0.20	6.4%
Single Family Residential: 18,001 - 24,000 gallons	\$6.26	\$6.66	\$0.40	6.4%
Single Family Residential: Over 24,000 gallons	\$9.39	\$9.99	\$0.60	6.4%
Multi-Family/Commercial: based on metered usage	\$3.96	\$4.18	\$0.22	5.5%
Sewer User Fee Rate				
Single Family Residential: capped at 24,000 gallons	\$6.89	\$7.13	\$0.24	3.5%
Multi-Family/Commercial: based on metered usage	\$6.89	\$7.13	\$0.24	3.5%
Customer Account Fee				
Customer Account Charge	\$9.87	\$10.41	\$0.54	5.5%
Blended User Fee for average user	\$10.02	\$10.46	\$0.44	4.4%

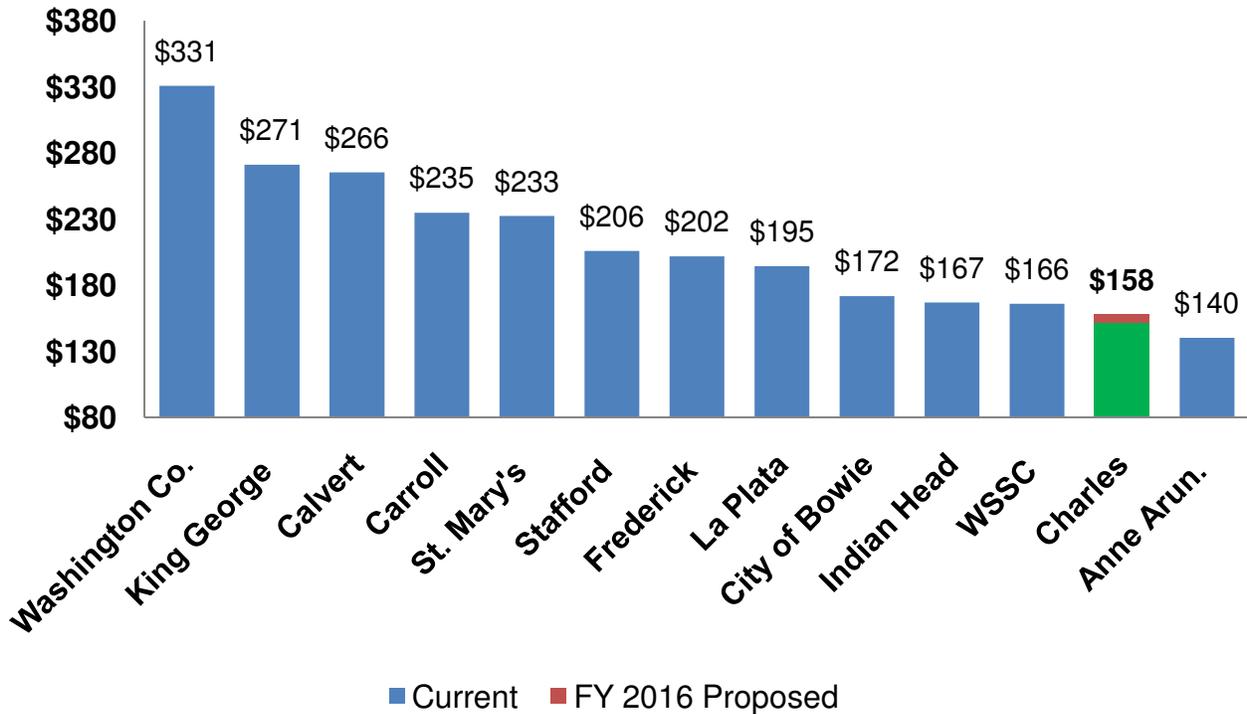
Residential User Fee Rate 10- Year History



*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 16 budget assumes the tiered rate methodology continues.

WATER AND SEWER USER CHARGES

Average Residential Quarterly Bill
(based on 14,130 gallons)



NOTES:

The Average Residential User bill is currently \$151.45 a quarter.
Current rates as of February 2015.

Number of Customers Served

WSSC	460,000
Anne Arundel	200,000
Stafford	34,500
Charles	31,400
Frederick	29,700
St. Mary's	17,000
Carroll	10,700
Washington Co.	8,500
City of Bowie	7,900
Calvert	5,200
King George	4,000
La Plata	3,300
Indian Head	1,400

FY16 Water & Sewer Fund Summary

	FY2015 Budget	FY2016 Proposed	Change from Budget in: \$	%
SEWER OPERATION				
Revenues	\$17,365,600	\$17,564,900	\$199,300	1.1%
Expenditures	17,365,600	18,060,500	694,900	4.0%
Surplus/(Deficit)	\$0	(\$495,600)	(\$495,600)	

Proposed Rate Adjustment:	\$0.24
Increase over existing rate:	3.5%

Justification for Sewer Rate Increase (effect on rate)

		<u>BASELINE BUDGETS:</u>	
DPW/PGM	1	Increase in Revenues.	(\$199,300) -\$0.10
DPW	2	Decrease in Contract Services/Consultant due to one time FY15 cost.	(127,800) -0.06
	3	Decrease in Personal Services due to turnover and reallocating positions based on assigned duties.	(115,400) -0.06
DPW/PGM	3	Decrease in transfer to Capital Improvement Projects.	(115,300) -0.06
DPW	4	Decrease in Testing due to one time FY15 cost for PCP Testing.	(73,500) -0.04
DPW	5	Decrease in Equipment and Computer Allocation due to one time FY15 cost.	(72,200) -0.03
DPW	6	Decrease in General Supplies.	(30,900) -0.01
DPW	7	Increase in Electricity.	559,600 0.27
DPW	8	Increase in Debt Service	162,400 0.08
DPW/PGM	9	Increase in Fringe Cost.	86,100 0.04
DPW	10	Equipment repairs and maintenance for sand filters and UV gates.	52,800 0.03
DPW	11	Increase in sludge fees to allow for a 2% increase.	42,100 0.02
DPW	12	Establish budget for Fines.	20,000 0.01
DPW/PGM	13	Based on activity Chemical cost is increasing.	20,000 0.01
DPW	14	Vehicle Repairs increasing based on activity.	18,000 0.01
DPW	15	Allocation of GPS Monitoring to Water and Sewer Fund.	8,500 0.00
DPW	16	Grease Busters Program.	7,500 0.00
DPW/PGM	17	Miscellaneous adjustments in other Sewer Expenditures	6,200 0.00
		Total Baseline Shortfall:	\$248,800 \$0.12

FY16 Water & Sewer Fund Summary

		FY2015 Budget	FY2016 Proposed	Change from Budget in: \$ %	
SEWER OPERATION (cont.)					
<u>NEW REQUESTS:</u>					
DPW	1	Increase in contract services (fence repair, tree line cutting, power washing, septic receiving tank cleaning, and ferric system.)	\$96,000	\$0.046	One time cost
DPW	2	Technical Support Operations Superintendent (33% Sewer / 34% Matt / 33% Water)	51,600	0.025	Continuing cost
DPW	3	Line Maintenance Workers (2) ((50% Sewer / 50% Water))	43,900	0.021	Continuing cost
DPW	4	Laboratory LIMS/Data Tech (33% Sewer / 34% Matt / 33% Water)	41,300	0.020	Continuing cost
DPW	5	Computer Allocation	10,000	0.005	Continuing cost
PGM	6	Part Time consulting assistance	4,000	0.002	Continuing cost
		Total New Request:	\$246,800	0.12	
		Total Shortfall:	\$495,700	\$0.24	
			current rate	\$6.89	
			proposed rate	\$7.13	
			% rate increase	3.5%	

FY16 Water & Sewer Fund Summary

	FY2015 Budget	FY2016 Proposed	Change from Budget in: \$	%
WATER OPERATION				
Revenues	\$9,408,700	\$9,439,700	\$31,000	0.3%
Expenditures	9,408,700	9,986,000	577,300	6.1%
Surplus/(Deficit)	\$0	(\$546,300)	(\$546,300)	

Proposed Rate Adjustment:	\$0.20
(Residential less than 18,000 gallons)	
Increase over existing rate:	6.4%

Justification for Water Rate Increase (effect on rate)

