



Charles County, Maryland

Budget Book

Adopted FY2020 Budget
July 1, 2019–June 30, 2020



CHARLES COUNTY COMMISSIONERS



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Charles County is a Code Home Rule County governed by a five-member Board of County Commissioners. The five Commissioners are elected at-large to four-year terms of office. The President is the only full-time position and may reside anywhere in the county. The other four Commissioners, who each represent a Commissioner District in which they must reside, are part-time.

Board Responsibilities

The Charles County Commissioners are responsible for:

- Raising revenues to fund the capital and operating budgets for County departments and agencies
- Providing for the public health, safety, and welfare of Charles County residents
- Adopting and updating the Land Use Plan and Zoning Ordinance and overseeing the development process
- Establishing, promulgating, and enforcing County rules, regulations, ordinances, policies, and procedures
- Appointing boards, commissions, and task forces to advise them and make recommendations
- Fulfilling the mission of Charles County Government and serving on various board and councils in the County, region and State

Regular Board Meetings

Meetings of the Charles County Board of Commissioners are scheduled each week and held in the Charles County Government Building. The Commissioners conduct quarterly Town Meetings to accommodate residents who may be unable to attend regularly scheduled meetings.

Meetings are aired live on Charles County's local government cable television stations Comcast channel 95 and Verizon channel 10 and rebroadcast during the week. A live streaming Internet video connection is also available on the Charles County Government website, <http://www.charlescountymd.gov/getconnected>, as well as, previously aired meetings.

Commissioner Appointed Boards, Committees, and Commissions

The Charles County Commissioners appoint more than 40 commissions, boards, committees, and workgroups, which advise them on topics ranging from land use and development to housing. Vacancy announcements are advertised through the local news media and on <http://www.charlescountymd.gov/commissioners/boards>.

FORMAT OF THE BUDGET DOCUMENT

The front of the budget book is designed to provide an overview of the entire County including:

Board of Commissioners,	Fund structure & description,
Budget Message to the Citizens,	Budget process,
Commissioner's Goals & Objectives,	Summary of all adopted budgets and,
Financial & Operational Policies,	Estimated changes in the fund balance.

The front area also contains a section titled **General, Economic, & Statistical** information. This section provides the reader with general information including the County's history, form of government, organizational chart, location, public schools, parks & recreation, attractions, cultural arts, property values & tax rates, employment, major employers, income, demographics, information on construction activity, etc.

The Budget Document is then divided into three main sections:

Operating Budget

The operating budget is separated into the following units:

- **General Fund** (accounts for resources traditionally associated with government services),
- **Enterprise Funds** (primarily funded by service fees directly associated with the operation),
- **Other Governmental Funds** (Special Revenue funds which are legally restricted or formally designated for a particular purpose and the Debt Service fund which is used to account for the annual payment of long-term debt which have a specific or legally binding revenue source).

Each of these units includes a description of the fund, the operating revenues, and trends/assumptions used to develop the budget. A summary of revenues and expenditures is provided. Detailed budget information for each operating fund is reported by Department and Division including: budgeted amounts, personnel summary, description, and objectives & measurements. A comprehensive **Personnel** listing and **Vehicle & Equipment** listing of all funds is also provided.

Capital Budget

This section contains a summary of planned capital projects and cost estimates for the FY20-FY24 **Capital Improvement Program**. A description of the fund, revenues, and trends & assumptions used to develop the budget are covered. The operating impact of the Capital program on the operating budgets is discussed and is quantified in a cumulative summary. Detailed information for each project is provided and includes: project title, department managing the project, project number if applicable, revenue and expenses by classification for each of the five years including any prior appropriations, and the operating budget impact or budget savings of the project. Also included is the project description and justification, and location. This section concludes with a three year historical perspective on the CIP and the operating budget of in-house costs that are allocated out to the various projects.

Financial Planning

This section begins by reinforcing the connection between the capital and operating budgets and how this information is used to develop the County's **Five Year Plans**. Plans are developed for the General Fund, Water & Sewer Operations, Solid Waste, Environmental Services, and Watershed Protection and Restoration Operations. Trends and Assumptions used to develop these models are discussed and include the County's Debt Affordability calculation. This section also provides **Financial Indicators** which provide a historical perspective on the County's financial position. A unit on the County's **Debt Service** information is included as it is used in assisting the County to plan for the future. A schedule is provided on the County's current and future debt obligations. These figures are incorporated into the County's operating budget and the future cost of these debt obligations is incorporated into the County's Five Year Plans.

A **Glossary** and **Index** are included in the back of this budget document.

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CHARLES COUNTY GOVERNMENT
Office of the County Administrator

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County Administrator

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August 7, 2019

Dear Charles County Residents:

I am pleased to present the Charles County Government fiscal 2020 adopted budget (July 1, 2019- June 30, 2020). This budget document presents detailed information about the adopted operating and capital budgets, in direct alignment with our mission statement to provide residents with the highest quality services, in an open and accessible format that demonstrates the county's fiscal responsibility.

Each year, the budget process begins with the development of revenue projections. Projections provide an estimate of the amount of money that is available to pay for the services that the county provides. In April, I proposed a budget that distributes revenues among several county priorities, including education, public safety, transportation, community services, parks, and many other services. The Board of County Commissioners discussed and made changes to the proposed budget in a series of meetings and work sessions held during April and May. The adopted budget balances revenues with expenditures and specifically delineates how the money will be spent. It should ideally reflect the values of the community and the programs and initiatives that matter most to its residents.

The fiscal 2020 General Fund Operating budget, adopted at \$425.1 million, increased by \$20.4 million from the fiscal 2019 adopted budget. Approximately 75 percent of that amount is designated for spending on public education, Sheriff's Office, and emergency services which continue to be our top priorities. The fiscal 2020 budget was adopted without raising property tax or income tax rates. The budget for all funds combined is \$711 million.

Budget Highlights

General Fund Operations:

Our largest operating budget is the General Fund. The fiscal 2020 General Fund budget was adopted at \$425,097,500, an increase of 5.1 percent compared to the fiscal 2019 adopted budget. The county property tax rate was held constant at \$1.141 per \$100 of assessed value and \$0.064 per \$100 of assessed value for the Fire and Rescue Tax, for a total local property tax rate of \$1.205. The local portion of the state income tax rate was also held constant at 3.03 percent of the state liability.

Property Taxes will generate \$9.1 million in additional tax revenue over the prior fiscal year. Total estimated property tax revenue is \$235 million, which represents 55 percent of the General Fund. The second largest source of revenue, **Income Tax**, will generate \$6.4 million in additional tax revenue, which is 5 percent greater than the fiscal 2019 adopted budget. Total estimated income tax revenue is \$134 million, which represents 32 percent of the General Fund. Various revenue sources comprise the remaining 13 percent of the General Fund and include the use of fund balance for one-time costs.

Our largest budget priority is public education. The Board of County Commissioners allocated \$192 million to the **Board of Education**, an increase of \$10.1 million from fiscal 2019. The total amount of funding is \$8.5 million more than the Maintenance of Effort level required by law. This additional investment will fund the opening of Billingsley Elementary School, a step increase, and other enhanced employee compensation measures to support staff recruitment and retention. The county's commitment to public education has continued to deliver positive results, as Charles County Public Schools' 2018 student graduation rate was 94.5 percent-- the sixth highest in the state.

The Board of County Commissioners allocated \$94.7 million to the **Sheriff's Office** and related public safety functions, an increase of 4.9 percent from fiscal 2019. Additional funds will support increased compensation for employees, capital/equipment purchases, authorization to hire two new school resource officers, and additional

staffing for the forensic science unit. Our steady and consistent investment in public safety has reduced crime and ensured a safer community for everyone who works, lives, and visits here.

Other highlights include increased compensation for County Government employees, hiring for additional paramedics/EMT's and dispatchers, a youth summer jobs program with the Tri-County Council, and funding for a new community center at Billingsley Elementary School. The State's Attorney's Office received authorization to hire two additional attorneys. Funding was also designated for the development of the Velocity Center Office in Indian Head, and to support the County Commissioner's conservation initiatives. The additional funds are strategically targeted to make investments in areas that support the Commissioners' goals and objectives, which include economic development, institutional governance and policy, environment, education, and quality-of-life initiatives.

Capital Project Budget:

The Capital Budget is based on a five-year program that provides for multi-year project development while ensuring that projects can be afforded within the county's debt capacity. This framework is important for meeting the county's goal to maintain and enhance its infrastructure. Although these project budgets are adopted on an annual basis, there is significant long-range planning that takes place before approval. The county continues to exercise sound fiscal judgment by adhering to its policy of spending within the debt affordability limit and prioritizing the many requests for capital projects. The county was rewarded for its fiscal discipline as the county maintained its current AAA rating from Standard & Poor's, Fitch, and Moody's in fiscal 2019. Bond ratings directly affect the interest rate received on borrowed funds in support of the capital improvement program.

The fiscal 2020-2024 Capital Improvement Program (CIP) provides for \$546.3 million in funding from a combination of sources so that the infrastructure for schools, roads, parks, water and sewer, and public buildings can be constructed. CIP funding is distributed to the following priorities:

- \$151.1 million for public school projects
- \$180.9 million for water and sewer projects
- \$62.3 million for environmental and stormwater management projects
- \$20.0 million for College of Southern Maryland projects
- \$35.5 million for transportation and road projects
- \$96.5 million for other infrastructure and capital projects

The capital investment in education is evident with \$171.1 million of state and county funds appropriated for public schools and college facilities. The county continues to support the Board of Education's priority requests for major renovation of older schools, full-day kindergarten additions, maintenance of existing schools, and future renovation projects, as well as funding additional security enhancements within schools. The College of Southern Maryland received funding to construct their new Healthcare Training Facility. The training facility will be centrally located to the tri-county area to provide learning space specifically designed for allied health. Other highlights include preservation and protection of county land through various programs such as rural legacy, agricultural preservation, and purchase of development rights. Funding is also designated to construct a new Charles County Animal Shelter, relocate the La Plata Library, upgrade the radio communication system, enhance parks, and make safety improvements to our county drainage systems and roadways.

Enterprise Fund Operations:

County Government provides many services and facilities that are funded by a customer user fee, such as water and/or sewer, landfill, recycling, stormwater management, building inspection, and recreational programs. Because these operations generate revenue to pay for associated costs, like a business, the revenues are designated separately into enterprise funds. A comprehensive budget review is completed annually to ensure the various fees and charges can support these operations. Various program fee increases have been enacted to offset the cost of inflation for services that are delivered.

The largest enterprise fund is water and sewer operations. This fund has an operating budget of \$39.6 million. The user fee rates for the average household increased by approximately 12.1 percent and continues to rank in the lower half of surrounding jurisdictions. The fee increase will help keep the fund fiscally sound and continue to support the programs and operating costs associated with providing safe and reliable water and sewer services.

The second largest enterprise fund is for landfill operations, which is located off Billingsley Road. The landfill has an operating budget of \$9.6 million and maintains a tipping fee rate of \$75 per ton to support county landfill expansion. Residents may also purchase tag-a-bag tickets for \$2.25 and deposit the bags at the landfill or transfer stations in lieu of contracting with a trash service provider. The Environmental Service Fee Fund was approved for \$7 million. The fee of \$119 per improved property tax account will support recycling efforts throughout the county and serve approximately 47,700 households for curbside recycling. The county is proud to have achieved a 50 percent waste diversion, due to the residents' recycling participation. The stormwater remediation fee of \$78 per improved property tax account is used to address the county's stormwater management permit associated with the federal Clean Water Act.

Other Goals

Economic Development

For fiscal 2020, the Economic Development Department (EDD) budget priorities remain focused on the execution of the department's five-year strategic plan adopted in June 2016. The department's priorities, initiatives, and on-going work have been and will continue to be benchmarked to the strategic plan's recommendations, in keeping with Charles County Government's leadership philosophy, core values, and High Performance Organization model. Additionally, the newly seated Charles County Board of Commissioners established new goals and objectives after taking office in 2019, and going into fiscal 2020, the EDD has aligned those goals with the five-year strategic plan recommendations, target industries, and initiatives.

In fiscal 2020, EDD will conduct a mid-term update of the strategic plan to track progress and ensure that identified target industries and plan recommendations remain consistent with current economic conditions in the county and region. The strategic plan report—entitled “A Proactive Approach to Shaping the Economic Future of Charles County, Maryland”—includes an assessment of the county's competitive position for economic development; recommended target industries for business attraction and retention; and 18 specific, implementable recommendations to make the county a more desirable business location. Those recommendations fall into three general categories for policy changes and investments that should be made to: 1) strengthen the county's product (“Enhance the Product”); 2) improve economic service delivery (“Execute Effectively”); and 3) tactics to better market the region (“Tell the Story”). The consultant who developed the plan in 2016 will review progress and assess current economic conditions to gauge the effect so far of the department's activities and programs in the last three years and recommend adjustments, recalibration, and enhancements to better leverage opportunities. The goal is to enhance the county's competitive position as a desirable community for establishing, growing, or relocating a business. Commercial investment in the community creates jobs for resident and increases the commercial tax base.

Enhance the Product

EDD's redevelopment division will continue to focus on the gateways into Charles County. The Waldorf Station project on U.S. Route 301 at the Charles County/ Prince George's County line is a transformational, mixed-use redevelopment that will become a destination for lifestyle and upscale activity. Advocating for and supporting this project is a priority for the redevelopment team in accordance with the five-year strategic plan. Construction on the mixed-use Waldorf Station project is projected to start in fiscal 2020.

The Maryland Airport was purchased in early 2019 by PSM Holdings for \$2.4 million, with the expressed intentions of completing the planned runway extension and making other significant improvements to airport infrastructure. Approximately 600 acres of land surrounding the airport are currently the subject of rezoning from the Watershed Conservation District to commercial zoning.

Redevelopment in the Town of Indian Head continues to be a top EDD priority. At the end of fiscal 2019, the Energetics Technology Center (ETC) completed and delivered a plan, commissioned by EDD, to leverage assets at the Naval Support Facility Indian Head to invigorate economic activity in the Town of Indian Head. The plan addresses work at the base's largest tenant, Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technical Division (NSWC IHEODTD). Specific initiatives include creating new programs for the intelligence community, proximity clauses for contracts, developing secure meeting space in the Town, and leveraging NSWC IHEODTD technologies of interest for public safety and first responder training. EDD will initiate

programs to begin implementation of the plan in fiscal 2020, working with appropriate stakeholders and partners in the Town and at the Base.

Execute Effectively

Retention/expansion activities continue to be a priority in fiscal 2020, and EDD will complete the first Charles County Economic Development Department Business Retention and Expansion outreach program. The objective of the program is to identify challenges that face local businesses so that the department can proactively assist by working to remove barriers to investment and growth and to develop long range economic development programs to support existing businesses.

In fiscal 2019, EDD's Business Retention and Expansion (BRE) team interviewed 60 local businesses with a special focus on those in designated target industries—and compiled interview data for analysis. In fiscal 2020, the BRE team will deliver a final report summarizing the findings of the surveys and presenting recommendations for new programs that will address the most commonly identified challenges to business growth in Charles County. EDD staff will work with partners such as the Small Business Development Center (SBDC), other county departments, and workforce development organizations to enhance services to businesses and open channels of communication with the business community to ensure that more local employers know the services and resources available through EDD and business services partners.

EDD continues to oversee the Small Local Business Enterprise (SLBE) and Minority Business Enterprise (MBE) programs that ensure equitable opportunities in county procurements. In fiscal 2020, EDD will work with the Department of Fiscal and Administrative Services to revise legislation related to the SLBE program ensuring that it is implemented as intended. The MBE program will also be better embraced to enhance enforcement of MBE participation in county procurement.

International trade is a County Commissioner goal. In fiscal 2019, EDD held an international trade seminar to introduce local businesses to exporting as a tool for expansion. This work will continue in fiscal 2020 as the department develops relationships overseas, especially on the continent of Africa to create international trade opportunities and attract foreign direct investment.

Attraction programs planned for fiscal 2020 include continued lead generation outreach via direct engagement and multi-media advertising.

Throughout fiscal 2020, the department's Agriculture Business Development Manager will continue to support local agricultural industries by promoting local farms and farmers markets and working to enhance and encourage all ag-related industries. Top priorities include working with the Department of Planning and Growth Management to address regulatory framework for agricultural businesses and farms and ongoing marketing and promotion of agriculture businesses and local offerings.

Tell the Story

Creating awareness of the county as a desirable business location – both regionally and nationally – is an ongoing goal of the Economic Development Department's marketing program. Marketing efforts allow us to "Tell the Story" of Charles County's assets as a business location, spotlighting the close proximity to Washington, D.C.; talented workforce; and lower cost of doing business.

Marketing activity for fiscal 2020 will include a continuation of established programs that have been developed and refined in the last few years. Those efforts include continued social media engagement; website content updates; local, regional, and national advertising; monthly e-news; news releases; and public relations outreach. The department will also continue advertising in the Washington, D.C. Metro area through digital advertising and appropriate print outlets such as the Washington Business Journal. New "testimonial" ads will feature County business owners and entrepreneurs with the theme, "Meet Charles County."

A focus on workforce — as the result of the county's workforce study — will be developed to help connect county residents who commute and work outside of the county with local employment opportunities.

EDD conducted a retail assessment in fiscal 2019 that identified target retailers with location criteria compatible to the Charles County Market. The department has initiated and will continue to conduct active outreach to these target retailers – including restaurants – to attract them to the county's commercial centers. Staff will also attend conferences and trade shows to build relationships and leverage business attraction opportunities.

Planning and Growth Management

Restoration and compliance efforts continue under the county's the National Pollutant Discharge Elimination System (NDPES) Municipal Separate Storm Sewer System (MS4) permit in accordance with the program's approved Financial Accountability Plan (FAP). Program funding supports permit administration, meeting watershed planning and water quality monitoring requirements under the permit, and education and outreach efforts. Working towards compliance with waste load allocation requirements, meeting our Watershed Implementation Plan (WIP) goals, and achieving improved water quality for the Chesapeake Bay and its tributaries remains a priority for the county.

The county will also continue to work on various rural land conservation programs by using both county and state funds to purchase conservation easements on productive farm and forest land throughout the county. Highlights from fiscal 2019 include the Zekiah Watershed Rural Legacy Area whereby the county received a grant of \$1,846,700 from the state and contributed \$500,000 in county funding to purchase conservation easements in the Zekiah Watershed. Additionally, the county contributed \$1.3 million to the Maryland Agricultural Land Preservation Foundation, which leveraged another \$2 million to purchase conservation easements on 1,424 acres of productive farm and forest land. The county's Purchase of Development Rights Program has been funded once again for fiscal 2020 and is expected to purchase and retire approximately 150 transferrable development rights during the upcoming fiscal year. In January 2019, the County Commissioners joined the Department of Navy's Multi-Year Encroachment Protection Agreement which allows the county to participate in the United States Department of Defense Readiness and Environmental Protection Integration (REPI) Program. This partnership enables the county to leverage REPI funding to purchase conservation easements near military installations. In fiscal 2020, the County allocated \$460,000 to leverage REPI funding.

The Department of Planning and Growth Management will continue to work on improvements to the historic villages of Benedict, Hughesville, and Port Tobacco, as well as identify and protect historic and archaeological resources through development review, enhancement projects, and community outreach.

Conclusion

As County Administrator, I believe the future prosperity of the county depends on a solid foundation of education, public safety, economic development, enhanced infrastructure, effective and efficient government, comprehensive planning, and environmental awareness. Achievement of our goals in these major areas will enable the county to prosper and thrive. I am proud of our efforts which reinforce that Charles County continues to be a great place to live and work.

I particularly appreciate the hard work and dedication of all our county employees and the unwavering commitment of the Board of County Commissioners. Without their effort and the pride they take in their work, the county could not reach the goals that have been set. Most of all, I thank you, our residents, for your interest, support, and understanding. With our community and government working together, we can ensure the priorities and goals that matter to you most are achieved.

Very truly,



Mark Belton
County Administrator

COMMISSIONERS GOALS AND OBJECTIVES

On February 26, 2019, the Commissioners and County Administrator met to collaborate and brainstorm on overarching goals needed to drive their strategic agenda for Charles County Government; five were created for the 2019-2021 strategic plan. Charles County Commissioners will use the strategic plan to guide their vision of “providing its citizens the highest quality of service.”

The five overarching goals are in alignment with the Commissioners’ strong commitment to the mission, vision, and values of Charles County. The goals established were: Economic Development and Supportive Services, Institutional Governance and Policy, Environment, Education, and Quality of Life.

On April 2, 2019, the Board of Commissioners approved the framework for the 2019-2021 Goals and Objectives. The Directors, County Administrator and Deputy County Administrator will come together and establish the objectives that will support these goals. The goals and objectives will thread the vision and mission to provide Charles County citizens with the highest quality of services.

The Commissioners recognize that the goals are meant to guide Charles County Government and take into consideration the need to adapt to unforeseen shifts in industries, legislation and the world. The Commissioners are committed to annually reviewing the goals and objectives and updating if necessary.

1) Economic Development & Supportive Services

- Commercial Development
 - ✓ International Trade
 - ✓ Commercial Tax Base Expansion
 - ✓ Business Attraction
 - ✓ Opportunity Zone Enhancements

- Industry Diversification
 - ✓ Research & Development
 - ✓ Sustainable Natural Resource Based Industries
 - ✓ Tourism
 - ✓ Entertainment Industry

- Infrastructure / Services
 - ✓ Broadband Access
 - ✓ Water & Sewer
 - ✓ Transportation Network
 - ✓ Workforce Development
 - ✓ Business Support

COMMISSIONERS GOALS AND OBJECTIVES

2) Institutional Governance & Policy

- Operational Excellence
 - ✓ Smart City / County Concept
 - ✓ Streamline Services / Comprehensive Zoning Review
 - ✓ Diversity / Cultural Competency
 - ✓ County Branding (Image/Identity)
 - ✓ Employee Engagement
 - ✓ Citizen Engagement
 - ✓ Automated Technology / Cyber Security
 - ✓ Equitable Program Funding
 - ✓ Information & Data Programing
 - ✓ Form of Government from Code Home Rule to Charter

- Public Policy
 - ✓ Legislation
 - ✓ Governance Leadership
 - ✓ Resource Stewardship
 - o Asset Management
 - o Fiscal Responsibility
 - ✓ Buy Local (Minority Business Enterprise)

3) Environment

- Conservation Programs
 - ✓ Forest Conservation
 - ✓ Agriculture Land Preservation
 - ✓ Rural Legacy
 - ✓ REPI (Aquaculture, Agriculture, Forest)
 - ✓ Transferable Development Rights (TDR)
 - ✓ Climate Change Best Management Practices

- Natural Resource Management
 - ✓ Expand Solar Energy
 - ✓ Provide Incentives
 - ✓ Rainwater Collection
 - ✓ Expand Commercial Recycling
 - ✓ Reduce Impervious Surface

- Environmental Management
 - ✓ Wastewater Treatment
 - ✓ Clean Water Supply
 - ✓ Storm Water Management

COMMISSIONERS GOALS AND OBJECTIVES

4) Education

- Board of Education
 - ✓ Funding
 - ✓ Formal Collaboration (Board of Education & Board of Commissioners)
- Education Advisory Board/Committee
- Workforce Development
 - ✓ College of Southern Maryland
 - ✓ Tri-County Council
- Human Resource Development (County)

5) Quality of Life

- Public Safety
 - ✓ Collaboration (Sheriff's Dept./Fire/EMS)
- Healthcare
 - ✓ Accessible & Affordable Healthcare
 - ✓ Collaborate with Non-profits
 - ✓ Collaborate with Health Department
 - o Opioid Prevention, Treatment, Enforcement
- Recreation & Entertainment
 - ✓ Parks & Amenities
 - ✓ Stadium
 - ✓ Agritourism
 - ✓ Waterway Recreation
 - ✓ Festivals
 - ✓ Marshall Hall Park
- Affordable/Workforce Housing
 - ✓ Housing Authority Committee
 - ✓ Equitable Housing

FINANCIAL POLICIES

Charles County's financial policies compiled below set forth the basic framework for the overall fiscal management of the County and are used in the development of the annual budget. These policies are built upon the County's Mission Statement to provide our citizens the highest quality service possible in a timely, efficient, and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning, and have an appropriate managerial organization tempered by fiscal responsibility.

FINANCIAL PLANNING POLICIES:

1. The County will adopt a balanced budget on a per fund basis. A balanced budget in the public sector is achieved when the government has enough fiscal discipline to be able to equate the revenues with the expenditures over a fiscal year. In other words, a budget is balanced if its income is equal to its expenditure. A balanced budget is required for all funds with the exception of the Fiduciary Fund (Pension and OPEB Trust Funds), which accounts for assets and liabilities for employee pension and other post-employment benefits. Operating budgets are balanced by adjusting revenues and expenditures, and in some cases to a limited degree, the use of prior year surpluses. Fiduciary Funds are not subject to a budgetary process, however, they can be found in the County's Audited Financial Statements.
2. Review and approve long-range financial plans for operating and capital budgets for all major funds. By establishing long-range plans, the County measures the fiscal impact of today's decisions on tomorrow's outcomes. Long-range financial plans include cash reserves for future capital investments.
3. An annual report on the financial condition of the County using established benchmarks and criteria will be researched, prepared, and published in the annual Budget Book.
4. Annually, a five-year Capital Improvement Program will be developed, analyzing all anticipated capital project budgets by year and identifying associated funding sources.

INVESTMENT POLICY:

The Joint Statement of Investment Policies and Accounting Procedures and Internal Controls for Investments was adopted in January 1995 and last amended in July 2015.

1. The County maintains an investment pool that is available to all funds except the Pension Trust Fund, which holds investments separate from other County funds.
 - a. With the Exception of the Pension Trust Fund, the County may invest only in the following types of investments: U.S. Treasury Bills, U.S. Treasury Notes or Bonds, Certificates of Deposit (CDs), Repurchase Agreements- fully secured by the United States Government Securities, Local Government Investment Pool, Daily Sweep Account, Commercial Paper, Money Market and obligations that a federal agency or instrumentality has issued in accordance with an act of the United States Congress.
 - b. Contractually, the County's Pension Trust investment managers are restricted to investments that are recommended to and approved by the board of County Commissioners within the established asset allocation policy.

FINANCIAL POLICIES

DEBT POLICIES:

The annotated Code of Maryland, Section 19-207 of the Local Government Article requires that each local government unit shall adopt by resolution, motion, or ordinance a local debt policy. The County Commissioners adopted the Debt Policy on September 22, 2009 and was last amended on January 23, 2018.

AUTHORITY TO ISSUE DEBT:

1. The County may only issue general obligation and revenue bonds under authority conferred by the Maryland General Assembly. As a Code Home Rule county, the County may also authorize the issuance of general obligation and revenue bonds by a public local law enacted by the County Commissioners. There are no statutory limits on the amount of general obligation or revenue bonds that may be authorized by the County Commissioners. The County may refund any of its outstanding general obligation or revenue bonds under the authority of Chapter 825 of the Laws of Maryland of 1977, now codified as Section 19-207 of the Local Government Article. No referendum is required.
2. The County may issue economic development revenue bonds under State law which provides that such bonds shall not constitute indebtedness or charge against the general credit or taxing power of the County. In addition, the County may participate in State loans for school and highway construction, which is secured solely by the County's portion of certain State-shared revenues.
3. Pursuant to Section 20-804 of the Local Government Article of the Annotated Code of Maryland, the County may issue bonds necessary to finance the cost incurred to construct new capacity for public school facilities within Charles County. The debt service on these bonds is paid for by a special tax assessment (excise tax) on new home starts after June 30, 2003, payable over a 10-year period.
4. The County is authorized to issue general obligation bonds to finance water systems, sewerage systems, solid waste disposal systems and solid waste acceptance systems in the Waldorf Special Taxing District One, the Mattawoman Special Taxing District Number 2 and Special Taxing District Number Three. The three special taxing districts are authorized to levy charges, assessments and taxes to pay the debt service on bonds previously issued by the respective districts and bonds issued by the County after their creation in 1976. The County expects to pay debt service on its water and sewerage debt from special assessments, connection fees, charges for the upkeep of water and or sewer, and sewer service charges pertaining to the respective systems for which the indebtedness was incurred. If required at any time to pay debt service on water and sewerage debt incurred to finance water and sewer facilities in a particular special taxing district, the County is authorized to levy a tax on the assessable property in the special taxing district. If for any reason any such levy should prove inadequate, the County is authorized to levy a tax on the assessable property throughout the County in order to raise the required funds to pay such debt service. The principal amount of outstanding bonds relating to such improvements in any special taxing district cannot exceed 10% of the total value of the property assessed by County taxation purposes.

DEBT ISSUE GUIDELINES:

The County will use the following guidelines when issuing debt:

1. Long-term borrowing will not be used to finance current operations or normal maintenance.
2. All debt issued, including lease purchases, will be repaid within a period not to exceed the useful life of the asset or the improvement financed by the debt.
3. The County will maintain its General Fund debt service payments excluding lease payments at a level not to exceed eight percent of the General Fund operating revenues.
4. In an effort to provide critical capital projects, while simultaneously keeping debt issuances to a minimum, the County will monitor the fund balance of the General Fund for the purpose of utilizing any excess for pay-as-you-go funding for the Capital Improvement Program (CIP).
5. The County will seek to maintain and, if possible, improve our current bond rating in order to minimize borrowing costs and preserve access to credit.
6. General Obligation debt issuance will be managed on an annual basis to match funds to the CIP cashflow requirements.
7. The County will analyze market conditions prior to debt issuance to determine the most advantageous average life.

