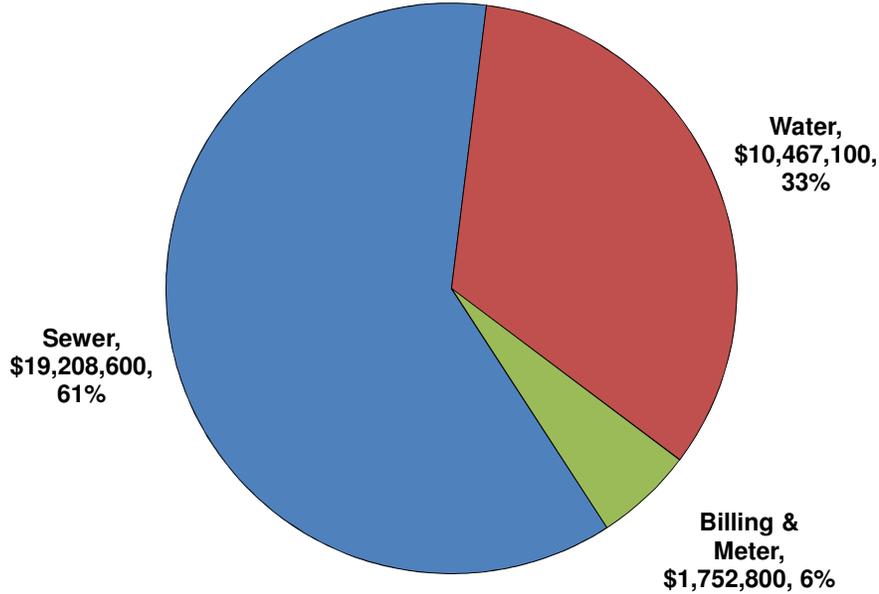


FISCAL YEAR 2017
Water & Sewer Fund Summary
Total Proposed Budget: \$31,428,500



	FY2016 Budget	FY2017 Proposed	Variance	Percent Change
Baseline Revenues	\$29,690,000	\$30,702,600	\$1,012,600	3%
Baseline Expenditures	\$29,690,000	\$30,718,500	\$1,028,500	3%
Surplus/(Deficit)	\$0	(\$15,900)	(\$15,900)	
New Requests		(\$710,000)	(\$710,000)	
Total Surplus/(Deficit)		(\$725,900)	(\$725,900)	

Reasons for the FY17 Proposed Deficit:

Increase in debt service for bonds issued for major capital project costs.	\$570,000
Decrease in Revenues.	351,900
Estimated cost of a potential merit.	146,000
Increase in Sludge Processing.	59,100
Increase in transfer to Capital Improvement Projects.	56,400
New Requests	710,000
Total	\$1,893,400

Offsetting the Proposed Deficit:

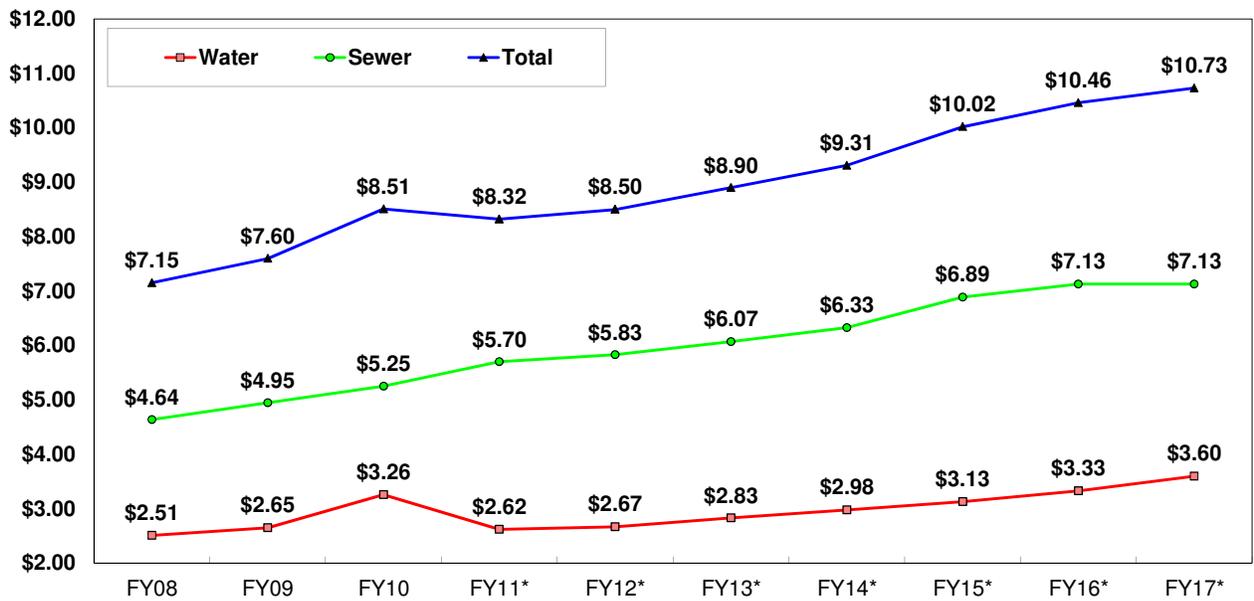
Increase in revenues related to CPV.	(484,500)
Pension decrease due to actuarial plan assumption changes.	(260,900)
Decrease in Capital Maintenance.	(203,000)
Decrease in Chemicals and Equipment Repairs & Maintenance.	(153,100)
Decrease due to one-time FY2016 costs.	(46,600)
Net change to other operating line items.	(19,400)
Total	(\$1,167,500)

Grand Total **\$725,900**

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	\$3.33	\$3.60	\$0.27	8.1%
Single Family Residential: 18,001 - 24,000 gallons	\$6.66	\$7.20	\$0.54	8.1%
Single Family Residential: Over 24,000 gallons	\$9.99	\$10.80	\$0.81	8.1%
Multi-Family/Commercial: based on metered usage	\$4.18	\$4.50	\$0.32	7.8%
Sewer User Fee Rate				
Single Family Residential: capped at 24,000 gallons	\$7.13	\$7.13	\$0.00	0.0%
Multi-Family/Commercial: based on metered usage	\$7.13	\$7.13	\$0.00	0.0%
Customer Account Fee				
Customer Account Charge	\$10.41	\$10.51	\$0.10	1.0%
Blended User Fee for average user	\$10.46	\$10.73	\$0.27	2.6%

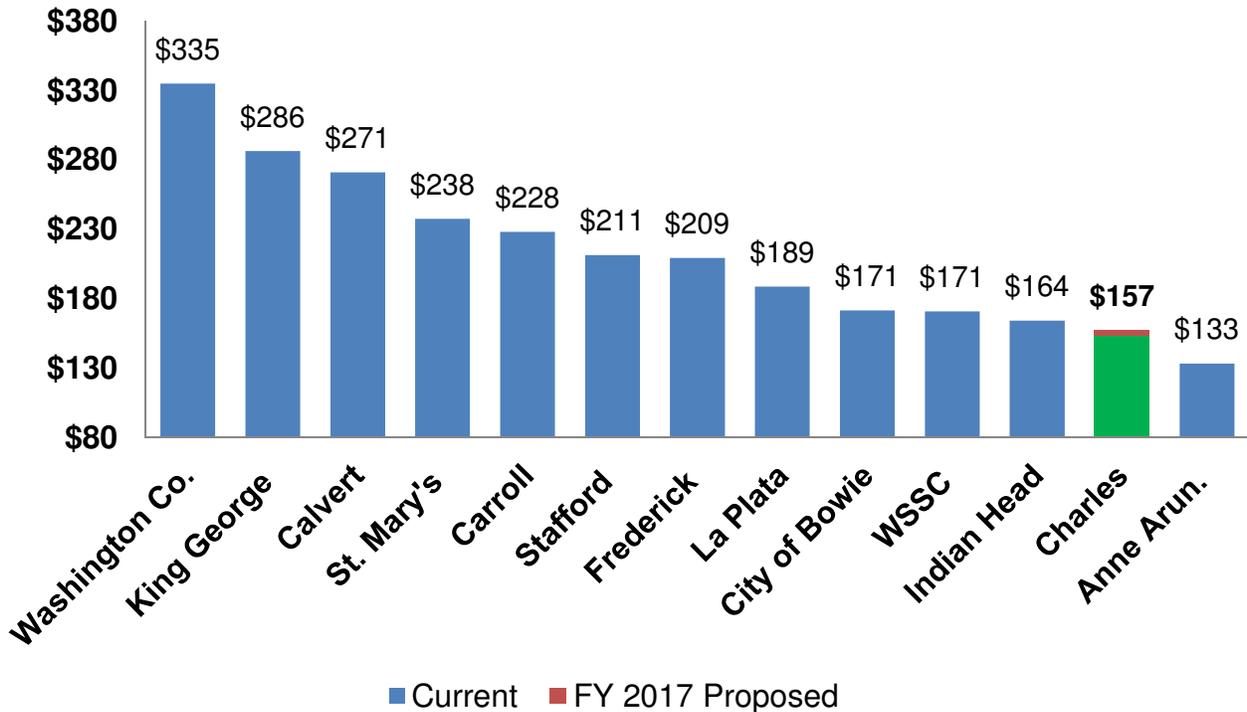
Residential User Fee Rate 10- Year History



*For FY 2011, the user fee rate structure was adjusted to a tiered method. Based on the tiered method, customers consuming more than 18,000 will be charged a higher rate on the excess usage. The FY 17 budget assumes the tiered rate methodology continues.