		<u>BASELINE BUDGETS:</u>	
DPW	1	Decrease in Personal Services and Fringe cost due to reallocation of personnel based on assigned duties as well as turnover.	(\$88,400) -0.03
DPW	2	Decrease in transfer to Capital Improvement Projects.	(74,100) -0.03
DPW	3	Increase in revenues.	(31,000) -0.01
DPW	4	Decrease in Computer Allocation and Consultant due to one time FY15 cost.	(30,600) -0.01
DPW	5	Decrease in General Supplies based on activity.	(25,300) -0.01
DPW	6	Decrease in General Repairs and Maintenance based on activity.	(14,000) -0.01
DPW	7	Decrease in Training due to one time FY15 cost.	(7,000) 0.00
DPW	8	Increase in Water Purchase due to having to use more water as the County's allocation within the Patapsco Aquifer has been reduced by MDE.	300,000 0.11
DPW	9	Increase in Electricity based on activity.	103,000 0.04
DPW	10	Increase in Equipment to purchase small replacement items such as pH meters.	41,600 0.02
DPW	11	Increase in Debt Service.	46,200 0.02
DPW	12	Increase for GPS Monitoring.	7,500 0.00
DPW	13	Establish budget for Fines.	5,000 0.00
DPW	14	Miscellaneous adjustments in other Water Expenditures	9,800 0.00
		Total Baseline Shortfall:	\$242,700 \$0.09

FY16 Water & Sewer Fund Summary

		FY2015 Budget	FY2016 Proposed	Change from Budget in: \$ %
WATER OPERATION (cont.)				
<u>NEW REQUESTS:</u>				
DPW	1	\$138,000	\$0.05	Continuing cost
Contract Services for Line Maintenance Division. (V-Fire, line maint., fire hydrant, ROW clearing, and valve release.				
DPW	2	43,800	0.016	Continuing cost
Line Maintenance Workers (2) ((50% Sewer / 50% Water))				
DPW	3	45,000	0.017	Continuing cost
Capital Maintenance Projects				
DPW	4	25,500	\$0.010	Continuing cost
Technical Support Operations Superintendent (33% Sewer / 34% Matt / 33% Water)				
DPW	5	20,200	0.008	Continuing cost
Laboratory LIMS/Data Tech (33% Sewer / 34% Matt / 33% Water)				
DPW	6	17,000	0.006	Continuing cost
Contract Services for Support Services Division.				
DPW	7	10,000	0.004	One-time Cost
Computer Allocation				
PGM	8	4,100	0.002	Continuing cost
Part Time consulting assistance				
Total New Request:		\$303,600	\$0.11	
Total Shortfall:		\$546,300	\$0.20	
		Current rate	\$3.13	
		proposed rate	\$3.33	
		% rate increase	6.4%	

FY16 Water & Sewer Fund Summary

	FY2015 Budget	FY2016 Proposed	Change from Budget in: \$	%
BILLING & METER OPERATION				
Revenues	\$1,524,300	\$1,573,000	\$48,700	3.2%
Expenditures	1,524,300	1,643,500	119,200	7.8%
Surplus/(Deficit)	\$0	(\$70,500)	(\$70,500)	

Proposed Rate Adjustment:	\$0.54
Current Fee per Bill:	\$9.87
Proposed Fee per Bill:	\$10.41
Increase over existing rate:	5.5%

BILLING RATE INCREASE: (effect on rate)

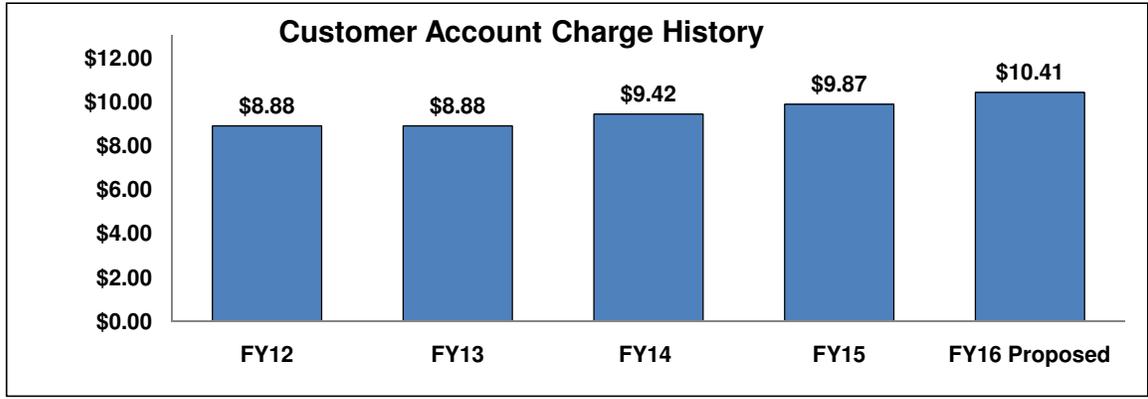
<u>BASELINE BUDGETS:</u>		
1	Increase in revenues.	(\$48,700) (\$0.38)
2	Increase in lease payments due to Meter Change-Out Program. (full year impact)	26,100 \$0.20
3	Increases in Fringe Benefits due to worker's compensation cost	13,400 \$0.10
4	Increase for Postage.	7,000 \$0.05
5	Increase in bond payment to cover bonds for capital improvement project (Treasurer's Office Reconfiguration).	3,700 \$0.03
6	Miscellaneous adjustments to other expenditure accounts.	600 \$0.00
Total Baseline Shortfall:		\$2,100 0.01

Full year impact would \$11,800

<u>NEW REQUESTS:</u>		
DFAS	1 Utilities Billing Specialist Position	\$46,600 \$0.36
DFAS	2 Assistant Chief of Accounting (75% GF, 25% W/S)	21,800 0.17
Total New Request:		\$68,400 0.53

Continuing Cost
Continuing Cost

Total Shortfall:	\$70,500	\$0.54
	current rate	\$9.87
	proposed rate	\$10.41
	% rate increase	5.5%



FY16 Water & Sewer Fund Summary

	FY2015 Budget	FY2016 Proposed	Change from Budget	
			in:	
			\$	%
SEWER				
<u>Revenues</u>				
User Charges	\$14,207,500	\$14,349,800	\$142,300	1.0%
Front Foot Assessment	437,400	437,400	0	0.0%
WSSC cost share	914,400	959,900	45,500	5.0%
Penalties	535,000	557,000	22,000	4.1%
Panda Operating	140,000	165,000	25,000	17.9%
Septage Hauler	225,000	235,000	10,000	4.4%
Pretreatment Permits	68,700	71,700	3,000	4.4%
PANDA (reimbursement)	50,000	50,000	0	0.0%
Potomac Heights	59,900	59,900	0	0.0%
Miscellaneous	32,500	34,000	1,500	4.6%
Indirect Cost	189,700	189,700	0	0.0%
Holding Tank Program	5,500	5,500	0	0.0%
Total Operating	\$16,865,600	\$17,114,900	\$249,300	1.5%
Fund Balance Approp.	500,000	450,000	(50,000)	-10.0%
Total Revenues	\$17,365,600	\$17,564,900	\$199,300	1.1%
<u>Expenditures</u>				
Personal Services	4,773,000	4,657,600	(115,400)	-2.4%
Fringe Benefits	1,725,500	1,811,500	86,000	5.0%
Operating Costs	7,819,000	8,249,400	430,400	5.5%
Debt Service	2,291,100	2,453,500	162,400	7.1%
Capital Outlay/Maint.	585,000	585,000	0	0.0%
Capital Projects	172,000	56,700	(115,300)	-67.0%
Total Expenditures	\$17,365,600	\$17,813,700	\$448,100	2.6%
New Requests		246,800		
Surplus/(Deficit)	\$0	(\$495,600)		