FINANCIAL POLICIES

8. The County will attempt to repay debt using a level principal repayment structure.
9. The County maintains an investment pool that is available to all funds except the Pension Trust Funds which holds investments separate from other County funds. With the exception of the Pension Trust Funds, the County Treasurer may invest only in the following types of investments: U.S. Treasury Bills, U.S. Treasury Notes or Bonds, Certificates of Deposit (CDs), Repurchase Agreements – fully secured by the United States Governments Securities, Local Government Investment Pool, Daily Sweep Account, and obligations that a federal agency or instrumentality has issued in accordance with an act of the United States Congress.
10. Contractually, the County's Pension Trust investment managers are restricted to investments that are recommended to and approved by the Board of County Commissioners within the established asset allocation policy.

DEBT CAPACITY:

The County's debt capacity shall be maintained within the following primary goals:

1. The five-year financial plan will help determine the amount of bonded debt that can be issued while maintaining a level that does not exceed an eight percent debt service ratio to the General Fund operating revenue budget.
2. The annual review of the Capital Improvement Program (CIP) will identify projects that are eligible for long term debt financing.
3. The adopted CIP will closely match the debt that is affordable as calculated by the annual update of the five-year financial plan.
4. The General Fund debt service excluding capital leases will not exceed eight percent of the operating budget.

The annual debt issuance guidelines encompass all traditional County infrastructure projects (e.g. public safety facilities, schools, libraries, equipment, transportation, etc.). Not included in the annual debt issuance calculations are issuances for projects supported by a specific revenue source. Also not included in the guidelines are bonds issued in accordance with the tax increment financing (TIF) policy. When appropriate, these debt offerings will be factored into the overall debt ratios and financial condition of the County.

REVENUE POLICIES:

1. Estimation of revenue receipts shall be realistic and attainable both in the determination of fund balance generation in the current fiscal year and in the estimated receipts for the following year. Where judgment is required, conservatism shall be the rule.
2. The Commissioners review all user fees and charges annually. The review will include changes to existing fees and charges and approval of new fees and charges.
3. The County's goal for Enterprise funds is to establish rates that provide for self-sufficiency. During the Budget Process, a review of all programs that operate on an enterprise fund basis is prepared to ensure that revenues for such programs continue in a self-supporting nature. By doing so, the Commissioners relieve the pressure of funding such programs on the general taxpayer. Major programs include Water & Sewer, Landfill, Environmental Services, Recreation, Watershed Restoration & Protection Program, and Developer Inspection & Review.
4. Grant funding will be considered to leverage County funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs. Programs financed with grant monies will mainly be budgeted in Special Revenue funds. The programs will be adjusted to reflect the level of funding available.

FINANCIAL POLICIES

FUND BALANCE POLICY:

The County Commissioners adopted the following policy on March 9, 2010 in order to manage the County's financial resources by establishing a fund balance policy for its General Fund operation. The policy was reviewed by the Commissioners on May 30, 2014 with no changes. This policy will ensure the County maintains a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unexpected one-time expenditures. The policy will be reviewed on an annual basis during the budget process.

1. General Fund: The fund balance range for the General Fund shall not be less than 8% and not more than 15% of the total budgeted operating revenues of the General Fund budget.
2. Water and Sewer Enterprise Fund: The fund balance range for the Water and Sewer Operating Budget shall not be less than 30 days and not more than 120 days of the total budgeted operating expenses of the Utilities Operating Fund.

SURPLUS:

When there is a surplus (in excess of 15% of the General Fund Budget), those funds are to be designated or appropriated during the next fiscal year for the following purposes in order of priority:

1. Eliminate shortfalls in related funds. 1.) Any General Fund surplus shall be transferred to cover shortfalls within the Special Revenue Funds. 2.) Any Water and Sewer Operating Budget surplus shall be reserved for one-time capital needs.
2. Reduction or avoidance of debt. If there is short-term debt within the fund the surplus may be applied to reduce or eliminate the debt if financial analysis proves this to be advantageous for the County. If a borrowing is scheduled, the surplus may be used to reduce the principal amount the County needs to obtain if financial analysis proves this to be advantageous for the County.
3. Applied to capital outlay purchases. Surplus funds may be used to supplement or enhance equipment or capital replacements.
4. One-time capital needs. Since a surplus does not represent a recurring source of revenue it should not be used to fund a recurring expense; however, if a one-time capital project expenditure has been identified, but not already funded through an appropriation, the surplus may be appropriated for this use.
5. Tax, fee, or rate stabilization. Surplus funds may be designated for stabilization in order to avoid raising taxes, fees, or rates related to the fund in subsequent years.

SHORTFALL:

If it is determined there is a shortfall (an amount below the lower limit of the fund balance range), the fund balance is to be rebuilt through the following mechanisms in order of priority:

1. Distribution of surplus from other related funds as delineated under "Surplus" category.
2. An appropriation during the next three annual budget cycles of at least 20% of the shortfall for the purpose of restoring fund balance to the 8% floor. If this is financially unfeasible, a written plan shall be forwarded by the County Administrator to the Board of County Commissioners for approval in order to restore the fund balance to an amount within the range within the specified time frame. This plan may require reduction of services, increases in taxes, fees, or rates, or some combination thereof.

FINANCIAL POLICIES

EXPENDITURE POLICIES:

1. The Operating Budgets shall be balanced in total with any excess being held in a contingency in the individual fund.
2. A contingency reserve is approved in the General Fund operating budget during the budget process to reduce the pressure on Fund Balance appropriations for emergencies or revenue shortfalls.
3. The Operating Budget is adopted at the fund level. Each department and division prepares its own budget based on Budget Staff recommendations for review with the Budget Staff and County Administrator and final approval by the Board of County Commissioners. Current budget processing guidelines require that departments request any enhancements separately from the baseline budget. Enhancements would be identified as funding requested for a new program offering or new staff.
4. The budget process is intended to weigh all competing request for County resources, within expected fiscal constraints. Requests for new, ongoing programs made outside of the budget process will be discouraged.
5. The budget is approved in the form of a resolution after the Commissioners have held an advertised public hearing. During the year, it is the responsibility of the Chief of Budget to administer the budget.
6. Budgetary Control is maintained by employing the use of encumbrances to control the expenditure of appropriations.
7. Unless otherwise provided by public general law, all unexpended and unencumbered appropriations in the current operating expense budget remaining at the end of the fiscal year shall lapse into the fund balance account.
8. The Personnel Policy and Procedure Manual was last revised on December 1, 2018. This manual addresses employee compensations as follows:
 - Grade and Salary Structure: It will be the duty of the Director of Human Resources to maintain a system of salary administration which is fair and equitable, and that the director will, from time to time, provide for periodic salary surveys and recommend changes to the County's system through the County Administrator. An external and internal equity study will be performed, at a minimum, once every seven (7) years.
 - Entrance Rates: The entrance pay rates will normally be the base rate of the salary range prescribed for the grade. Whenever possible, new employees with Charles County Government will begin employment at the base salary within the position grade. Occasionally, in order to recruit the best and most qualified talent, it may be necessary to approve a starting salary above the base salary. Starting salaries above the base salary will be based on qualifications, salary history, and availability of candidates.
 - Employees may advance within their salary range annually until they reach the maximum of their grade if job performance as rated on the performance appraisal is 3.0 or better. Annual salary increases will be equivalent to 3% of the midpoint of the employee's assigned grade. Portions of an annual salary increase that exceed the maximum amount in a salary grade will be paid as a longevity award. An employee whose job performance is rated 2.99 or lower will not be eligible to receive a within grade salary increase during that fiscal year.
 - Employees whose salaries have reached, or exceed, the maximum of the grade (redlined salaries) are eligible to receive longevity awards and cost of living adjustments only. Consideration for a longevity award will occur at the first anniversary the employee is not eligible for an annual salary increase and yearly on their anniversary date, and will be awarded to those employees whose performance rating is not less than 3.0. Longevity awards of 3% of the midpoint of the employee's assigned grade will be paid in a lump sum amount. It is not added to the employee's salary.
9. Policies and Procedures for the operation of the Purchasing Office were adopted on June 10, 1999 and revised October 1, 2014. These policies cover purchasing and procurement, competitive bidding, disposition of surplus property, and law enforcement supplies & equipment.

FINANCIAL POLICIES

CAPITAL MANAGEMENT POLICIES:

1. The Capital Improvement Program provides for the development and improvement to the County's infrastructure for the ensuing fiscal year and four years thereafter. The first year of the plan establishes a budget for the new fiscal year. The remaining four years serve as a guide for use in determining probable future debt issuance needs and operating cost impacts.
2. Proposed projects will be submitted on an annual basis for review with the County Commissioners. Project submissions will include a section containing future operating impacts that, if approved, will be factored into the County's Five Year Plans.
3. The Capital Budget is adopted at the project level. Governmental capital improvement expenditures are accounted for in the Capital Projects Fund and are funded by a variety of sources. Enterprise fund capital improvement expenditures are accounted for in their respective funds.
4. No appropriation for a capital project in the capital budget shall lapse until the purpose for which the appropriation was made shall have been accomplished or abandoned or a transfer of appropriation has been authorized by the County Commissioners; provided, however, that any capital project shall stand abandoned if three fiscal years elapse without any expenditure from or encumbrance of the appropriation are made. The balances remaining to the credit of the completed or abandoned capital projects shall be available for appropriation in subsequent capital budgets upon approval by the County Commissioners. Capital Project Closure Procedures were adopted on March 7, 2016 to establish a protocol for closing out projects.
5. Authority to transfer budget amounts within the Capital Project fund are established under the "Budget Policies and Delegated Authorities".

BUDGET POLICIES:

1. The County Commissioners adopted the *Budget Policies and Delegated Authorities* on April 3, 1995 and these policies were last revised on March 11, 2014. These policies address:
 1. Delegated Authority for Budget Transfers
 2. Supplementary and Emergency Appropriations
 3. Lapsed Appropriations
 4. Capital Project Budget Procedures and Delegated Authority for Change Orders of Capital Project Contracts
 5. Formal Bid Award Procedures

These policies apply to budgets managed by the County Commissioners, County Administrator, County Attorney, and Department Heads.

BUDGET AMENDMENT

The formal guidelines for Budget Amendments are as follows:

Budget Amendments - Levels of approval authority for budget amendments (the overall total of the fund budget or special account is increased or decreased) are as follows:

1. Approval authority for minor Budget Amendments up to \$15,000 is delegated to the President of the Board of County Commissioners, and in excess of \$15,000 requires the majority approval of the Board of County Commissioners.
2. Approval authority for minor Grant Budget Amendments up to \$5,000 where no County funding is required is delegated to the Director of Fiscal & Administrative Services; from \$5,001 up to \$100,000, or where no County funding or additional funding is involved is delegated to the County Administrator. Such grant awards shall be placed within the C-wing mail log. Grant applications and awards have already been through an authorization process involving the President of the County Commissioners prior to budget amendments.
3. Budget Amendments resulting from documented reimbursements such as insurance claims, third party payments, etc. is delegated to the President of the County Commissioners.

FINANCIAL POLICIES

4. Budget Amendments resulting from deferred revenue, reserved fund balance, and/or carryover grant budgets are delegated to the Director of Fiscal & Administrative Services due to the continuation of a previously approved budget.
 5. All other budget amendments must be approved by the majority approval of the Board of County Commissioners.
2. Regular updates to income statement reports are prepared for all major operations comparing year-to-date activity and year-end estimates with budget and prior year actual results. This review alerts the Board of County Commissioners to any financial problems that may require action, or operating surpluses that could be reinvested for program improvements.

ACCOUNTING POLICIES:

POSITION CONTROL PROCEDURES

The County Commissioners adopted the Accounting Policy and Procedures Manual for Position Control Procedures in January 1995 and these policies were last revised on September 23, 1997. The overall objective is to achieve proper control and approvals over adding or deleting of full-time and full-time reduced hours positions within departments controlled by the County Commissioners and to report status of positions to the County Commissioners on a quarterly basis. This policy was put in place to:

1. To ensure that only authorized positions are advertised and hired.
2. To ensure that the Budget Office is notified of all authorizations for new position and the source of funds for those positions.
3. To ensure that only budgeted positions are added to the payroll.
4. To properly train the departments of County government in the proper procedures for obtaining new permanent position and in filling vacancies in permanent positions
5. To establish an effective management information system which provides information in a concise format useful to management.
6. To maximize the use of electronic data processing and electronic data processing controls.
7. To establish control procedures to test the system for failure and to report any discrepancies to the County Commissioners on a timely basis.

ASSET ACCOUNTING AND CONTROL PROCEDURES

The County Commissioners adopted this policy on March 29, 2011 and reviewed the policy on May 30, 2014 with no changes. Assets are differentiated between Capital Assets (greater than \$5,000) and Controlled Assets (less than \$5,000). Capital Assets included all assets with an expected useful life of one year or more and with an original cost of greater than \$5,000 per unit. These items shall be recorded in the accounting records and in the Capital Asset Records when they are acquired and/or put into service. Controlled Assets include assets with an expected life of one year or more and with an original cost of less than \$5,000 per unit. These assets should include, at a minimum, those assets with an original cost of between \$1,000 and \$4,999 per unit, but may also include assets that fall below the \$1,000 if the department head deems it advantageous to track these lower per unit cost assets for internal control purposes. The objectives of these asset accounting and control procedures include the following:

1. To define and maintain proper accounting controls over capital assets acquired by the County.
2. To assign responsibility for the safekeeping of capital assets to the appropriate managers.
3. To establish standard procedures for the recognition in the accounting and capital asset program of acquisitions, disposals, and transfers of capital assets.
4. To ensure that all information needed for insurance or warranty purposes is obtained and maintained on a current basis.

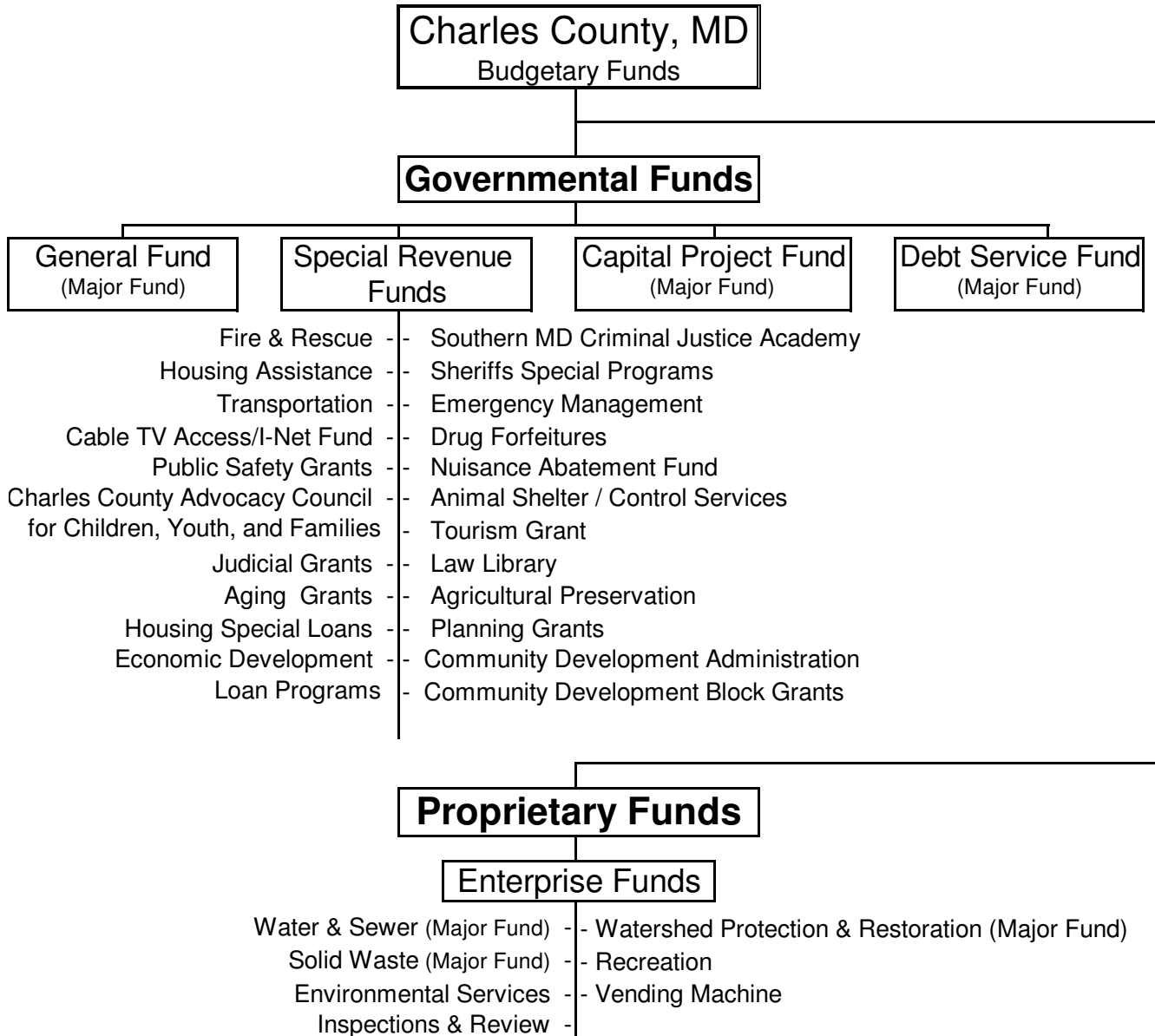
FINANCIAL POLICIES

5. To ensure that proper approvals are obtained and established procedures are followed for transfers or disposals of capital assets.
6. To ensure compliance with accounting and reporting requirements as established by generally accepted governmental accounting standards.

FINANCIAL REPORTING POLICIES:

1. The County's accounting and financial reporting systems will be maintained in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA).
2. An independent accounting firm will perform an annual audit and issue an audit opinion that will be included with the County's published Comprehensive Annual Financial Report (CAFR).
3. The County's CAFR will be submitted to the GFOA Certification of Achievement in Excellence in Financial Reporting Program. The financial report should be in conformity with finance related legal and contractual provisions, disclose thoroughness and detail sufficiency, and minimize ambiguities and potentials for misleading inferences.
4. The County's Budget will be submitted to GFOA Distinguished Budget Presentation Program. The budget should satisfy criteria as a financial and programming policy document, as a comprehensive financial plan, as an operation's guide for all organizational units, and as a communication device for all significant budgetary issues, trends, and resource choices.
5. Financial systems will maintain internal controls to monitor revenues, expenditures, and program performance on an ongoing basis.

FUND STRUCTURE



A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The County, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the County can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds. Governmental funds are used to account for financial resources used in the day-to-day operations of the government. Proprietary funds are those used to account for the government's business type activities where fees are charged for services rendered. Fiduciary funds are those used to account for funds held by the government in trust for others that cannot be used to support the government's programs. Fiduciary funds are not subject to a budgetary process and are not included in this budget document. Fiduciary funds can be found in the County's Audited Financial Statements.

Under GASB No. 34 the focus of the fund financial statements is on major funds. These funds generally represent the most important funds defined based on a numerical formula. Once identified, each major governmental and enterprise fund is presented in its own column in the governmental and proprietary fund statements. Charles County's major funds include the General Fund, Capital Project Fund, Debt Service Fund, Water & Sewer Fund, Watershed Protection & Restoration Fund, and the Solid Waste Fund.

DESCRIPTION OF EACH FUND

GOVERNMENTAL FUNDS:

General Fund

The General Fund accounts for resources traditionally associated with government services which are not required legally or by special financial management to be accounted for in another fund. The General Fund is considered a major fund.

Major revenue sources consist of property, income, recordation, and various user fees. These revenues account for much of the total revenue. Expenditures for public schools, public safety, debt service, public works, community services, recreation, parks and tourism, planning and growth management, community college, and general administrative account for most of the budgets that are appropriated annually. The General Fund is the largest of the Governmental Funds.

Capital Project Fund

The Capital Project Fund accounts for financial resources to be used for the acquisition, construction, or renovation of major capital infrastructures. Financial resources include long-term debt borrowing, operating revenue from other budgets, federal or state grants, other local government contributions, and donations from the private sector. A capital project is defined as a project of a non-recurring nature, which may require the purchase of land, engineering & design fees, construction, and equipment.

This fund is utilized to track a project that is greater than \$15,000 and has a useful life of 10 years or more. Projects related to roads, schools, college, parks, and general government costs are included. The Capital Projects Fund is considered a major fund.

Debt Service Fund

The Debt Service Fund accounts for the annual payment of long-term debt which has a specific or legally binding revenue source. This revenue source is dedicated to the current year retirement of the principal outstanding on long-term debt and the current year interest expense. The Debt Service Fund is a major fund.

This fund is utilized to account for bonds issued on behalf of a local nursing home, a local hospital, a children's learning center at the College of Southern Maryland, developer construction bonds, private sector partnership of a local baseball stadium, and for school construction bonds. Long-term note receivables provide the County with a funding source for the nursing home, hospital, college bond issues, and for the taxable bonds issued on behalf of local developers for road construction. Revenues from the County's Excise Tax finance the debt service for bond issues sold for school construction. The capital lease proceeds and purchases are now accounted for in the Debt Service Fund.

Special Revenue Funds

Special Revenue Funds are used to account for specific revenues that are legally restricted to expenditures, or for particular purposes. Often, this type of fund will account for the financial transactions of federal, state, and local grants that have specific expenditures associated with the program. The Special Revenue funds of the County are non-major funds. For the most part, the County utilizes this type of fund to account for the various federal and state grants received, such as low income housing assistance, aging programs, child support, human services, and public safety grants. This fund type is also used to account for the County's fire & rescue tax revenue which is then distributed to the various volunteer fire and rescue squads, for property tax revenue from agricultural assessments that are set aside to purchase and preserve farm land, and for revenue generated from a franchise fee agreement with cable TV providers to support government access channels for Charles County.

PROPRIETARY FUNDS:

Enterprise Funds

Enterprise Funds are established to segregate a program or service from the General Fund because of its self-supporting nature. These funds operate on the basis that the costs of providing goods or services to the general public are financed or recovered primarily from fees charged to the consumers of the program. The Water and Sewer fund, the Solid Waste Fund, and Watershed Protection and Restoration Fund are considered major funds. The County provides water and sewer service to over 34,000 customers and is anticipated to accept over 100,000 tons per year at the Landfill. The Watershed Protection and Restoration Fund is for implementation of local stormwater management plans and practices, and stream and wetland activities. Other Enterprise Funds include: Environmental Services, Inspection and Review, Recreation, and Vending Machines.

NOTE: Charles County does not maintain any internal service funds.

DESCRIPTION OF EACH FUND

The following table shows which funds each Department/Agency is a part of:

Department/Agency	GOVERNMENTAL			PROPRIETARY			
	General Fund	Capital Projects	Other Govt.	Water & Sewer	Solid Waste	Watershed Protection	Other Enterprise
County Departments							
Community Services	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
County Administrator	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				
County Attorney	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
County Commissioners	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>
Economic Development	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				
Emergency Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Fiscal and Administrative Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Human Resources	<input checked="" type="checkbox"/>						
Planning & Growth Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Works	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recreation, Parks & Tourism	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Outside Agencies							
Board of Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Board of Fire & Rescue	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				
Circuit Court	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				
College of Southern Maryland	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Conservation of Natural Resources	<input checked="" type="checkbox"/>						
Election Board	<input checked="" type="checkbox"/>						
Health	<input checked="" type="checkbox"/>						
Library	<input checked="" type="checkbox"/>						
Liquor Board	<input checked="" type="checkbox"/>						
Orphan's Court	<input checked="" type="checkbox"/>						
Sheriff's Office	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Social Services	<input checked="" type="checkbox"/>						
State's Attorney	<input checked="" type="checkbox"/>						

BASIS OF BUDGETING

Basis of Accounting vs. Basis of Budgeting

The basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported on the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied. The measurement focus identifies which transactions should be recorded. Charles County conforms to generally accepted accounting principles (GAAP) as applicable to government units and has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association.

Charles County utilizes a formal budgetary process as a management control device for the General, Special Revenue, Debt Service, Capital Projects, and Enterprise Funds. The County adopts a balanced budget on a per fund basis. Revenue and expenditure budgets are adopted using a modified accrual basis. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Measurable" means knowing or able to reasonably estimate the amount. "Available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Similarly, expenditures are generally recognized when an event or transaction is expected to draw on current spendable resources.

Due to the self-supporting nature of enterprise funds, the basis of accounting sometimes differs from the basis of budgeting. When developing budgets, capital outlays are treated as expenditures so that fees can be adjusted to meet cash demands. Principal payments on long-term bonds are also treated as expenditures for the same reason. Governmental fund types are consistent with standard accounting reports. No formal budget is adopted for the Fiduciary funds.

The basis on which the budget is formulated varies depending upon the nature of the operation.

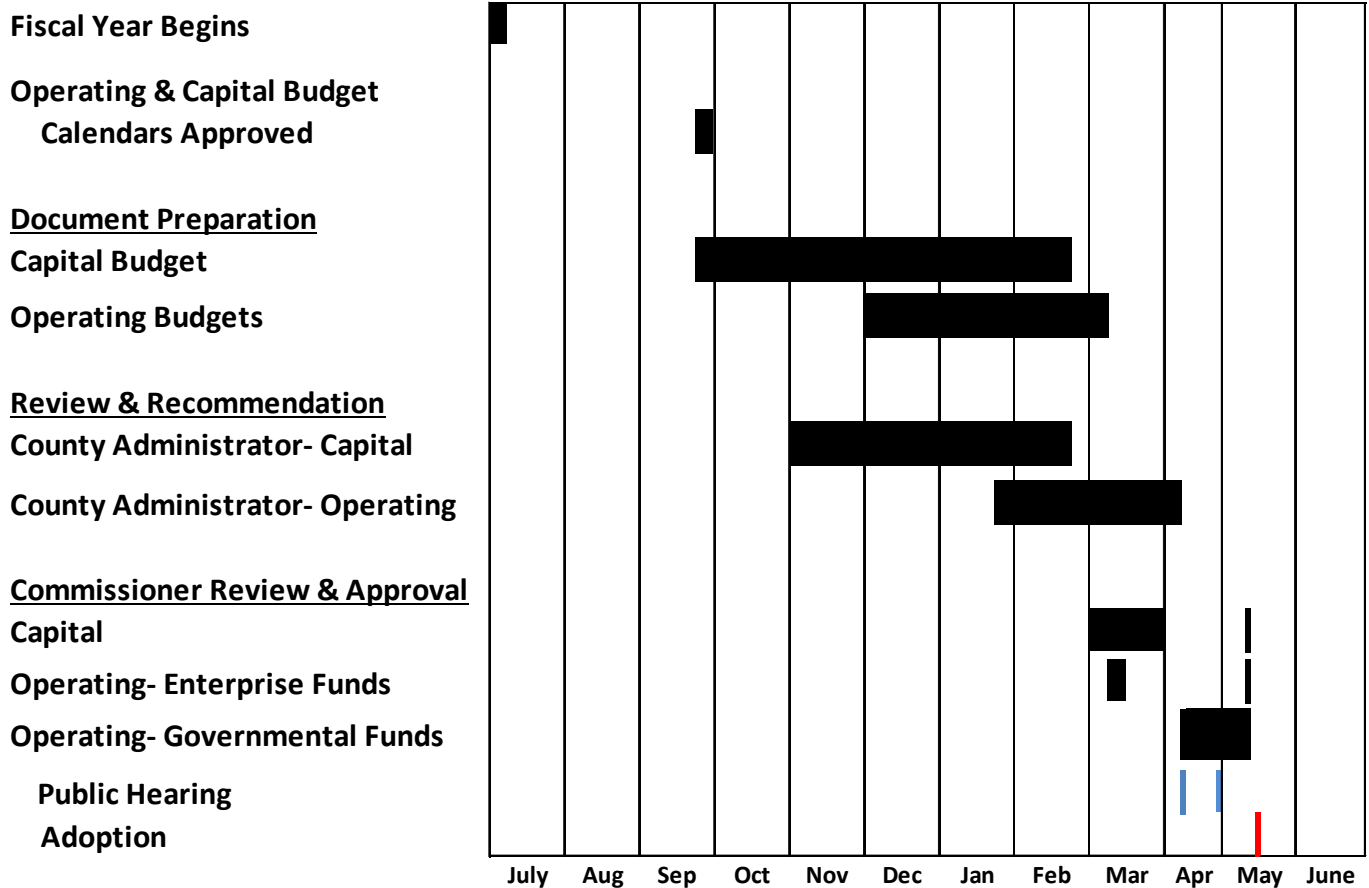
The following schedule summarizes the differences:

FUND	FUND TYPE	REVENUES	EXPENSES	ASSET DEPRECIATION	DEBT SERVICE	CAPITAL OUTLAY
General	Governmental	Modified Accrual	Modified Accrual	No	P & I	Expenditure
Special Revenue	Governmental	Modified Accrual	Modified Accrual	No	P & I	Expenditure
Debt Service	Governmental	Modified Accrual	Modified Accrual	N/A	P & I	N/A
Capital Project	Governmental	Modified Accrual	Modified Accrual	No	N/A	Expenditure
Enterprise	Proprietary	Modified Accrual	Modified Accrual	No	P & I	Expenditure
Trust & Agency	Fiduciary	No Budget	No Budget	N/A	N/A	N/A

THE BUDGET PROCESS

The Budget Process

The budget process typically spans nine months with the September distribution of capital project forms through the formal budget adoption in May. This process is repeated annually. The budget process is initiated at the top level of government with the adoption of budget calendars that provide general time-lines for requests and approvals. The calendars encompass both the operating and capital budget process. The Mission and Vision of the County guide the development of both the capital and operating budgets. The focus is placed on aligning organizational resources to accomplish the goals of the Commissioners.