WATER AND SEWER USER CHARGES

Average Residential Quarterly Bill
(based on 13,680 gallons)



NOTES:

The Average Residential User bill is currently \$153.50 a quarter.
Current rates as of January 2016.

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

FY17 Water & Sewer Fund Summary

	FY2016 Budget	FY2017 Proposed	Change from Budget in: \$	%
SEWER OPERATION				
Revenues	\$18,060,500	\$19,208,600	\$1,148,100	6.4%
Expenditures	18,060,500	19,208,600	1,148,100	6.4%
Surplus/(Deficit)	\$0	\$0	\$0	

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

Justification for Sewer Rate Increase (effect on rate)

		<u>BASELINE BUDGETS:</u>	
DPW/PGM	1	Increase in Revenues due to CPV.	(\$484,500) -\$0.23
DPW	2	Decrease in electricity.	(200,000) -0.09
DPW/PGM	3	Pension decrease due to actuarial plan assumption changes.	(154,200) -0.07
DPW	4	Capital Maintenance has been reduced based on anticipated projects for FY2017.	(135,000) -0.06
DPW	5	Based on activity, Chemicals and Equipment Repairs & Maintenance are being reduced.	(79,700) -0.04
DPW	6	Contract Services has been decreased based on activity and anticipated needs for FY2017.	(75,200) -0.04
DPW	7	Anticipated insurance cost for FY2017 are lower than FY2016.	(27,300) -0.01
DPW/PGM	8	Based on current staffing Salaries and Fringe are decreasing.	(26,400) -0.01
DPW/PGM	9	Due to lower cost, Vehicle Fuel and Testing as well as various other accounts are being adjusted.	(20,100) -0.01
DPW/PGM	10	Due to one-time FY2016 cost, Computer Allocation has been eliminated.	(16,600) -0.01
DPW/PGM	11	Training has been reduced based on activity.	(12,000) -0.01
	12	Increase in Debt Service.	291,200 0.14
DPW	13	Decrease in revenues.	152,700 0.07
DPW	14	Decrease in use of Fund Balance.	100,000 0.05
DPW/PGM	15	Estimated cost of a potential merit.	85,100 0.04
DPW	16	2% increase in Sludge Disposal.	59,100 0.03
DPW	17	Increase in funding for the Sewer Model Update project.	38,300 0.02
	18	Based on actual, General Supplies, Debt Issue Cost and Vehicle Repairs have been adjusted. Indirect Cost was adjusted based on 2% mid year COLA.	26,200 0.01
		Total Baseline Savings:	(\$478,400) -\$0.22

FY17 Water & Sewer Fund Summary

FY2016 Budget	FY2017 Proposed	Change from Budget in: \$ %
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SEWER OPERATION (cont.)

		NEW REQUESTS:		
PGM	1	Permanent Flow Monitoring.	\$200,000	\$0.09
				Continuing cost @ \$50k per year
DPW	2	(2) Equipment Operator III (50% Sewer/ 50% Water)	58,400	0.03
				Continuing cost
DPW	3	Equipment Technician I	55,000	0.03
DPW	4	Line Maintenance Supervisor (50% Sewer/ 50% Water)	41,500	0.02
				Continuing cost
PGM	5	Engineer II (25% GF/ 75% W&S)	35,900	0.02
PGM	6	GIS Sewer System Mapping	30,000	0.01
DPW	7	Office Associate III (33% Swr/ 34% Matt./ 33% Wtr)	29,500	0.01
				Continuing cost
PGM	8	Assistant Director (40% GF/ 30% W&S/ 20% Insp)	21,000	0.010
				Continuing cost
PGM	9	Part Time I (50% GF, 50% W&S)	7,100	0.003
				Continuing cost
		Total New Request:	\$478,400	0.22
		Total Shortfall:	\$0	\$0.00
			current rate	\$7.13
			proposed rate	\$7.13
			% rate increase	0.0%

FY17 Water & Sewer Fund Summary

	FY2016 Budget	FY2017 Proposed	Change from Budget	
			in: \$	%
WATER OPERATION				
Revenues	\$9,986,000	\$9,754,100	(\$231,900)	-2.3%
Expenditures	9,986,000	10,467,100	481,100	4.8%
Surplus/(Deficit)	\$0	(\$713,000)	(\$713,000)	

Proposed Rate Adjustment:	\$0.27
(Residential less than 18,000 gallons)	
Increase over existing rate:	8.1%

Justification for Water Rate Increase (effect on rate)

		<u>BASELINE BUDGETS:</u>	
DPW/PGM	1	Pension decrease due to actuarial plan assumption changes.	(\$81,400) -\$0.03
DPW	2	Eliminating equipment and computer allocation due to one-time FY2016 cost.	(73,400) -0.03
DPW	3	Chemicals decrease based on activity.	(68,000) -0.03
DPW	4	Decrease in Maintenance Projects based on estimated activity for FY2017.	(30,000) -0.01
DPW	6	Increase in Debt Service.	278,800 0.11
DPW/PGM	7	Decrease in revenues.	231,900 0.09
DPW/PGM		Increase in Personal Services and other fringe cost based on current staffing.	83,000 0.03
DPW	8	Increase in Contract Services for various items such as water tower inspections, service contract for CL17 units and v-fire/valve repairs.	71,800 0.03
DPW/PGM	9	Estimated cost of a potential merit.	48,800 0.02
DPW	10	Increase in General Supplies, Equipment Repairs & Maintenance, and Debt Issue Cost.	41,200 0.02
PGM	11	Increase for Water Model project.	18,100 0.01
DPW/PGM	12	Minor adjustments in other accounts based on activity.	13,800 0.01
		Total Baseline Shortfall:	\$534,600 \$0.21

FY17 Water & Sewer Fund Summary

		FY2016 Budget	FY2017 Proposed	Change from Budget in: \$ %	
WATER OPERATION (cont.)					
<u>NEW REQUESTS:</u>					
DPW	1	Equipment Operator III (2) (50% Sewer/ 50% Water)	\$58,400	\$0.02	Continuing cost
DPW	2	Line Maintenance Supervisor (50% Sewer/ 50% Water)	41,600	0.016	Continuing cost
PGM	3	Engineer II (25% GF/ 75% W&S)	35,900	0.014	Continuing cost
PGM	4	Assistant Director (40% GF/ 30% W&S/ 20% Insp)	20,900	0.008	Continuing cost
DPW	5	Office Associate III (33% Swr/ 34% Matt./ 33% Wtr)	14,500	0.006	Continuing cost
PGM	6	Part Time I (50% GF, 50% W&S)	7,100	0.003	Continuing cost
		Total New Request:	\$178,400	\$0.06	
		Total Shortfall:	\$713,000	\$0.27	
			Current rate	\$3.33	
			proposed rate	\$3.60	
			% rate increase	8.1%	

FY17 Water & Sewer Fund Summary

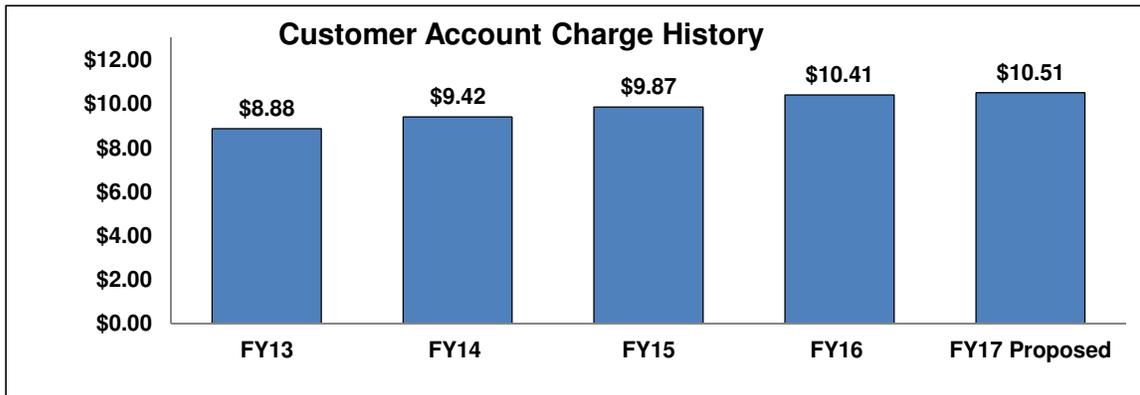
	FY2016 Budget	FY2017 Proposed	Change from Budget in: \$	%
BILLING & METER OPERATION				
Revenues	\$1,643,500	\$1,739,900	\$96,400	5.9%
Expenditures	1,643,500	1,752,800	109,300	6.7%
Surplus/(Deficit)	\$0	(\$12,900)	(\$12,900)	