FY16 Water & Sewer Fund Summary

	FY2015 Budget	FY2016 Proposed	Change from Budget in: \$	%
WATER				
<u>Revenues</u>				
User Charges	\$8,810,800	\$8,805,700	(\$5,100)	-0.1%
Front Foot Assessment	21,900	23,000	1,100	5.0%
Panda Operating	140,000	165,000	25,000	17.9%
Hydrant Service Charges	93,000	93,000	0	0.0%
Cross-Connection Backflow Prevention	66,000	66,000	0	0.0%
Tower Rental	270,000	280,000	10,000	3.7%
Other	7,000	7,000	0	0.0%
total Operating	\$9,408,700	\$9,439,700	\$31,000	0.3%
Fund Balance Approp.	0	0	0	N/A
Total Revenues	\$9,408,700	\$9,439,700	\$31,000	0.3%
<u>Expenditures</u>				
Personal Services	\$2,511,200	\$2,430,500	(\$80,700)	-3.2%
Fringe Benefits	929,300	921,600	(7,700)	-0.8%
Operating Costs	3,595,000	3,985,000	390,000	10.8%
Debt Service	1,745,200	1,791,400	46,200	2.6%
Capital Outlay/Maint.	500,000	500,000	0	0.0%
Capital Projects	128,000	53,900	(74,100)	-57.9%
Total Expenditures	\$9,408,700	\$9,682,400	\$273,700	2.9%
New Requests		303,600		
Surplus/(Deficit)	\$0	(\$546,300)		

FY16 Water & Sewer Fund Summary

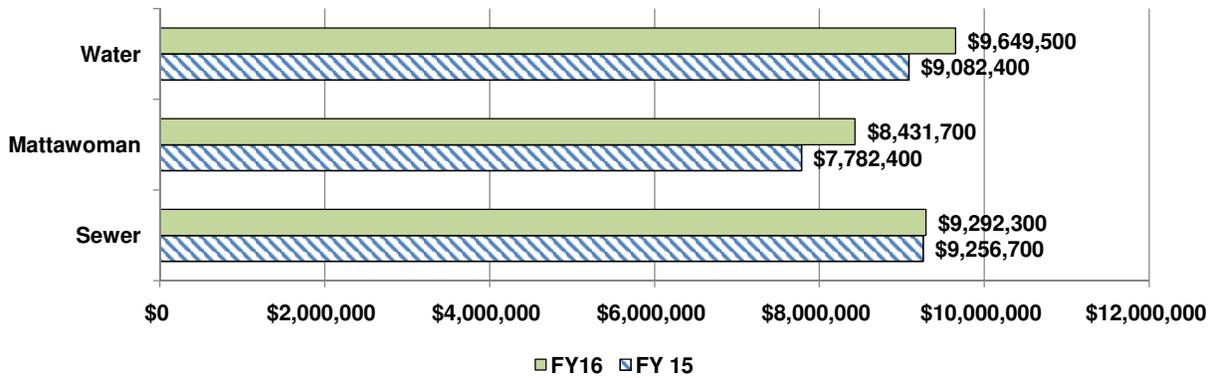
	FY2015 Budget	FY2016 Proposed	Change from Budget in: \$ %	
BILLING & METER OPERATIONS				
<u>Revenues</u>				
Customer Account Fee	\$1,234,300	\$1,283,000	\$48,700	3.9%
Reconnection Fees	230,000	230,000	0	0.0%
Account Set Up Fee	45,000	45,000	0	0.0%
Other	15,000	15,000	0	0.0%
Total Revenues	\$1,524,300	\$1,573,000	\$48,700	3.2%
<u>Expenditures</u>				
Personal Services	\$743,100	\$743,700	\$600	0.1%
Fringe Benefits	246,600	260,000	13,400	5.4%
Operating Costs	192,300	199,300	7,000	3.6%
Debt Service	342,300	372,100	29,800	8.7%
Total Expenditures	\$1,524,300	\$1,575,100	\$50,800	3.3%
New Requests		68,400		
Surplus/(Deficit)	\$0	(\$70,500)		

Water & Sewer

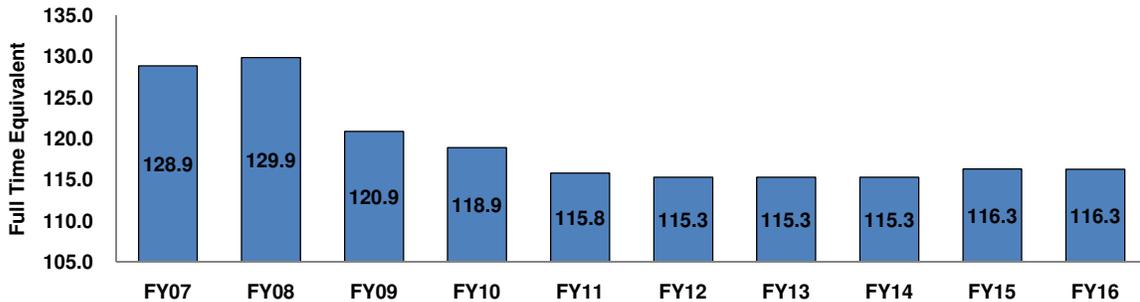
Department: Public Works - Utilities 30.25
Division \ Program: Sewer, Mattawoman, Water Summary Fund: Enterprise
Program Administrator: Bill Shreve, Director of Public Works

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Proposed	FY2016 Adopted	\$ Change FY2015	% Chg.
Personal Services	\$6,647,653	\$6,822,000	\$6,631,900	\$0	(\$190,100)	-2.8%
Fringe Benefits	2,255,204	2,481,100	2,538,600	0	57,500	2.3%
Operating Costs	9,355,516	11,397,100	12,220,200	0	823,100	7.2%
Debt Service	3,302,140	4,036,300	4,244,900	0	208,600	5.2%
Capital Outlay/Maintenance	269,225	1,085,000	1,085,000	0	0	0.0%
Capital Projects	221,761	300,000	110,600	0	(189,400)	-63.1%
Total Baseline	\$22,051,498	\$26,121,500	\$26,831,200	\$0	\$709,700	2.7%
New Requests			542,300		542,300	NEW
Total Expenditures	\$22,051,498	\$26,121,500	\$27,373,500	\$0	\$1,252,000	4.8%

Expenditure Summary



Staffing History



Positions by Program:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
Sewer	43.4	43.7	43.7	44.7	43.8
Mattawoman	35.1	34.0	34.0	33.6	35.6
Water	36.8	37.6	37.6	38.1	36.8
Total Full Time Equivalent	115.3	115.3	115.3	116.3	116.3

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	FY2014	FY2015	FY2016	FY2016	\$ Change	%
	Actual	Adopted	Proposed	Adopted	FY2015	Chg.
Personal Services	\$2,490,107	\$2,585,800	\$2,524,200		(\$61,600)	-2.4%
Fringe Benefits	851,091	977,300	1,013,300		36,000	3.7%
Operating Costs	1,939,824	2,698,600	2,626,500		(72,100)	-2.7%
Debt Service	1,739,082	2,278,000	2,436,900		158,900	7.0%
Capital Outlay/Maintenance	25,865	545,000	545,000		0	0.0%
Capital Projects	143,461	172,000	56,700		(115,300)	-67.0%
Total Baseline	\$7,189,429	\$9,256,700	\$9,202,600	\$0	(\$54,100)	N/A
New Requests (see attached)			89,700		0	N/A
Total Expenditures	\$7,189,429	\$9,256,700	\$9,292,300	\$0	\$35,600	0.4%

Changes and Useful Information:

- **Personal Services** decrease due to turnover and the reallocations of positions based on assigned duties.
- The **Fringe Benefits** increase is a result of the workers compensation cost increase and changes in participation for Health and Dental.
- The **Operating Costs** budget decrease is due to the following reasons:
 - Increase of \$18,000 in Vehicle Repairs and Maintenance based on actuals.
 - General Supplies is decreasing by \$30,900 based on actuals.
 - Equipment decrease of \$45,500 due to one time FY2015 items. Funds remaining allow for the purchase of two pH meters \$1,400, multiparameter meters \$4,800, two microscopes \$5,200, a centrifuge \$1,100, UV equipment lamps for disinfection \$10,000 and chlorine analyzer \$500.
 - Computer Allocation was eliminated due to one time FY15 cost for monitors/laptops and conferencing software. (\$18,200)
 - Based on current bills, Electricity is increasing by \$71,000.
 - The budget for Consultant was eliminated due to one time FY15 cost for a rate study. (\$12,500)
 - Contract Services has decreased by \$82,300 due to one time FY15 cost for various repairs. Funds remaining allow for eleven software licenses renewals (Infor, SCADA, HMI, etc.)
 - To establish a budget for the Grease Busters Prevention Program, \$7,500, GPS Monitoring \$7,500 and for fines, \$10,000.
 - Adjustments in various other account netting an increase of \$3,300.
- The increase in **Debt Service** is to fund the 2015 bond issue, and the FY2016 capital lease. The FY16 lease is for vehicles and other equipment.
- The **Capital Outlay/Maintenance** is for sewer lining projects for root prevention and extension of life, \$45,000. Also \$500,000 represents a series of applicable maintenance projects, such as, inspection and repair work for the smaller infiltration and inflow problems (repairing manholes). Other projects are to be defined.
- **Capital Projects** budget is for the Sewer Model Update. FY15 included funds for the Cobb Island Study.