After the budget is adopted, Budget Transfers and Budget Amendments are subject to the adopted Budget Policies and Delegated Authorities that were last revised on March 11, 2014.

Development, Review, and Adoption

The capital budget review process is scheduled to be completed prior to the operating budget process so that the operating impact of the projects can be reviewed and integrated with the operating requests. Capital Improvement Program (CIP) request forms are distributed in September and returned in October by the user agencies and departments.

The requests are reviewed by senior management and department heads are given an opportunity at this time to prioritize their projects and fit projects with the highest needs within the County's affordable debt limits. The CIP was presented to the Board of County Commissioners in March with a review of which projects were within the targeted budget and those projects exceeding budget based on this prioritization. A public hearing was held on April 9, 2019 and a public hearing on the constant yield tax rate was held on April 30, 2019. The budget was approved by the Commissioners on May 14, 2019.

THE BUDGET PROCESS

The Department of Fiscal and Administrative Services - Budget Division provides general guidelines to the Departments and agencies involving commissioner priorities, from both a fiscal and political policy and revenue outlook for the coming year. A comprehensive program review and request for the General Fund is developed during the fall and early winter. The Budget Division makes expenditure recommendations for most of the departments in the fall. Departments and agencies review these recommendations and make additional requests providing justification. The Department budget requests are reviewed with the departments, agencies, and the County Administrator to include performance measures and priority setting. The County Administrator submits proposed budgets to the County Commissioners for review during the spring and this is the basis for the public hearing in April. Shortly before the public hearing, and continuing thereafter, commissioner review of all budgets is conducted and final adoption is typically completed in May. In addition to the public hearing on the budget, throughout the year, citizens are invited to join their Commissioners at Public Forums and Town Hall Meetings to discuss the topics that concern them the most.

The budget preparation and review process for the Enterprise Fund operating budgets is similar to that of the General Fund. However, since Enterprise Funds are self-supporting the needs of the Departments are reviewed along with the impact on the user fee rates. The Enterprise Fund capital improvement program and operating budgets are reviewed simultaneously with the Commissioners so they are aware of the impact the capital improvement program has on future operating budgets. The public hearing held in April includes review of the Enterprise Funds.

Budgets for Special Revenue Funds are normally established pursuant to the terms of the related federal and/or state grant awards. Estimates are provided for budget adoption and amendments are executed once the awards are granted. In the case of non-grant related Special Revenue Funds, the budget process is the same as the process for the operating budgets discussed above. The Debt Service fund budgets are adopted based on actual debt service obligations and corresponding dedicated revenue sources and includes accounting for capital lease proceeds and purchases. The budgets for both the Special Revenue Funds and Debt Service Fund are reviewed by the Board of County Commissioners.

Operating & Capital Budget Interaction

In conjunction with the review and adoption of the current year budget and five year Capital Improvement Program, five year plans are prepared and reviewed with the Commissioners for the General Fund, Water and Sewer Fund, Landfill Fund, Environmental Services Fund, and the Watershed Protection and Restoration Fund. An intensive review of the capital budget requests and the five year plans are necessary for two main reasons. The first reason is to determine the affordability of future debt issuance as it impacts the each funds ability to retire the debt and to pay the interest cost. Secondly, it is used to review the operating impacts associated with the completion of the project. How much will the annual debt payments be and what other costs will result? Additional staff? Higher utility costs? The operating impacts of capital projects are listed at the bottom of each project page and are incorporated into the five year plans once the Capital Improvement Program is approved.

FISCAL YEAR 2020 BUDGET CALENDAR

CHARLES COUNTY, MD

(Adopted October 16, 2018)

<u>Time Line</u>	<u>Action</u>
October 31, 2018	Elected Officials / Agencies receive Operating Budget Request Forms. County Departments are provided either budget forms or on-line access to the budget software for operating requests. Performance Measurements file sent to departments.
November 30, 2018	County Department and Elected Officials / Agencies requested budgets and Performance Measurement files are returned to Fiscal and Administrative Services / Budget Division.
February 28, 2019	Board of Education and CSM Operating Budget Requests due.
March 19, 2019	Budget Work Session – Enterprise Funds (Operating and Capital)
March 26, 2019	Budget Work Session - General Fund Revenue Outlook
April 2, 2019	Budget Work Session - Fees & Charges
April 9, 2019	Budget Work Session - General Fund
April 9, 2019	Public Hearing - Operating and Capital Budgets
April 16, 2019	Budget Work Session - General Fund
April 30, 2019	Budget Work Session - General Fund & Special Revenue Funds
April 30, 2019	Public Hearing - Constant Yield Tax Rate
May 7, 2019	Budget Work Session - General Fund and Recap of All Budgets
May 14, 2019	General Fund Tax Rates & Budget Adoption Budget Adoption of All Other Funds
May - July	Approved Budget Book prepared

FISCAL YEAR 2020 BUDGET CALENDAR

CAPITAL IMPROVEMENT PROGRAM BUDGET CALENDAR

CHARLES COUNTY, MD

(Adopted October 16, 2018)

<u>Time Line</u>	<u>Action</u>
September 10, 2018	Capital Improvement Program (CIP) forms sent to County Departments and Agencies.
October 1, 2018	Governmental CIP requests are returned to the Department of Fiscal & Administrative Services / Budget Division. Operating Impact requests are sent to the Department of Public Works.
October 9, 2018	Enterprise Fund CIP requests are returned to the Department of Fiscal & Administrative Services / Budget Division. Operating Impact requests are sent to the Department of Public Works.
October 15, 2018	General Government CIP operating impact forms are returned from the Department of Public Works.
October 22, 2018	Enterprise Fund CIP operating impact forms are returned from the Department of Public Works.
November/December	CIP review with County Administrator and Departments.
November 14, 2018	Budget Work Session: Preliminary Board of Education (BOE) capital budget request review with the County Commissioners and BOE to meet State deadline submission. Forward County Commissioner Letter Of Support to Interagency Committee for School Construction (IAC) for Board of Education CIP. <i>(Letter due to IAC on November 27, 2018)</i>
March 19, 2019	Budget Work Session – Enterprise Funds (Operating and Capital)
March 26, 2019	Budget Work Session – General Fund CIP review
April 2, 2019	Budget Work Session – General Fund CIP review
April 9, 2019	Public Hearing on CIP
May 7, 2019	Budget Work Session - Recap and final review of the FY2020-2024 CIP
May 14, 2019	Formal Adoption

FISCAL YEAR 2020 ADOPTED BUDGET

Summary by Fund

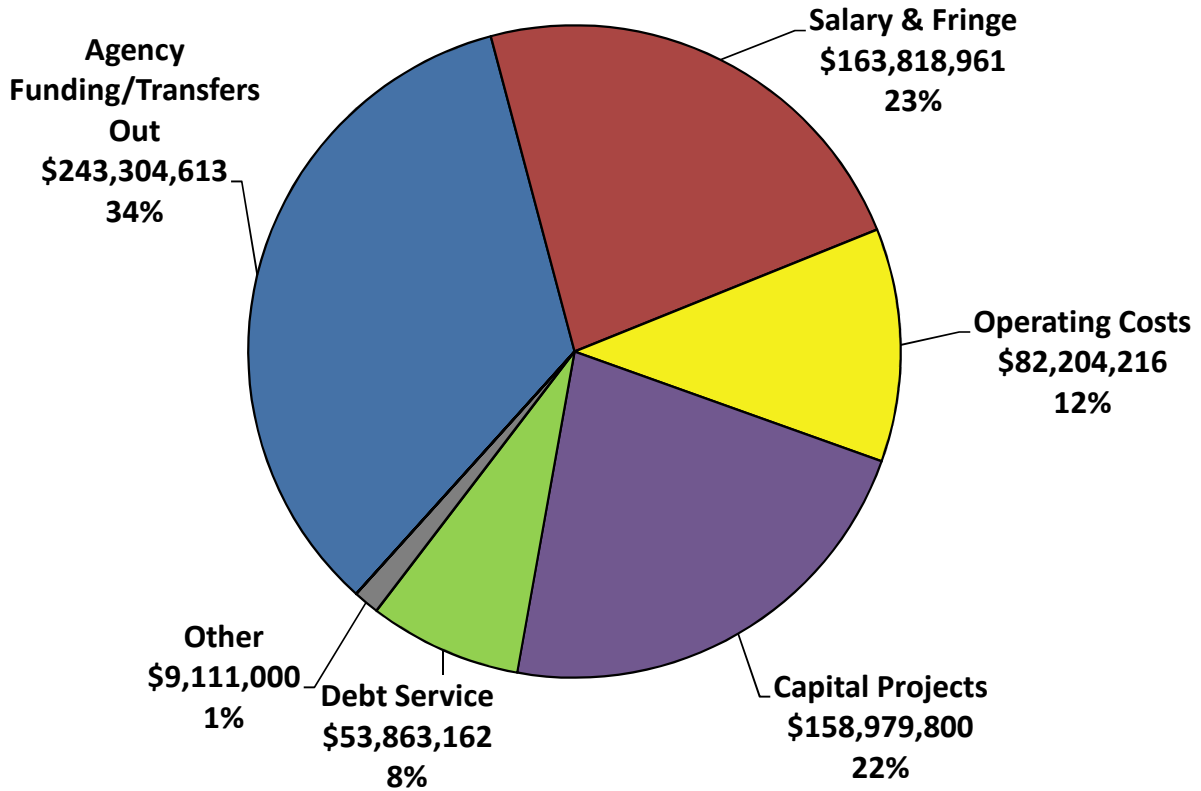
DESCRIPTION	FY2020				FY2019	
	OPERATING REVENUE	OTHER SOURCES	FUND BALANCE	APPROPRIATION TOTAL	APPROPRIATION TOTAL ³	% Chg.
GOVERNMENTAL FUNDS:						
General Fund	\$414,995,800	\$3,671,800	\$6,429,900 ¹	\$425,097,500	\$404,659,200	5.1%
Capital Project Fund						
Governmental	\$97,822,000	\$3,932,000	\$3,135,000	\$104,889,000	\$64,941,000	61.5%
Water & Sewer	35,644,000			35,644,000	15,519,000	129.7%
Watershed Protection and Restoration	11,017,000			11,017,000	11,346,000	-2.9%
Solid Waste- Landfill	4,722,000			4,722,000	2,608,000	81.1%
Environmental Services	36,000			36,000	0	n/a
Total Capital Projects	\$149,241,000	\$3,932,000	\$3,135,000	\$156,308,000	\$94,414,000	65.6%
Governmental Reserves	0		2,671,800 ¹	2,671,800	2,671,800	
Total Capital Project Fund	\$149,241,000	\$3,932,000	\$5,806,800	\$158,979,800	\$97,085,800	63.8%
Debt Service Fund	\$16,893,300	\$0	\$46,700 ¹	\$16,940,000	\$18,484,200	-8.4%
Special Revenue Funds						
Fire & Rescue	\$13,527,192	\$0	\$0	\$13,527,192	\$13,005,092	4.0%
Housing Assistance	9,905,610	215,469	0	10,121,079	10,383,676	-2.5%
Transportation	3,741,605	3,623,264	0	7,364,869	9,182,262	-19.8%
Cable TV Access/I-Net Fund	3,493,000		324,000 ¹	3,817,000	6,043,390	-36.8%
Public Safety Grants	948,486	900,359		1,848,845	2,367,293	-21.9%
Charles County Advocacy Council for Children, Youth, and Families	1,385,790		12,249 ¹	1,398,039	3,729,108	-62.5%
Judicial Grants	1,138,560	135,264		1,273,824	1,541,130	-17.3%
Aging Grants	1,164,896	11,790	10,162 ¹	1,186,848	1,616,347	-26.6%
Housing - Special Loans	404,500	500		405,000	405,000	0.0%
Economic Development Loan Programs	0		350,000 ¹	350,000	675,000	-48.1%
Southern MD Criminal Justice Academy	175,200	83,000	13,300 ¹	271,500	256,456	5.9%
Sheriffs Special Programs	186,700		32,000 ¹	218,700	278,700	-21.5%
Emergency Management	103,028	103,028		206,056	3,787,256	-94.6%
Drug Forfeitures	171,300		7,300 ¹	178,600	381,600	-53.2%
Nuisance Abatement Fund	100,000			100,000	150,000	-33.3%
Animal Shelter / Control Services	96,000			96,000	127,800	-24.9%
Tourism Grant	65,600			65,600	73,191	-10.4%
Law Library	34,400	28,000		62,400	69,257	-9.9%
Agricultural Preservation	18,600			18,600	1,246,010	-98.5%
Planning Grants	5,000			5,000	24,000	-79.2%
Community Development Administration	0			0	442,333	-100.0%
Community Development Block Grants	0			0	24,335	-100.0%
Total Special Revenue	\$36,665,467	\$5,100,674	\$749,011	\$42,515,152	\$55,809,236	-23.8%
PROPRIETARY FUNDS:						
Enterprise Funds						
Water & Sewer	\$39,293,700		\$366,700 ¹	\$39,660,400	\$36,478,800	8.7%
Solid Waste- Landfill	8,339,500		1,278,000 ^{1,2}	9,617,500	8,012,400	20.0%
Environmental Services	6,521,900		498,000 ^{1,2}	7,019,900	5,448,100	28.9%
Inspections & Review	4,106,100	9,700		4,115,800	4,271,700	-3.6%
Watershed Protection and Restoration	4,097,700	550,000	117,000 ¹	4,764,700	3,819,600	24.7%
Recreation	2,299,500	132,700		2,432,200	2,163,700	12.4%
Vending Machine	138,800			138,800	138,800	0.0%
Total Enterprise Fund	\$64,797,200	\$692,400	\$2,259,700	\$67,749,300	\$60,333,100	12.3%
Total All Funds	\$682,592,767	\$13,396,874	\$15,292,111	\$711,281,752	\$636,371,536	11.8%

Footnotes:

1. The fund balance appropriation represents plans to utilize surplus and reserved funds.
2. The fund balance appropriation represents use of equipment reserve funds.
3. The FY2019 Appropriation represents the Adopted budget except for the Special Revenue funds. The Amended budget is used due to the frequent late changes in grant awards and budgets.

FISCAL YEAR 2020 APPROVED EXPENDITURES BY ACCOUNT CLASSIFICATION

TOTAL = \$711,281,752



	FY2018 BUDGET	% total	FY2019 BUDGET	% total	FY2020 ADOPTED	% total
Agency Funding/Transfers Out	\$224,187,715	33.6%	\$234,943,861	36.9%	\$243,304,613	34.2%
Salary & Fringe	148,696,395	22.3%	155,407,167	24.4%	163,818,961	23.0%
Operating Costs	78,079,243	11.7%	82,187,586	12.9%	82,204,216	11.6%
Capital Projects	148,813,000	22.3%	97,085,800	15.3%	158,979,800	22.4%
Debt Service	48,017,500	7.2%	51,941,562	8.2%	53,863,162	7.6%
Capital Outlay/Maintenance	14,383,315	2.2%	12,294,860	1.9%	8,030,900	1.1%
Operating Contingency	3,747,900	0.6%	1,765,800	0.3%	335,200	0.0%
Equipment Reserve	900,300	0.1%	744,900	0.1%	744,900	0.1%
TOTAL ALL FUNDS	\$666,825,368		\$636,371,536		\$711,281,752	

NOTE: The FY2018 and FY2019 Budgets listed above reflect the adopted budget of all funds except for the Special Revenue funds. The amended budget is used due to the frequent late changes in grant awards and budgets.

FUND BALANCE

Governmental Funds report the net effect of assets less liabilities at any given point in time as fund balance. The balance in this account is the cumulative results of revenues and expenditures over time. For Proprietary Funds, fund equity is classified as net assets. On the following pages the Schedule of Revenues, Expenditures, and Changes in Fund Balance/Net Assets provides the audited figures for Fiscal Year 2018 and estimates for Fiscal Year 2019 and Fiscal Year 2020. Fiscal Year 2019 estimates are based on unaudited figures. Fiscal Year 2020 represents the approved budget for the General Fund, Debt Service and Other Governmental Funds. For the Enterprise Funds, Fiscal Year 2020 estimates were developed using the basis of accounting in order to accurately reflect the net change in fund balance. As discussed earlier, the basis for budgeting differs from the basis of accounting for the Enterprise Funds due to the treatment of debt payments, capital outlay, depreciation, and reserve accounts. The Capital Project Fund estimates for Fiscal Year 2020 take into account projects that are carried over from prior fiscal years. Budget Amendments are done in the beginning of the Fiscal Year to re-appropriate these funds.

For Governmental funds, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* to enhance the usefulness of fund balance information. The statement established these fund balance classifications that are used in the County's financial statement:

1. *Non-spendable Fund Balance* – this classification reports governmental funds that are not spendable in the current form, such as inventory and prepaid items, or due to a legal or contractual requirement that they maintain intact.
2. *Restricted Fund Balance* - this classification reports amounts that are restricted when there are limitations imposed on their use either through enabling legislation adopted by the County or through external parties such as creditors, grantors, contributors, or laws and regulations of other governments.
3. *Committed Fund Balance* – this category reports amounts that are self-imposed limitations that are set in place prior to the end of the reporting period. The limitation is imposed by formal action of the County's highest level of decision making authority. The highest level of decision making action is resolution which is enacted by the Charles County Board of County Commissioners. Only the County may modify or rescind the commitment.
4. *Assigned Fund Balance* – this classification reports amounts that are limited by the County's intent to be used for specific purposes, but are neither restricted nor committed. The authority for assigning fund balance is expressed by the Board of County Commissioner's to their designees, the County Administrator and the Director of Fiscal and Administrative Services.
5. *Un-assigned Fund Balance* – this classification reports the residual net resources.

Changes in Fund Balance/Net Assets:

General Fund: Fiscal Year 2018 ended with a \$15.1 million gain due to conservative spending and recordation and transfer tax revenue exceeding expectations. The Fiscal Year 2019 fund balance is estimated to increase by \$13.8 million due to conservative spending and income tax, recordation and transfer tax revenue exceeding expectations. The Fiscal Year 2020 use of fund balance in the amount of \$6.4 million has been appropriated to fund priority one-time items in the FY2020 operating budget including vehicle and equipment items for the Sheriff's Office, funding to support the capital improvement program, a Minority Business Disparity Study, technology upgrades for the College of Southern Maryland's enterprise reporting system, and other one-time items.

FUND BALANCE

Schedule of Changes in Fund Balance – General Fund by Classification:

	FY2018 Actual	FY2019 Estimated	FY2020 Approved
Beginning Fund Balance	\$77,865,614	\$92,923,995	\$106,744,295
Revenues	390,809,271	407,433,400	414,995,800
Expenditures	(374,772,482)	(386,596,600)	(416,034,500)
Other Financing Sources/(Uses)	(978,408)	(7,016,500)	(5,391,200)
Projected Ending Fund Balance	\$92,923,995	\$106,744,295	\$100,314,395
Non-spendable-Fund Balance	(2,222,832)	(2,222,832)	(2,222,832)
Restricted Fund Balance	(2,077,131)	(96,114)	(96,114)
Committed Fund Balance	(75,024,127)	(85,971,076)	(80,066,176)
Assigned Fund Balance	(6,637,351)	(6,458,493)	(5,933,493)
Unassigned Fund Balance	\$6,962,553	\$11,995,780	\$11,995,780

Changes in Fund Balance/Net Assets:

Capital Project Fund: This fund fluctuates from year to year based on the timing and activity of capital project construction. Capital projects tend to be multi-year endeavors; therefore, timing the projects' financing will cause the fund balance to increase and decrease. By the end of FY2020, a fund balance of \$58.8 million is estimated.

Debt Service Fund: Operating gains and losses will be incurred due to the timing of debt payments and related note repayment schedules. Starting in FY2019 the capital lease proceeds and purchases are now accounted for in the Debt Service Fund that were previously under the General Fund.

Other Governmental Funds: Fiscal Year 2018 ended the year with a \$1.2 million increase in fund balance. Fund balance is estimated to increase in Fiscal Year 2019 by \$700 thousand. Fiscal Year 2020 is estimated to decline by \$700 thousand as various programs utilize prior year surpluses. Fund Balance will be allocated in future years according to program requirements or formal designations. The fund equity is estimated to remain in excess of \$11 million at the end of Fiscal Year 2020.

Water and Sewer Fund: Net assets for the Water and Sewer Fund increased by \$4.5 million in Fiscal Year 2018. Fiscal Year 2019 is estimated to increase by \$345 thousand and Fiscal Year 2020 is estimated to increase by \$2.5 million. These amounts are relatively insignificant to a fund equity that remains in excess of \$168.1 million.

Solid Waste Fund: Net assets for the Solid Waste Fund increased by \$3.6 million in Fiscal Year 2018; an increase of 11%. Fiscal Year 2019 is estimated to increase by \$4.4 million and increase by \$2.9 million in Fiscal Year 2020. The fund equity is estimated to remain in excess of \$44 million at the end of Fiscal Year 2020.

Watershed Protection Fund: Net assets for the Watershed Protection Fund have decreased by \$465 thousand in Fiscal Year 2018; a decrease of 11%. Fiscal Year 2019 is estimated to decrease by \$68 thousand mostly due to utilizing prior year reserves to cover non-bondable expenses for certain NPDES capital projects and estimated increase by \$479 thousand in Fiscal Year 2020. The fund equity is estimated to remain in excess of \$3 million at the end of Fiscal Year 2020.

Other Enterprise Funds: A \$541 thousand gain in Fiscal Year 2018 increased fund equity by 7%. The gain was caused by surpluses in the Recreation Fund and the Environmental Services Fund. A decline is being estimated for the various enterprise funds in Fiscal Year 2019 which will decrease fund equity by \$277 thousand. Fiscal Year 2020 is estimated to decline by \$849 thousand as the Environmental Services Fee Fund is using fund balance to purchase some one time equipment. Fund balance is expected to be approximately \$6.7 million by the end of Fiscal Year 2020.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

All Governmental Fund Types and Proprietary Funds Three-Year Comparisons

(amounts expressed in thousands)

	GOVERNMENTAL FUNDS					
	General Fund			Capital Project Fund		
	FY2018 Actual	FY2019 Estimated	FY2020 Approved	FY2018 Actual	FY2019 Estimated	FY2020 Estimated
Revenues						
Property Taxes	\$218,015	\$225,924	\$235,384	\$0	\$0	\$0
Income Taxes	124,654	134,577	134,337	0	0	0
Other Local Taxes	29,474	25,890	23,442	0	0	0
Licenses & Permits	1,040	1,058	1,084	0	0	0
Federal Grants	54	51	0	590	0	400
State Grants	1,713	1,670	1,648	1,328	1,901	4,665
Local Governments	571	479	509	0	0	0
Service Charges	7,538	7,597	8,096	5,696	1,574	1,290
Fines & Forfeitures	3,541	3,221	3,541	0	0	0
Interest	2,422	5,128	5,000	0	0	0
Rent Revenues	1,235	1,219	1,267	0	0	0
Miscellaneous	553	620	689	45	18	0
Total Revenues	\$390,809	\$407,433	\$414,996	\$7,660	\$3,492	\$6,355
Expenditures						
General Government	\$16,923	\$18,118	\$22,145	\$12,675	\$8,635	\$11,731
Fiscal & Administrative Services	6,362	6,415	6,886	1	1	577
Public Works - Facilities	13,955	14,775	15,765	0	0	0
Public Works - Utilities	0	0	0	0	0	0
Community Services	1,959	2,046	2,536	0	0	0
Recreation, Parks & Tourism	7,783	8,055	9,172	3,143	2,511	1,494
Planning & Growth Mgmt.	2,966	3,285	3,193	58	26	50
Public Safety	98,931	99,695	111,348	462	1,539	7,777
Health & Social Services	3,140	4,598	4,645	0	0	0
Conservation of Natural Resources	667	658	705	1,586	636	1,833
Economic Development	1,698	1,749	2,018	0	0	0
Education Appropriations	189,553	196,071	206,850	31,002	21,770	26,376
Other	2,434	2,016	100	0	0	0
Debt Service	28,402	29,116	30,672	0	0	0
Total Expenditures	\$374,772	\$386,597	\$416,035	\$48,928	\$35,120	\$49,838
Operating Gain/(Loss)	\$16,037	\$20,837	(\$1,039)	(\$41,268)	(\$31,628)	(\$43,483)
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	4,465	0	0	39,926	42,941	46,000
Transfers In	1,357	2,720	3,672	6,247	4,389	3,932
Transfers Out	(6,801)	(9,736)	(9,063)	(1,358)	(2,672)	(2,672)
Net Change in Fund Balance	\$15,058	\$13,820	(\$6,430)	\$3,547	\$13,031	\$3,777
Fund Balance- Beginning of Year	77,866	92,924	106,744	38,401	41,947	54,978
Fund Balance - End of Year	\$92,924	\$106,744	\$100,314	\$41,947	\$54,978	\$58,755

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

All Governmental Fund Types and Proprietary Funds Three-Year Comparisons

(amounts expressed in thousands)

	GOVERNMENTAL FUNDS					
	Debt Service Fund			Other Governmental Funds		
	FY2018 Actual	FY2019 Estimated	FY2020 Estimated	FY2018 Actual	FY2019 Estimated	FY2020 Approved
Revenues						
Property Taxes	\$0	\$0	\$0	\$12,433	\$12,873	\$13,110
Income Taxes	0	0	0	0	0	0
Other Local Taxes	8,538	9,971	9,351	0	0	0
Licenses & Permits	0	0	0	1	15	33
Federal Grants	0	0	0	16,027	16,579	14,565
State Grants	0	0	0	4,645	6,070	3,162
Local Governments	0	0	0	88	94	167
Service Charges	0	0	0	5,047	4,707	5,144
Fines & Forfeitures	0	0	0	204	332	258
Interest Income	1,943	1,762	1,673	59	81	55
Rent Revenues	0	0	0	0	0	0
Miscellaneous	0	0	0	279	292	171
Total Revenues	\$10,481	\$11,733	\$11,024	\$38,783	\$41,043	\$36,665
Expenditures						
General Government	\$0	\$0	\$0	\$1,932	\$2,481	2,686
Fiscal & Administrative Services	0	0	0	0	0	0
Public Works - Facilities	0	0	0	0	0	0
Public Works - Utilities	0	0	0	0	0	0
Community Services	0	0	0	11,412	11,813	11,713
Recreation, Parks & Tourism	0	0	0	63	73	66
Planning & Growth Mgmt.	0	0	0	7,980	7,805	7,470
Public Safety	0	0	0	17,820	19,151	16,347
Health & Social Services	0	0	0	2,223	3,070	2,672
Conservation of Natural Resources	0	0	0	27	30	19
Economic Development	0	0	0	153	47	350
Education Appropriations	0	0	0	120	252	122
Other	0	2,261	2,843	0	0	0
Debt Service	11,706	13,858	14,097	0	0	0
Total Expenditures	\$11,706	\$16,120	\$16,940	\$41,729	\$44,722	\$41,444
Operating Gain/(Loss)	(\$1,225)	(\$4,387)	(\$5,916)	(\$2,947)	(\$3,678)	(\$4,778)
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	0	2,919	2,843	0	0	0
Transfers In	1,463	1,463	0	4,331	4,393	5,101
Transfers Out	0	0	0	(137)	(18)	(1,018)
Net Change in Fund Balance	\$239	(\$5)	(\$3,073)	\$1,247	\$697	(\$696)
Fund Balance- Beginning of Year	26,847	27,085	27,080	10,473	11,720	12,416
Fund Balance - End of Year	\$27,085	\$27,080	\$24,007	\$11,720	\$12,416	\$11,721

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS

All Governmental Fund Types and Proprietary Funds Three-Year Comparisons

(amounts expressed in thousands)