Proposed Rate Adjustment:	\$0.10
Current Fee per Bill:	\$10.41
Proposed Fee per Bill:	\$10.51
Increase over existing rate:	1.0%

BILLING RATE INCREASE: (effect on rate)

<u>BASELINE BUDGETS:</u>		
1	Increase in revenues.	(\$96,400) (\$0.72)
2	Pension decrease due to actuarial plan assumption changes.	(25,300) (0.19)
3	Increase in Replacement Meters based on anticipated needs for FY2017.	47,000 0.35
4	Estimated cost of a potential merit.	11,200 0.08
5	Increase in Personal Services based on current staff.	9,700 0.07
6	Included are funds for the 1/2 year lease payment to replace two pick up trucks.	6,400 0.05
7	Postage is increasing based on activity.	4,000 0.03
8	Increase in Debt Service and minor adjustments in other accounts.	3,100 0.02
Total Baseline Shortfall:		(\$40,300) (\$0.30)

<u>NEW REQUESTS:</u>		
DFAS	1	Indirect Cost Allocation to support Accounting Officer position. Continuing Cost
		\$53,200 \$0.40
Total New Request:		\$53,200 \$0.40
Total Shortfall:		\$12,900 \$0.10
		current rate \$10.41
		proposed rate \$10.51
		% rate increase 1.0%



FY17 Water & Sewer Fund Summary

	FY2016 Budget	FY2017 Proposed	Change from Budget in: \$	%
SEWER				
<u>Revenues</u>				
User Charges	\$14,845,400	\$14,597,200	(\$248,200)	-1.7%
CPV User Charge	0	484,500	484,500	NEW
Front Foot Assessment	437,400	437,400	0	0.0%
WSSC cost share	959,900	1,015,700	55,800	5.8%
Penalties	557,000	605,000	48,000	8.6%
Panda Operating	165,000	170,000	5,000	3.0%
Septage Hauler	235,000	240,000	5,000	2.1%
Pretreatment Permits	71,700	74,000	2,300	3.2%
PANDA (reimbursement)	50,000	50,000	0	0.0%
CPV (reimbursement)	0	880,000	880,000	NEW
Potomac Heights	59,900	59,900	0	0.0%
Miscellaneous	34,000	49,700	15,700	46.2%
Indirect Cost	189,700	189,700	0	0.0%
Holding Tank Program	5,500	5,500	0	0.0%
Total Operating	\$17,610,500	\$18,858,600	\$1,248,100	7.1%
Fund Balance Approp.	450,000	350,000	(100,000)	-22.2%
Total Revenues	\$18,060,500	\$19,208,600	\$1,148,100	6.4%
<u>Expenditures</u>				
Personal Services	4,776,550	4,802,300	25,750	0.5%
Fringe Benefits	1,864,250	1,684,000	(180,250)	-9.7%
Operating Costs	8,322,400	8,867,900	545,500	6.6%
Contingency	0	85,100	85,100	NEW
Debt Service	2,455,600	2,746,000	290,400	11.8%
Capital Outlay/Maint.	585,000	450,000	(135,000)	-23.1%
Capital Projects	56,700	95,000	38,300	67.5%
Total Expenditures	\$18,060,500	\$18,730,300	\$669,800	3.7%
New Requests		478,300		
Surplus/(Deficit)	\$0	\$0		

FY17 Water & Sewer Fund Summary

	FY2016 Budget	FY2017 Proposed	Change from Budget in: \$	%
WATER				
<u>Revenues</u>				
User Charges	\$9,352,000	\$9,123,100	(\$228,900)	-2.4%
Front Foot Assessment	23,000	23,000	0	0.0%
Panda Operating	165,000	170,000	5,000	3.0%
Hydrant Service Charges	93,000	93,000	0	0.0%
Cross-Connection	66,000	66,000	0	0.0%
Backflow Prevention				
Tower Rental	280,000	272,000	(8,000)	-2.9%
Other	7,000	7,000	0	0.0%
Total Operating	\$9,986,000	\$9,754,100	(\$231,900)	-2.3%
Fund Balance Approp.	0	0	0	N/A
Total Revenues	\$9,986,000	\$9,754,100	(\$231,900)	-2.3%
<u>Expenditures</u>				
Personal Services	\$2,500,650	\$2,550,000	\$49,350	2.0%
Fringe Benefits	952,450	916,300	(36,150)	-3.8%
Operating Costs	4,140,500	4,114,200	(26,300)	-0.6%
Contingency	0	48,800	48,800	NEW
Debt Service	1,793,500	2,072,300	278,800	15.5%
Capital Outlay/Maint.	545,000	515,000	(30,000)	-5.5%
Capital Projects	53,900	72,000	18,100	33.6%
Total Expenditures	\$9,986,000	\$10,288,600	\$302,600	3.0%
New Requests		178,500		
Surplus/(Deficit)	\$0	(\$713,000)		

FY17 Water & Sewer Fund Summary

	FY2016 Budget	FY2017 Proposed	Change from Budget in: \$	%
BILLING & METER OPERATIONS				
<u>Revenues</u>				
Customer Account Fee	\$1,353,500	\$1,388,900	\$35,400	2.6%
Reconnection Fees	230,000	289,000	59,000	25.7%
Account Set Up Fee	45,000	50,000	5,000	11.1%
Other	15,000	12,000	(3,000)	-20.0%
Total Revenues	\$1,643,500	\$1,739,900	\$96,400	5.9%
<u>Expenditures</u>				
Personal Services	\$794,700	\$804,400	\$9,700	1.2%
Fringe Benefits	275,500	251,200	(24,300)	-8.8%
Operating Costs	201,200	250,900	49,700	24.7%
Contingency	0	12,100	12,100	NEW
Debt Service	372,100	381,000	8,900	2.4%
Total Expenditures	\$1,643,500	\$1,699,600	\$56,100	3.4%
New Requests		53,200		
Surplus/(Deficit)	\$0	(\$12,900)		

FY 2017 REPLACEMENT 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>				
<u>Public Works - Utilities Meters</u>				
Meters:	30.25.60.146.0500.000			
Small Size Pick-Up Truck with Extended Cab		30,000		3,200
<i>Replace U143. Model year 2001 with 202,000 miles. U143 has a blown motor and was disposed of in October 2015.</i>				
Small Size Pick-Up Truck with Extended Cab		30,000		3,200
<i>Replaces U147. Model year 2003 with 193,000 miles. U147 has high miles and has been in the shop often for repairs.</i>				
Total Public Works - Utilities Meters		60,000	0	6,400
<u>Public Works - Utilities Water & Sewer</u>				
Equipment Maintenance:				
Pick-Up Truck, 1/2 ton, 4WD		36,000		4,000
<i>Replace U140. Model year 2004 Chevy with 271,182 miles.</i>				
Pick-Up Truck, 1/2 ton, 4WD		36,000		4,000
<i>Replace U141. Model year 2004 Chevy with 219,164 miles.</i>				
Pick-Up Truck, 1/2 ton, 4WD		36,000		4,000
<i>Replace U6. Model year 2005 with 202,603 miles.</i>				
Pick-Up Truck, 1/2 ton, 4WD		36,000		4,000
<i>Replace U9. Model year 2005 Chevy with 201,264 miles.</i>				
Pick-Up Truck, 1/2 ton, 4WD		36,000		4,000
<i>Replace U116. Model year 2002 Chevy with 215,000 miles.</i>				
Pick-Up Truck, 1/2 ton, 4WD		36,000		4,000
<i>Replace U136. Model year 2004 Chevy with 213,797 miles.</i>				
Lawn Tractor		19,000		2,000
<i>Replace U74. Model year 1999 John Deere Rotary Tractor Mower that has reached the end of its useful life.</i>				
Utility Van		36,000		4,000
<i>Replace U117. Model year 2005 with 220,000 miles.</i>				