Description:

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

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

Positions:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	FTE	FTE	FTE	FTE	FTE
Total Full Time Equivalent	43.4	43.7	43.7	44.7	43.8

Objectives & Measurements:

	FY12	FY13	FY14	FY15	FY16
	Actual	Actual	Actual	Projected	Estimated

Objective: To comply with permit conditions.

Gallons treated per day at satellite plants	341,727	200,943	233,518	355,000	355,000
Efficiency rate for Treatment Plants (Compliance)	97.16%	94.51%	94.89%	99.00%	99.00%

FY 2016 REPLACEMENT VEHICLE AND EQUIPMENT LISTING

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
Sewer - Lab Services	30.25.71.33.0500.000			
EMD Millipore Water Purification System (Total Cost = \$27,400; Split with: Mattawoman & Water)		9,400		900
<i>System is needed to produce reagent water as stated in Standard Methods 1080. The reagent water used in the analytical methods is for the preparation and dilution of analysis reagents, blanks, sample dilution, and bacteriological media. The present system is unable to keep up with the daily usage demand 16 Liters per hour.</i>				
Unity scientific-Westco SmartChem 200 (Total Cost = \$61,500; Split with: Mattawoman & Water)		20,300		2,100
<i>Replace first SmartChem 200 purchased used 2008. This instrument is 13 years old; manufactured in 2001. Manufacture will not guarantee or give warranty if repaired.</i>				
Market Forge Electric Sterilmate Sterilizer (Total Cost = \$13,500; Split with: Mattawoman & Water)		4,400		400
<i>Replacement of current sterilizer; the sterilizer was purchased in 2002. The unit has surpassed the manufacturer life expectancy of 10 years. The sterilizer is used for the Total Phosphorus analysis preparation Perchloric Acid Digestion; sterilization of sterile water used to perform Idexx reagent & reaction vessels QC/QA analysis; the sterilization of Fecal Coliform, E. Coli Quanti-Trays, and Total Coliform spent media.</i>				
Labconco Glassware Washer (Total Cost = \$16,800; Split with: Mattawoman & Water)		5,700		600
<i>Replacement of current Glassware Washer. The Glassware Washer was purchased in 2007; the manufacturer life expectancy is unknown. The washer usage is 2 to 3 times a day, 6 days a week. The main computer circuit board was replaced in 2014. The Labconco Glassware Washer washes the glass ware used to prepare and store reagents, and store and dilute samples. The glass needs to be washed thoroughly with detergent and hot water, rinsed five to ten times with cold water and rinsed two to three times with de-ionized water.</i>				
Pick-Up Truck (Total Cost = \$30,000; Split with: Water)		15,000		1,600
<i>Replace U-135, model year 2004 with 267,523 miles. Would like a 4-Door SUV for laboratory sampling use, SUV is better style of vehicle.</i>				
Sewer - Line Maintenance	30.25.71.53.0500.000			
Push Camera for sewer Inspections		13,000		1,400
<i>Push sewer camera system to replace 15 year old camera system that is increasingly difficult to work on when repairs are needed.</i>				
Sewer - Support Services	30.25.71.97.0500.000			
Vacuum Tanker Truck		210,000		22,000
<i>Replace U131. Model year 2003 with 230,323 miles. Increasing need for repairs; mileage exceeds replacement threshold. Needed for holding tanks, cleaning septic tanks of Cobb Island, cleaning wet wells at the pumping stations, and also pumping out manholes when main lines become stopped up.</i>				
Vacuum Tanker Truck		210,000		22,000
<i>Replace U60. Model year 2008 with ongoing repairs. Truck has required extensive repairs and is not reliable for service. Needed for holding tanks, cleaning septic tanks on Cobb Island, cleaning wet wells at the pumping stations, and also pumping out manholes, when main lines become stopped up.</i>				

FY 2016 REPLACEMENT VEHICLE AND EQUIPMENT LISTING

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
10-wheel Dump Truck (Mack Truck, NOT International)		80,200		8,300
(Total Cost = \$ 160,417; Split with: Water)				
<i>Replace U101, model year 1999 International. Truck is needed for repairing water and sewer mains to haul gravel to and from work site when repairs are being made.</i>				
Truck-Mounted Sewer "Jet" Cleaner		220,000		23,000
<i>Replace U86, model year 1995 in need of repairs. Needed for crew to clean sewer mains (hot spots) in County owned systems to prevent sewer overflows.</i>				
1/2 Ton Pick-Up Truck		30,300		3,200
<i>Replace U01, model year 2004 with 205,800 miles. Used for the maintenance supervisor to manage contractors and crews.</i>				
Total Sewer		818,300	0	85,500

FY 2016 New Position Requests - Enterprise Funds

POSITION	HIRE	FTE	GRADE	SALARY	FRINGE	OPERATING	TOTAL
Department of Public Works - Utilities			<i>Position split: 30.25.71/72/76.97</i>				

Technical Support

Operations Superintendent

Sept	1.0	15	\$54,700	\$17,400	\$5,000	\$77,100
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This position would perform management and supervisory duties for providing technical support to the Superintendents operating the department's environmental facilities as well as providing oversight, giving directions and consulting on a variety of functions and programs required to maintain regulatory compliance at the department's water/sewer systems.

SEWER COST:	\$ 25,500
MATTAWOMAN COST:	\$ 26,100
WATER COST:	\$ 25,500

Position split: 30.25.71/72/76.33

Laboratory LIMS/Data

Technician

Sept	1.0	11	\$40,100	\$15,600	\$5,800	\$61,500
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A Laboratory LIMS/Data Technician is needed to assist with and administrate the Laboratory Information Management System. The position is needed to perform daily data entry and validation, train others to use the system, perform ongoing maintenance of the SampleMaster LIMS, ResultPoint, WIMS, and iMobile software systems to support the daily functioning of the Mattawoman Water Quality Laboratory.

SEWER COST:	\$ 20,300
MATTAWOMAN COST:	\$ 21,000
WATER COST:	\$ 20,200

Position split: 30.25.71/76.53

Line Maintenance Workers

Sept	2.0	6	\$54,600	\$25,400	\$7,700	\$87,700
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An additional crew is needed to find and eliminate Infiltration & Inflow from the sewer system and to support other areas of Lines Maintenance.

SEWER COST:	\$ 43,900
WATER COST:	\$ 43,800

Total	4.0		\$149,400	\$58,400	\$18,500	\$226,300
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Total Sewer	\$89,700
Total Mattawoman	\$47,100
Total Water	\$89,500
	\$226,300

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	FY2014 Actual	FY2015 Adopted	FY2016 Proposed	FY2016 Adopted	\$ Change FY2015	% Chg.
Personal Services	\$1,906,023	\$1,956,100	\$1,905,300		(\$50,800)	-2.6%
Fringe Benefits	633,288	661,300	700,900		39,600	6.0%
Operating Costs	4,605,392	5,111,900	5,615,800		503,900	9.9%
Debt Service	30,000	13,100	16,600		3,500	26.7%
Capital Outlay/Maintenance	111,579	40,000	40,000		0	0.0%
Total Baseline	\$7,286,282	\$7,782,400	\$8,278,600	\$0	\$496,200	6.4%
New Requests (see attached)			153,100		153,100	NEW
Total Expenditures	\$7,286,282	\$7,782,400	\$8,431,700	\$0	\$649,300	8.3%
WSSC Contribution	\$908,769	\$914,400	\$959,900	\$0	\$45,500	5.0%

Changes and Useful Information:

- **Personal Services** decrease due to turnover and the reallocation of positions based on assigned duties.
- The **Fringe Benefits** increase is a result of the workers compensation cost increase and changes in participation for Health and Dental.
- The **Operating Costs** budget increase is due to the following reasons:
 - Increase in Electricity of \$488,600 and increase in Chemicals of \$20,000 based on activity.
 - Increase of \$2,300 in Telephone due to life safety fixes which included new alarm and notification system through the phone system for buildings 1 and 9.
 - Due to one time FY15 funding for PCB Testing, Testing is being reduced by \$75,000.
 - Due to one time FY15 funding Contract Services for Support Services is being reduced by \$33,000.
 - Sludge Fees are increasing by \$42,100 based on a 2% increase bringing the FY16 Budget to \$2,196,000.
 - To establish a budget of \$10,000 for Fines. A new account was created to properly track and account for fines from the State of Maryland.
 - Equipment Repairs and Maintenance was decreased based on activity by \$23,000 but due to the need for media replacement of sand filters (\$15k partial), and replacement of 2 UV gates (\$60k total/\$30k each), the budget was increased by \$75,000 to allow for these items. This nets an increase of \$52,000.
 - Decrease in Computer Allocation due to one time FY15 cost. (\$8,500)
 - Adjustments in other accounts netting an increase of \$5,400
- The **Capital Outlay/Maintenance** budget represents a series of applicable maintenance projects, where some are yet to be defined. However one major project is a fence line restoration at the plant.

Description:

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

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

Positions:

	<u>FY 2012</u> FTE	<u>FY 2013</u> FTE	<u>FY 2014</u> FTE	<u>FY 2015</u> FTE	<u>FY 2016</u> FTE
Total Full Time Equivalent	35.1	34.0	34.0	33.6	35.6

Objectives & Measurements:

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Projected	FY16 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.

-kW hours per million gallons treated (l)	2,617	2,932	2,613	2,400	2,400
Efficiency rate (compliance)	95.24%	97.62%	97.62%	99.00%	99.00%

FY 2016 REPLACEMENT 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			
EMD Millipore Water Purification System (Total Cost = \$27,400; Split with: Sewer & Water)		9,000		1,000
<i>System is needed to produce reagent water as stated in Standard Methods 1080. The reagent water used in the analytical methods is for the preparation and dilution of analysis reagents, blanks, sample dilution, and bacteriological media. The present system is unable to keep up with the daily usage demand 16 Liters per hour.</i>				
Unity scientific-Westco SmartChem 200 (Total Cost = \$61,500; Split with: Sewer & Water)		20,900		2,200
<i>Replace first SmartChem 200 purchased used 2008. This instrument is 13 years old; manufactured in 2001. Manufacture will not guarantee or give warranty if repaired.</i>				
Market Forge Electric Sterilmate Sterilizer (Total Cost = \$13,500; Split with: Sewer & Water)		4,500		500
<i>Replacement of current sterilizer; the sterilizer was purchased in 2002. The unit has surpassed the manufacturer life expectancy of 10 years. The sterilizer is used for the Total Phosphorus analysis preparation Perchloric Acid Digestion; sterilization of sterile water used to perform Idexx reagent & reaction vessels QC/QA analysis; the sterilization of Fecal Coliform, E. Coli Quanti-Trays, and Total Coliform spent media.</i>				
Labconco Glassware Washer (Total Cost = \$16,800; Split with: Sewer & Water)		5,500		600
<i>Replacement of current Glassware Washer. The Glassware Washer was purchased in 2007; the manufacturer life expectancy is unknown. The washer usage is 2 to 3 times a day, 6 days a week. The main computer circuit board was replaced in 2014. The Labconco Glassware Washer washes the glass ware used to prepare and store reagents, and store and dilute samples. The glass needs to be washed thoroughly with detergent and hot water, rinsed five to ten times with cold water and rinsed two to three times with de-ionized water.</i>				
Total Mattawoman		39,900	0	4,300

FY 2016 New Operating/Capital Request Program Enhancements

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
<u>Public Works - Utilities</u>					
Mattawoman - Operations & Maintenance	30.25.72.05.0503.000				
Amount in excess of Adopted Budget of \$140,000		96,000	96,000		
Fence repair and tree line cutting (\$150k), power washing (\$30k) and septic receiving tank cleaning (\$30k), and ferric system in PM agreement (\$26k) TOTAL REQUESTED AMOUNT: \$236,000					
 Mattawoman - Support Services	 30.25.72.97.0503.000				
Computer Allocation		10,000		10,000	
New computers, programs, monitors and plotter/printer.					
Total Mattawoman		106,000	96,000	10,000	0

Water & Sewer

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

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Proposed	FY2016 Adopted	\$ Change FY2015	% Chg.
Personal Services	\$2,251,523	\$2,280,100	\$2,202,400		(\$77,700)	-3.4%
Fringe Benefits	770,825	842,500	824,400		(18,100)	-2.1%
Operating Costs	2,810,300	3,586,600	3,977,900		391,300	10.9%
Debt Service	1,533,058	1,745,200	1,791,400		46,200	2.6%
Capital Outlay/Maintenance	131,781	500,000	500,000		0	0.0%
Capital Projects	78,300	128,000	53,900		(74,100)	-57.9%
Total Baseline	\$7,575,787	\$9,082,400	\$9,350,000	\$0	\$267,600	2.9%
New Requests (see attached)			299,500		299,500	NEW
Total Expenditures	\$7,575,787	\$9,082,400	\$9,649,500	\$0	\$567,100	6.2%

Changes and Useful Information:

- **Personal Services** decrease due to turnover and the reallocation of positions based on assigned duties.
- The **Fringe Benefits** increase is a result of the workers compensation cost increase and changes in participation for Health and Dental.
- The **Operating Costs** budget increase is due to the following reasons:
 - Included in Equipment are funds for chemical pumps for several water systems \$20,000, CL-17 equipment for several water systems, flow regulators, pressure switches \$15,000, to convert from chlorine tablets to liquid chlorine additional equipment such as pumps \$10,000, and pumps and equipment for the current chlorine tablet feeders \$15,000.
 - Decrease based on activity of \$25,300 in General Supplies.
 - Due to MDE reducing the County's allocation within the Patapsco Aquifer, the County will have to use more water. \$300,000 increase.
 - Based on activity, Electricity is increasing by \$103,000.
 - \$(\$7,000) decrease in Training due to one time funding provided in FY15.
 - \$(\$12,500) decrease, funds were provided in FY15 for a rate study.
 - \$7,500 to cover the GPS monitoring on vehicles. Utilities is responsible for this expense.
 - To establish a budget for Fines. A new account was created in order to better track and account for any MDE fines. \$5,000
 - Based on activity, General Repairs and Maintenance has decreased by (\$14,000) and Equipment Repairs and Maintenance has increased by \$3,500.
 - Adjustments in other items resulting in a decrease (\$10,500).
- The increase in **Debt Service** is to fund the 2015 bond issue, and the FY2016 capital lease. The FY16 lease is for various equipment.
- **Capital Outlay/Maintenance** budget is for small ground storage water tank and hydro-pneumatic tank replacement program for the south region.
- **Capital Projects** budget is for the Water Model Update Project, the Waldorf/Chapel Point Water System Interconnection Feasibility Study Project, and providing funds to begin the Bensville/Bryan's Road Water System Interconnection.