	ENTERPRISE FUNDS					
	Water and Sewer Fund			Solid Waste Fund		
	FY2018 Actual	FY2019 Estimated	FY2020 Estimated	FY2018 Actual	FY2019 Estimated	FY2020 Estimated
Revenues						
Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0
Income Taxes	0	0	0	0	0	0
Other Local Taxes	0	0	0	0	0	0
Licenses & Permits	64	64	64	7	10	8
Federal Grants	0	0	0	0	0	0
State Grants	0	0	0	0	0	0
Local Governments	1,014	1,112	1,137	0	0	0
Service Charges	38,246	38,980	45,087	7,679	8,984	8,329
Fines & Forfeitures	678	706	670	0	0	0
Interest Income	35	73	42	209	475	675
Rent Revenues	247	233	230	0	0	0
Miscellaneous	980	288	832	(0)	4	2
Total Revenues	\$41,263	\$41,455	\$48,062	\$7,895	\$9,472	\$9,015
Expenditures						
General Government	\$174	\$160	\$384	\$23	\$29	\$58
Fiscal & Administrative Services	731	774	845	0	0	0
Public Works - Facilities	0	0	0	4,250	5,018	6,021
Public Works - Utilities	32,960	37,005	39,995	0	0	0
Community Services	0	0	0	0	0	0
Recreation, Parks & Tourism	0	0	0	0	0	0
Planning & Growth Mgmt.	904	899	1,018	0	0	0
Public Safety	0	0	0	0	0	0
Health & Social Services	0	0	0	0	0	0
Conservation of Natural Resources	0	0	0	0	0	0
Economic Development	0	0	0	0	0	0
Education Appropriations	0	0	0	0	0	0
Other	0	0	0	0	0	0
Debt Service	2,004	2,273	3,310	18	30	71
Total Expenditures	\$36,772	\$41,110	\$45,552	\$4,290	\$5,078	\$6,150
Operating Gain/(Loss)	\$4,491	\$345	\$2,510	\$3,605	\$4,395	\$2,865
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	0	0	0	0	0	0
Transfers In	18	0	0	0	0	0
Transfers Out/Capital Contribution	0	0	0	0	0	0
Change in Net Assets	\$4,509	\$345	\$2,510	\$3,605	\$4,395	\$2,865
Net Assets- Beginning of Year	160,831	165,340	165,685	34,082	37,687	42,081
Net Assets- End of Year	\$165,340	\$165,685	\$168,195	\$37,687	\$42,081	\$44,946

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS

All Governmental Fund Types and Proprietary Funds Three-Year Comparisons *(amounts expressed in thousands)*

	ENTERPRISE FUNDS					
	SW - Watershed Protection			Other Enterprise Funds		
	FY2018 Actual	FY2019 Estimated	FY2020 Estimated	FY2018 Actual	FY2019 Estimated	FY2020 Estimated
Revenues						
Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0
Income Taxes	0	0	0	0	0	0
Other Local Taxes	0	0	0	0	0	0
Licenses & Permits	0	0	0	(0)	(0)	0
Federal Grants	0	0	0	0	0	0
State Grants	0	0	0	21	21	21
Local Governments	0	0	0	0	0	0
Service Charges	2,906	3,122	4,093	11,467	11,154	13,480
Fines & Forfeitures	0	0	0	0	0	0
Interest Income	7	7	5	12	12	10
Rent Revenues	0	0	0	692	669	675
Miscellaneous	0	0	0	43	50	55
Total Revenues	\$2,912	\$3,129	\$4,098	\$12,236	\$11,905	\$14,240
Expenditures						
General Government	\$47	\$27	\$96	\$57	\$202	\$520
Fiscal & Administrative Services	0	0	0	0	0	0
Public Works - Facilities	1,806	1,195	1,324	4,888	4,889	7,257
Public Works - Utilities	0	0	0	0	0	0
Community Services	0	0	0	109	120	157
Recreation, Parks & Tourism	0	20	20	2,837	3,151	4,024
Planning & Growth Mgmt.	938	1,821	1,537	4,081	4,212	4,171
Public Safety	0	0	0	82	117	108
Health & Social Services	0	0	0	0	0	0
Conservation of Natural Resources	4	6	6	0	0	0
Economic Development	0	0	0	0	0	0
Education Appropriations	0	0	0	0	0	0
Other	0	0	0	0	0	0
Debt Service	582	678	1,185	166	21	14
Total Expenditures	\$3,377	\$3,747	\$4,168	\$12,220	\$12,714	\$16,251
Operating Gain/(Loss)	(\$465)	(\$618)	(\$71)	\$16	(\$808)	(\$2,011)
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	0	0	0	0	0	0
Transfers In	0	550	550	525	531	1,162
Transfers Out	0	0	0	0	0	0
Change in Net Assets	(\$465)	(\$68)	\$479	\$541	(\$277)	(\$849)
Net Assets- Beginning of Year	4,042	3,578	3,509	7,281	7,822	7,545
Net Assets- End of Year	\$3,578	\$3,509	\$3,989	\$7,822	\$7,545	\$6,695

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS

All Governmental Fund Types and Proprietary Funds Three-Year Comparisons *(amounts expressed in thousands)*

	TOTAL ENTERPRISE FUNDS			TOTAL GOVERNMENTAL FUNDS		
	FY2018 Actual	FY2019 Estimated	FY2020 Estimated	FY2018 Actual	FY2019 Estimated	FY2020 Estimated
Revenues						
Property Taxes	\$0	\$0	\$0	\$230,447	\$238,796	\$248,494
Income Taxes	0	0	0	124,654	134,577	134,337
Other Local Taxes	0	0	0	38,012	35,860	32,793
Licenses & Permits	71	74	72	1,040	1,072	1,117
Federal Grants	0	0	0	16,671	16,630	14,965
State Grants	21	21	21	7,686	9,641	9,475
Local Governments	1,014	1,112	1,137	659	574	676
Service Charges	60,298	62,239	70,988	18,281	13,878	14,530
Fines & Forfeitures	678	706	670	3,745	3,553	3,799
Interest	263	567	732	4,424	6,972	6,728
Rent Revenues	939	902	905	1,235	1,219	1,267
Miscellaneous	1,023	341	889	878	930	860
Total Revenues	\$64,306	\$65,962	\$75,414	\$447,732	\$463,702	\$469,040
Expenditures						
General Government	\$300	\$418	\$1,058	\$31,530	\$29,234	\$36,562
Fiscal & Administrative Services	731	774	845	6,363	6,417	7,463
Public Works - Facilities	10,944	11,103	14,602	13,955	14,775	15,765
Public Works - Utilities	32,960	37,005	39,995	0	0	0
Community Services	109	120	157	13,371	13,859	14,249
Recreation, Parks & Tourism	2,837	3,171	4,044	10,989	10,640	10,732
Planning & Growth Mgmt.	5,923	6,932	6,726	11,004	11,116	10,713
Public Safety	82	117	108	117,213	120,386	135,471
Health & Social Services	0	0	0	5,363	7,668	7,317
Conservation of Natural Resources	4	6	6	2,280	1,324	2,556
Economic Development	0	0	0	1,852	1,796	2,368
Education Appropriations	0	0	0	220,675	218,093	233,348
Other	0	0	0	2,434	4,277	2,943
Debt Service	2,769	3,003	4,580	40,108	42,974	44,769
Total Expenditures	\$56,659	\$62,649	\$72,121	\$477,136	\$482,558	\$524,256
Operating Gain/(Loss)	\$7,647	\$3,313	\$3,293	(\$29,403)	(\$18,856)	(\$55,217)
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	0	0	0	44,391	45,860	48,843
Transfers In	543	1,081	1,712	13,399	12,965	12,704
Transfers Out	0	0	0	(8,296)	(12,426)	(12,753)
Net Change	\$8,191	\$4,394	\$5,004	\$20,090	\$27,543	(\$6,422)
Fund Balance- Beginning of Year	206,236	214,427	218,821	153,586	173,676	201,219
Fund Balance - End of Year	\$214,427	\$218,821	\$223,825	\$173,676	\$201,219	\$194,797

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS

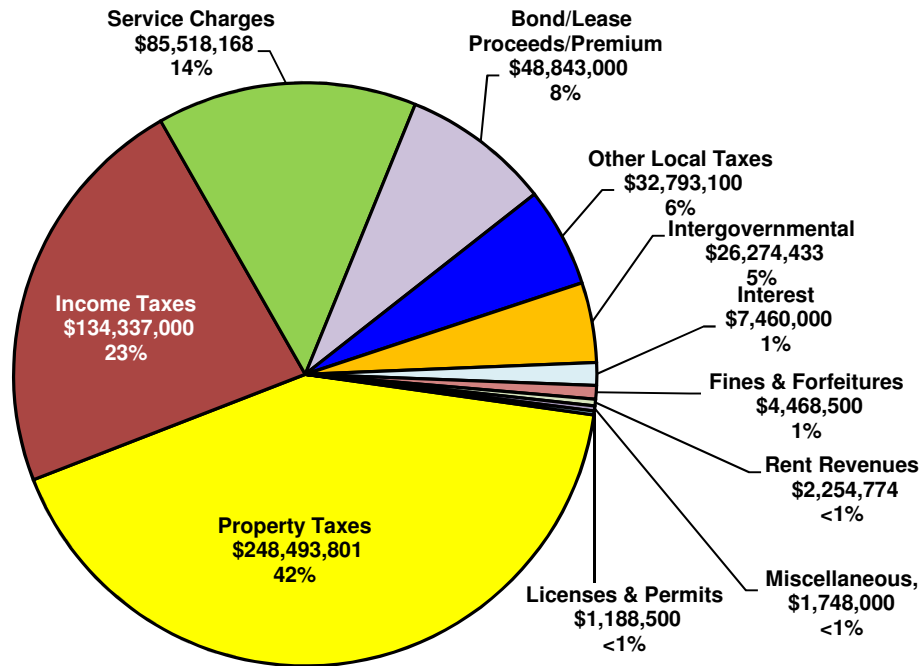
All Governmental Fund Types and Proprietary Funds Three-Year Comparisons

(amounts expressed in thousands)

	TOTAL ALL FUNDS		
	FY2018 Actual	FY2019 Estimated	FY2020 Estimated
Revenues			
Property Taxes	\$230,447	\$238,796	\$248,494
Income Taxes	124,654	134,577	134,337
Other Local Taxes	38,012	35,860	32,793
Licenses & Permits	1,112	1,146	1,189
Federal Grants	16,671	16,630	14,965
State Grants	7,707	9,662	9,496
Local Governments	1,673	1,685	1,813
Service Charges	78,579	76,117	85,518
Fines & Forfeitures	4,422	4,259	4,469
Interest	4,686	7,539	7,460
Rent Revenues	2,174	2,121	2,172
Miscellaneous	1,901	1,271	1,748
Total Revenues	\$512,039	\$529,664	\$544,454
Expenditures			
General Government	\$31,831	\$29,652	\$37,620
Fiscal & Administrative Services	7,094	7,190	8,308
Public Works - Facilities	24,899	25,877	30,367
Public Works - Utilities	32,960	37,005	39,995
Community Services	13,479	13,979	14,407
Recreation, Parks & Tourism	13,826	13,811	14,776
Planning & Growth Mgmt.	16,927	18,048	17,439
Public Safety	117,295	120,503	135,579
Health & Social Services	5,363	7,668	7,317
Conservation of Natural Resources	2,284	1,330	2,562
Economic Development	1,852	1,796	2,368
Education Appropriations	220,675	218,093	233,348
Other	2,434	4,277	2,943
Debt Service	42,877	45,977	49,349
Total Expenditures	\$533,795	\$545,207	\$596,378
Operating Gain/(Loss)	(\$21,756)	(\$15,543)	(\$51,924)
Other Financing Sources/(Uses):			
Bond/Lease Proceeds/Premium	44,391	45,860	48,843
Transfers In	13,942	14,046	14,416
Transfers Out	(8,296)	(12,426)	(12,753)
Net Change	\$28,281	\$31,937	(\$1,417)
Fund Balance- Beginning of Year			
Fund Balance - End of Year			

FY20 Total Estimated Revenues by Account Classification

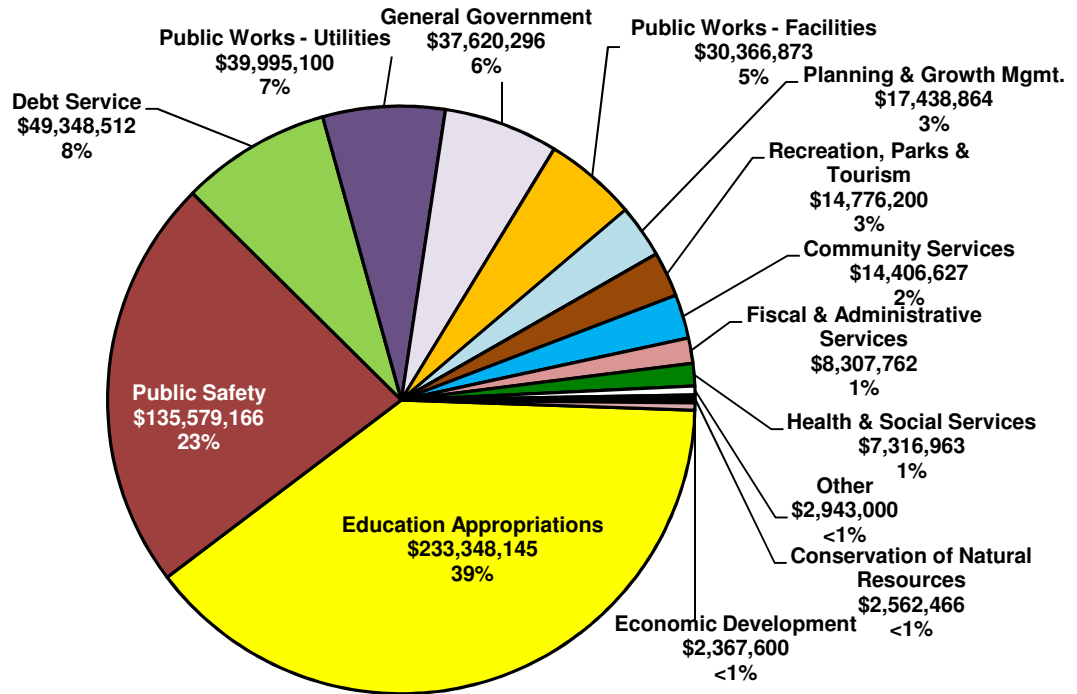
Total = \$593,296,702



NOTE: Total Estimated Revenues include Bond/Lease Proceeds/Premium.

FY20 Total Estimated Expenses by Function

Total = \$596,377,575



General, Economic, and Statistical Information

Charles County, Maryland

Origin: Charles County was created in 1658 by an Order in Council. It is not to be confused with an earlier Charles County (1650-1653) known as Old Charles County. The County was named for Charles Calvert (1637-1715), 3rd Lord Baltimore. Calvert lived in Maryland from 1661 until he returned to England in 1684. He was Proprietor of the Maryland colony from 1675 to 1689, when he lost his right to govern. From 1692 until Calvert's death in 1715, Maryland was governed as a royal colony.



Form of Government: The Code Home Rule issue passed during the general election held on November 5, 2002. The County Commissioners began implementing the new form of government in 2003. Code Home Rule is one of two forms of home rule for counties permissible under Maryland law. Charles County presently is not a charter home rule county, maintaining the pure Commissioner form. The County is governed by the Board of County Commissioners of Charles County ("the Board") consisting of five Commissioners who are elected for a four-year term. The President of the County Commissioners, who must declare his or her candidacy at the time of filing, is elected County-wide and may reside anywhere within the County. The four Commissioner members also run County-wide but one must reside within each of four Commissioner Districts. The President serves on a full time basis and the other Commissioners serve in a part-time capacity. The Board meets Tuesdays and Wednesdays at the Charles County Government Building in La Plata.

Other elected officials include Maryland State Senator, Representatives of the Maryland House of Delegates (3), Resident Judges of the Circuit Court (4), Clerk of the Circuit Court, States Attorney, Sheriff, Register of Wills, Judges of the Orphans' Court (3), and members of the County Board of Education (7).

Location: Charles County, Maryland, located on the Southern Maryland Peninsula between the Patuxent and the Potomac Rivers, adjoins Prince George's County on the north and west and St. Mary's County on the east. It comprises approximately 500 square miles, of which 460 are land and 40 are water with 305 miles of shoreline. There are three incorporated municipalities in the County, La Plata, Indian Head and Port Tobacco. La Plata, the County seat, is 71 miles from Baltimore and 25 miles from Washington, D.C.

Population: (2000 Census): 120,546; (2010 Census): 146,551; (2018 Census Estimate): 161,503

Executive Offices: The County's executive offices are located in the Government Building located at 200 Baltimore Street in La Plata, Maryland.

Mailing address is: County Commissioners of Charles County
200 Baltimore Street
La Plata, MD 20646

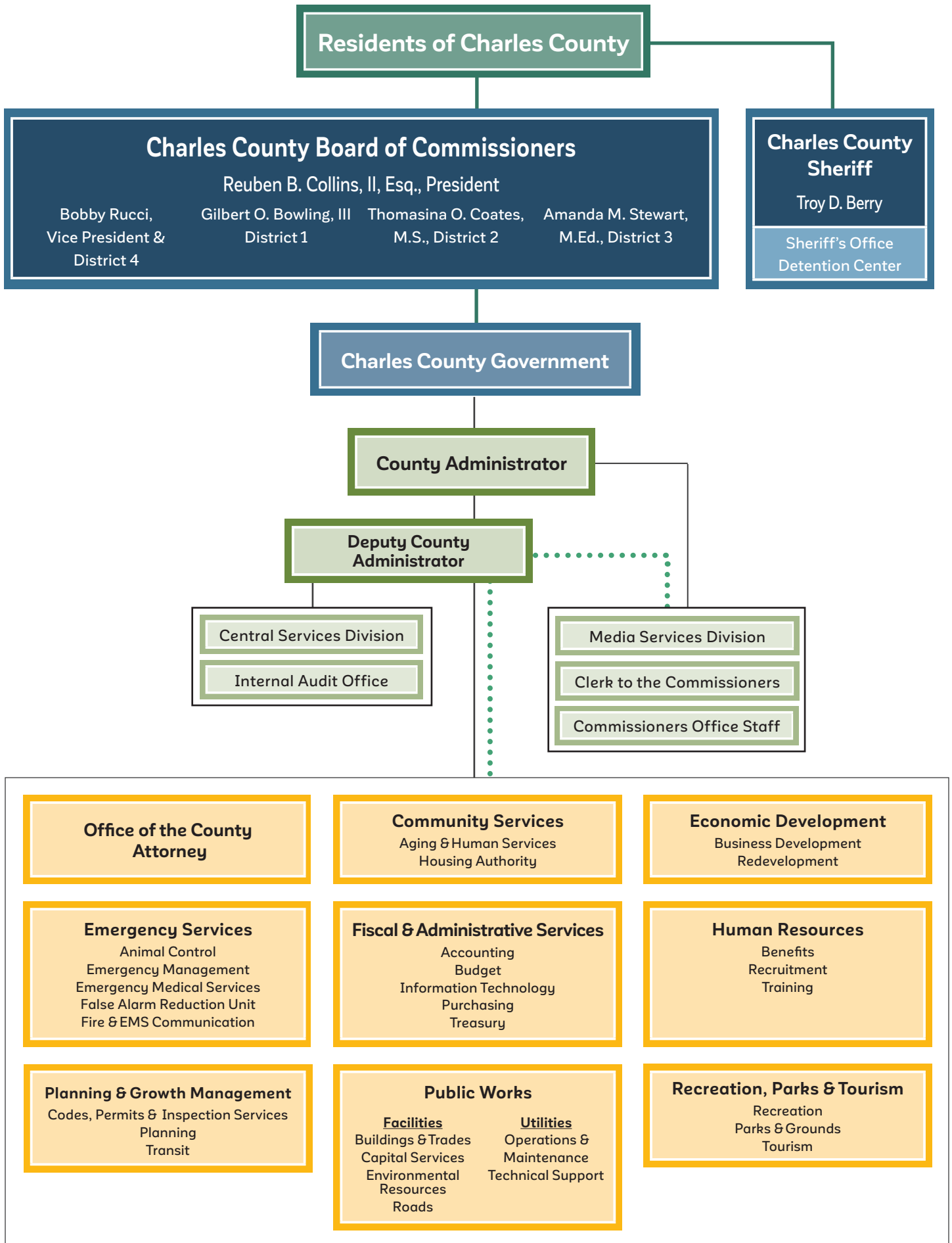
Hours of Operation: Monday - Friday 8:00 A.M. - 4:30 P.M.

The County's central telephone numbers are:

Local Line 301-645-0550 Fax Number 301-645-0560
Metropolitan Line 301-870-3000
Maryland Relay Service 711 or 1-800-735-2258

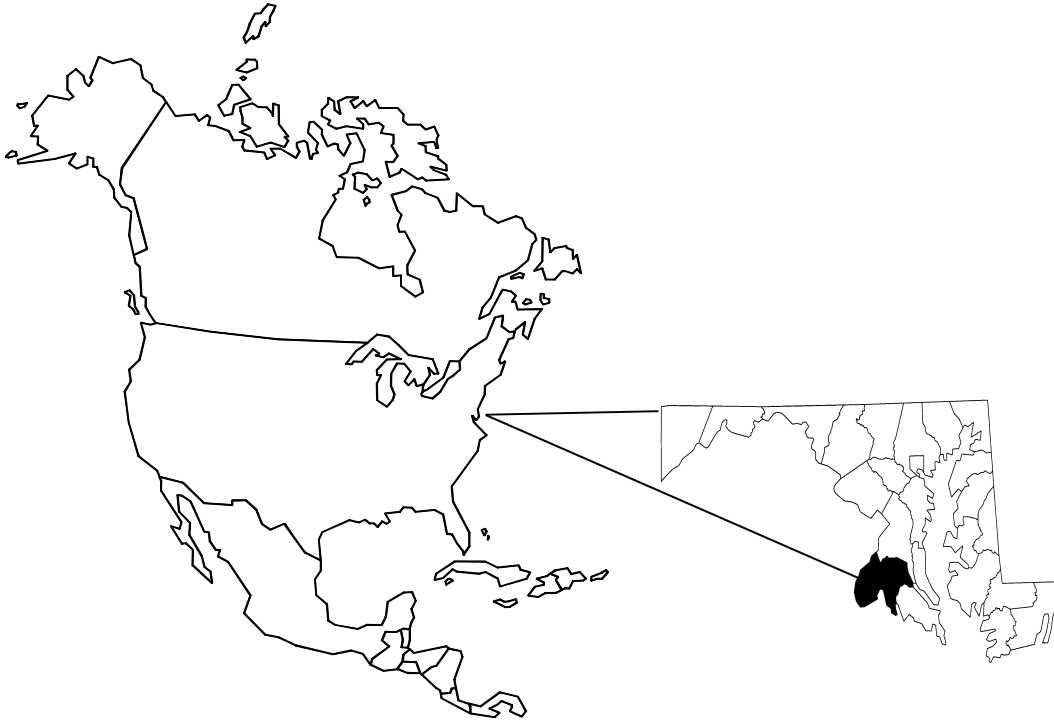
Visit the County's web site at: www.CharlesCountyMD.gov

E-Services: To meet the demands of today's busy schedules, Charles County Government is proud to provide our residents with numerous online electronic services. Residents can pay Real Estate Taxes, Permits, Red Light and Speed Enforcement Citations, Parking Violations, False Alarm Fees/Fines, Recreation Programs and Water & Sewer Bills online. Online e-services also include viewing the status of a permit, making a property tax inquiry, viewing your water & sewer utility billing account information, registering for parks & recreation programs, completing a Public Event Application, and applying for a job. Residents now have access to electronic review, submittal, and fee payment for their permits and plans. They can check the status of their plans, see any sub records, pay their fees, and resubmit any documents or drawings.



Charles County, Maryland

Charles County Maryland is an ideal location to experience all that the Mid-Atlantic Region has to offer. Charles County is just a short drive from Baltimore, Washington D.C., and Richmond, VA. Charles County enjoys all of the cultural, entertainment and economic advantage of a large urban region. At the same time, it is one of the state's most scenic areas, with hundreds of miles of shoreline, parks, history and an agricultural and maritime heritage. From suburban convenience to nature's bounty, Charles County Maryland is truly the best of both worlds.



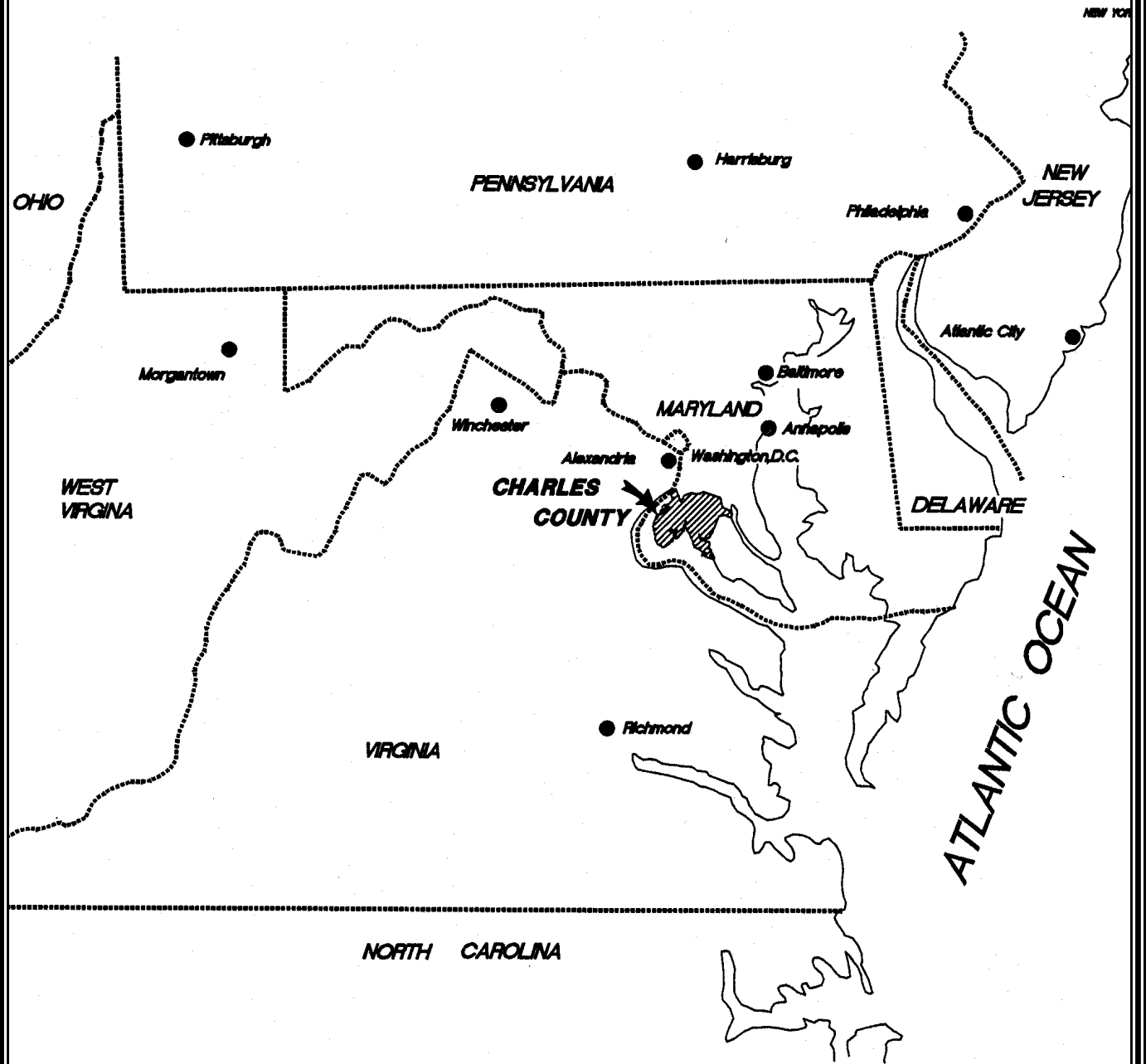
Location	
<u>Driving distance from Waldorf</u> <i>(in miles)</i>	
Atlanta, GA	609
Baltimore, MD	56
Boston, MA	452
Chicago, IL	710
New York, NY	241
Philadelphia, PA	152
Pittsburgh, PA	247
Richmond, VA	91
Washington, DC	25

Source: MD Department of Commerce, Brief Economic Facts

Climate and Geography	
Yearly Precipitation (inches)	43.6
Yearly Snowfall (inches)	16.1
Summer Temperature (°F)	75.1
Winter Temperature (°F)	38.7
Days Below Freezing	71.3
Land Area (square miles)	451.6
Water Area (square miles)	35.2
Shoreline (miles)	305
Elevation (feet)	sea level to 235

Source: National Oceanic and Atmospheric Administration and MD State Climatologist Office (1981-2010 normals); MD Geological Survey

CHARLES COUNTY LOCATION MAP



**PREPARED BY THE CHARLES COUNTY DEPARTMENT
OF PLANNING AND GROWTH MANAGEMENT-MAPPING**

PUBLIC SCHOOLS

FY 2020 Budget Operating Cost Per Pupil = \$14,825

(An increase of \$902 from the previous fiscal year)

Instruction
(Classroom)



\$0.67

Student
Transportation



\$0.08

Maintenance, Operations &
Capital Outlay



\$0.12

Student &
Community Services



\$0.01

School Administration



\$0.09

Central
Administration



\$0.03

Student Enrollment Full-time Equivalent FY2011 - FY2020

Fiscal Year	FTE	Change	Percent
FY2011	25,955	58	0.2%
FY2012	25,870	(85)	-0.3%
FY2013	25,717	(153)	-0.6%
FY2014	25,524	(193)	-0.8%
FY2015	25,413	(111)	-0.4%
FY2016	25,471	58	0.2%
FY2017	25,521	51	0.2%
FY2018	26,085	564	2.2%
FY2019	26,315	230	0.9%
FY2020 est.	26,508	194	0.7%

COUNTY & STATE PARKS

Bensville Park- Waldorf

Developed facilities currently include athletic playing fields, playground and a hiking trail. Sports fields include: one regulation-size baseball, three little League baseball, four soccer, and one football field. A separate field has been designated as an area for general community use (all other fields require a permit). Located on Bensville Road (Rt. 229) between Pomfret and Waldorf.