FY 2017 REPLACEMENT VEHICLE AND EQUIPMENT LISTING

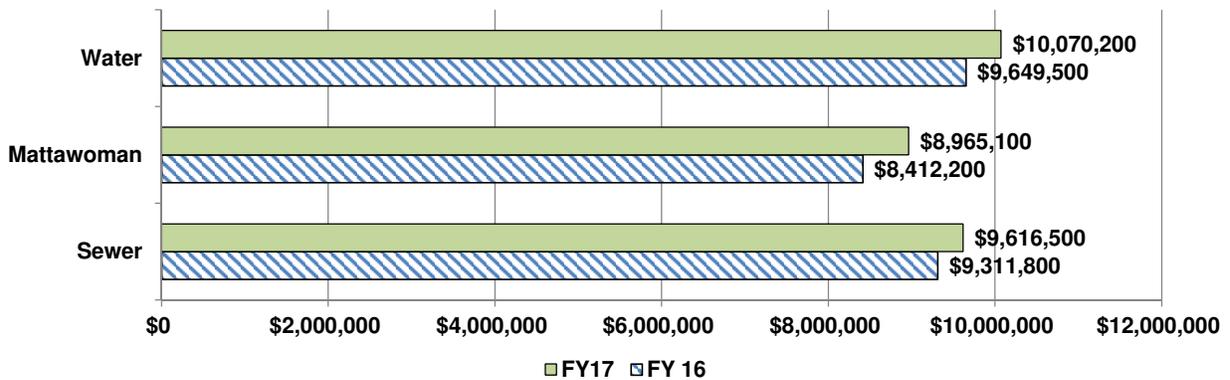
Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
Lab Services:				
Analytical Balance		6,000		700
<i>Replace the Ohaus Analytical Balance Pro 214. The Ohaus analytical balance Pro 214 weighing pan supports broke and the balance is unable to weigh. The balance was disposed of October 2015</i>				
Total Public Works - Utilities Water & Sewer		277,000	0	30,700
	Total Sewer	\$15,200		
	Total Mattawoman	\$200		
	Total Water	\$15,300		
		\$30,700		
Total Water & Sewer Fund		337,000	0	37,100

Water & Sewer

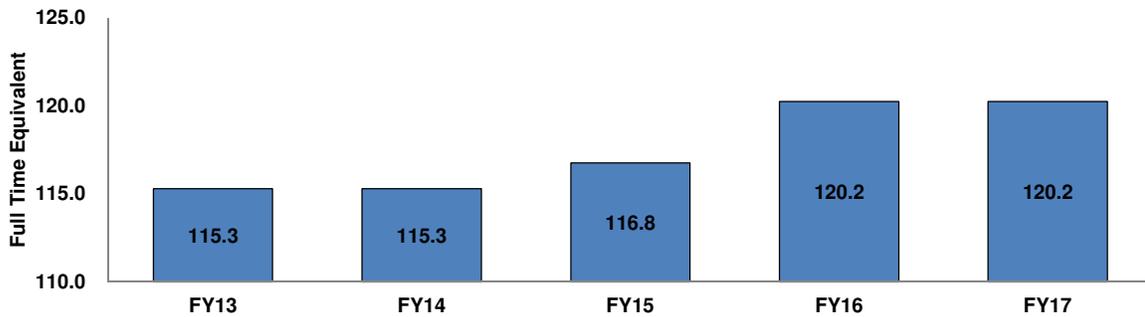
Department: Public Works - Utilities 30.25
Division \ Program: Sewer, Mattawoman, Water Summary Fund: Enterprise
Program Administrator: Bill Shreve, Director of Public Works

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Proposed	FY2017 Adopted	\$ Change FY2016	% Chg.
Personal Services	\$6,707,654	\$6,815,300	\$6,891,900	\$0	\$76,600	1.1%
Fringe Benefits	2,410,678	2,619,700	2,419,700	0	(200,000)	-7.6%
Operating Costs	10,026,938	12,448,800	12,968,100	0	519,300	4.2%
Operating Contingency	0	0	122,900	0	122,900	NEW
Debt Service	3,759,068	4,249,100	4,818,300	0	569,200	13.4%
Capital Outlay/Maintenance	243,331	1,130,000	965,000	0	(165,000)	-14.6%
Capital Projects	259,011	110,600	167,000	0	56,400	51.0%
Total Baseline	\$23,406,680	\$27,373,500	\$28,352,900	\$0	\$979,400	3.6%
New Requests			298,900		298,900	NEW
Total Expenditures	\$23,406,680	\$27,373,500	\$28,651,800	\$0	\$1,278,300	4.7%

Expenditure Summary



Staffing History



Positions by Program:

	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
Sewer	43.7	43.7	44.9	45.7	45.7
Mattawoman	34.0	34.0	33.6	35.1	35.1
Water	37.6	37.6	38.3	39.5	39.5
Total Full Time Equivalent	115.3	115.3	116.8	120.2	120.2

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	FY2015 Actual	FY2016 Adopted	FY2017 Proposed	FY2017 Adopted	\$ Change FY2016	% Chg.
Personal Services	\$2,480,152	\$2,599,400	\$2,647,100		\$47,700	1.8%
Fringe Benefits	948,266	1,046,300	958,900		(87,400)	-8.4%
Operating Costs	2,107,842	2,625,400	2,583,400		(42,000)	-1.6%
Operating Contingency	0	0	41,700		41,700	NEW
Debt Service	2,105,498	2,439,000	2,726,000		287,000	11.8%
Capital Outlay/Maintenance	98,675	545,000	450,000		(95,000)	-17.4%
Capital Projects	172,000	56,700	95,000		38,300	67.5%
Total Baseline	\$7,912,433	\$9,311,800	\$9,502,100	\$0	\$190,300	2.0%
New Requests (see attached)			114,400		114,400	NEW
Total Expenditures	\$7,912,433	\$9,311,800	\$9,616,500	\$0	\$304,700	3.3%

Changes and Useful Information:

- **Personal Services** increase is due to a 2% Mid-Year COLA received in FY2016.
- The **Fringe Benefits** decrease is based on current staffing. Pension decrease is due to actuarial plan assumption changes.
- The **Operating Costs** budget decrease is due to the following reasons:
 - Based on activity, Chemicals are decreasing by (\$46,000) and Insurance by (\$44,800).
 - Included in the Equipment budget are funds for pump around pumps when corrective maintenance requires a pump station to be by-passed.
 - Contract Services is increasing by \$41,800 which includes funds for tv and cleaning of lines in conjunction with Environmental Protection Agency inspection.
 - Other accounts, such as Equipment Repairs and Maintenance, Training, and Computer Allocation, as well as several other accounts have been adjusted based on activity and for one-time FY2016 costs.
- **Operating Contingency** represents the equivalent cost of a potential employee merit increase for FY2017.
- 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. Also included is 9 months of interest at \$150,000 for the 2016 estimated bond issue.
- The **Capital Outlay/Maintenance** is mainly for sewer line pipe replacements.
- **Capital Projects** budget is for the Sewer Model Update.

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.

Water & Sewer

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

<u>Positions:</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Total Full Time Equivalent	43.7	43.7	44.9	45.7	45.7

<u>Objectives & Measurements:</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>

Objective: To provide excellent customer service.

Water & Sewer Line Breaks (# of and \$ per event)	5 @ \$26,363.86	60 @ \$300,000	60 @ \$300,000
Water/Sewer Regulatory Compliance (% violations vs Potential Violations)	7.84% vs 51	3.00% vs 51	3.00% vs 51
Water/Sewer Delivered/Treated	198.8mg/261.3 mg%	2.1 bil gal/ 3.1 bil gal	2.1 bil gal/ 3.1 bil gal
Customer Complaints (% resolved vs reported and average time to resolve)	27 complaints / 96% resolved within 24 hrs	144 complaints / 97% resolved within 24 hrs	144 complaints / 97% resolved within 24 hrs
# of injury and property damage claims reported (# / month)	0	7	7

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	FY2015 Actual	FY2016 Adopted	FY2017 Proposed	FY2017 Adopted	\$ Change FY2016	% Chg.
Personal Services	\$1,931,261	\$1,946,300	\$1,925,000		(\$21,300)	-1.1%
Fringe Benefits	632,699	719,400	634,800		(84,600)	-11.8%
Operating Costs	4,883,305	5,689,900	6,277,400		587,500	10.3%
Operating Contingency	0	0	37,900		37,900	NEW
Debt Service	30,000	16,600	20,000		3,400	20.5%
Capital Outlay/Maintenance	29,591	40,000	0		(40,000)	N/A
Total Baseline	\$7,506,856	\$8,412,200	\$8,895,100	\$0	\$482,900	5.7%
New Requests (see attached)			70,000		70,000	NEW
Total Expenditures	\$7,506,856	\$8,412,200	\$8,965,100	\$0	\$552,900	6.6%
WSSC Contribution	\$952,826	\$959,900	\$1,015,700	\$0	\$55,800	5.8%

Changes and Useful Information:

- **Personal Services** decrease due to turnover and the reallocation of positions based on assigned duties.
- **Fringe Benefits** is based on current staff. Pension decrease is due to actuarial plan assumption changes.
- The **Operating Costs** budget increase is due to the following reasons:
 - Included are funds for CPV of \$880,000. These expenses are offset by revenues.
 - Sludge Fees includes a 2% rate increase.
 - Based on activity, Electricity is decreasing by (\$200,000).
 - Contract Services is decreasing by (\$117,000). Fund remaining will be used for ferric building automation, septage receiving station, cleaning of digesters #6 thru #11, and local limits evaluations.
 - Equipment Repairs & Maintenance is being reduced by (\$25,500) based on activity.
 - Due to one time FY16 cost for computers and computer equipment, Computer Allocation is being reduced by (\$13,100).
 - Adjustments in other accounts netting an increase of \$4,000
- **Operating Contingency** represents the equivalent cost of a potential employee merit increase for FY2017.
- The **Capital Outlay/Maintenance** budget was for minor repairs and/or replacements.