Description:

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

Positions:

	<u>FY 2012</u> FTE	<u>FY 2013</u> FTE	<u>FY 2014</u> FTE	<u>FY 2015</u> FTE	<u>FY 2016</u> FTE
Total Full Time Equivalent	36.8	37.6	37.6	38.1	36.8

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>	FY12	FY13	FY14	FY15	FY16
	Actual	Actual	Actual	Projected	Estimated
<i>Objective: To enhance efficiency by holding operating costs to a minimum while maintaining equipment in peak condition in order to provide the best possible service for our customers. We are also striving to minimize our use of groundwater in the development district to allow our aquifers to replenish and restore water levels.</i>					
Total gallons pumped per day	6,266,437	5,934,731	6,113,923	6,300,000	6,300,000
WSSC gallons pumped per day	76,299	126,028	100,914	100,000	100,000

FY 2016 REPLACEMENT VEHICLE AND EQUIPMENT LISTING

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
Water - Lab Services	30.25.76.33.0500.000			
EMD Millipore Water Purification System (Total Cost = \$27,400; Split with: Sewer & Mattawoman)		9,000		1,000
<i>System is needed to produce reagent water as stated in Standard Methods 1080. The reagent water used in the analytical methods is for the preparation and dilution of analysis reagents, blanks, sample dilution, and bacteriological media. The present system is unable to keep up with the daily usage demand 16 Liters per hour.</i>				
Unity scientific-Westco SmartChem 200 (Total Cost = \$61,500; Split with: Sewer & Mattawoman)		20,300		2,100
<i>Replace first SmartChem 200 purchased used 2008. This instrument is 13 years old; manufactured in 2001. Manufacture will not guarantee or give warranty if repaired.</i>				
Market Forge Electric Sterilmate Sterilizer (Total Cost = \$13,500; Split with: Sewer & Mattawoman)		4,600		500
<i>Replacement of current sterilizer; the sterilizer was purchased in 2002. The unit has surpassed the manufacturer life expectancy of 10 years. The sterilizer is used for the Total Phosphorus analysis preparation Perchloric Acid Digestion; sterilization of sterile water used to perform Idexx reagent & reaction vessels QC/QA analysis; the sterilization of Fecal Coliform, E. Coli Quanti-Trays, and Total Coliform spent media.</i>				
Labconco Glassware Washer (Total Cost = \$16,800; Split with: Sewer & Mattawoman)		5,600		600
<i>Replacement of current Glassware Washer. The Glassware Washer was purchased in 2007; the manufacturer life expectancy is unknown. The washer usage is 2 to 3 times a day, 6 days a week. The main computer circuit board was replaced in 2014. The Labconco Glassware Washer washes the glass ware used to prepare and store reagents, and store and dilute samples. The glass needs to be washed thoroughly with detergent and hot water, rinsed five to ten times with cold water and rinsed two to three times with de-ionized water.</i>				
Pick-Up Truck (Total Cost = \$30,000; Split with: Sewer)		15,000		1,600
<i>Replace U-135, model year 2004 with 267,523 miles. Would like a 4-Door SUV for laboratory sampling use, SUV is better style of vehicle.</i>				
Water - Support Services	30.25.76.97.0500.000			
10-wheel Dump Truck (Mack Truck, NOT International) (Total Cost = \$ 160,417; Split with: Water)		80,200		8,400
<i>Replace U101, model year 1999 International. Truck is needed for repairing water and sewer mains to haul gravel to and from work site when repairs are being made.</i>				
Total Water		134,700	0	14,200

FY 2016 New Operating/Capital Request Program Enhancements

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
Water - Operations and Maintenance	30.25.76.05.0503.000				
Maintenance Projects					
Well water maintenance and repair work such as filter and/or well pump		45,000	45,000		
Water - Line Maintenance	30.25.76.53.0503.000				
Contract Services, amount in excess of Adopted Budget of \$392,000		138,000	138,000	0	
V-Fire (\$400k), Line Maintenance (\$50k), fire hydrant program (\$50k), right of way clearing (\$20k) and valve release (\$10k) TOTAL REQUESTED AMOUNT: \$530,000					
Water - Support Services	30.25.76.97.0503.000				
Computer Allocation		10,000		10,000	
New computers, programs, monitors and plotter/printer.					
Amount in excess of Adopted Budget of \$493,000		17,000	17,000	0	
Water tower supplemental inspection, hauling chapel point, 11 software licenses (Infor, SCADA, GIS, HMI,etc), hydro design contract irrigation system surveys. TOTAL REQUESTED AMOUNT: \$510,000					
<hr/> Total Water		210,000	200,000	10,000	0

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 2012	FY 2013	FY 2014	FY 2015	FY 2016
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Director of Public Works	0.5	0.5	0.5	0.5	0.5
Assistant Director of Public Works - Utilities	0.9	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	4.0	4.0	4.0	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	1.0	1.0	1.0	1.0	1.0
Network Specialist III	1.0	1.0	1.0	1.0	1.0
Wastewater Operations Supervisor II	5.0	5.0	5.0	6.0	6.0
Assistant Project Manager	1.0	2.0	2.0	2.0	2.0
Financial Support Manager	0.5	0.5	0.5	0.5	1.0
Line Maintenance Supervisor	3.0	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	0.0	0.0
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
Instrumentation Technician	0.0	0.0	2.0	3.0	3.0
Electrician III	4.0	4.0	2.0	2.0	2.0
Fleet Maintenance Technician III	1.0	1.0	1.0	1.0	1.0
Equipment Maintenance Technician II	3.0	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
Regulatory Compliance Associate	0.0	0.0	0.0	1.0	1.0
Wastewater Operator / Trainee	22.0	22.0	23.0	26.0	26.0
Utilities Locator	3.0	3.0	3.0	3.0	3.0
Equipment Operator III - IV	8.0	8.0	8.0	7.0	7.0
Administrative Project Specialist	1.0	1.0	1.0	1.0	1.0
Administrative Associate	2.0	2.0	2.0	2.0	2.0
Painter	1.0	1.0	1.0	0.0	0.0
Electrician I - II	5.0	4.0	3.0	3.0	3.0
Water Operator	8.0	8.0	8.0	7.0	7.0
Meter Technician	1.0	1.0	0.0	0.0	0.0
Equipment Maintenance Technician I	6.0	5.0	5.0	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	8.0	7.0	7.0
Office Associate III	1.0	1.0	1.0	1.0	1.0
Inventory Control Coordinator	0.0	0.0	0.0	0.0	0.3
Supply Clerk	0.0	0.0	0.0	0.0	0.2
Part Time I	0.6	0.6	0.6	0.6	0.6
Total Full Time Equivalent	115.3	115.3	115.3	116.3	116.3

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

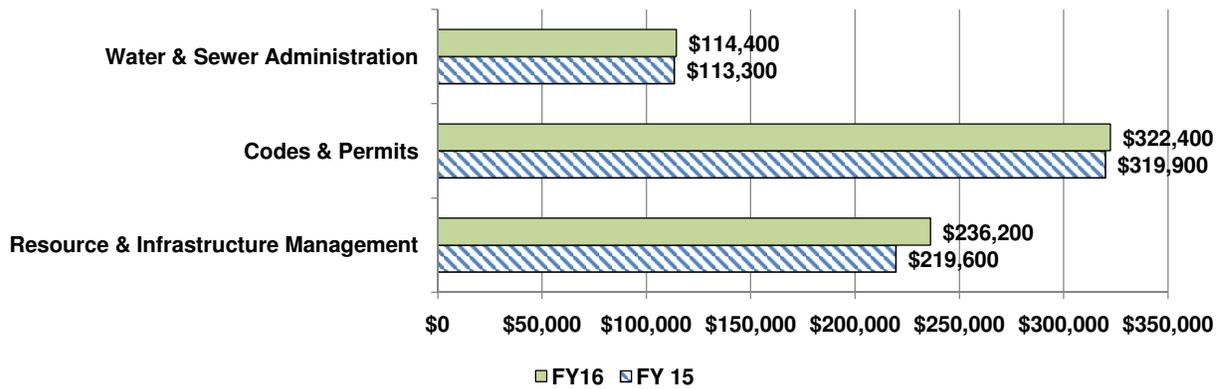
Water	36.8	37.6	37.6	38.1	36.8
Sewer	43.4	43.7	43.7	44.7	43.8
Mattawoman	35.1	34.0	34.0	33.6	35.6
Total Full Time Equivalent	115.3	115.3	115.3	116.3	116.3