Bryantown Soccer Complex- Bryantown



The complex is comprised of fifteen soccer fields. The field sizes accommodate all age divisions and are for official league use-by permit only.

Cedarville State Park - Waldorf

Marked trails for hiking, mountain biking and equestrian rides. Camping, hunting, fishing activities are also available. Picnic areas and shelters are on the premises.

Chapel Point State Park - Port Tobacco

This scenic 600-acre park offers a small sandy launch area for small boats, canoes and kayaks. Charles County has recently entered into a 30-year partnership agreement with the Maryland Department of Natural Resources to manage daily operation of the park and launch a park rehabilitation project. Construction related to various park improvements is scheduled to begin in late summer 2020.

Charles County Skatepark- White Plains

A 15,000 square foot concrete-based skate park featuring various sized bowls, transitions, and a challenging street course. This park operates under seasonal hours and admission is free.



Chicamuxen Wildlife Management Area - Indian Head

Ideal for bird watchers and hikers, this protected 381-acre area offers a wide variety of waterfowl species and almost daily sightings of bald eagles.

Doncaster Forest - Doncaster

Perfect for a picnic getaway, this 1,445 acre site is great for hiking or horseback riding.

Friendship Farm Park and Trail - Nanjemoy

This scenic park overlooks the Nanjemoy Creek and offers a variety of recreational activities including fishing, baseball and seven miles of trails for hikers and equestrians. A county-owned boat ramp offers easy access to the Potomac River and is open year round, from dawn to dusk, to the public. Fishing from the pier and shoreline is permitted.

Gilbert Run Park - Dentsville

Within this scenic wooded parkland are hiking and nature trails, picnic areas (grills and tables), boat and picnic pavilion rentals, playground areas featuring our new "kiddie zip line", and fishing piers. The main attraction is a 60 acre fresh water lake which affords fishing, pedal boating, row boating, and canoeing. Fishermen are able to catch bass, bluegill, trout and catfish. A boat ramp is also provided for convenience (electric motors only). Fishing supplies, and concessions are available. Gilbert Run Park is opened from March to November with seasonal hours of operation.

Indian Head Rail Trail- Indian Head to White Plains

Thirteen mile hiker/biker trail developed on an abandoned Navy railroad corridor. This recreational trail connects the Town of Indian Head with the White Plains area of the County. Runners, cyclists and nature enthusiast enjoy the benefits of this significant park facility. The trail is not just an amenity for our local residents; it also will be one of the County's most powerful tourism revenue venues.



COUNTY & STATE PARKS

Laurel Springs Regional Park - La Plata

Laurel Springs Park is located on Radio Station Road in La Plata. This facility offers a multitude of areas for residents to pursue their leisure interest. Developed facilities include an ADA accessible special needs playground (largest in the region), four small picnic pavilions, and several informal areas with picnic tables. Athletic playing areas include: two full size baseball, five softball, three little league, one football and five soccer fields. A number of these fields are lighted for evening play. A rubber-surfaced special needs baseball diamond ("Field of Dreams") offers players of all abilities access to our national pastime. Athletic fields are available for official league use by permit only. Fitness enthusiasts will enjoy a 1.6 mile running/walking trail which loops through the wooded perimeter of the park and is open year round.

Mallows Bay Park – Riverside on the Potomac River

Located in Nanjemoy, local boaters can enjoy immediate access to this world-class fishery. Includes 50' launch ramp and boarding pier for power boaters, a kayak launch dock, interpretive signs, hiking trail, and parking. In addition to shoreline fishing areas, the park offers trails and wildlife viewing opportunities. Amenities include a nature/hiking trail, shoreline fishing, and an observation deck.

Marshall Hall Boat Launching Facility - Bryans Road

Located in the northwest section of the County at the end of Route 227, this boat launching facility gives direct access to the Potomac River. Available, free to the public, are two boat ramps, a boarding pier and parking for approximately 25 boat trailers. This is a popular area for shoreline fishing. Marshall Hall Boat Launching Facility is open from dawn to dusk year round.

Maxwell Hall Park - Hughesville

Located in the extreme eastern portion of our county, this 680 acre park currently has over 14 miles of hiking and equestrian trails. Trail users enjoy a mix of wooded and open field experience with occasional scenic views of the Patuxent River. Access to sandy beach is a favorite trail feature. A fully restored 17th century house is located on the property and plans are underway to open the house for public tours. The property's involvement in the War of 1812 will be included in the interpretation.

Myrtle Grove Wildlife Management Area - La Plata

Acres of forests/fields considered a prime location for bird watching & nature photography.

Oak Ridge Park - Hughesville



This eastern area park offers a combination of active and passive recreational activities. Athletic fields for official league use, by permit only, include little league and full size baseball fields. A playground & picnic pavilion area is located at this facility. Wooded equestrian trails and two show rings are available on a first come, first served, basis unless there are scheduled events. This facility is available for rent by equestrian organizations and ideal for youth and open events. This area of Oak Ridge Park is open to the public seven (7) days a week from dawn to dusk.

Pisgah Park - Pisgah

This park serves the western portion of Charles County. Sports fields in this 200+ acre park include: two youth baseball, one regulation baseball, four soccer, one football field, and a separate field designated for general community use. Seven of these fields are lighted for evening play. Additional amenities include a restroom building, playground, and paved fitness trail.

Port Tobacco River Park – Port Tobacco

This 149 acre nature park offers four miles of nature and hiking trails, interpretive displays, wildlife observation decks, trailside rest areas and a secluded picnic grove. The park boasts Maryland's only live eagle cam which operates October through June. The park is open daily from 8:00 a.m. to dusk.

Purse State Park - Nanjemoy

A 90-acre reserve with moss-covered rock walls and stunted trees located on Wades Bay off the Potomac River, great for fossil hunters.

COUNTY & STATE PARKS

Robert D. Stethem Memorial Sports Complex- Waldorf

Comprised of ten little league and big league baseball fields. The field sizes accommodates all ages, from T-ball to adults, for official league play. Fields are available by permit only. The park also includes playground facilities. This park is open limited hours during athletic events only.

Ruth B. Swann Memorial Park - Bryans Road

This western area park borders Pomonkey Creek and the Potomac River. Combinations of both active and passive recreational activities are available from large open areas for soccer and baseball to picnicking and bird watching. Picnic areas and a playground are available on a first come, first served, basis. Hikers can take advantage of the 2.4 mile foot trail which passes through mature woodland on its way to the shoreline of the Potomac River.

Smallwood State Park - Marbury

A 628-acres park offering fishing, camping, kayaking, canoeing, hiking, picnicking and a tour of the restored home of Revolutionary War hero General William Smallwood. This park also houses Sweden Point Marina which offers six boat launching ramps, fifty slips, and boat rentals.

Southern Park - Issue

Offering a wide variety of recreational activities for all ages, this park is located in southern Charles County off of Route 257 in Issue. Visitors can enjoy a scenic view of the Potomac River. A playground, picnic areas, ball fields, tennis courts, and a fishing pier are available. Southern Park is open to the public from dawn to dusk.

Turkey Hill Park- La Plata

Facilities include: four soccer fields, a football field, a multi-purpose area for informal recreation activities, an 18-hole disc golf course and a dog park. This park is situated on property which is leased from the State Highway Administration.

White Plains Regional Park – White Plains

White Plains Park is located at the intersection of DeMarr Road and St. Charles Parkway. Park facilities include lighted tennis courts, tot lot and playground, and a dog park. Athletic fields (for official league use-by permit only) include the following lighted fields: one soccer field, one baseball field, one Little League field and one football field. Open to the public from 8:00 A.M. until dusk. During some athletic events, the park remains open later into the evening.



White Plains & Turkey Hill Dog Parks – White Plains & La Plata

Public off-leash areas operated and maintained by County staff. County dog owners and their pets are invited to enjoy these unique facilities. Our Dog Parks provide safe, legal areas in which dogs can run, play, and socialize.

GOLF COURSES

Swan Point Country Club - Swan Point

Tucked along the banks of the Potomac River, this waterfront club offers an 18-hole championship golf course that has been rated one of the best by Golf Digest.



White Plains Golf Course - White Plains

Regionally acclaimed 18-hole public golf course. Well-groomed undulating greens and Bermuda grass fairways offer a challenging experience for all levels of play. The Golf Course also offers a Driving Range, an 18-hole Footgolf course and a recently renovated Clubhouse Cafe.

RECREATION

Capital Clubhouse- Southern Maryland's ultimate recreational and sports complex. Located in Waldorf, the Capital Clubhouse is a 90,000 square foot year 'round sports center for all ages. Under one roof you will find: an NHL-size ice rink, multi-sport courts, a rock climbing wall, four party rooms, state-of-the-art sound and lighting systems, and year 'round FUN!

Community Centers- There are **ten school based community centers** located in selected County elementary and middle schools which are available for public enjoyment. These facilities offer a variety of programs, sports, services, activities, summer camps, and recreational opportunities to persons of all ages. Community centers are focal points within their geographic area that generate a sense of community through interaction and programs. Along with traditional recreation activities, community centers provide less structured programs geared toward developing community relations and providing needed supportive services.

In addition to school-based community centers, the **Nanjemoy Community Center** operates Monday through Friday, year-round and offers a wide range of programs and services including: Senior Center operational four days a week, recreational programs, fitness center, computer lab and special events. Portions of the Community Center may be rented hourly for private functions and community organizations. In partnership with Health Partners, the Nanjemoy Community Center also hosts the Health Partners, Western County Community Health Center which provides primary care and health services to uninsured and underinsured County residents.

The **Port Tobacco Recreation Center** located at the Port Tobacco Satellite Facility has a full size gymnasium available for basketball, volleyball, and community use through other programs and activities.

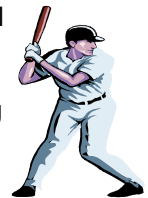
County Recreation Programs- Countywide recreational and leisure time experiences for the citizens of Charles County, including recreational classes and special events, sports leagues for youth and adult, drop-in programs, special population programs and partnerships with Charles County Special Olympics, year round aquatics programs, summer camps, trips and tours, and amusement park discount ticket sales.

Elite Gymnastics and Recreation Center- Located in Waldorf this facility provides an unequalled facility for instruction in gymnastics, dance, and recreation. The center is a 29,000 square foot, year-round recreational facility offering day, evening, and weekend programs. The facility also features a toddler gymnastics area, martial arts and dance studios, an observation area, party room, and a pro shop.



Pools- the County currently operates six public swimming pools. Year round aquatics programs are offered at **three indoor pools at Lackey and North Point High Schools and the Donald M. Wade Aquatic Center located at St. Charles High School.** Seasonal **outdoor facilities are located at La Plata, McDonough, and Thomas Stone High Schools.** Aquatics programs such as water safety, water aerobics, and swim lessons are offered year-round.

Regency Furniture Stadium- is home of the Southern Maryland Blue Crabs professional baseball club with over 70 home games. The ballpark, located in Waldorf, offers a full range of family friendly features and attractions, including a large catered picnic area overlooking the field and a fantastic amusement area for kids of all ages. The ballpark serves as a multipurpose facility by accommodating football, soccer, lacrosse and other sporting events, as well as concerts, expos, and other entertainment events. The Stadium features approximately 4,200 reserved seats and lawn seating to watch the action from the grass berms around the outfield. All seats are very close to the action.



Senior Centers- the County operates **four senior centers**, which serve as community focal points where older persons come together in an atmosphere of wellness to promote independence and improve their quality of life. Senior centers address the needs of an ever-increasing older population, providing a wide array of services and activities including nutrition programs, benefits coordination, fitness and health promotion activities, recreational and special events.

Waldorf Senior and Recreational Center —is a multi-generational recreation facility that is home to the Waldorf Senior Center. The Recreation Division oversees the operation of this facility offering a variety of programs and activities for all ages, seven days a week, year round. The facility will have a gymnasium, group exercise room, racquetball courts, fitness room, youth program room, and classroom/meeting rooms.

CHARLES COUNTY TOURIST ATTRACTIONS

Heritage and History

Visit the home of **Dr. Samuel A. Mudd**, who set the broken leg of President Abraham Lincoln's assassin. The two-story farmhouse is open to the public April-November and tours are provided by costumed docents. The annual Victorian Christmas event is held the first weekend of December. This location is also featured on the John Wilkes Booth: Escape of an Assassin and Star Spangled Banner National Historic Trail.

The **Bryantown Historic District** was bustling with federal troops searching for John Wilkes Booth following the assassination of President Abraham Lincoln. Sites to visit include the Old Bryantown Tavern and St. Mary's Catholic Church.

During **The War of 1812**, 4,500 British troops came ashore in Benedict on their way to Washington D.C. After burning the White House and the Washington Navy Yard, the troops returned carrying their wounded and supplies.

The U.S. Navy established an observation post at **St. Ignatius Catholic Church** during the War of 1812. Situated on a ninety-foot hill at Chapel Point, near Port Tobacco, this strategic location was ideal for observing British ship movement on the Potomac. This location is featured on the Religious Freedom National Scenic Byway.



Beginning as the home to the Potapoco and Piscataway Native Americans, the **Port Tobacco Historic Village** was home to one of the most historic port towns in Maryland. Guided tours are available and offer a one-of-a-kind look into some of the most well preserved early colonial homes and buildings in the area.



The **Thomas Stone National Historic Site** was originally home to the man who wrote himself into American history after signing the Declaration of Independence. Take part in a ranger led tour or attend one of several annual events.

Mallows Bay Park is home to the "Ghost Fleet" of Mallows Bay. One of the largest sunken ship graveyards in the Western Hemisphere. Mallows Bay is part of the Charles County Water Trail and is accessible by road with small boating access and kayak launch. Received the National Marine Sanctuary designation on July 8, 2019, the first national marine sanctuary since 2000.



The restored 1760's historic home to General William Smallwood, the **Smallwood Retreat House** opened to the public in 1958 under the direction of the Smallwood Foundation, Inc. Tours are conducted by costumed docents and a living history program is available.

Indian Head Rail Trail is a converted abandoned railroad corridor with 13 miles of paved trail for hikers and bikers. It provides a unique opportunity to enjoy some of Southern Maryland's most undeveloped natural areas. Originally built in 1918 as a supply route for the Navy's Indian Head Powder Factory, this elevated rail bed passes through the Mattawoman Creek stream valley. This location is featured on the Explore Charles County page on the cyclelifehq.com website.

Rich Hill was constructed in 1783 and is listed on the National Register of Historic Places. The house and property are historically significant both architecturally and for its association with the escape of John Wilkes-Booth through Southern Maryland after the assassination of President Lincoln. A stop on the "John Wilkes Booth: Escape of an Assassin, Maryland Civil War Trail" visitors can view the exterior of the house and learn more about the site by reading the on-site interpretive panels about the owners of Rich Hill or attend special events.

Illustrations by: Joseph Troy

Activities

Charles County retains its natural beauty in one of the fastest growing areas in Maryland.

21,000 acres of parkland are located within our border, where visitors are invited to explore and experience nature up close.

Charles County offers some of the most **scenic bike routes** in the state. Many have light traffic or wide shoulders and include historic sites along the way.

Nationally known as a world class year-round bass fishery, the **Potomac River** stretches along the western and south western side of the county for more than 55 miles.

Enjoy the activities at the **James E. Richmond Science Center** located within the St. Charles High School. The science center includes a state of the art 60 – foot diameter, 184 – seat Digital Dome Classroom.

Watch local baseball and enjoy other affordable family friendly activities at **Regency Furniture Stadium**, home to the Southern Maryland Blue Crabs.

Cultural Arts

Charles County Arts Alliance (CCAA)- was founded with the goal of stimulating, promoting, encouraging, and providing recognition of the arts and the creative spirit in Charles County, MD. A variety of events, workshops, and services are available to help Charles County artists and arts organizations succeed and thrive. The CCAA maintains five galleries for visual artists in public spaces around Charles County. The Galleries are located at the Government Building, Charlotte Hall Veterans Home, Community Bank of Chesapeake, University of Maryland – Charles Regional Medical Center, and the Waldorf West Library. The CCAA also sponsors the annual Artsfest which is the largest outdoor arts festival in Charles County. This annual countywide outdoor event celebrates ALL the arts in Charles County: music, visual art, drama, dance and literature.

Indian Head Center for the Arts- The Indian Head Center for the Arts' mission is to provide a broad spectrum of arts services to the community and to act as a community center, encouraging community interaction, economic development and the creation of opportunities for children, youth and residents. The Center is managed by the Chesapeake Bay Floating Theatre, Inc., a registered nonprofit. With its 90 seat intimate setting and 450 square foot stage, the Black Box Theatre provides a professional venue for performance artists of all types.

College of Southern Maryland, Fine Arts Center- sponsors various exhibits and performances including, theatre productions, music concerts, dance performances, gallery exhibits, ensemble opportunities for the entire community, and kids' and teen college classes in the arts.

Mattawoman Creek Art Center- is a not-for-profit organization seeking to encourage the practice and appreciation of the visual arts in the Southern Maryland community. The Center is located at Smallwood State Park in Marbury and holds 8 to 10 Art Exhibits per year, plus special events, workshops, and classes. The gallery is open Fridays, Saturdays and Sundays from 11am to 4pm during scheduled exhibitions and shows.

Port Tobacco Players- strives to entertain, educate, uplift, challenge, enlighten, and enrich their audiences, volunteers and community by providing consistent quality productions at affordable prices. Six shows per season are performed on the recently renovated main stage in downtown La Plata and there are also performs countless road productions with their Encore and Encore Kids touring companies.

Crain Memorial Welcome Center

The Welcome Center is open seven days a week from 8:30 a.m. – 4:30 p.m. and is located on Route 301 North in Newburg. The Center is a great place to bring family and out-of-town guests to explore the county, region and state of Maryland's many diverse attractions and get up to date information about events, festivals and local specialty stops. The Center is set-up with rotating exhibits, features local art and informational media to orient everyone to the history, culture and diverse recreational activities in our area. Experienced travel counselors are ready to help everyone with their travel planning and community explorations.

ECONOMIC AND STATISTICAL INFORMATION

Charles County, Maryland Assessed and Estimated Market Value of All Property Classes (amounts expressed in thousands)

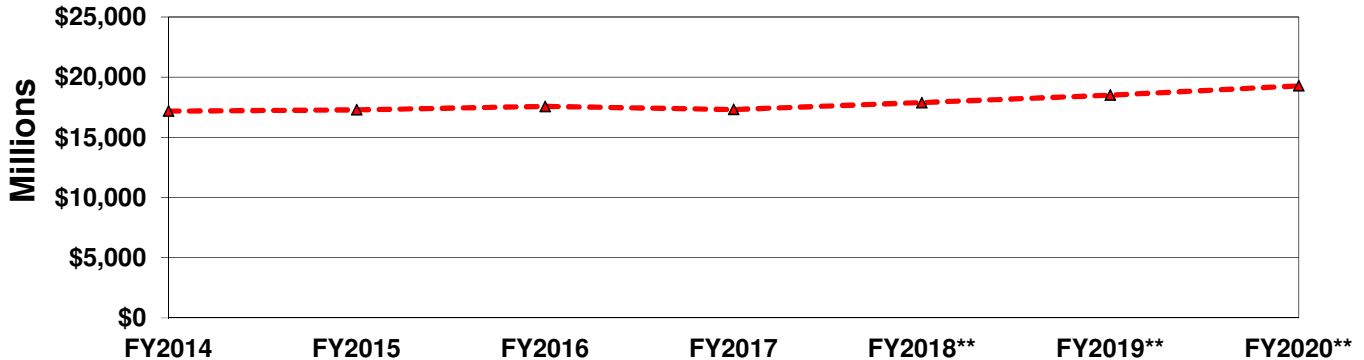
Fiscal Year Ended June 30th	Real Property		Business Personal Property	Railroads & Public Utilities	Ordinary Business Corporations	Total Assessed Value	Total Market Value**
	Full Year	Partial Yr.					
2014	\$15,386,213	\$131,670	\$7,713	\$284,178	\$631,661	\$16,441,436	\$17,174,309
2015	\$15,407,788	\$210,168	\$7,504	\$303,235	\$621,083	\$16,549,778	\$17,282,422
2016	\$15,693,975	\$169,791	\$9,184	\$316,255	\$645,642	\$16,834,846	\$17,559,040
2017	\$16,259,808	\$191,817	\$9,542	\$312,869	\$221,588	\$16,995,623	\$17,308,492
2018	\$16,801,931	\$191,280	\$9,750	\$328,347	\$220,855	\$17,552,164	\$17,880,511
2019*	\$17,425,110	\$163,027	\$9,665	\$333,493	\$247,061	\$18,178,356	\$18,511,849
2020*	\$18,182,767	\$150,000	\$9,665	\$340,163	\$252,003	\$18,934,597	\$19,274,761

Source: Maryland State Department of Assessments & Taxation.

* Estimated by the Department of Fiscal Services & Administrative Services, Charles County, MD.

**Total Market Value excludes Payment in Lieu of Tax (PILOT) agreements.

Estimated Market Value*



*Estimated Market Value excludes an Payment in Lieu of Tax (PILOT) agreements.

**Estimated by the Department of Fiscal Services & Administrative Services, Charles County, MD.

Ten Leading Tax Payers

(Fiscal Year 2019)

Taxpayer	Property Tax Billed ¹
GenOn Mid-Atlantic, LLC.....	\$7,954,422 **
Southern Maryland Electric Coop Inc.....	4,571,238
CPV Maryland, LLC.....	3,466,298 **
Dominion Cove Point LNG,LP.....	1,721,757
Charles Mall Company LTD Partnership.....	1,433,162
Verizon Maryland Inc.....	1,237,545
SCG Atlas Westchester LLC.....	1,018,184
Washington Gas Light Company.....	916,400
Potomac Electric Power Company.....	769,041
Madison Waldorf LLC.....	658,479

Source: Maryland State Department of Assessments & Taxation / Charles County Department of Fiscal Services & Administrative Services

¹ State and Volunteer Fire & EMS taxes are excluded from property tax billed.

** Reflects Payment in Lieu of Tax (PILOT) agreements.

ECONOMIC AND STATISTICAL INFORMATION

County-Wide Property Tax Rates Per \$100 Assessed Value								
Fiscal Years	<u>Real Property</u>				<u>Business Property</u>			
	General County (Including Education)	Fire and Rescue Tax	State	Total	General County (Including Education)	Fire and Rescue Tax	State*	Total
2016	\$1.141	\$0.064	\$0.112	\$1.317	\$2.8525	\$0.16	\$0.28	\$3.2925
2017	1.141	0.064	0.112	1.317	2.8525	0.16	0.28	3.2925
2018	1.141	0.064	0.112	1.317	2.8525	0.16	0.28	3.2925
2019	1.141	0.064	0.112	1.317	2.8525	0.16	0.28	3.2925
2020	1.141	0.064	0.112	1.317	2.8525	0.16	0.28	3.2925

* Non-utility generators are exempt from State Business Property Tax.

How are your Property Taxes calculated?



Assessed property value	\$294,000 ^a
Divided by \$100 increments	\$100 ^b
Multiplied by the combined tax rate	\$1.317 ^c
Total property taxes due	\$3,872

- a) All property is physically inspected once every three years and any increase in full cash value arising from such inspections is phased in over the ensuing three taxable years in equal annual installments. A tax cap is set by the County Commissioners annually and can range from 0% to 10% of the prior year liability. The current year tax cap is 7%. Conversely, any decrease in full cash value is recognized in full in the first year and the tax bill remains flat until the next reassessment.
- b) Property taxes are calculated per \$100 of assessed value.
- c) Combined tax rate is broken down into \$1.205 County (includes \$0.064 Volunteer Fire & EMS) and \$0.112 State.

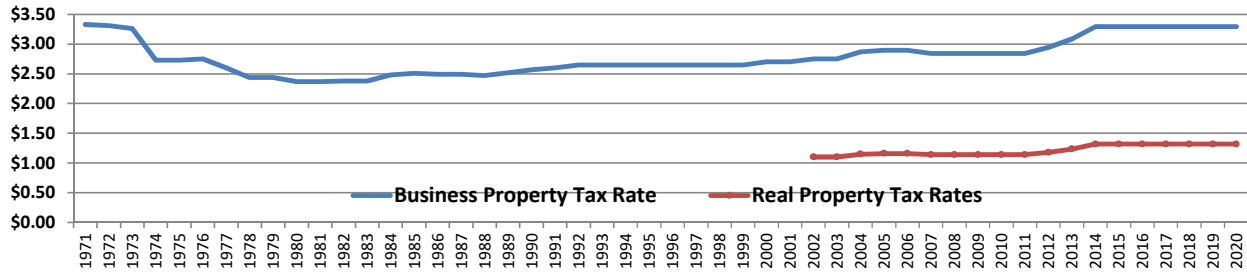
<u>County Tax Levies</u> (net of additions and abatements)			
Fiscal Years	County (Including Education)	Fire and Rescue Tax	State
2014	\$202,699,933	\$11,369,672	\$18,082,492
2015	203,588,664	11,419,522	18,224,121
2016	207,718,985	11,651,196	18,556,081
2017	202,074,698	11,334,602	19,188,391
2018	208,877,954	11,716,204	19,857,663
2019*	216,551,255	12,146,609	20,537,732
2020 Est.	225,157,123	12,629,322	21,382,480

Source: Audited financial statements of the County for the fiscal years 2014-2018

*Unaudited as provided by the Department of Fiscal Services & Administrative Services, Charles County, MD

ECONOMIC AND STATISTICAL INFORMATION

Charles County Tax Rates/Budget: 50 Year History



FISCAL YEAR	BUSINESS PROPERTY TAX RATES				REAL PROPERTY TAX RATES				INCOME TAX RATE*	BUDGET
	FIRE	COUNTY	STATE	TOTAL	FIRE	COUNTY	STATE	TOTAL		
1971	0.10	3.05	0.18	\$3.33					50%	\$9,022,620
1972	0.10	3.00	0.21	\$3.31					50%	\$12,253,480
1973	0.10	2.95	0.21	\$3.26					50%	\$14,413,586
1974	0.10	2.42	0.21	\$2.73					50%	\$16,331,993
1975	0.10	2.42	0.21	\$2.73					50%	\$19,005,734
1976	0.10	2.42	0.23	\$2.75					50%	\$24,450,701
1977	0.10	2.27	0.23	\$2.60					50%	\$23,208,952
1978	0.10	2.14	0.20	\$2.44					50%	\$25,587,735
1979	0.10	2.14	0.20	\$2.44					45%	\$26,990,058
1980	0.10	2.07	0.20	\$2.37					40%	\$32,206,942
1981	0.10	2.07	0.20	\$2.37					45%	\$31,719,728
1982	0.10	2.07	0.21	\$2.38					50%	\$35,059,911
1983	0.10	2.07	0.21	\$2.38					50%	\$38,650,500
1984	0.10	2.17	0.21	\$2.48					50%	\$43,316,062
1985	0.15	2.15	0.21	\$2.51					50%	\$49,649,070
1986	0.15	2.13	0.21	\$2.49					50%	\$54,866,100
1987	0.15	2.13	0.21	\$2.49					45%	\$64,574,398
1988	0.15	2.11	0.21	\$2.47					45%	\$69,756,088
1989	0.15	2.16	0.21	\$2.52					50%	\$82,880,250
1990	0.15	2.21	0.21	\$2.57					50%	\$95,942,900
1991	0.16	2.23	0.21	\$2.60					50%	\$92,789,500
1992	0.16	2.28	0.21	\$2.65					50%	\$96,175,850
1993	0.16	2.28	0.21	\$2.65					50%	\$94,202,500
1994	0.16	2.28	0.21	\$2.65					50%	\$101,000,000
1995	0.16	2.28	0.21	\$2.65					50%	\$111,468,000
1996	0.16	2.28	0.21	\$2.65					50%	\$115,787,000
1997	0.16	2.28	0.21	\$2.65					50%	\$121,319,200
1998	0.16	2.28	0.21	\$2.65					50%	\$129,179,500
1999	0.16	2.28	0.21	\$2.65					2.52% **	\$137,248,500
2000	0.16	2.33	0.21	\$2.70					2.81%	\$152,185,700
2001	0.16	2.33	0.21	\$2.70					2.85%	\$161,893,300
2002	0.16	2.38	0.21	\$2.75	0.064	0.952	0.084	\$1.10	2.90%	\$171,108,600
2003	0.16	2.38	0.21	\$2.75	0.064	0.952	0.084	\$1.10	2.90%	\$190,253,600
2004	0.16	2.38	0.33	\$2.87	0.064	0.952	0.132	\$1.148	2.90%	\$197,452,600
2005	0.16	2.405	0.33	\$2.895	0.064	0.962	0.132	\$1.158	2.90%	\$213,559,200
2006	0.16	2.405	0.33	\$2.895	0.064	0.962	0.132	\$1.158	2.90%	\$243,388,300
2007	0.16	2.405	0.28	\$2.845	0.064	0.962	0.112	\$1.138	2.90%	\$273,508,600
2008	0.16	2.405	0.28	\$2.845	0.064	0.962	0.112	\$1.138	2.90%	\$302,328,000
2009	0.16	2.405	0.28	\$2.845	0.064	0.962	0.112	\$1.138	2.90%	\$312,519,000
2010	0.16	2.405	0.28	\$2.845	0.064	0.962	0.112	\$1.138	2.90%	\$311,168,600
2011	0.16	2.405	0.28	\$2.845	0.064	0.962	0.112	\$1.138	2.90%	\$305,018,610
2012	0.16	2.50625	0.28	\$2.94625	0.064	1.0025	0.112	\$1.1785	2.90%	\$307,623,600
2013	0.16	2.64250	0.28	\$3.0825	0.064	1.0570	0.112	\$1.233	2.90%	\$325,073,900
2014	0.16	2.85250	0.28	\$3.2925	0.064	1.1410	0.112	\$1.317	3.03%	\$339,071,600
2015	0.16	2.85250	0.28	\$3.2925	0.064	1.1410	0.112	\$1.317	3.03%	\$354,515,200
2016	0.16	2.85250	0.28	\$3.2925	0.064	1.1410	0.112	\$1.317	3.03%	\$365,682,800
2017	0.16	2.85250	0.28	\$3.2925	0.064	1.1410	0.112	\$1.317	3.03%	\$375,542,600
2018	0.16	2.85250	0.28	\$3.2925	0.064	1.1410	0.112	\$1.317	3.03%	\$391,452,100
2019	0.16	2.85250	0.28	\$3.2925	0.064	1.1410	0.112	\$1.317	3.03%	\$404,659,200
2020	0.16	2.85250	0.28	\$3.2925	0.064	1.1410	0.112	\$1.317	3.03%	\$425,097,500

The "truth in taxation" bill was passed. In order to make real property tax bills simpler and easier to understand, the General Assembly, under Chapter 80 of the Acts 2000, requires that property tax rates on real property be based on a full cash value assessment. As a result, real property tax rates were reduced by 40% effective July, 1, 2001 (FY2002.)