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 2013</u> FTE	<u>FY 2014</u> FTE	<u>FY 2015</u> FTE	<u>FY 2016</u> FTE	<u>FY 2017</u> FTE
Total Full Time Equivalent	34.0	34.0	33.6	35.1	35.1

Public Works - Utilities positions are split between Satellite Sewer Operations, Mattawoman Treatment Plant, and Water Operations. The FTE listed on this page represents an allocation to the Satellite Sewer Systems. A full listing of Public Works - Utilities positions is located on page 197.

Water & Sewer

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

<u>Objectives & Measurements:</u>	FY15 Actual	FY16 Projected	FY17 Estimated
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Objective: To provide excellent customer service.

Water & Sewer Line Breaks (# of and \$ per event)	5 @ \$26,363.86	60 @ \$300,000	60 @ \$300,000
Water/Sewer Regulatory Compliance (% violations vs Potential Violations)	7.84% vs 51	3.00% vs 51	3.00% vs 51
Water/Sewer Delivered/Treated	198.8mg/261.3 mg%	2.1 bil gal/ 3.1 bil gal	2.1 bil gal/ 3.1 bil gal
Customer Complaints (% resolved vs reported and average time to resolve	27 complaints / 96% resolved within 24 hrs	144 complaints / 97% resolved within 24 hrs	144 complaints / 97% resolved within 24 hrs
# of injury and property damage claims reported (# / month)	0	7	7

Water & Sewer

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Proposed	FY2017 Adopted	\$ Change FY2016	% Chg.
Personal Services	\$2,296,241	\$2,269,600	\$2,319,800		\$50,200	2.2%
Fringe Benefits	829,712	854,000	826,000		(28,000)	-3.3%
Operating Costs	3,035,791	4,133,500	4,107,300		(26,200)	-0.6%
Operating Contingency	0	0	43,300		43,300	NEW
Debt Service	1,623,570	1,793,500	2,072,300		278,800	15.5%
Capital Outlay/Maintenance	115,065	545,000	515,000		(30,000)	-5.5%
Capital Projects	87,011	53,900	72,000		18,100	33.6%
Total Baseline	\$7,987,391	\$9,649,500	\$9,955,700	\$0	\$306,200	3.2%
New Requests (see attached)			114,500		114,500	NEW
Total Expenditures	\$7,987,391	\$9,649,500	\$10,070,200	\$0	\$420,700	4.4%

Changes and Useful Information:

- **Personal Services** increase is due to a 2% Mid-Year COLA received in FY2016.
- The **Fringe Benefits** decrease is due to actuarial plan assumption changes for Pension.
- The **Operating Costs** budget decrease is due to the following reasons:
 - Contract Services is increasing by \$78,100. Included in the budget of \$1,126,300 are funds for the following:
 - Contract to flush unidirectionally to minimize brown water complaints. \$50,000
 - Water Tower Inspections and Maintenance. \$10,000
 - Service contract to service Chlorine residual monitor (CL17) units on an annual basis. \$20,000
 - V-fire and valve repairs. \$420,000
 - Painting and inventory of hydrants. \$100,000
 - Air Release Valves. \$10,000
 - Increase in water hauling contract of \$100,000.
 - Hydra designs contract for lawn irrigation system inspections. \$60,000
 - Based on activity, Equipment and Repairs is increasing by \$16,600, General Supplies is increasing by \$12,000 and Chemicals is decreasing by (\$68,000).
 - Included in Equipment were funds for chemical pumps for several water systems, CL-17 equipment for several water systems, flow regulators, pressure switches, to convert from chlorine tablets to liquid chlorine additional equipment such as pumps, and pumps and equipment for the current chlorine tablet feeders. (\$60,000)
 - Adjustments in other items resulting in a decrease (\$4,900).
- **Operating Contingency** represents the equivalent cost of a potential employee merit increase for FY2017.
- The increase in **Debt Service** is to fund the 2016 bond issue, and the FY2017 capital lease. The FY2017 lease is for various equipment.
- **Capital Outlay/Maintenance** budget is to allow a change to an Accu-Tab calcium hypochlorite system that will result in a more consistent dissolve as well as water pipe replacements, well replacements and water valve replacements.
- **Capital Projects** budget is for the Water Model Update Project. FY2016 was also for the Waldorf/Chapel Point Water System Interconnection Feasibility Study Project, and for 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 2013</u> <u>FTE</u>	<u>FY 2014</u> <u>FTE</u>	<u>FY 2015</u> <u>FTE</u>	<u>FY 2016</u> <u>FTE</u>	<u>FY 2017</u> <u>FTE</u>
Total Full Time Equivalent	37.6	37.6	38.3	39.5	39.5

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>	FY15	FY16	FY17
	Actual	Projected	Estimated

Objective: To provide excellent customer service.

Water & Sewer Line Breaks (# of and \$ per event)	5 @ \$26,363.86	60 @ \$300,000	60 @ \$300,000
Water/Sewer Regulatory Compliance (% violations vs Potential Violations)	7.84% vs 51	3.00% vs 51	3.00% vs 51
Water/Sewer Delivered/Treated	198.8mg/261.3 mg%	2.1 bil gal/ 3.1 bil gal	2.1 bil gal/ 3.1 bil gal
Customer Complaints (% resolved vs reported and average time to resolve	27 complaints / 96% resolved within 24 hrs	144 complaints / 97% resolved within 24 hrs	144 complaints / 97% resolved within 24 hrs
# of injury and property damage claims reported (# / month)	0	7	7

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 2013	FY 2014	FY 2015	FY 2016	FY 2017
<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
Inventory & Fleet Mgmt Operations Manager	0.0	0.0	0.2	0.2	0.2
Engineer I - III	2.8	2.8	2.8	2.8	2.8
Technical Support Operations Superintendent	1.0	1.0	0.0	1.0	1.0
Equipment Maintenance Supt.	1.0	1.0	1.0	1.0	1.0
Environmental Operations Superintendent	4.0	4.0	4.0	4.0	4.0
Financial Support Manager	0.5	0.5	1.5	1.0	1.0
Laboratory Supervisor	1.0	1.0	1.0	1.0	1.0
Laboratory Management Information Systems/Data	0.0	0.0	0.0	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	6.0	6.0	6.0
Assistant Project Manager	2.0	2.0	2.0	2.0	2.0
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
Water Operations Supervisor	3.0	3.0	3.0	3.0	3.0
Wastewater Operations Supervisor I	2.0	2.0	0.0	0.0	0.0
Fleet Maintenance Technician III	1.0	1.0	1.0	1.0	1.0
Pretreatment Specialist	1.0	1.0	1.0	1.0	1.0
Cross Connection Control Specialist	1.0	1.0	1.0	1.0	1.0
Laboratory Technician I - II	3.0	3.0	3.0	3.0	3.0
Inventory Control Specialist	0.0	0.0	0.2	0.2	0.2
Management Support Specialist	1.0	1.0	1.0	1.0	1.0
Instrumentation Technician	0.0	2.0	3.0	4.0	4.0
Electrician III	4.0	2.0	2.0	1.0	1.0
Facilities Maintenance Technician III	1.0	1.0	1.0	1.0	1.0
Administrative Project Specialist	1.0	1.0	1.0	1.0	1.0
Equipment Maintenance Technician II	3.0	3.0	3.0	3.0	3.0
Fleet Maintenance Technician II	1.0	1.0	1.0	1.0	1.0
Wastewater Operator / Trainee	22.0	23.0	26.0	26.0	26.0
Utilities Locator	3.0	3.0	3.0	3.0	3.0
Administrative Associate	2.0	2.0	2.0	2.0	2.0
Electrician I - II	4.0	3.0	3.0	3.0	3.0
Inventory Control Associate	0.0	0.0	0.2	0.2	0.2
Regulatory Compliance Associate	0.0	0.0	1.0	1.0	1.0
Equipment Operator III - IV	8.0	8.0	7.0	7.0	7.0
Painter	1.0	1.0	0.0	0.0	0.0
Water Operator	8.0	8.0	7.0	7.0	7.0
Meter Technician	1.0	0.0	0.0	0.0	0.0
Equipment Maintenance Technician I	5.0	5.0	5.0	5.0	5.0
Office Associate III	1.0	1.0	1.0	1.0	1.0
Facilities Maintenance Technician I	1.0	1.0	1.0	1.0	1.0
Line Maintenance Worker	7.0	8.0	8.0	10.0	10.0
Part Time I	0.6	0.6	0.6	0.6	0.6
Total Full Time Equivalent	115.3	115.3	116.8	120.2	120.2