Water & Sewer

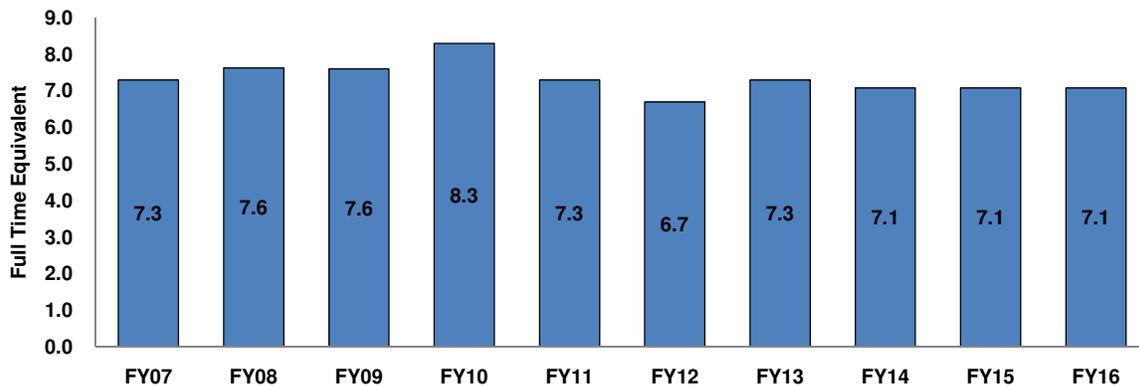
Department: Planning and Growth Management 30.07
Division \ Program: Department Summary Fund: Enterprise
Program Administrator: Peter Aluotto, Director of Planning & Growth Management

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Proposed	FY2016 Adopted	\$ Change FY2015	% Chg.
Personal Services	\$496,051	\$462,200	\$456,200	\$0	(\$6,000)	-1.3%
Fringe Benefits	149,794	173,600	194,500	0	20,900	12.0%
Operating Costs	27,588	17,000	14,200	0	(2,800)	-16.5%
Total Baseline	\$673,433	\$652,800	\$664,900	\$0	\$12,100	1.9%
New Requests	0	0	8,100	0	8,100	NEW
Total Expenditures	\$673,433	\$652,800	\$673,000	\$0	\$20,200	3.1%
Revenues	\$5,913	\$7,000	\$7,000	\$7,000	\$0	0.0%

Expenditure Summary



Staffing History



Positions by Program:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
Water & Sewer Administration	1.4	1.4	1.1	1.1	1.1
Codes & Permits	3.1	3.7	3.9	3.9	3.9
Resource & Infrastructure Mgmt	2.3	2.3	2.1	2.1	2.1
Total Full Time Equivalent	6.7	7.3	7.1	7.1	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	FY2014 Actual	FY2015 Adopted	FY2016 Proposed	FY2016 Adopted	\$ Change FY2015	% Chg.
Personal Services	\$89,389	\$87,600	\$87,600		\$0	0.0%
Fringe Benefits	23,058	23,800	24,700		900	3.8%
Operating Costs	1,469	1,900	2,100		200	10.5%
Total Expenditures	\$113,916	\$113,300	\$114,400	\$0	\$1,100	1.0%
Revenues	\$5,913	\$7,000	\$7,000	\$7,000	\$0	0.0%

Baseline Changes and Useful Information:

- The **Fringe Benefits** increase is a result of the workers compensation cost increase.
- The **Operating Costs** increase is for Employee Education based on activity.

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 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>
Title	FTE	FTE	FTE	FTE	FTE
Director of Planning & Growth Mgmt	0.3	0.3	0.3	0.3	0.3
Administration Manager	0.3	0.3	0.3	0.3	0.3
Property Acquisition Officer	0.3	0.3	0.3	0.3	0.3
Administrative Associate	0.3	0.3	0.3	0.3	0.3
Office Associate II	0.3	0.3	0.0	0.0	0.0
Total Full Time Equivalent	1.4	1.4	1.1	1.1	1.1

Objectives & Measurements:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
	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	646	537	757	625	700
Utility Permits Issued	499	669	628	600	650

Property Acquisition Requests

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

Property Acquisition Requests (not PGM)	43	27	27	30	30
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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	FY2014 Actual	FY2015 Adopted	FY2016 Proposed	FY2016 Adopted	\$ Change FY2015	% Chg.
Personal Services	\$233,611	\$234,400	\$233,700		(\$700)	-0.3%
Fringe Benefits	78,494	81,600	85,000		3,400	4.2%
Operating Costs	2,484	3,900	3,700		(200)	-5.1%
Total Expenditures	\$314,589	\$319,900	\$322,400	\$0	\$2,500	0.8%

Changes and Useful Information:

- **Personal Services** decrease due to turnover.
- The **Fringe Benefits** increase is due to higher worker's compensation cost.
- **Operating Cost** decrease is due to a \$200 decrease in Printing based on activity.

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 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Engineer I / II / III / IV	0.8	1.1	1.1	1.1	1.1
Right-of-Way Agent I	0.3	0.3	0.3	0.3	0.3
Water/Wastewater Permit Technician	0.8	0.8	0.8	0.8	0.8
Permits Specialist	0.8	0.8	0.8	0.8	0.8
Office Associate II	0.5	0.8	0.8	0.8	0.8
Office Associate I	0.0	0.0	0.3	0.3	0.3
Total Full Time Equivalent	3.1	3.7	3.9	3.9	3.9

Objectives & Measurements:

	<u>FY12 Actual</u>	<u>FY13 Actual</u>	<u>FY14 Actual</u>	<u>FY15 Projected</u>	<u>FY16 Estimated</u>
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Infrastructure Review

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

of active projects reviewed:

Water	173	157	160	170	170
Sewer	177	186	162	180	190
Equivalent FTE per Fiscal Year	116.7	114.3	107.3	116.7	120.0

Water & Sewer

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

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Proposed	FY2016 Adopted	\$ Change FY2015	% Chg.
Personal Services	\$173,051	\$140,200	\$134,900		(\$5,300)	-3.8%
Fringe Benefits	48,242	68,200	84,800		16,600	24.3%
Operating Costs	23,635	11,200	8,400		(2,800)	-25.0%
Total Baseline	\$244,928	\$219,600	\$228,100	\$0	\$8,500	3.9%
New Requests (see attached)			8,100	0	8,100	NEW
Total Expenditures	\$244,928	\$219,600	\$236,200	\$0	\$16,600	7.6%

Changes and Useful Information:

- **Personal Services** decrease due to higher allocation to the Capital Improvement Program.
- **Fringe Benefits** increase due to higher worker's compensation costs.
- **Operating Costs** is decreasing due to one time FY15 computer allocation costs (\$7,400). Offsetting this decrease is \$500 for Dues and Subscriptions and a \$4,100 increase in Equipment Repairs and Maintenance.

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>Title</u>	<u>FY 2012 FTE</u>	<u>FY 2013 FTE</u>	<u>FY 2014 FTE</u>	<u>FY 2015 FTE</u>	<u>FY 2016 FTE</u>
Chief of Resource & Infrastructure Mgmt	0.7	0.7	0.7	0.7	0.7
Resource Manager	0.5	0.5	0.3	0.3	0.3
Engineer III	0.0	0.0	0.0	1.0	1.0
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
Administrative Associate	0.3	0.3	0.3	0.3	0.3
Total Full Time Equivalent	2.3	2.3	2.1	3.1	3.1
Allocated to the Capital Project Fund	0.0	0.0	0.0	(1.0)	(1.0)
Net Cost to the Water & Sewer Fund	2.3	2.3	2.1	2.1	2.1

Objectives & Measurements:

	<u>FY12 Actual</u>	<u>FY13 Actual</u>	<u>FY14 Actual</u>	<u>FY15 Projected</u>	<u>FY16 Estimated</u>
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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.