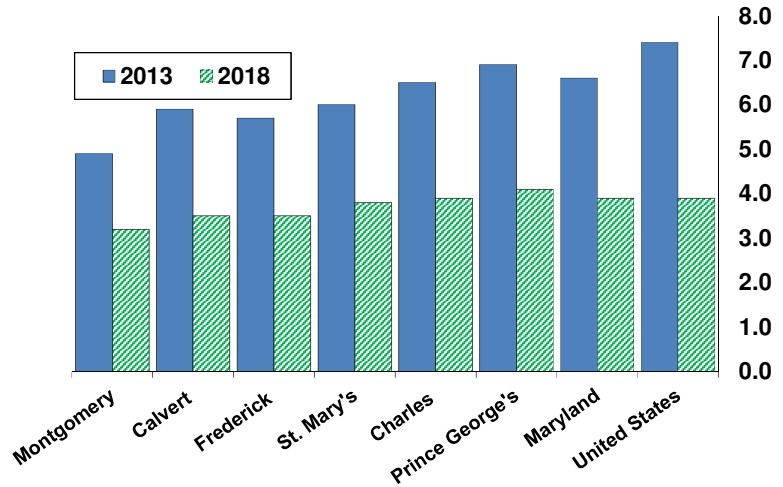
* Income Tax rates are shown as calendar years.

** In order to hold the Counties harmless from any tax policies implemented by the State, the method used to calculate the local tax was changed in calendar year 1999. The rate was changed to be calculated as a % of the individual's Maryland taxable income. In prior years, the local tax was calculated as a % of the calculated Maryland tax. The local rate of 2.81% for calendar year 2000 equated to approximately 56% of the State liability.

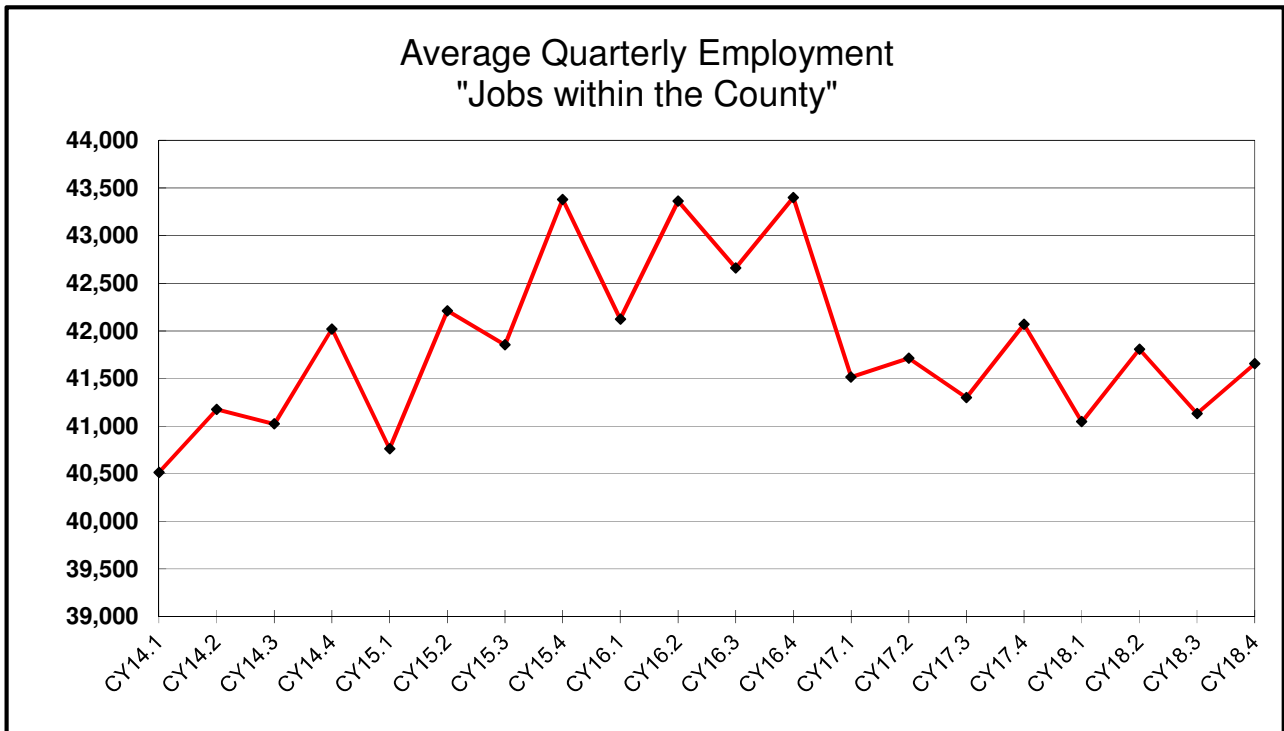
ECONOMIC AND STATISTICAL INFORMATION

Average Annual Unemployment Rate

<u>Calendar Year:</u>	<u>2013</u>	<u>2018</u>
Montgomery County	4.9	3.2
Calvert County	5.9	3.5
Frederick County	5.7	3.5
St. Mary's County	6.0	3.8
Charles County	6.5	3.9
Prince George's County	6.9	4.1
State of Maryland	6.6	3.9
United States	7.4	3.9



The average annual unemployment rate for Charles County equals the State and National average.



The large spike in County jobs starting in calendar year 2015 through calendar year 2016 were in the construction industry which was likely due to the completion of the Competitive Power Ventures St. Charles Energy Center. Overall, the number of County jobs since the beginning of calendar year 2014 has grown by 3%.

Source: Maryland Department of Labor, Licensing, & Regulation. Published July 2019.

ECONOMIC AND STATISTICAL INFORMATION

Major Employers

<u>Employer</u>	<u>Number of Employees</u>	<u>Employer</u>	<u>Number of Employees</u>
Charles County Board of Education.....	3,681	Target.....	400
Naval Department of Defense at Indian Head.....	3,485	Sage Point Senior Living Services.....	370
Charles County Government.....	1,410	The Wills Group.....	335
UM Charles Regional Medical Center.....	747	McDonald's.....	326
Wal-Mart/Sam's Club.....	606	Safeway.....	296
Waldorf Chevy/Cadillac, Honda, Ford, Toyota/Scion, Dodge.....	583	Lowe's.....	265
College of Southern Maryland.....	540	ADJ Sheet Metal.....	264
Southern MD Electrical Coop.....	475	Chick-fil-A.....	263

Source: Charles County Economic Development Department, 2019.

Hourly Wage Rates

<u>Selected Occupations</u>	<u>Local Median</u>	<u>State Median</u>	<u>Selected Occupations</u>	<u>Local Median</u>	<u>State Median</u>
Accountants & Auditors.....	\$38.98	\$36.01	Machinists.....	\$30.79	\$26.04
Aerospace Engineers.....	56.97	61.33	Network Administrators.....	48.86	49.79
Bookkeeping/Accounting Clerks.....	20.36	21.62	Packers and packagers, hand.....	9.89	12.55
Computer Systems Analyst.....	47.02	45.80	Retail Salesperson.....	11.14	11.70
Customer Service Representatives.....	15.01	17.18	Registered Nurse.....	33.06	36.81
Electrical Engineers.....	52.18	51.43	Secretaries.....	18.24	19.58
Electrical & Electronic Eng. Techs.....	40.46	33.99	Shipping/Receiving Clerks.....	13.93	16.82
Industrial Truck & Tractor Operators.....	18.96	18.48	Team Assemblers.....	14.29	13.59

Source: Maryland Department of Labor, Licensing and Regulation; last updated April 2019. Wages were adjusted for inflationary pressure through 2018. Local Wage Rates represent Southern Maryland which includes Calvert, Charles, and St. Mary's counties. Wages may vary by industry, employer, and locality.

Number of Charles County 2017 Income Tax Returns by Maryland Adjusted Gross Income Class

<u>Maryland Adjusted Gross Income</u>	<u>Number of Returns</u>	<u>% of Total</u>	<u>Charles County as a % of Maryland</u>
\$0-\$9,999.....	1,107	1.7%	1.1%
\$10,000 under \$20,000.....	7,142	11.1%	2.4
\$20,000 under \$30,000.....	7,100	11.1%	2.3
\$30,000 under \$40,000.....	6,127	9.5%	2.3
\$40,000 under \$50,000.....	5,387	8.4%	2.4
\$50,000 under \$100,000.....	19,399	30.2%	2.9
\$100,000 and over.....	17,902	27.9%	2.9
Taxable Returns.....	64,164	100.0%	2.6%
Non-Taxable.....	12,951		2.1
Total- All Returns.....	<u>77,115</u>		<u>2.6%</u>

Source: Comptroller of Maryland

ECONOMIC AND STATISTICAL INFORMATION

Income

Median household income and per-capita income for Charles County, the State, and other surrounding counties are shown below. Charles County ranks fifth for Median Household Income and ninth in Per Capita Income when compared to the other 22 counties in the State of Maryland and the City of Baltimore.

<u>Jurisdiction</u>	<u>Median Household Income</u>	<u>State Ranking</u>	<u>Per Capita Income</u>	<u>State Ranking</u>
Anne Arundel.....	\$94,502	4	\$43,258	4
Calvert.....	100,350	3	41,469	5
Charles.....	93,973	5	38,890	9
Frederick.....	88,502	8	39,566	8
Howard.....	115,576	1	51,045	2
Montgomery.....	103,178	2	51,162	1
Prince George's.....	78,607	11	34,391	14
St. Mary's.....	86,508	9	37,528	11
State of Maryland.....	78,916		39,070	

Source: 2013-2017 American Community Survey 5-Year Estimates

Educational Attainment

The percentage of adults in Charles County 25 years or older with a high school education or higher is greater than both the State and United States average while the percentage with a bachelor's degree or higher is less.

<u>Educational Attainment</u>	<u>Charles County</u>		<u>Maryland</u>	<u>United States</u>
	<u># of Residents</u>	<u>% of total</u>	<u>% of total</u>	<u>% of total</u>
Less than 9th grade.....	2,346	2.3%	4.1%	5.4%
9th to 12th grade, no diploma.....	5,189	4.9%	6.1%	7.2%
High school graduate (includes equivalency).....	33,029	32.3%	25.1%	27.3%
Some college, no degree.....	24,837	25.2%	19.2%	20.8%
Associate's degree.....	8,473	7.9%	6.5%	8.3%
Bachelor's degree.....	17,540	16.5%	21.0%	19.1%
Graduate or professional degree.....	11,904	10.9%	18.0%	11.8%
Population 25 years and over.....	103,318			
Percent high school graduate or higher.....		92.8%	89.8%	87.3%
Percent bachelor's degree or higher.....		27.4%	39.0%	30.9%

Source: 2013-2017 American Community Survey 5-Year Estimates

Charles County Sales and Use Tax Collections

As indicated in the following table Charles County had a 3.3% decline in tax collections for FY18. Charles County represents 2.2% of the total state wide collection. The Sales and Use Tax Rate in Maryland is 6%.

(Dollars in Thousands)

<u>Class of Business</u>	<u>Fiscal Year</u>		<u>%</u>	<u>2018</u>	<u>2017</u>
	<u>2018</u>	<u>2017</u>	<u>Change</u>	<u>% of Total</u>	<u>% of Total</u>
Food and Beverage.....	\$26,584	\$27,901	-4.7%	25.9%	26.3%
General Merchandise.....	28,235	26,253	7.6%	27.5%	24.7%
Building and Contractors.....	16,500	17,828	-7.5%	16.1%	16.8%
Utilities and Transportation.....	6,574	7,180	-8.4%	6.4%	6.8%
Automotive.....	6,961	6,912	0.7%	6.8%	6.5%
Miscellaneous.....	6,494	6,728	-3.5%	6.3%	5.7%
Apparel.....	4,787	6,009	-20.3%	4.7%	6.3%
Furniture, Fixtures, & Appliances.....	4,596	5,551	-17.2%	4.5%	5.2%
Hardware, Machinery, and Equipmen	1,971	1,796	9.7%	1.9%	1.7%
Total	\$102,702	\$106,158	-3.3%	100.0%	100.0%
Assessment Collections	43	68	-36.5%		
Grand Total	\$102,745	\$106,226	-3.3%		

Source: Comptroller of Maryland: Revenue Administration Division

ECONOMIC AND STATISTICAL INFORMATION

Population and Age Distribution

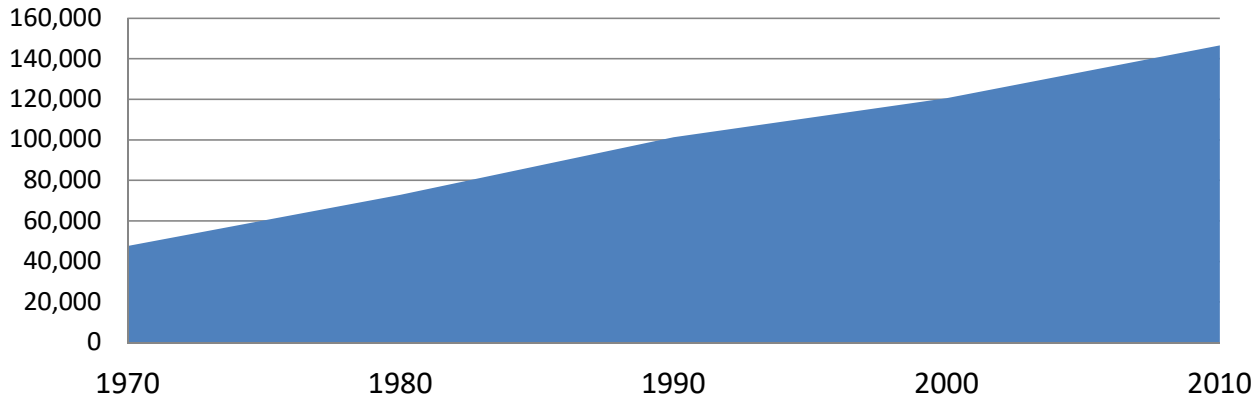
<u>Age</u>	<u>1970</u>	<u>1980</u>	<u>1990</u>	<u>2000</u>	<u>2010</u>	<u>2018</u> ⁽¹⁾
Under 5	5,674	5,975	8,769	8,628	9,780	10,401
5-9	6,537	6,721	8,631	9,891	10,241	11,277
10-14	5,928	8,273	7,853	10,376	11,587	12,858
15-19	4,283	7,908	7,731	8,971	11,661	12,763
20-24	3,033	5,588	7,761	6,118	8,851	9,569
25-34	7,193	12,506	19,351	17,401	17,309	18,927
35-44	5,402	10,853	16,820	22,749	24,498	25,587
45-54	4,283	6,308	11,346	17,062	24,000	27,327
55-64	2,846	4,614	6,389	10,525	14,974	17,529
65-74	1,633	2,674	4,145	5,460	8,245	9,431
<u>75 years or older</u>	<u>766</u>	<u>1,331</u>	<u>2,358</u>	<u>4,022</u>	<u>5,405</u>	<u>5,834</u>
All Ages	47,578	72,751	101,154	120,546	146,551	161,503
Percent of Population						
Under 20 years	47.1%	39.7%	32.6%	31.4%	29.5%	29.3%
Over 64 years	5.0%	5.5%	6.4%	7.9%	9.3%	9.5%
Median age	22.3	26.7	30.2	35.1	37.4	38.1

Source: U.S. Department of Commerce, U.S. Census Bureau

(1) Based on U.S. Census 2018 Population Estimate.

Average annual increase per 10 year increment... **4.3%** **3.4%** **1.8%** **2.0%**

Charles County Population 40 Year History



Race

White.....	46.8%
Black or African American alone.....	43.2%
Hispanic or Latino (of any race).....	5.4%
Asian.....	3.2%
Other.....	1.4%

Gender

Women.....	51.7%
Men.....	48.3%

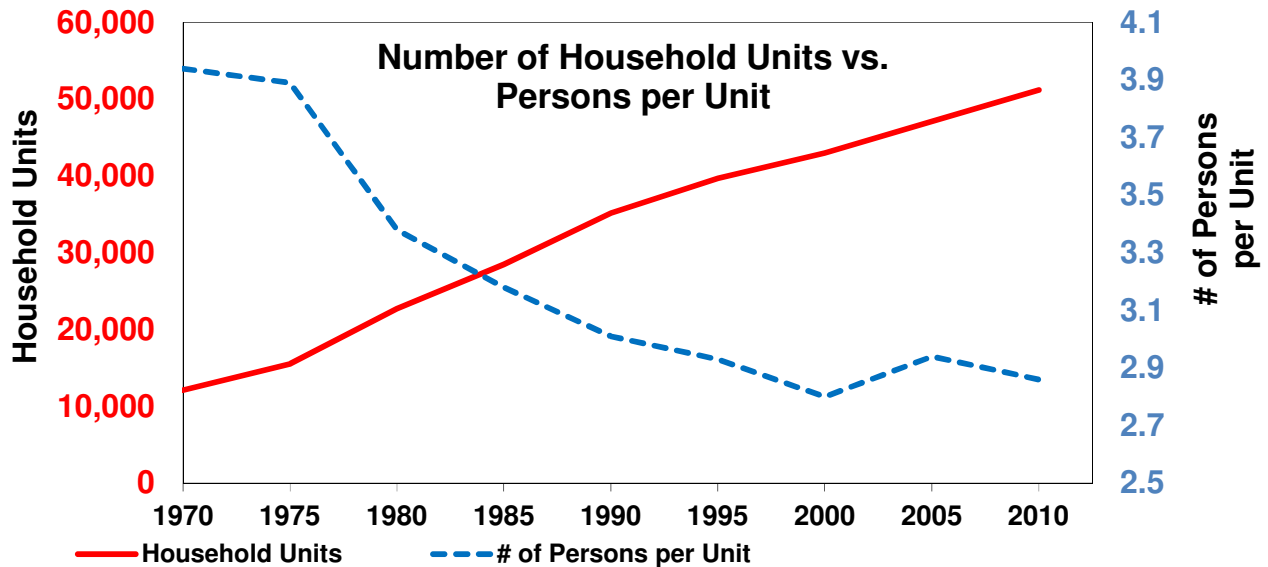
Source: U.S. Census Bureau, 2013-2017 American Community Survey 5-year estimates

ECONOMIC AND STATISTICAL INFORMATION

Persons Per Residential Household

The total housing units for Charles County is estimated at 57,879. Per the 2010 Census the occupancy rate for Charles County is 93.2%. The number of persons per unit was on a decline from 1970 to 1995 and has leveled off to the current 2.79 persons per unit.

<u>Calendar Year Ending</u>	<u>Number of Occupied Housing Units</u>	<u>Number of Persons Per Unit</u>
1970	12,098	3.94
1975	15,519	3.89
1980	22,721	3.38
1985	28,498	3.18
1990	35,168	3.01
1995	39,736	2.93
2000	43,002	2.80
2005	47,161	2.94
2010 ⁽¹⁾	51,214	2.86
2018 ⁽²⁾	57,879	2.79



Source: U.S. Census Bureau / Charles County Department of Planning & Growth Management.

(1) U.S. Census Bureau, Census 2010

(2) Based on U.S. Census 2010 data for occupied housing units, with new Charles County U & O permit data added to 2010 number.

Type of Housing Units

	<u>% of Total</u>		<u>% of Total</u>
1 unit- detached.....	70.5%	5 to 9 units.....	1.4%
1 unit- attached.....	18.9%	10 to 19 units.....	1.5%
2 units.....	0.2%	20 or more units.....	4.8%
3 or 4 units.....	1.5%	Mobile home or other	1.2%

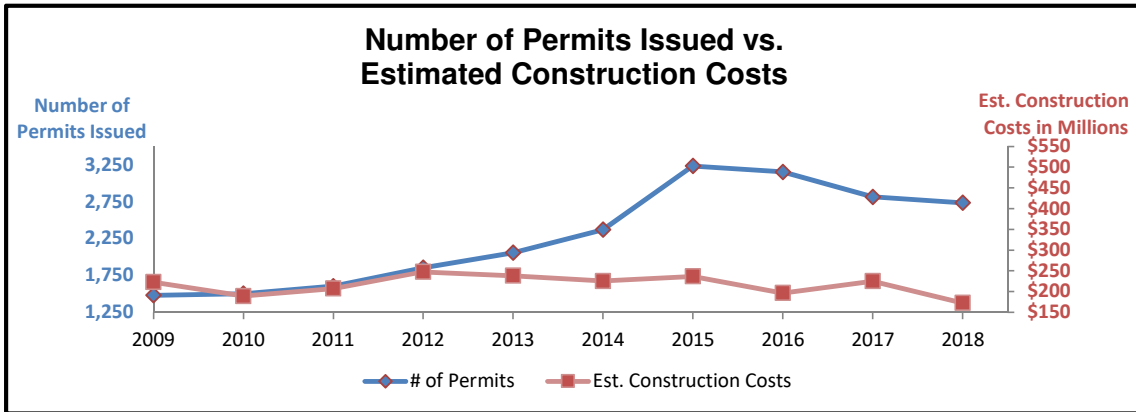
Source: U.S. Census Bureau, 2013-2017 American Community Survey 5-year estimates.

ECONOMIC AND STATISTICAL INFORMATION

As set forth in the Ten-Year Building Permit Summary, the County has experienced steady growth. The County issued 619 new residential units in 2019.

Ten Year Building Permit Summary

Calendar Year	# of New Residential Units	# of New Commercial Permits	# of New Res. Misc. Permits	# of Comm. Alter./Add. Permits	Total Number of Permits	Total Estimated Construction Costs
2009	524	14	723	221	1,482	\$222,629,345
2010	520	15	761	206	1,502	189,021,394
2011	576	18	751	259	1,604	207,318,445
2012	643	15	935	261	1,854	247,602,902
2013	714	18	1,011	315	2,058	238,111,640
2014	730	9	1,306	327	2,372	225,453,371
2015	833	40	1,996	365	3,234	236,559,685
2016	761	5	2,124	264	3,154	196,625,254
2017	666	11	1,866	273	2,816	224,979,125
2018	619	7	1,851	258	2,735	172,608,693



As shown below, the average cost of new single family dwelling units has remained relatively consistent.

Calendar Year	Estimated Residential Construction Costs	No. of New SFD Units	Avg. Cost of New SFD Unit	% Chg.
2009	87,588,186	363	\$241,290	-4.0%
2010	117,998,807	497	237,422	-1.6%
2011	110,281,837	432	255,282	7.5%
2012	112,328,874	474	236,981	-7.2%
2013	129,669,469	484	267,912	13.1%
2014	129,457,575	471	274,857	2.6%
2015	125,326,150	527	237,811	-13.5%
2016	118,704,200	497	238,841	0.4%
2017	119,826,871	479	250,160	4.7%
2018	100,484,823	386	260,323	4.1%

Source: Charles County Department of Planning & Growth Management: Codes, Permits and Inspection Services Division.

ECONOMIC AND STATISTICAL INFORMATION

Transportation

Highways: U.S. 301, MD 5, and MD 210 are the major highways through the county. Routes 5 and 210 connect to the National Capital Beltway (I-495) providing easy access to Washington D.C. and Northern Virginia. Route 301 connects the region with Baltimore and Richmond, and serves as an alternate to I-95 traffic through the Washington Capital area.

Rail: CSX Transportation **Truck:** Nearly 60 local and long-distance trucking establishments are located in Southern Maryland.

Air: Charles County's business district lies 45 minutes from Washington's Reagan National Airport and about an hour from both Dulles International and BWI Marshall Airports; Maryland Airport near La Plata, is upgrading to a 4,200 foot runway and is the closest airport to DC for corporate jet traffic without the requirement of additional security agents.

Water: Service by the Port of Baltimore and the Potomac River.

Utilities

Electricity: Southern Maryland Electric Cooperative; customers may choose their electric supplier; county is home to NRG's Morgantown power generation plant with a capacity of 1,467 megawatts. CPV St. Charles Energy Center with a capacity of 725 megawatts

Gas: Washington Gas; customers may choose their gas supplier

Sewer: Waldorf, White Plains, Bryans Road, Cobb Island, Cliffton, and Bel Alton are served by the county; the towns of La Plata and Indian Head have municipal sewer systems.

Water: The county provides water for Waldorf, White Plains and Bryans Road; Indian Head and La Plata have municipal water systems.

Telecommunication: Broadband services include Verizon FiOS and Comcast Business Class.

Business/Industrial Property

Waldorf Station - New mixed-use development on 150-acre site at the intersection of US 301 and MD 5, the gateway to Charles County. Planned to include approximately 260,000 sf of retail, a Class A office building, hotel, apartments and townhomes.

St. Charles - One of the best master-planned communities in the country and only 11 miles from the Capital Beltway. Thousands of acres of industrial and commercial property available in parcels from one to 100+ acres in three employment parks.

Waldorf Center - Master-planned, 400,000 sf Class A office and R&D complex on 64 acres; home to Marriott Residence Inn. Certified site eight-month delivery is available for a new, fully permitted, 20,000 sf Class A building

White Plains Corporate Business Park - Strategically located along US 301 in the developing White Plains business district. This park offers Class A lease and condo office space, flex space, and pad sites. Construction on a new 60,000 sf high quality office building has begun.

Market Profile Data

	<u>Low</u>	<u>High</u>	<u>Average</u>		<u>Low</u>	<u>High</u>	<u>Average</u>
Land- cost per acre:				Rental Rates- per square foot:			
Industrial	\$20,000	\$375,000	\$150,000	Warehouse/Industrial	\$4.00	\$18.00	\$10.00
Office	\$60,000	\$1,100,000	\$325,000	Flex/R&D/Technology	\$5.00	\$15.00	\$11.00
				Class A Office	\$10.00	\$30.00	\$25.00

Operational Budgets

Understanding an Operating Division/Program Budget Form

Please refer to the blank operating budget form on the following page.

1. This section refers to the general area under which a Department or Agency is listed in the FY2020 Adopted budget book.
2. The **name of the County Department or Agency** being summarized is listed in this section.
3. The **account number** represents the internal number used for Fund, Department, and Division.
4. The **Division/Program** section refers to the division or program within a Department whose budget is being summarized.
5. This section displays the **fund type** used to manage the particular budget.
6. The **Program Administrator** section identifies the County Division Administrator responsible for the program being summarized. In the case of an outside agency, such as the Health Department, the name of the person in charge is used.
7. **Address, web site address** (with link), **Phone Numbers**, and **Hours** are provided. This appears on the overall Department page when applicable. Each Division/Program page contains a web site address if available.
8. This column contains the actual funds spent in each budget category during **FY2018**. For further explanation on what is included in the individual Character of Expenditures, please refer to the Glossary
9. The **Adopted FY2019 Budget** is listed in this column.
10. The **FY2020 Request Budget** as submitted by the individual Department or Agency is listed in this column with the exception of the Special Revenue Funds. For Special Revenue Funds, the **FY2019 Amended Budget** is reported due to frequent late changes to grant awards and budgets.
11. The **FY2020 Adopted Budget** is listed in this column.
12. The **amount of change expressed in dollars** comparing the FY2019 Adopted Budget and the FY2020 Adopted Budget. Special Revenue funds show change to FY2019 Amended Budget.
13. The **percentage change (%) column** represents the monetary change from FY2019 Adopted Budget to FY2020 Adopted Budget expressed as a percentage. Special Revenue funds show percentage change to FY2019 Amended Budget.
14. This line represents **revenues** associated directly with the department or agency.
15. The **Changes and Useful Information** section is used to narrate new positions, new programs, highlight any significant changes, and offer additional explanations on the budget.
16. The **Description** Section provides general information for the Department/Division or Agency.
17. The **Positions** section provides full-time equivalent information concerning the number of employees and job titles for a particular Department or Agency for FY16 through FY20.
NOTE: The personnel within departments are displayed according to the chargeable account.
18. **Objectives & Measurements** section represents the way departments measure their effectiveness and/or efficiency. By reviewing this area, management states the departments objective and attempts to answer the questions, "Are we doing the right thing? and How well are we doing it?". Actual results for FY16 to FY18 are included, as well as a projection for FY19, and an estimate for FY20.
To centralize this information, this section can be included in some department/fund summary section as opposed to each individual budget page.