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

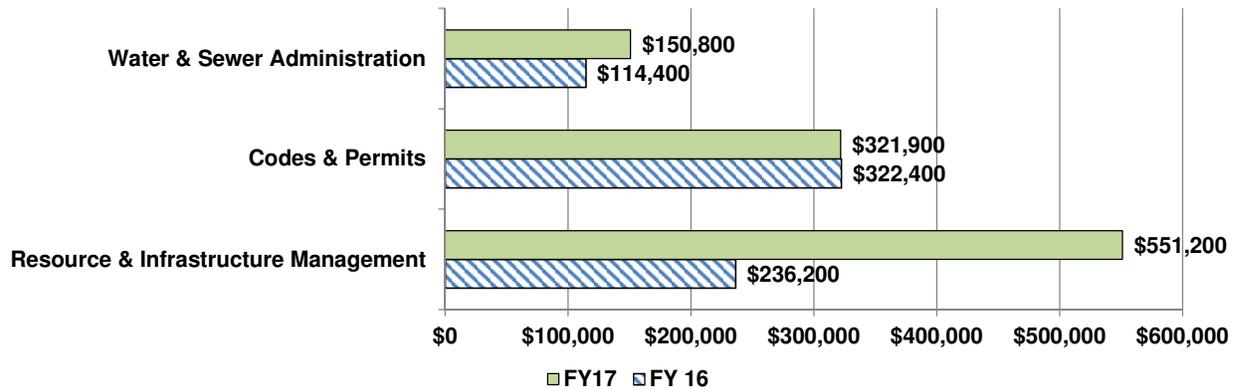
Water	37.6	37.6	38.3	39.5	39.5
Sewer	43.7	43.7	44.9	45.7	45.7
Mattawoman	34.0	34.0	33.6	35.1	35.1
Total Full Time Equivalent	115.3	115.3	116.8	120.2	120.2

Water & Sewer

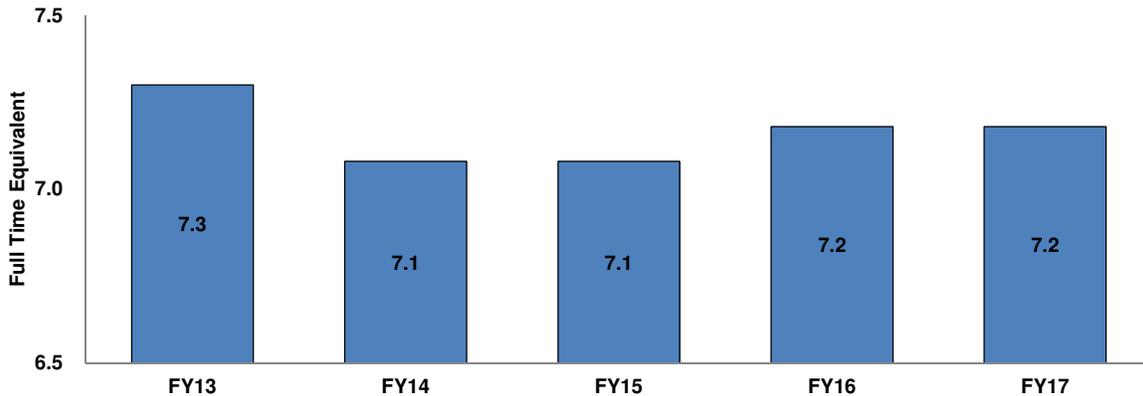
Department: Planning and Growth Management 30.07
Division \ Program: Department Summary Fund: Enterprise
Program Administrator: Peter Aluotto, Director of Planning & Growth Management

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Proposed	FY2017 Adopted	\$ Change FY2016	% Chg.
Personal Services	\$487,502	\$461,900	\$460,400	\$0	(\$1,500)	-0.3%
Fringe Benefits	166,081	196,900	180,600	0	(16,300)	-8.3%
Operating Costs	15,291	14,200	14,000	0	(200)	-1.4%
Operating Contingency	0	0	11,000	0	11,000	NEW
Total Baseline	\$668,874	\$673,000	\$666,000	\$0	(\$7,000)	-1.0%
New Requests	0	0	357,900	0	357,900	NEW
Total Expenditures	\$668,874	\$673,000	\$1,023,900	\$0	\$350,900	52.1%
Revenues	\$3,815	\$7,000	\$7,000	\$7,000	\$0	0.0%

Expenditure Summary



Staffing History



Positions by Program:

	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
Water & Sewer Administration	1.4	1.1	1.1	1.1	1.1
Codes & Permits	3.7	3.9	3.9	3.9	3.9
Resource & Infrastructure Mgmt	2.3	2.1	2.1	2.2	2.2
Total Full Time Equivalent	7.3	7.1	7.1	7.2	7.2

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	FY2015 Actual	FY2016 Adopted	FY2017 Proposed	FY2017 Adopted	\$ Change FY2016	% Chg.
Personal Services	\$90,078	\$87,400	\$84,100		(\$3,300)	-3.8%
Fringe Benefits	22,706	24,900	21,500		(3,400)	-13.7%
Operating Costs	1,076	2,100	1,900		(200)	-9.5%
Operating Contingency	0	0	1,400		1,400	NEW
Total Baseline	\$113,860	\$114,400	\$108,900	\$0	(\$5,500)	-4.8%
New Requests (see attached)			\$41,900		41,900	NEW
Total Expenditures	\$113,860	\$114,400	\$150,800	\$0	\$36,400	31.8%
Revenues	\$3,815	\$7,000	\$7,000	\$7,000	\$0	0.0%

Baseline Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** are decreasing is due to turnover. Pension decrease is due to actuarial plan assumption changes.
- The **Operating Costs** decrease is based on activity in Contract Services.
- **Operating Contingency** represents the equivalent cost of a potential employee merit increase for FY2017.

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: budget administration; customer relations; department's coordination with citizens' liaison issues; 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; 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 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Director of Planning & Growth Mgmt	0.3	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	0.0	0.0	0.0	0.0
Total Full Time Equivalent	1.4	1.1	1.1	1.1	1.1

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>	FY13	FY14	FY15	FY16	FY17
	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	537	757	657	700	720
Utility Permits Issued	669	628	742	650	700

Property Acquisition Requests

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

Property Acquisition Requests (not PGM)	27	27	23	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	FY2015 Actual	FY2016 Adopted	FY2017 Proposed	FY2017 Adopted	\$ Change FY2016	% Chg.
Personal Services	\$236,260	\$233,000	\$227,600		(\$5,400)	-2.3%
Fringe Benefits	78,149	85,700	84,700		(1,000)	-1.2%
Operating Costs	3,749	3,700	3,700		0	0.0%
Operating Contingency	0	0	5,900		5,900	NEW
Total Expenditures	\$318,158	\$322,400	\$321,900	\$0	(\$500)	-0.2%

Changes and Useful Information:

- **Personal Services** decrease is due to a change in position allocations as well as turnover.
- The **Fringe Benefits** pension decrease is due to actuarial plan assumption changes.
- **Operating Contingency** represents the equivalent cost of a potential employee merit increase for FY2017.