Approved Allocations	39	15	38	40	35
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FY 2016 New Position Requests - Enterprise Funds

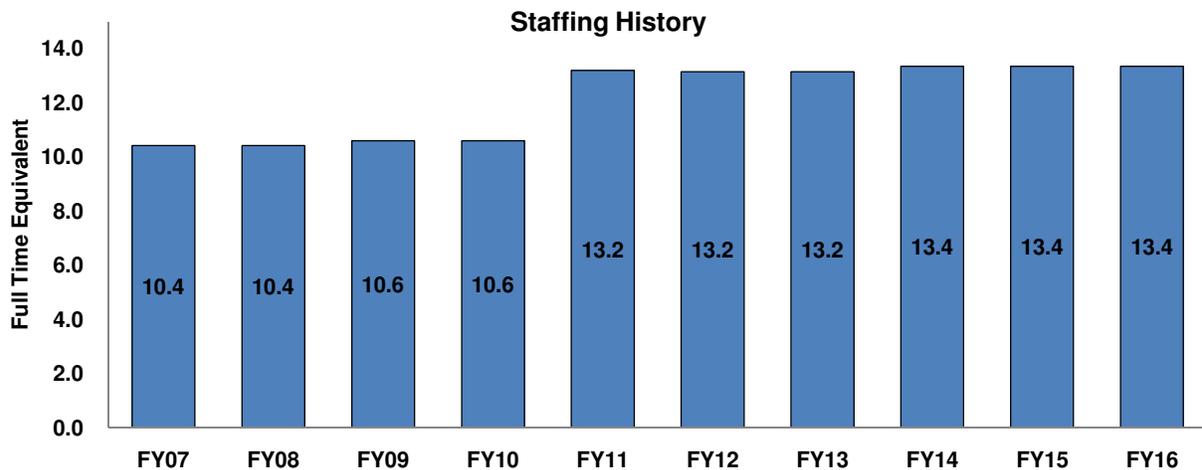
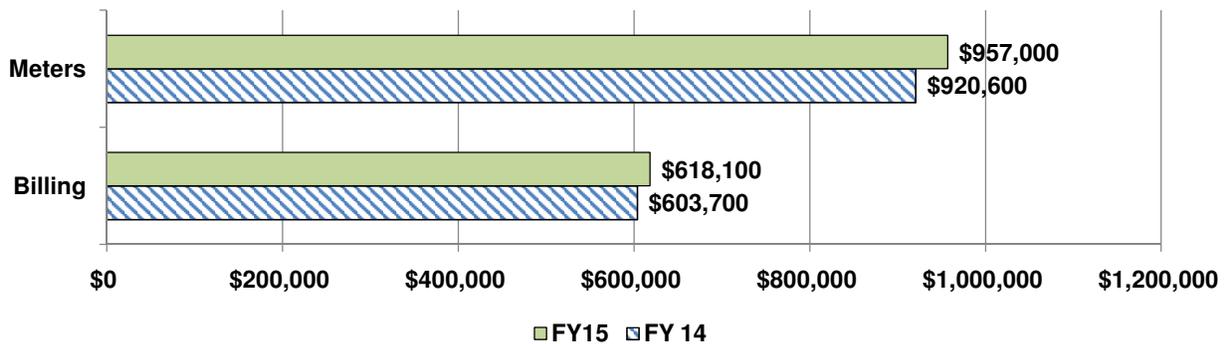
POSITION	HIRE	FTE	GRADE	SALARY	FRINGE	OPERATING	TOTAL
<u>Planning & Growth Management</u>			<i>Split: 01.07.91 and 30.07.91</i>				
<u>Resources & Infrastructure Management</u>							
Part Time I		0.1		\$7,500	\$600	\$0	\$8,100
<i>Part time consulting assistance to work on implementation of the APFO Committee recommendations, overdue mandated Water and Sewer Plan, and Docket 90 related items.</i>							

Water & Sewer

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

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Proposed	FY2016 Adopted	\$ Change FY2015	% Chg.
Personal Services	\$756,973	\$743,100	\$743,700	\$0	\$600	0.1%
Fringe Benefits	247,820	246,600	260,000	0	13,400	5.4%
Operating Costs	220,788	192,300	199,300	0	7,000	3.6%
Debt Service	284,080	342,300	372,100	0	29,800	8.7%
Total Baseline	\$1,509,661	\$1,524,300	\$1,575,100	\$0	\$50,800	3.3%
New Requests	0	0	68,400	0	68,400	NEW
Total Expenditures	\$1,509,661	\$1,524,300	\$1,643,500	\$0	\$119,200	7.8%
Total Revenues	\$1,459,230	\$1,524,300	\$1,573,000	\$0	\$48,700	3.2%

Expenditure Summary



Positions by Program:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
Billing	7.1	7.1	7.3	7.3	7.3
Meters	6.1	6.1	6.1	6.1	6.1
Total Full Time Equivalent	13.2	13.2	13.4	13.4	13.4

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	FY2014 Actual	FY2015 Adopted	FY2016 Proposed	FY2016 Adopted	\$ Change FY2015	% Chg.
Personal Services	\$374,834	\$368,100	\$368,700		\$600	0.2%
Fringe Benefits	121,769	123,000	126,100		3,100	2.5%
Operating Costs	118,774	111,000	118,000		7,000	6.3%
Debt Service	0	1,600	5,300		3,700	231.3%
Total Baseline	\$615,377	\$603,700	\$618,100	\$0	\$14,400	2.4%
New Requests (see attached)			68,400		68,400	NEW
Total Expenditures	\$615,377	\$603,700	\$686,500	\$0	\$82,800	13.7%
Total Revenues	\$627,469	\$603,700	\$608,700	\$0	\$5,000	0.8%

Changes and Useful Information:

- The **Operating Costs** budget increase is for Postage.
- The **Debt Service** budget increase is to cover interest cost for bonds for a capital improvement project. A full year impact will be \$11,800.

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:

	FY12 FTE	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE
Title					
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	5.0	5.0	5.0
Total Full Time Equivalent	7.1	7.1	7.3	7.3	7.3

Objectives & Measurements:

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Projected	FY16 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	121,578	123,434	129,034	132,905	135,563
# of regular invoices	117,546	119,214	124,394	128,125	130,687
# of finals	4,032	4,220	4,640	4,791	4,876
# of delinquent invoices per year	36,249	37,116	38,371	39,900	40,668
- % of total billed	30%	30%	30%	30%	30%
<i>Objective: To follow up on past due accounts/ improve collection efforts.</i>					
# of final notice letters	2,425	1,407	1,510	1,464	1,493
# of liens	546	512	429	521	531
# of liens released	507	599	478	672	*497

*more liens released and less will be put on.

FY 2016 New Position Requests - Enterprise Funds

POSITION	HIRE	FTE	GRADE	SALARY	FRINGE	OPERATING	TOTAL
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Water & Sewer Fund

Fiscal & Administrative Services

Water & Sewer Billing Office

Utilities Billing Specialist	Sept	1.0	8	\$31,800	\$12,900	\$1,900	\$46,600
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An additional position is necessary to keep up with demand.

THIS POSITION SPLIT 75% GENERAL FUND 25% WATER AND SEWER.

Assistant Chief of

Accounting	Sept	0.3	17	\$16,000	\$4,800	\$1,000	\$21,800
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Due to the growing complexity of work and issues that arise day-today, requesting an Assistant Chief of Accounting position that will be able to share responsibility in decisions that relate to the various areas found within the Accounting Division. For some perspective, the County created the Accounting Division in 1994 and the current Chief of Accounting was the last existing position at the time hired and brought on board. As of FY94, the County's budget for all funds was \$151,514,484 and the staffing level for Accounting was 13 positions. Today, the County budget for all funds is \$546,721,318 and the staffing level for Accounting is 18 positions. Budget has increased 361% and staffing has increased 138% since FY1994.

Total		1.3		\$47,800	\$17,700	\$2,900	\$68,400
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Water & Sewer

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

Expenditure Category	FY2014 Actual	FY2015 Adopted	FY2016 Proposed	FY2016 Adopted	\$ Change FY2015	% Chg.
Personal Services	\$382,139	\$375,000	\$375,000		\$0	0.0%
Fringe Benefits	126,051	123,600	133,900		10,300	8.3%
Operating Costs	102,014	81,300	81,300		0	0.0%
Debt Service	284,080	340,700	366,800		26,100	7.7%
Total Expenditures	\$894,284	\$920,600	\$957,000	\$0	\$36,400	4.0%
Total Revenues	\$831,761	\$920,600	\$964,300	\$0	\$43,700	4.7%

Changes and Useful Information:

- The **Fringe Benefits** increase is a result of higher worker's compensation cost.
- The **Debt Service** increase is to fund the full-year cost of the FY2015 lease.

Description:

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

Positions:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Asst Director of Public Works - Utilities	0.1	0.1	0.1	0.1	0.1
Meter Superintendent	1.0	1.0	1.0	1.0	1.0
Meter Technicians	5.0	5.0	5.0	5.0	5.0
Total Full Time Equivalent	6.1	6.1	6.1	6.1	6.1

Objectives & Measurements:

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<i>Objective: To have a system inventory of meters less than 15 years old and to insure the accuracy and timeliness of readings.</i>					
# of meters installed					
- # of meters replaced	981	3,283	3,967	2,000	2,000
- # of new installations	511	547	572	550	550