1.

Department: 2.
Division\Program: 4.
Program Administrator: 6.

Account: 3.
Fund: 5.

Address: 7. www.charlescountymd.gov Phone Number:
Hours:

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services						
Fringe Benefits						
Operating Costs	8.	9.	10.	11.	12.	13.
Transfers Out						
Capital Outlay						
Total Expenditures						
Revenues 14.						

Changes and Useful Information: 15.

- .
- .
- .

Description: 16.

Positions: 17.

<u>Title</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>	<u>FY20</u> <u>FTE</u>
--------------	---------------------------	---------------------------	---------------------------	---------------------------	---------------------------

Total Full Time Equivalent	0.0	0.0	0.0	0.0	0.0
Allocated to Other Funds:					
Net Cost to General Fund	0.0	0.0	0.0	0.0	0.0

<u>Objectives & Measurements:</u>	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Estimated
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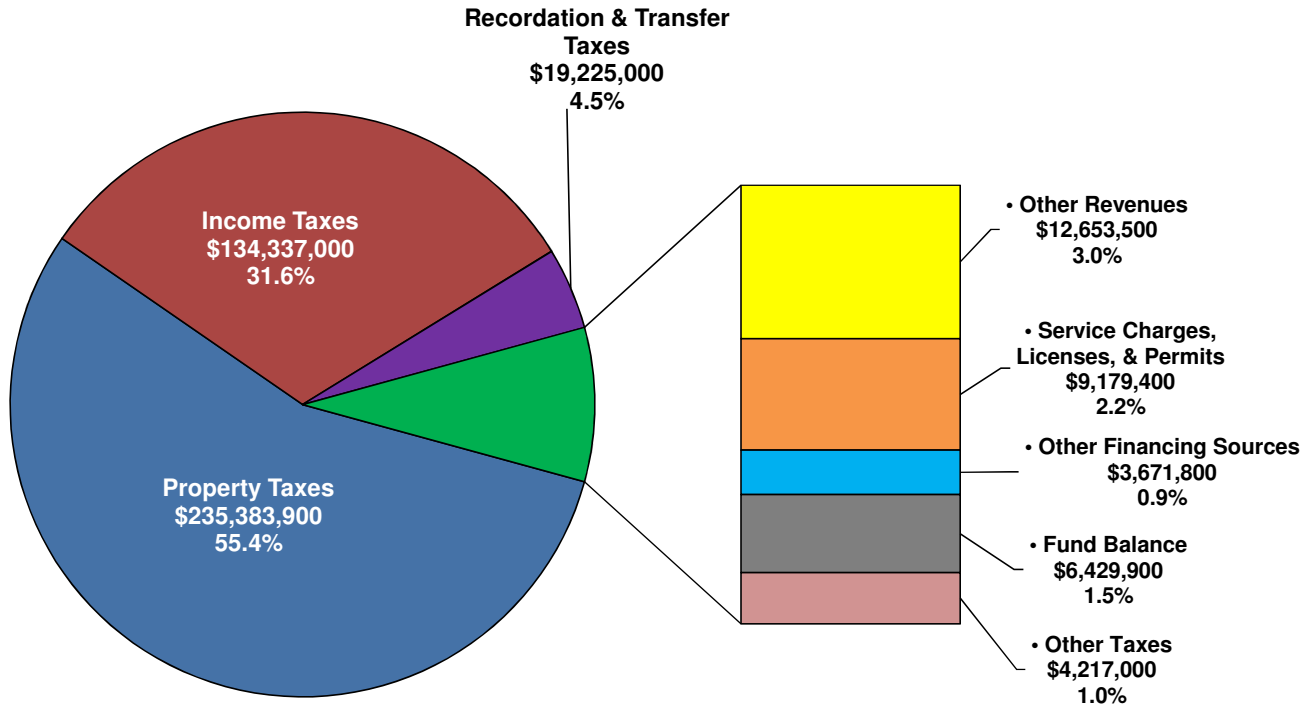
18.

General Fund

GENERAL FUND

A general fund is used to account for financial transactions associated with government services which are not legally required to be accounted for in a special fund, or are not part of self-supporting operations. The revenues that comprise the General Fund and the percent of the total fund are shown below:

FY2020 General Fund Revenues/Financing Sources TOTAL APPROVED = \$425,097,500



REVENUE BREAKDOWN

Category	Percentage	Amount	Category	Percentage	Amount
PROPERTY TAXES	55.4%	\$235,383,900	INCOME TAX	31.6%	\$134,337,000
Real & Personal		237,475,800			
Penalties, Interest & fees		1,000,000			
Tax Credits		(3,091,900)			
RECORDATION & TRANSFER TAXES	4.5%	\$19,225,000	SERVICE CHARGES, LICENSES, & PERMITS	2.2%	\$9,179,400
OTHER TAXES	1.0%	\$4,217,000	EMS Billing fee		\$1,420,000
Hotel/Motel Tax		\$1,174,000	Reclaimed Water Sales		1,183,700
Highway User		2,133,000	911 fees		1,300,000
Admission Tax		910,000	Licenses & Permits		1,083,500
			Indirect Cost Allocation		1,279,500
			Park Fees		717,800
			Remaining		2,194,900
OTHER FINANCING SOURCES	0.9%	\$3,671,800	ALL OTHER REVENUES	3.0%	\$12,653,500
Transfer: Capital Project Fund		\$2,671,800	Fines & Forfeitures		\$3,540,500
Special Revenue: Cable Fund		1,000,000	Rent		1,267,400
			State Grants		1,648,100
			Other Intergovernmental		508,500
			Interest		5,000,000
			Sale of Fixed Assets		250,000
FUND BALANCE APPROPRIATION	1.5%	\$6,429,900	Miscellaneous		439,000

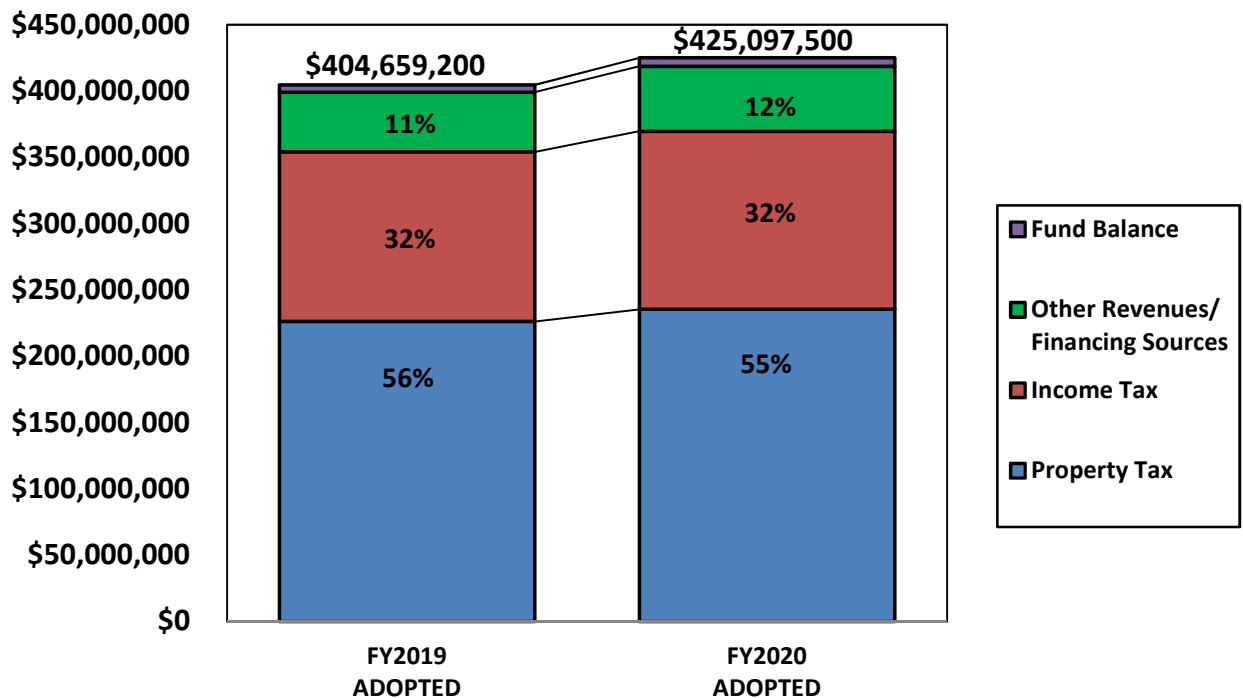
GENERAL FUND-Revenue Descriptions

The Charles County Department of Fiscal and Administrative Services is responsible for researching, collecting, and providing revenue estimates for all funds. Information regarding the various sources of revenue is obtained from County departments and agencies, and is combined with other databases and references to formulate the estimates. Recent actual revenue performance is applied to existing or known situations depending on the source. Revenues will vary significantly depending on the source and each must be considered carefully when formulating a budget recommendation. Once established, the revenue estimates are then subject to change based upon policy decisions by the Board of County Commissions regarding tax rate levels, service fee rates, and funding needs.

Fund balance appropriations are usually for non-recurring type of expenditures. The County has a policy of maintaining a fund balance that shall not be less than 8% and not more than 15% of the total budgeted operating revenues.

The FY2020 Budget was adopted at \$425.1 million compared to the FY2019 Budget of \$404.7 million, a \$20.4 million increase. Real and business personal property tax receipts is estimated to increase by \$9.1 million and income taxes is estimated to generate \$6.4 million more than the FY2019 adopted budget. Recordation taxes and transfer taxes were adjusted to recent trends. Recordation taxes are estimated to increase by \$544,000 and transfer taxes are estimated to generate an additional \$242,000. Interest income from county investments is projected to generate an additional \$3.6 million. Financing sources are decreasing by \$818,900 mostly due to changes in one-time revenues sources. Revenue variances to fiscal year 2019 for all other sources, other than the ones previously mentioned, net to a total increase of \$1.3 million.

Comparison to Prior Fiscal Year



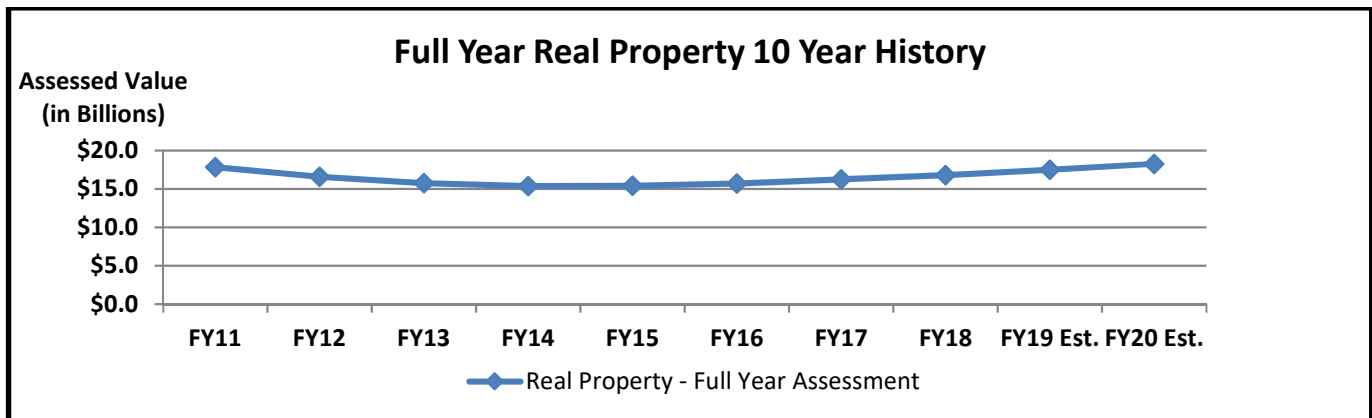
NOTE: Percentages (%) noted in graph represent the percent of Total Operating Revenues and Financing Uses. Fund Balance was 1% for the Adopted Budget in both FY2019 and FY2020.

GENERAL FUND-Revenue Descriptions

PROPERTY TAXES

FULL YEAR PROPERTY TAXES

Full year property taxes represent the annual July 1 tax billings for all real property and improvements of County taxable property. Real property consists of land and buildings. Tax revenues are derived from multiplying the County tax rate per \$100 of the property values assessed by the Maryland Department of Assessment & Taxation. Property tax revenue represents our largest revenue source and is estimated to generate approximately \$208.4 million in FY2020.



The FY2020 estimated revenue originates from property assessment information furnished by the Maryland Department of Assessment & Taxation. Additional estimates are done by the Charles County Department of Fiscal and Administrative Services for new property additions that will occur between April and June. Tax revenue for FY2020 is estimated to increase by 4.6% in comparison to FY2019. **The tax rate remains constant at \$1.141 per \$100 of assessed value.**

QUARTER, HALF, AND THREE-QUARTER YEAR PROPERTY TAXES

The County intermittently receives tax revenue generated from new property additions assessed between July 1 and March 31 of each fiscal year. Tax billings are calculated at one-fourth, one-half, and three-quarters of the normal full year tax rate, depending upon which quarter the property is added.

The FY2020 revenue budget estimates the new property addition added between July and March based on historical and economic conditions as estimated by the Charles County Department of Fiscal and Administrative Services. Over the past five years the assessed value of the new construction that is added each quarter has ranged from \$44 million to \$93 million. **The estimated quarterly additions for Fiscal Year 2020 are \$50.0 million per quarter.**

	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Estimate	FY2020 Estimate
¾ Year	\$67.6	\$55.3	\$47.3	\$93.1	\$44.0	\$50.0
½ Year	\$77.4	\$52.9	\$75.6	\$45.0	\$56.3	\$50.0
¼ Year	\$65.2	\$61.6	\$68.9	\$53.1	\$62.8	\$50.0

GENERAL FUND-Revenue Descriptions

RAILROADS & PUBLIC UTILITIES

An assessed value is placed on an operating asset other than land and buildings that are owned and operated by railroads and publicly owned utilities. Revenues from this source are based upon assessed values of equipment net of accumulated depreciation.

FY2020 revenues are estimated by the Charles County Department of Fiscal and Administrative Services and are based on FY2019 assessments and assumes a 2% growth rate. **The tax rate remains constant at \$2.8525 per \$100 of assessed value.**

	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Estimate	FY2020 Budget
Assessment	\$303,234,880	\$316,255,310	\$312,869,100	\$328,347,020	\$333,493,300	\$341,447,800

BUSINESS PERSONAL PROPERTY

This revenue source reports the value of unincorporated business assets as certified by the Maryland Department of Assessments and Taxation.

FY2020 revenues are estimated by the Charles County Department of Fiscal and Administrative Services and are based on FY2018 assessments. **The tax rate remains constant at \$2.8525 per \$100 of assessed value.**

	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Estimate	FY2020 Budget
Assessment	\$7,504,070	\$9,183,690	\$9,541,520	\$9,750,090	\$9,664,600	\$9,750,000

ORDINARY BUSINESS CORPORATION

This revenue source represents the value of incorporated business assets as certified by the State Department of Assessments and Taxation. Property assessments are directly related to the inventory value and number of businesses operating within the County.

FY2020 revenues are estimated by the Charles County Department of Fiscal and Administrative Services using historical trends and certain assumptions. For comparison purposes the assessments listed below have been adjusted to exclude GenOn Mid-Atlantic, LLC which entered into a payment in lieu of tax agreement with the County in FY2017. **The tax rate remains constant at \$2.8525 per \$100 of assessed value.**

	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Estimate	FY2020 Budget
Assessment	\$191,673,260	\$237,703,395	\$221,587,700	\$220,855,150	\$247,061,400	\$242,753,500

PAYMENT IN LIEU OF TAX (PILOT)

This revenue source represents an agreed upon tax payment from two of the County's largest taxpayers: GenOn Mid-Atlantic's Morgantown Power plant and Competitive Power Ventures' St. Charles Energy Center. The PILOT agreement for GenOn Mid-Atlantic's was implemented during FY2017. Previously this revenue source was included under Ordinary Business Corporation. The information listed below represent the General Fund portion only. Total revenues may differ from the total PILOT agreement.

	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Estimate	FY2020 Budget
Competitive Power Venture	\$2,000,000	\$1,336,299	\$3,586,392	\$3,466,300	\$3,466,300
GenOn Mid-Atlantic	n/a	\$11,252,008	\$7,938,837	\$7,938,800	\$7,938,800

GENERAL FUND-Revenue Descriptions

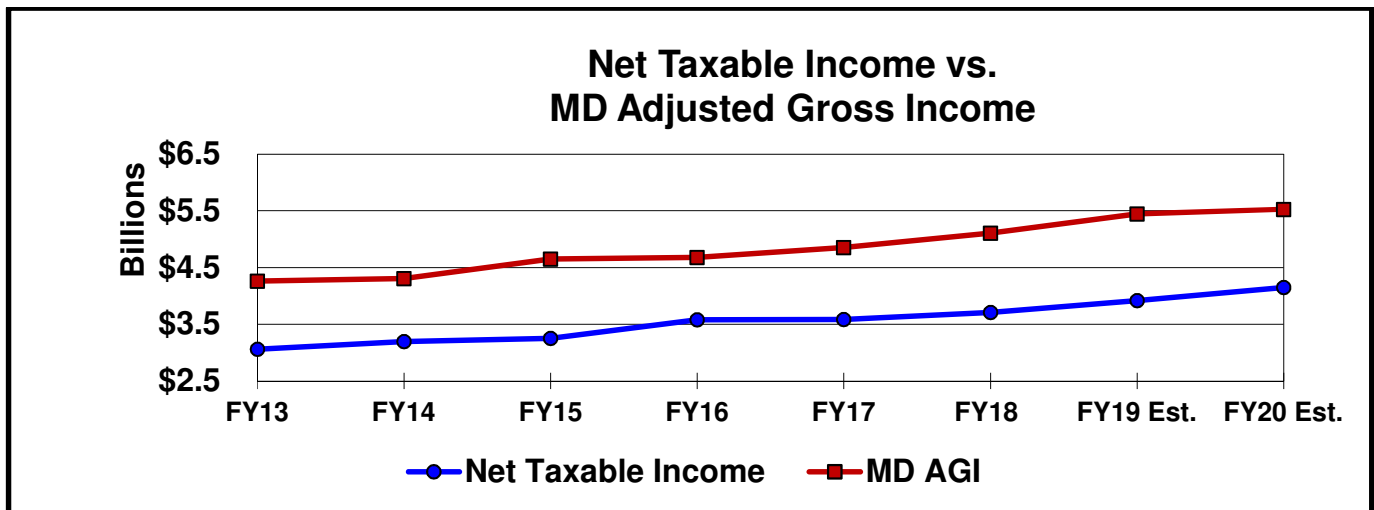
PROPERTY TAX CREDITS

Tax credits are provided to taxpayers based on certain criteria. The largest tax credit relates to a tax differential paid to the Town of La Plata and the Town of Indian Head. This tax credit is a form of compensation for government services that are provided by the municipal government and totals over \$1.8 million for FY2020.

The County also provides additional tax relief for low-income households by supplementing a State subsidized program. Homeowners qualify for this program based on their income and home value, with a sliding scale providing various levels of tax credit. A similar tax credit began in FY2012 for a Senior Tax Credit program.

INCOME TAX

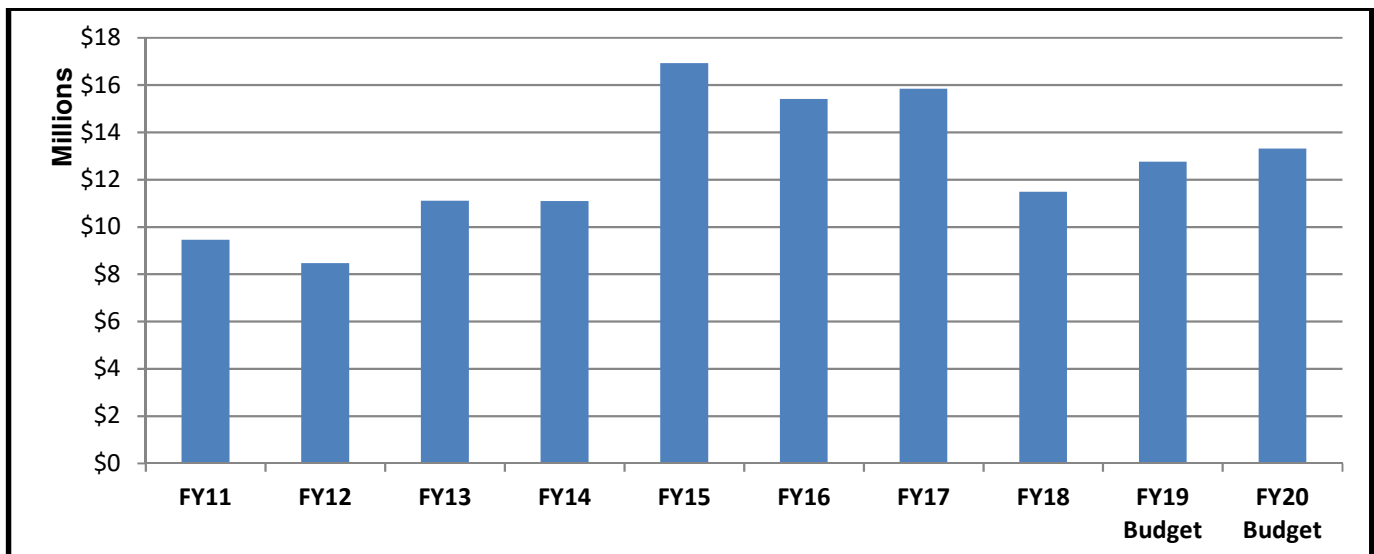
Income tax revenue is generated from the local tax liability of residential income tax returns. The local rate of 3.03% of an individual's Maryland taxable income is established by the Board of County Commissioners and is legally limited to 3.20% of the state tax liability. Income tax revenue is the second largest revenue generator, representing 32% of the General Fund revenues.



OTHER TAXES

RECORDATION TAX

Recordation tax is established by the local governing body with prior approval from the state legislature. Tax revenue is generated when a property is sold and title recorded. **A rate of \$5.00 per \$500 value remains the same for FY2020.** The estimate involves various economic factors, such as housing starts, mortgage interest rates, real estate supply & demand, population growth, and speculation related to the housing market. Based on current market conditions, Recordation tax revenue is estimated to increase by \$544,000.



GENERAL FUND-Revenue Descriptions

REAL PROPERTY TRANSFER TAX

Real Property Transfer Tax was established by the local governing body with prior approval from the state legislature. Tax revenue is recorded when an instrument of writing is recorded with the Clerk of the Circuit Court for Charles County or filed with the State Department of Assessments and Taxation. **A rate of 0.5% remains the same for FY2020.** Real Property Transfer tax revenue is estimated to generate \$5,920,000 in FY2020. The estimate involves various economic factors, such as housing starts, mortgage interest rates, real estate supply & demand, population growth, and speculation related to the housing market.

HIGHWAY USER TAX

Highway User Tax is a State-shared tax from the sale of gasoline and other fuel types within Maryland state boundaries. Vendors remit sales taxes to the State of Maryland on a monthly basis. The State distributes the tax revenue to the County based on a multifaceted formula developed by the State and adopted by the State legislature. In past years, this revenue source had generated over \$9 million in revenues. However, the State enacted funding reductions in 2009 which significantly cut the funding distribution to all local governments. The major factor affecting this revenue source at this time is the State budget process decision on the amount to share with local governments. Other factors include gas pump prices, the economy, and the amount of consumption. The FY2020 budget is estimated based on the information provided by the State of Maryland – Department of Transportation.

ADMISSIONS & AMUSEMENTS TAX

Admissions & Amusement tax is assessed on sales from the entertainment businesses and activities located within the County such as movies, video arcades, golf fees, etc. The tax rate is locally controlled by the Board of County Commissioners and can range from 0% - 10%. **The local rate is 10% unless subject to a state sales tax.** Revenues are estimated based on current trends and are adjusted for new operations. The budget for FY2020 was increased by \$50,000.

HOTEL/MOTEL TAX

The hotel/motel occupancy tax was enacted September 1, 1988, and is calculated at 5% of the room rate for occupants boarding less than 120 days. The budget for FY2020 was adjusted based on recent trends.

INTERGOVERNMENTAL

STATE AID FOR POLICE PROTECTION

The State of Maryland allocates grant funds for use in providing police protection to the public. The State provides an annual estimated grant award in late February or early March calculated by a formula factoring expenditure level, staffing, population, vehicles, etc. The budget increased by \$38,000.

SERVICE CHARGES

EMERGENCY MEDICAL SERVICES (EMS) BILLING

In July, 2001, the County hired Career Emergency Medical Services personnel to provide Advanced Life Support (ALS) and to augment the volunteer stations in providing Basic Life Support (BLS). The County has been charging for ALS services and began to charge for BLS services in Fiscal Year 2010. FY2020 revenues are expected to generate \$1.4 million. EMS billing is covered by Medicare, Medicaid, and commercial insurance policies. The major factor affecting this source is the number of calls responded.

GENERAL FUND-Revenue Descriptions

LOCAL 911 FEES

The County has the authority to establish and charge a fee for the specific purpose of funding 911 emergency telephone operations. The State recently enacted legislation changing how these fees are applied to cell phone bills. Revenues are estimated based on historical growth patterns for the number of phone lines times the current rate of 75 cents. The FY2020 budget of \$1,300,000 is 14% increase over the FY2019 adopted budget.

INDIRECT COST ALLOCATION

Beginning in FY2001, the County assessed an indirect cost to other funds for support services provided by the General Fund. In some cases, grant funds are eligible to pay for this charge. Revenues are estimated by the eligible amount allowed by grants and actual costs incurred for other funds. The FY2020 budget is estimated equal \$1,279,500.

RECLAIMED WATER SALES

As part of the Payment in Lieu of Tax agreement with Competitive Power Ventures (CPV), the County receives revenue for reclaimed water sales. CPV purchases reclaimed water from the County's Mattawoman Waste Water Treatment Plant to use for its primary cooling source. The County began receiving revenue from CPV during FY2017. The FY2020 budget is estimated to equal \$1,183,700.

FINES AND FORFEITURES

The County collects fines for the Red Light Camera, Speed Camera, and False Alarm programs. For Fiscal Year 2020, Fines & Forfeitures revenues are estimated to decrease by 1% compared to the FY2019 adopted budget.

INTEREST INCOME

Interest income is based on the current financial market interest rates and available cash to invest. Interest income fluctuates from year to year due to factors such as the state of the economy and its impact on financial institutions interest rates, the County's cash flow situation, and the revenue base from which to invest. FY2020 is estimated to be \$5,000,000 which is a \$3,600,000 increase over the FY2019 adopted budget mostly due to the County receiving more favorable interest rates on investments.

MISCELLANEOUS

Miscellaneous revenues include income sources such as office space rent from County owned buildings, sale of surplus property and equipment, non-recurring sources, and workers' compensation reimbursements. Frequently, the County is the recipient of revenues from sources not anticipated within the normal budget process. Lawsuit settlements and insurance premium refunds are examples of unexpected miscellaneous revenues causing this source of revenue to fluctuate over the years.

FUND BALANCE

The use of \$6.4 million in Fund Balance is approved for FY2020. These funds were formally reserved to fund priority one-time items in the FY2020 operating budget including vehicle & equipment items for the Sheriff's Office, funding to support the capital improvement program, a Minority Business Disparity Study, technology upgrades for the College of Southern Maryland's enterprise reporting system, and other one-time items.