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: bonds and developer agreements; 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 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Development Services Manager	0.0	0.0	0.0	0.3	0.3
Engineer I / II / III / IV	1.1	1.1	1.1	0.7	0.7
Building Code Official	0.0	0.0	0.0	0.1	0.1
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	1.0	1.0
Office Associate II	0.8	0.8	0.8	0.8	0.8
Office Associate I	0.0	0.3	0.3	0.0	0.0
Total Full Time Equivalent	3.7	3.9	3.9	3.9	3.9

Objectives & Measurements:

	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</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	157	160	174	170	175
Sewer	186	162	171	190	175
Equivalent FTE per Fiscal Year	114.3	107.3	115.0	120.0	117.0

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	FY2015 Actual	FY2016 Adopted	FY2017 Proposed	FY2017 Adopted	\$ Change FY2016	% Chg.
Personal Services	\$161,164	\$141,500	\$148,700		\$7,200	5.1%
Fringe Benefits	65,226	86,300	74,400		(11,900)	-13.8%
Operating Costs	10,466	8,400	8,400		0	0.0%
Operating Contingency	0	0	3,700		3,700	NEW
Total Baseline	\$236,856	\$236,200	\$235,200	\$0	(\$1,000)	-0.4%
New Requests (see attached)			316,000	0	316,000	NEW
Total Expenditures	\$236,856	\$236,200	\$551,200	\$0	\$315,000	133.4%

Changes and Useful Information:

- **Personal Services** includes the full year impact of the a mid-year COLA received in FY2016.
- **Fringe Benefits** decrease is based on current staffing. Pension decrease is due to actuarial plan assumption changes.
- **Operating Contingency** represents the equivalent cost of a potential employee merit increase for FY2017.

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; administration of the County's petition process; and coordination with Federal, State, and local infrastructure management agencies.

Positions:

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Resource & Infrastructure Mgmt	0.7	0.7	0.7	0.7	0.7
Resource Manager	0.5	0.3	0.3	0.3	0.3
Engineer III	0.0	0.0	1.0	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
Part Time	0.0	0.0	0.0	0.1	0.1
Total Full Time Equivalent	2.3	2.1	3.1	3.2	3.2
Allocated to the Capital Project Fund	0.0	0.0	(1.0)	(1.0)	(1.0)
Net Cost to the Water & Sewer Fund	2.3	2.1	2.1	2.2	2.2

Objectives & Measurements:

	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>

Objective: to provide for the orderly expansion of community and multi-use water supply and sewerage systems in a manner consistent with the applicable county comprehensive plans.

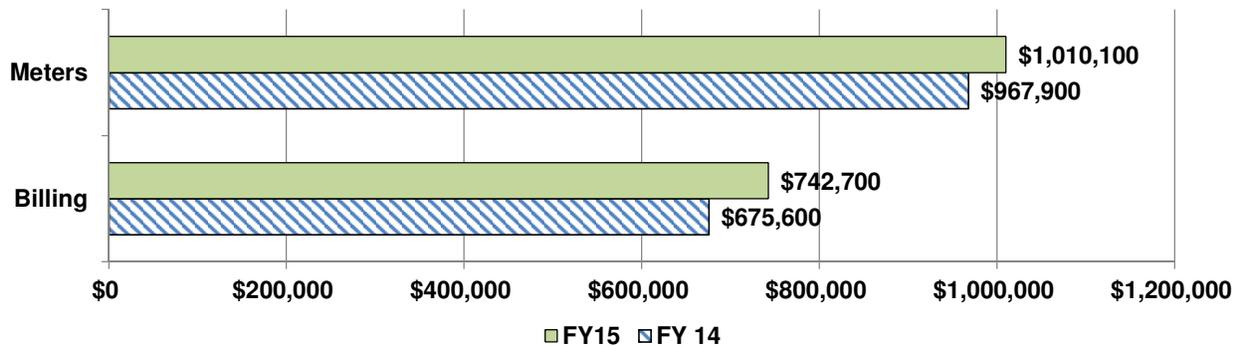
Approved Allocations	15	38	31	35	35
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Water & Sewer

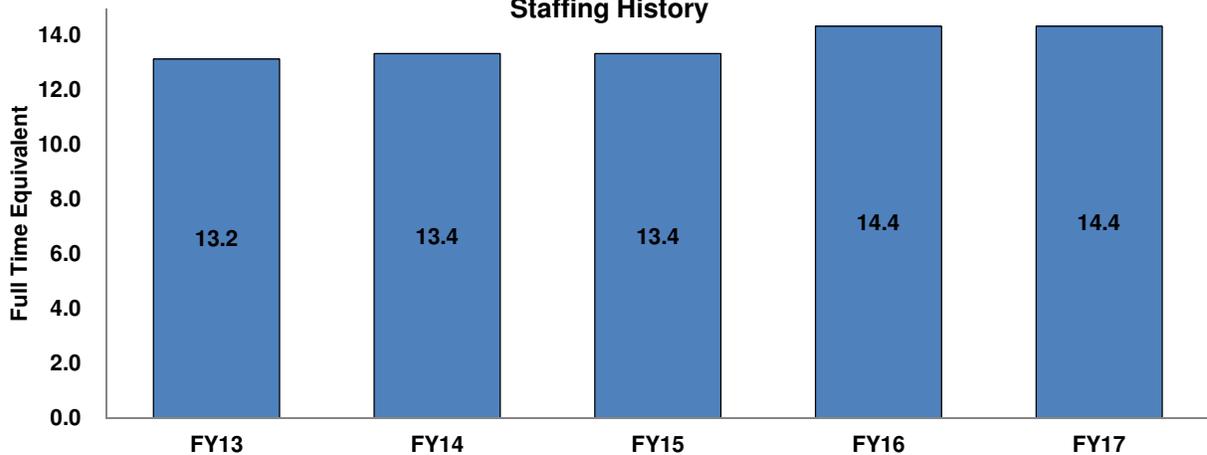
Departments: Fiscal & Administrative Services and Public Works - Utilities 30.04/25.60
Division \ Program: Billing & Meters Summary Fund: Enterprise
Program Administrator: David Eicholtz, Director of Fiscal & Administrative Services
 Bill Shreve, Director of Public Works

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Proposed	FY2017 Adopted	\$ Change FY2016	% Chg.
Personal Services	\$751,535	\$794,700	\$804,400	\$0	\$9,700	1.2%
Fringe Benefits	235,801	275,500	251,200	0	(24,300)	-8.8%
Operating Costs	186,694	201,200	250,900	0	49,700	24.7%
Operating Contingency	0	0	12,100	0	12,100	NEW
Debt Service	324,433	372,100	381,000	0	8,900	2.4%
Capital Outlay	0	0	0	0	0	-100%
Total Baseline	\$1,498,463	\$1,643,500	\$1,699,600	\$0	\$56,100	3.4%
New Requests	0	0	53,200	0	53,200	NEW
Total Expenditures	\$1,498,463	\$1,643,500	\$1,752,800	\$0	\$109,300	6.7%
Total Revenues	\$1,565,236	\$1,643,500	\$1,739,900	\$0	\$96,400	5.9%

Expenditure Summary



Staffing History



Positions by Program:

	FY13	FY14	FY15	FY16	FY17
Billing	7.1	7.3	7.3	8.3	8.3
Meters	6.1	6.1	6.1	6.1	6.1
Total Full Time Equivalent	13.2	13.4	13.4	14.4	14.4

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	FY2015	FY2016	FY2017	FY2017	\$ Change	%
	Actual	Adopted	Proposed	Adopted	FY2016	Chg.
Personal Services	\$382,823	\$410,400	\$414,000		\$3,600	0.9%
Fringe Benefits	119,059	140,000	137,500		(2,500)	-1.8%
Operating Costs	119,780	119,900	124,300		4,400	3.7%
Operating Contingency	0	0	8,300		8,300	NEW
Debt Service	0	5,300	5,400		100	1.9%
Total Baseline	\$621,662	\$675,600	\$689,500	\$0	\$13,900	2.1%
New Requests (see attached)			53,200		53,200	NEW
Total Expenditures	\$621,662	\$675,600	\$742,700	\$0	\$67,100	9.9%
Total Revenues	\$673,051	\$675,600	\$691,000	\$0	\$15,400	2.3%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** are based on current staffing. Pension decrease is due to actuarial plan assumption changes.
- The **Operating Costs** increase is for Postage \$4,000, Credit Card Processing of \$2,000, and minor adjustments in Auditing Fees \$300. These are offset by elimination of the Computer Allocation budget of (\$1,900) for computer equipment for the FY2016 approved position.
- **Operating Contingency** of \$8,300 represents the equivalent cost of a potential employee merit increase for FY2017.
- The **Debt Service** budget increase is to cover interest cost for bonds for the Treasury Office Area Renovation.

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	FY13	FY14	FY15	FY16	FY17
	FTE	FTE	FTE	FTE	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	5.0	5.0	6.0	6.0
Total Full Time Equivalent	7.1	7.3	7.3	8.3	8.3

Objectives & Measurements:

	FY13	FY14	FY15	FY16	FY17
	Actual	Actual	Actual	Projected	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	123,434	129,034	129,222	130,000	131,000
# of regular invoices	119,214	124,394	124,580	125,000	126,000
# of finals	4,220	4,640	4,642	4,700	4,725
# of customer accounts	29,160	29,733	31,606	32,100	32,600
% of ebilling customer accounts	n/a	n/a	3.61%	7%	10%
# of delinquent invoices per year	37,116	38,371	38,208	40,668	37,592
- % of total billed	30%	30%	30%	31%	29%
<i>Objective: To follow up on past due accounts/ improve collection efforts.</i>					
# of final notice letters	1,407	1,510	1,258	1,384	1,453
# of liens	512	429	320	277	290
# of liens released	599	478	381	497	320

Water & Sewer

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Proposed	FY2017 Adopted	\$ Change FY2016	% Chg.
Personal Services	\$368,712	\$384,300	\$390,400		\$6,100	1.6%
Fringe Benefits	116,742	135,500	113,700		(21,800)	-16.1%
Operating Costs	66,914	81,300	126,600		45,300	55.7%
Operating Contingency	0	0	3,800		3,800	NEW
Debt Service	324,433	366,800	375,600		8,800	2.4%
Total Expenditures	\$876,801	\$967,900	\$1,010,100	\$0	\$42,200	4.4%
Total Revenues	\$892,185	\$967,900	\$1,048,900	\$0	\$81,000	8.4%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** reflect current staffing. Pension decrease is due to actuarial plan assumption changes.
- **Operating Costs** increase is for Meter Replacements.
- **Operating Contingency** of \$2,900 represents the equivalent cost of a potential employee merit increase for FY2017.
- The **Debt Service** increase is to fund the full-year cost of the FY2015 lease.
- **Capital Outlay** was reduced to reflect FY 2013 one time purchases.

Description:

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

Positions:

<u>Title</u>	<u>FY13</u> <u>FTE</u>	<u>FY14</u> <u>FTE</u>	<u>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</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>FY15</u> <u>Actual</u>	<u>FY16</u> <u>Projected</u>	<u>FY17</u> <u>Estimated</u>
Objective: To have a system of meters less than 15 years old and to insure the accuracy and timeliness of readings.			
# of meters installed (new/replacement/change out program)	126	2,000	1,000

FY 2017 New Position Requests - Enterprise Funds

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

Planning & Growth Management

Resources & Infrastructure Management

Engineer II	July	0.8	14	\$45,800	\$16,100	\$9,900	\$71,800
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Position Split: 25% General Fund, 75% Water & Sewer Fund

New responsibilities in Water/Sewer Modeling and Engineering Analysis have added substantial workloads beyond the capacity of the current Engineer III position. An additional experienced engineer is needed to keep pace with the modeling, system analysis, and studies being managed by the division. This position helps the County make cost effective decisions on infrastructure improvements. The majority of the workload (75%) for the position will focus on assisting the Senior Infrastructure Engineer with Water and Sewer Studies and Project Management, Infrastructure Analysis, Research, and System Planning. The position will also be responsible for managing certain General Government Fund contracts for Roadway, Bridge, Drainage and Floodplain Analysis, Studies and Improvement Plans (25%). These additional responsibilities are necessary to develop a diligent infrastructure assessment program to assist Public Works in determining infrastructure priorities.

Part Time II		0.2		\$12,700	\$1,500	\$0	\$14,200
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Position Split: 50% General Fund, 50% Water & Sewer Fund

Continued assistance from Part Time Resource Planner is necessary to complete the Water and Sewer Plan work which includes final processing, public approval process as well as the MDE approval process. Continue to assist the Alternative Water Source Study Consultant with internal data research/data queries/staff assistance and coordination. Create new Water and Sewer Allocation Report Summaries for 2015 Calendar Year/Update Water and Sewer Capacity Management Reports for 2015/2016. Research various components of the County's Transportation Plan which includes policies, funding mechanisms, new standards and criteria for transportation elements, develop plan components, etc. This position would be more cost efficient than hiring consultant services due to institutional knowledge.

RIM Total		1.0		\$58,500	\$17,600	\$9,900	\$86,000
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Administration

Assistant Director	Sept	0.4	19	\$30,500	\$10,300	\$1,100	\$41,900
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Position Split: 40% General Fund, 30% Water & Sewer Fund, 20% Inspection Fund

PGM is a department of four divisions, over 70 fulltime personnel, and multiple third party companies providing contract services for plan review and inspection services. An Assistant Director position would afford the PGM Director the ability to focus more on administration of the department and to work on special projects assigned by the County Administrator and/or the County Commissioners which demand the PGM Director's direct participation. The Assistant Director position would be responsible for general administrative functions and services that are cross divisional lines with the Department. The proposed Assistant Director would assist with the management of the four PGM divisions, program direction, policy guidance and administrative oversight to managers, participate in the monitoring of the department's budget, provide high level project management of priorities and tasks assigned by the PGM Director.

Total - W/S PGM		1.4		\$89,000	\$27,900	\$11,000	\$127,900
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FY 2017 New Position Requests - Enterprise Funds

POSITION	HIRE	FTE	GRADE	SALARY	FRINGE	OPERATING	TOTAL
Department of Public Works - Utilities							
Office Associate III	July	1.0	7	\$30,100	\$13,900	\$0	\$44,000
<i>Position split: 30.25.71/72/76.97</i>							
<i>This position will provide administrative support to the Line Maintenance and Operations Superintendents, concentrating on INFOR Work Order Entry.</i>							
				SEWER COST:	\$14,500		
				MATTAWOMAN COST:	\$15,000		
				WATER COST:	\$14,500		
Equipment Technician I	Aug	1.0	7	\$32,800	\$16,500	\$5,700	\$55,000
<i>Position split: 30.25.72</i>							
<i>Maintenance Tech I to reduce work load at Mattawoman WWTP/Central region repair/PM duties. Initial duties will include Preventative Maintenance at Mattawoman, Hunters Brooke Well #1 and #2, Potomac Heights pump station and Pomonkey pump station. Current Equipment Maintenance staffing consist of a Tech I, Tech II and a Supervisor; with the quantity of equipment to maintain at the above mentioned sites this has resulted in difficulty with keeping PM's completed within the allotted time while backlogging completion of major equipment projects.</i>							
Line Maintenance Supervisor	July	1.0	12	\$52,200	\$21,800	\$9,100	\$83,100
<i>Position split: 30.25.71/76.53</i>							
<i>Needed for crew to help with getting work orders completed, system getting larger and older more work orders coming in then work can be done with just the crews that we have now.</i>							
				SEWER COST:	\$41,500		
				WATER COST:	\$41,600		
Equipment Operator III	July	2.0	8	\$76,600	\$37,200	\$3,000	\$116,800
<i>Position split: 30.25.71/76.53</i>							
<i>An a additional need for crews repairing of water and sewer mains . To make jobs more efficient so that equipment operators running Backhoe can continue digging when the dump truck needs to take away the spoils, the job is not shut down at that time.</i>							
				SEWER COST: \$	58,400		
				WATER COST: \$	58,400		
Total W/S DPW Utilities		5.0		\$191,700	\$89,400	\$17,800	\$298,900
	Total Sewer			\$114,400			
	Total Mattawoman			\$70,000			
	Total Water			\$114,500			
				\$298,900			
Water and Sewer Total		6.4		\$280,700	\$117,300	\$28,800	\$426,800

FY 2017 New Operating/Capital Request Request Greater than Baseline

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
Water and Sewer Fund					
<u>Fiscal Services</u>					
Customer Services - Billing	30.04.60.145.0503.000				
Increase in Indirect Cost Allocation		53,200	53,200	0	
<i>Increase in Indirect Cost Allocation to cover the Accounting Officer position. Due to the growing complexity of work that arises day-to-day, requesting an Accounting Officer position that will share responsibility in decisions that relate to the various areas found within the Accounting Division. This will enhance decision making authority and operational efficiency with the additional position in the chain of command.</i>					
Total Fiscal Services Water & Sewer		53,200	53,200	0	0
<u>Planning & Growth Management</u>					
Resource and Infrastructure	30.07.91.0503.000				
GIS Sewer System Mapping		30,000	30,000	0	
<i>The completion of GIS data of the County sewer systems is needed to analyze, model, and perform maintenance on the existing sewer infrastructure. This includes data gathering and input on certain infrastructure location points, sewer line depth, invert elevations, and pipe slopes and lengths on existing sewer lines.</i>					
Permanent Flow Monitoring		200,000	150,000	50,000	
<i>Based on the results of the Mattawoman Inflow and Infiltration Study, it was determined that the permanent Installation of sewer flow meters are necessary in strategic locations within the sewer collection systems. This initial phase will install 10 sewer flow meters to enable staff to monitor peak flows, perform analyses for planning purposes, and overflow prevention activities.</i>					
Total Planning & Growth Management Water & Sewer		230,000	180,000	50,000	0
Total Water & Sewer Fund		283,200	233,200	50,000	