GENERAL FUND OPERATING BUDGET

	FY2018 <u>Actual</u>	FY2019 <u>Adopted</u>	FY2020 <u>Adopted</u>	\$ Change from FY2019	% Chg.
<u>REVENUES</u>					
<u>Operating Revenues</u>					
Property Taxes	\$218,014,785	\$226,252,800	\$235,383,900	\$9,131,100	4.0%
Income Tax	124,654,098	127,940,000	134,337,000	6,397,000	5.0%
Recordation Tax	18,153,251	12,761,000	13,305,000	544,000	4.3%
Transfer Tax	8,273,984	5,678,000	5,920,000	242,000	4.3%
Other Taxes	3,046,900	3,156,000	4,217,000	1,061,000	33.6%
Services Charges	7,537,920	7,770,500	8,095,900	325,400	4.2%
Intergovernmental	2,337,746	2,158,000	2,156,600	(1,400)	-0.1%
Licenses & Permits	1,039,605	1,077,600	1,083,500	5,900	0.5%
Fines & Forfeitures	3,540,721	3,579,500	3,540,500	(39,000)	-1.1%
Other Income	4,210,262	3,365,200	6,956,400	3,591,200	106.7%
Total Operating Revenues	\$390,809,271	\$393,738,600	\$414,995,800	\$21,257,200	5.4%
<u>Other Financing Sources</u>					
Transfer from Capital Project Fund	1,356,992	2,671,800	2,671,800	0	0.0%
Transfer from Special Revenue Fund	0	2,765,700	1,000,000	(1,765,700)	-63.8%
Bond Refunding	36,921,196	0	0	0	N/A
Capital Lease Proceeds	3,936,600	0	0	0	N/A
Reserved Fund Balance	0	5,483,100	6,429,900	946,800	17.3%
Total Other Financing Sources	\$42,214,788	\$10,920,600	\$10,101,700	(\$818,900)	-7.5%
TOTAL	\$433,024,059	\$404,659,200	\$425,097,500	\$20,438,300	5.1%
<u>EXPENDITURES</u>					
Board of Education	\$175,509,060	\$181,982,100	\$192,074,000	\$10,091,900	5.5%
Sheriff's Office	84,485,484	90,287,800	94,754,000	4,466,200	4.9%
Debt Service	65,315,371	29,956,800	31,219,900	1,263,100	4.2%
County Administered					
Public Works - Facilities	13,954,534	15,407,700	15,765,300	357,600	2.3%
Emergency Services	15,307,677	16,416,400	17,669,000	1,252,600	7.6%
Recreation, Parks, and Tourism	7,782,703	8,604,600	9,305,000	700,400	8.1%
Fiscal & Administrative Services	6,362,328	6,952,400	6,885,800	(66,600)	-1.0%
Planning & Growth Management	6,141,518	7,246,200	6,821,500	(424,700)	-5.9%
Community Services	2,141,037	2,582,400	2,783,800	201,400	7.8%
Economic Development	1,610,565	1,835,000	1,829,600	(5,400)	-0.3%
General Government	4,284,994	4,362,900	4,674,100	311,200	7.1%
Total County Administered	\$57,585,356	\$63,407,600	\$65,734,100	\$2,326,500	3.7%
College of Southern MD	9,886,200	9,886,200	10,380,100	493,900	5.0%
Library	4,154,085	4,240,600	4,382,400	141,800	3.3%
Health Department	2,805,877	2,842,200	2,815,500	(26,700)	-0.9%
Other General Government	11,262,202	15,453,500	17,631,100	2,177,600	14.1%
Other Agencies/Misc.	2,573,867	2,573,700	2,736,400	162,700	6.3%
Contingency	0	358,700	100,000	(258,700)	-72.1%
Total Expenditures	\$413,577,502	\$400,989,200	\$421,827,500	\$20,838,300	5.2%
<u>Other Financing Uses</u>					
Capital Project Pay-as-you-go	494,488	3,120,000	2,720,000	(400,000)	-12.8%
Debt Service Subsidy	1,463,412	0	0	0	N/A
Watershed Fund Subsidy	0	550,000	550,000	0	0.0%
Water & Sewer Fund Subsidy	17,972	0	0	0	N/A
Capital Asset Purchases	2,412,304	0	0	0	N/A
Total Other Financing Uses	\$4,388,176	\$3,670,000	\$3,270,000	(\$400,000)	-10.9%
TOTAL	\$417,965,678	\$404,659,200	\$425,097,500	\$20,438,300	5.1%
SURPLUS/(DEFICIT)	\$15,058,381	\$0	\$0	\$0	

GENERAL FUND OPERATING BUDGET

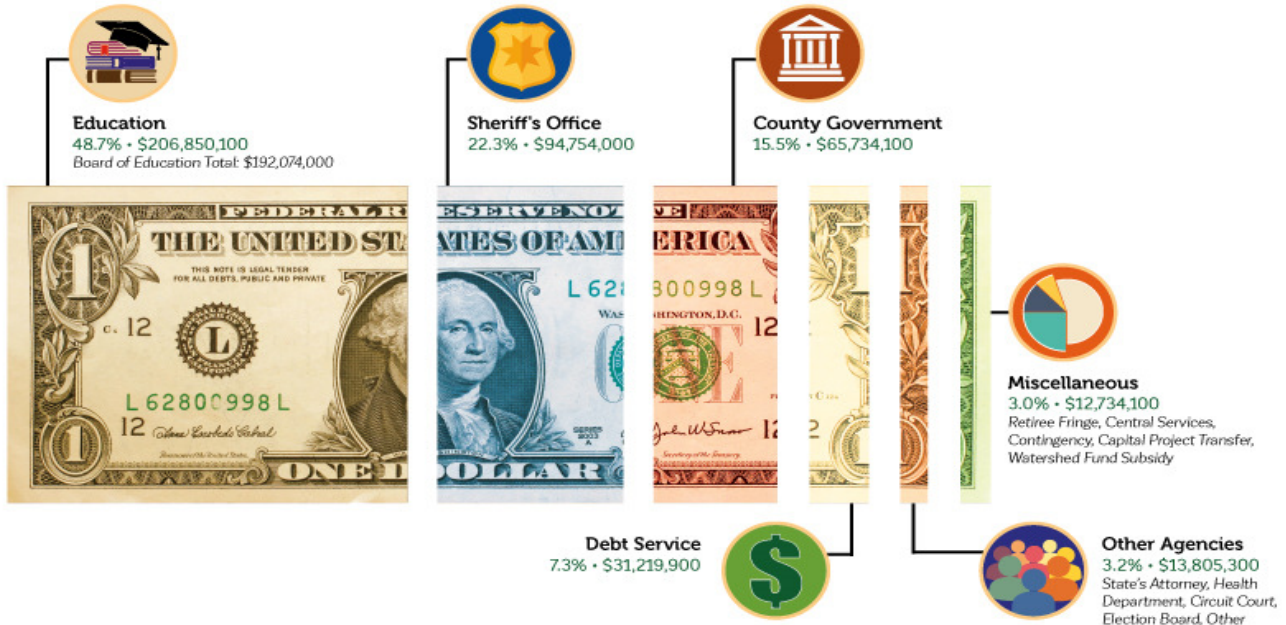
	FY2018 <u>Actual</u>	FY2019 <u>Adopted</u>	FY2020 <u>Adopted</u>	\$ Change from FY2019	% Chg.
REVENUE DETAIL BY ACCOUNT CLASSIFICATION					
<u>PROPERTY TAXES:</u>					
Real Property - Full Year	\$191,517,235	\$199,207,000	\$208,391,000	\$9,184,000	4.6%
Real Property - Half Year	304,653	349,100	285,300	(63,800)	-18.3%
Real Property-Quarter Year	155,140	174,600	142,600	(32,000)	-18.3%
Real Property-Three-Quarter Year	802,680	524,000	428,000	(96,000)	-18.3%
Business Personal Property	276,296	272,000	278,000	6,000	2.2%
Railroads & Public Utilities	9,379,136	9,741,000	9,741,000	0	0.0%
Ordinary Business Corp.	6,232,402	6,855,900	6,924,900	69,000	1.0%
Payment in Lieu of Tax: Morgantown	7,938,837	7,938,800	7,938,800	0	0.0%
Payment in Lieu of Tax: CPV	3,586,392	3,466,300	3,346,200	(120,100)	-3.5%
Penalties & Interest	588,026	600,000	600,000	0	0.0%
Half Year Tax Billing	138,790	144,000	400,000	256,000	177.8%
Subtotal	\$220,919,587	\$229,272,700	\$238,475,800	\$9,203,100	4.0%
Homestead Tax Credit	(133,956)	(133,700)	(174,700)	(41,000)	30.7%
Low Income Tax Credit	(663,887)	(694,000)	(694,000)	0	0.0%
Senior Tax Credit	(299,707)	(300,000)	(310,000)	(10,000)	3.3%
Ag. Preservation Tax Credit	(125,198)	(120,000)	(131,000)	(11,000)	9.2%
Tax Differ.- La Plata	(1,578,664)	(1,670,000)	(1,675,000)	(5,000)	0.3%
Tax Differ.- Indian Head	(96,789)	(95,000)	(100,000)	(5,000)	5.3%
Surviving Spouse Tax Credit	(6,602)	(7,000)	(7,000)	0	0.0%
Conservation Easement Tax Credit	0	(200)	(200)	0	0.0%
Subtotal	(\$2,904,802.2)	(\$3,019,900)	(\$3,091,900)	(\$72,000)	2.4%
Total Property Taxes	\$218,014,785	\$226,252,800	\$235,383,900	\$9,131,100	4.0%
<u>INCOME TAX</u>	\$124,654,098	\$127,940,000	\$134,337,000	\$6,397,000	5.0%
<u>RECORDATION TAX</u>	\$18,153,251	\$12,761,000	\$13,305,000	\$544,000	4.3%
<u>TRANSFER TAX</u>	\$8,273,984	\$5,678,000	\$5,920,000	\$242,000	4.3%
<u>OTHER TAXES:</u>					
Hotel/Motel Room	\$1,132,755	\$1,324,000	\$1,174,000	(\$150,000)	-11.3%
Highway User	973,650	972,000	2,133,000	1,161,000	119.4%
Admission and Amusement	934,856	860,000	910,000	50,000	5.8%
Heavy Equipment	5,640	0	0	0	N/A
Total Other Local Taxes	\$3,046,900	\$3,156,000	\$4,217,000	\$1,061,000	33.6%
<u>LICENSES & PERMITS</u>					
Trader License	\$211,447	\$226,000	\$224,600	(\$1,400)	-0.6%
Alcoholic License	203,365	215,700	215,700	0	0.0%
Building Permits	150,999	150,000	153,000	3,000	2.0%
Park Permits	106,240	100,600	104,200	3,600	3.6%
Electrical Exams	91,954	82,600	84,800	2,200	2.7%
Electrical Permits	67,102	70,000	70,000	0	0.0%
Pumbling Permits	55,043	59,600	59,600	0	0.0%
Trailer Permits	44,130	44,300	44,300	0	0.0%
Civil Marriage Licenses	35,540	40,000	40,000	0	0.0%
Other	73,785	88,800	87,300	(1,500)	-1.7%
Total Licenses & Permits	\$1,039,605	\$1,077,600	\$1,083,500	\$5,900	0.5%
<u>INTERGOVERNMENTAL:</u>					
State					
Aid for Police Protection	\$1,264,059	\$1,262,000	\$1,300,000	\$38,000	3.0%
State Aid For Inmate Operating	209,025	170,000	157,000	(13,000)	-7.6%
Jury Fee Reimbursement	113,390	119,500	119,500	0	0.0%
Other	126,113	84,200	71,600	(12,600)	-15.0%
Subtotal	\$1,712,588	\$1,635,700	\$1,648,100	\$12,400	0.8%

GENERAL FUND OPERATING BUDGET

	FY2018 <u>Actual</u>	FY2019 <u>Adopted</u>	FY2020 <u>Adopted</u>	\$ Change from FY2019	% <u>Chg.</u>
REVENUE DETAIL BY ACCOUNT CLASSIFICATION					
Local Governments					
Animal Shelter- St. Mary's	\$340,751	\$463,600	\$508,500	\$44,900	9.7%
Animal Shelter- Calvert	227,167	58,700	0	(58,700)	-100.0%
Other	3,019	0	0	0	N/A
Subtotal	\$570,937	\$522,300	\$508,500	(\$13,800)	-2.6%
Total Intergovernmental	\$2,337,746	\$2,158,000	\$2,156,600	(\$1,400)	-0.1%
<u>SERVICES CHARGES:</u>					
Em. Medical Svcs. Billing Fee	\$1,421,760	\$1,400,000	\$1,420,000	\$20,000	1.4%
Indirect Cost Allocation	1,033,399	1,142,500	1,279,500	137,000	12.0%
Local 911 Aid	1,158,406	1,142,000	1,300,000	158,000	13.8%
Park Fees	644,145	750,600	717,800	(32,800)	-4.4%
Reclaimed Water Sales	1,034,020	1,183,700	1,183,700	0	0.0%
Sheriff Fees	515,345	479,800	500,000	20,200	4.2%
Custodial Fee	340,500	344,300	350,100	5,800	1.7%
False Alarm Registrations	306,521	287,000	306,500	19,500	6.8%
Sheriff Pay Phone Commissions	144,409	140,000	140,000	0	0.0%
Room & Board Detention Center	146,451	115,000	115,000	0	0.0%
Other	792,965	785,600	783,300	(2,300)	-0.3%
Total Service Charges	\$7,537,920	\$7,770,500	\$8,095,900	\$325,400	4.2%
<u>FINES & FORFEITURES</u>					
Red Light Camera Fines	\$1,793,984	\$1,820,000	\$1,820,000	\$0	0.0%
Speed Camera Fines	1,407,501	1,400,000	1,400,000	0	0.0%
False Alarm Fines	222,769	266,000	223,000	(43,000)	-16.2%
Other	116,467	93,500	97,500	4,000	4.3%
Total Fines & Forfeitures	\$3,540,721	\$3,579,500	\$3,540,500	(\$39,000)	-1.1%
<u>OTHER INCOME</u>					
Rent	\$1,234,939	\$1,283,700	\$1,267,400	(\$16,300)	-1.3%
Interest	2,421,930	1,400,000	5,000,000	3,600,000	257.1%
Sale of Fixed Assets	90,623	250,000	250,000	0	0.0%
Miscellaneous	462,770	431,500	439,000	7,500	1.7%
Total Miscellaneous	\$4,210,262	\$3,365,200	\$6,956,400	\$3,591,200	106.7%
TOTAL OPERATING REVENUES	\$390,809,271	\$393,738,600	\$414,995,800	\$21,257,200	5.4%
<u>Financing Sources</u>					
Transfer from Capital Project Fund	\$1,356,992	\$2,671,800	\$2,671,800	\$0	0.0%
Transfer from Special Revenue Fund	0	2,765,700	1,000,000	(1,765,700)	-63.8%
Bond Refunding	36,921,196	0	0	0	N/A
Capital Lease Proceeds	3,936,600	0	0	0	N/A
Subtotal: Financing Sources	\$42,214,788	\$5,437,500	\$3,671,800	(\$1,765,700)	-32.5%
<u>Fund Balance</u>					
Reserve for Priorities	0	5,483,100	6,429,900	946,800	17.3%
Subtotal: Fund Balance	\$0	\$5,483,100	\$6,429,900	\$946,800	17.3%
TOTAL OTHER FINANCING SOURCES	\$42,214,788	\$10,920,600	\$10,101,700	(\$818,900)	-7.5%
TOTAL	\$433,024,059	\$404,659,200	\$425,097,500	\$20,438,300	5.1%

GENERAL FUND

Adopted Fiscal 2020 Charles County Budget: \$425,097,500



EXPENDITURE BREAKDOWN

EDUCATION	48.7%	\$206,850,100	SHERIFF'S OFFICE	22.3%	\$94,754,000
Board of Education	\$192,074,000				
College of Southern Maryland	10,380,100		DEBT SERVICE	7.3%	\$31,219,900
Library	4,382,400				
Other Education	13,600		OTHER AGENCIES	3.2%	\$13,805,300
			State's Attorney	\$4,535,600	
COUNTY GOVERNMENT	15.5%	\$65,734,100	Health Department	2,815,500	
Public Works - Facilities	\$15,765,300		Circuit Court	1,813,300	
Emergency Services	17,669,000		Election Board	1,570,300	
Recreation, Parks, and Tourism	9,305,000		Other Agencies	3,070,600	
Fiscal & Administrative Services	6,885,800				
Planning & Growth Management	6,821,500		MISCELLANEOUS	3.0%	\$12,734,100
Community Services	2,783,800		Retiree Fringe/OPEB Contribution	\$5,228,500	
Economic Development Dept.	1,829,600		Central Services	4,135,600	
Administrative Services	1,627,100		Contingency	100,000	
County Attorney	1,243,100		Capital Project Transfer	2,720,000	
Human Resources	1,096,300		Watershed Fund Subsidy	550,000	
County Commissioners	707,600				

GENERAL FUND OPERATING BUDGET

	FY2018 <u>Actual</u>	FY2019 <u>Adopted</u>	FY2020 <u>Adopted</u>	\$ Change from FY2019	% Chg.
EXPENDITURES BY DIVISION					
<u>EDUCATION</u>					
Board of Education	\$175,509,060	\$181,982,100	\$192,074,000	\$10,091,900	5.5%
College of Southern Maryland	9,886,200	9,886,200	10,380,100	493,900	5.0%
Library	4,154,085	4,240,600	4,382,400	141,800	3.3%
Other	4,000	13,600	13,600	0	0.0%
Total Education	\$189,553,345	\$196,122,500	\$206,850,100	\$10,727,600	5.5%
<u>PUBLIC SAFETY</u>					
Sheriff	\$64,757,495	\$68,542,200	72,397,800	\$3,855,600	5.6%
Corrections	17,623,917	19,362,200	19,938,800	576,600	3.0%
Automated Enforcement Unit (AEU)	1,798,184	2,030,200	2,049,000	18,800	0.9%
Fingerprinting Service	305,888	353,200	368,400	15,200	4.3%
Sheriff's Office	\$84,485,484	\$90,287,800	\$94,754,000	\$4,466,200	4.9%
Emergency Services Administration	388,295	467,800	475,200	7,400	1.6%
False Alarm Reduction Unit	190,038	187,900	189,700	1,800	1.0%
Animal Control	741,504	734,400	746,300	11,900	1.6%
Animal Shelter	933,532	1,037,200	1,060,100	22,900	2.2%
Fire/EMS Communications	3,756,948	4,022,500	4,135,500	113,000	2.8%
Career Emergency Medical Services	8,977,479	9,626,600	10,640,500	1,013,900	10.5%
Special Operations	184,549	177,000	256,500	79,500	44.9%
Emergency Management	135,331	163,000	165,200	2,200	1.3%
Subtotal: Emergency Services	\$15,307,677	\$16,416,400	\$17,669,000	\$1,252,600	7.6%
Total Public Safety	\$99,793,161	\$106,704,200	\$112,423,000	\$5,718,800	5.4%
<u>DEBT SERVICE</u>					
Principal	\$20,585,789	\$21,478,600	\$22,207,900	\$729,300	3.4%
Interest	6,950,459	7,769,200	8,285,600	516,400	6.6%
Refunding	36,921,196	0	0	0	N/A
Miscellaneous	857,927	709,000	726,400	17,400	2.5%
Total Debt Service	\$65,315,371	\$29,956,800	\$31,219,900	\$1,263,100	4.2%
<u>GENERAL GOVERNMENT</u>					
Central Services	\$155,542	\$2,796,300	\$4,135,600	\$1,339,300	47.9%
OPEB Contribution	1,500,000	1,750,000	2,000,000	250,000	14.3%
Election Board	1,269,380	1,478,000	1,570,300	92,300	6.2%
Liquor Board	244,816	249,600	264,300	14,700	5.9%
Orphan's Court	56,017	57,300	63,500	6,200	10.8%
Circuit Court	1,411,827	1,710,900	1,813,300	102,400	6.0%
State's Attorney	3,914,039	4,254,400	4,535,600	281,200	6.6%
Fringe Benefits	2,691,911	3,140,500	3,228,500	88,000	2.8%
Volunteer Fire & Rescue Subsidy	18,672	16,500	20,000	3,500	21.2%
Subtotal: Other General Govt.	\$11,262,202	\$15,453,500	\$17,631,100	\$2,177,600	14.1%
County Commissioners	\$498,496	\$524,700	\$707,600	\$182,900	34.9%
Administrative Services	1,662,660	1,531,300	1,627,100	95,800	6.3%
County Attorney	1,119,063	1,117,000	1,243,100	126,100	11.3%
Human Resources	1,004,776	1,189,900	1,096,300	(93,600)	-7.9%
Subtotal: County Administered General Government	\$4,284,994	\$4,362,900	\$4,674,100	\$311,200	7.1%
Total General Government	\$15,547,197	\$19,816,400	\$22,305,200	\$2,488,800	12.6%

GENERAL FUND OPERATING BUDGET

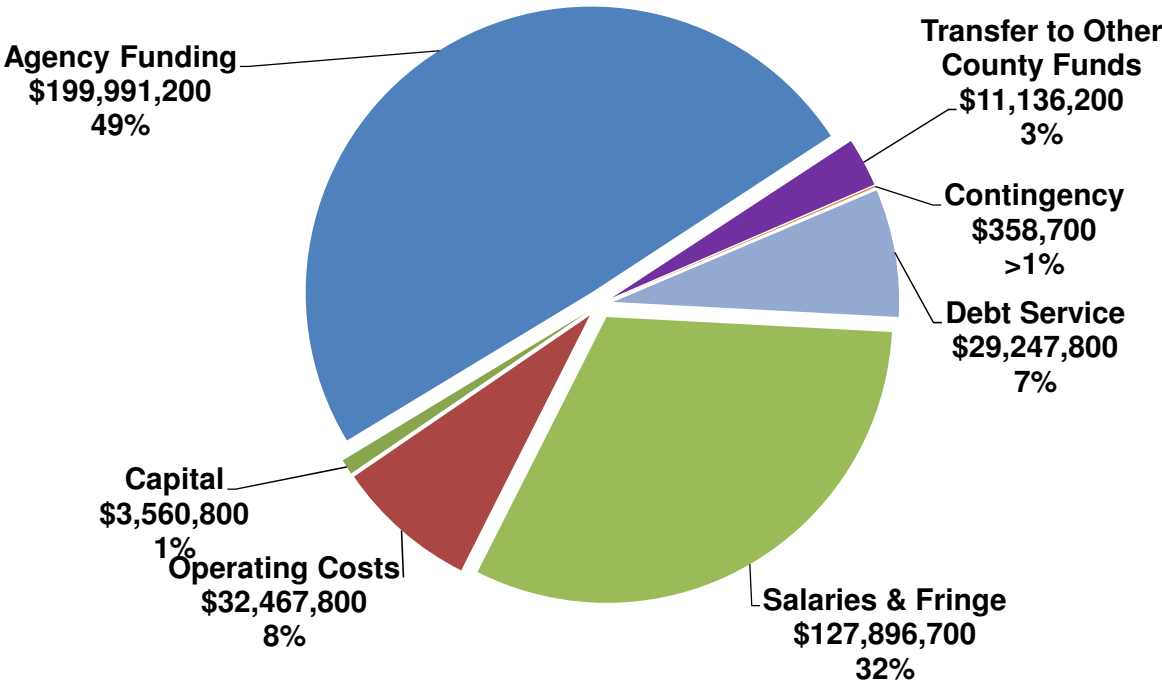
	FY2018 <u>Actual</u>	FY2019 <u>Adopted</u>	FY2020 <u>Adopted</u>	\$ Change from FY2019	% Chg.
EXPENDITURES BY DIVISION					
<u>FISCAL & ADMINISTRATIVE SERVICES</u>					
Administration	\$266,532	\$257,000	\$249,700	(\$7,300)	-2.8%
Budget	427,786	480,000	453,700	(26,300)	-5.5%
Information Technology	2,984,819	3,453,600	3,333,300	(120,300)	-3.5%
Purchasing	343,150	355,500	391,100	35,600	10.0%
Treasury	1,180,343	1,302,100	1,330,500	28,400	2.2%
Accounting	1,159,698	1,104,200	1,127,500	23,300	2.1%
Total Fiscal & Admin. Services	\$6,362,328	\$6,952,400	\$6,885,800	(\$66,600)	-1.0%
<u>PUBLIC WORKS - FACILITIES</u>					
Administration	\$591,960	\$631,900	\$642,200	\$10,300	1.6%
Building & Trades	7,093,389	7,795,300	8,016,400	221,100	2.8%
Vehicle Maintenance	990,507	945,700	971,400	25,700	2.7%
Roads	5,278,678	6,034,800	6,135,300	100,500	1.7%
Total Public Works	\$13,954,534	\$15,407,700	\$15,765,300	\$357,600	2.3%
<u>COMMUNITY SERVICES</u>					
Administration	\$255,707	\$281,500	\$377,600	\$96,100	34.1%
Aging & Human Services	1,302,277	1,675,400	1,798,900	123,500	7.4%
Housing Authority	583,054	625,500	607,300	(18,200)	-2.9%
Total Community Services	\$2,141,037	\$2,582,400	\$2,783,800	\$201,400	7.8%
<u>RECREATION, PARKS, AND TOURISM</u>					
Administration	\$665,607	\$780,500	\$744,000	(\$36,500)	-4.7%
Recreation	1,561,707	2,096,200	2,540,500	444,300	21.2%
Parks & Grounds	4,838,313	4,899,300	5,168,900	269,600	5.5%
Tourism	717,076	828,600	851,600	23,000	2.8%
Total Recreation, Parks, & Tourism	\$7,782,703	\$8,604,600	\$9,305,000	\$700,400	8.1%
<u>PLANNING & GROWTH MANAGEMENT</u>					
Administration	\$521,914	\$474,000	\$555,800	\$81,800	17.3%
Transit	3,171,482	4,020,600	3,694,300	(326,300)	-8.1%
Planning	1,707,507	1,900,700	1,686,400	(214,300)	-11.3%
Inspections & Enforcement	374,331	426,600	495,500	68,900	16.2%
Codes & Permits	366,284	424,300	389,500	(34,800)	-8.2%
Total Planning & Growth Mgmt.	\$6,141,518	\$7,246,200	\$6,821,500	(\$424,700)	-5.9%
<u>ECONOMIC DEVELOPMENT</u>					
Economic Development Department	\$1,610,565	\$1,835,000	\$1,829,600	(\$5,400)	-0.3%
Other Economic Development Svcs	87,683	88,000	188,000	100,000	113.6%
Total Economic Development	\$1,698,248	\$1,923,000	\$2,017,600	\$94,600	4.9%
<u>HEALTH SERVICES</u>					
Health Department	\$2,805,877	\$2,842,200	\$2,815,500	(\$26,700)	-0.9%
Water & Sewer Services	189,791	195,400	203,200	7,800	4.0%
Mosquito Control	107,597	119,000	124,000	5,000	4.2%
Dept. of Health & Mental Hygiene	120,421	120,400	120,400	0	0.0%
Total Health	\$3,223,687	\$3,277,000	\$3,263,100	(\$13,900)	-0.4%
<u>SOCIAL SERVICES</u>					
Department of Social Services	\$341,000	\$311,000	\$324,000	\$13,000	4.2%
Charles County Charitable Trust, Inc.	1,007,843	1,009,300	1,009,300	0	0.0%
Other Agency Funding	48,700	48,700	48,700	0	0.0%
Total Social Services	\$1,397,543	\$1,369,000	\$1,382,000	\$13,000	0.9%

GENERAL FUND OPERATING BUDGET

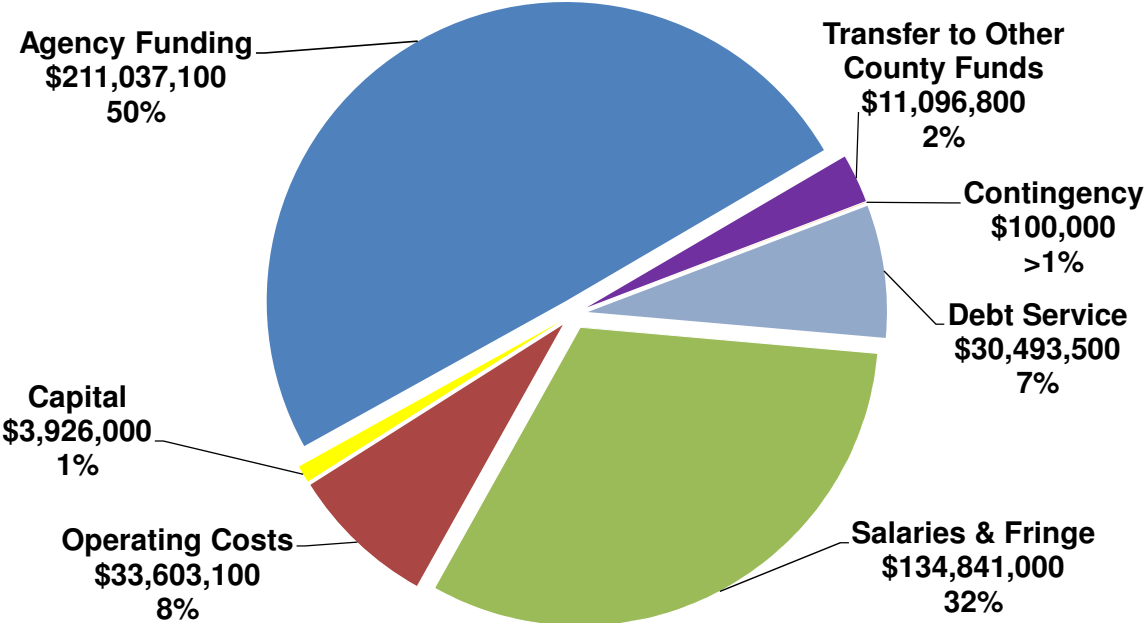
	FY2018 <u>Actual</u>	FY2019 <u>Adopted</u>	FY2020 <u>Adopted</u>	\$ Change from FY2019	% <u>Chg.</u>
EXPENDITURES BY DIVISION					
<u>CONSERVATION OF NATURAL RESOURCES</u>					
University of MD Extension	\$250,948	\$221,100	\$226,800	\$5,700	2.6%
Soil Conservation	396,502	413,000	398,400	(14,600)	-3.5%
Weed Control	8,566	15,400	15,800	400	2.6%
So. MD Resource Conservation	8,565	9,800	10,200	400	4.1%
Gypsy Moth	2,250	9,000	9,000	0	0.0%
Waterman's Assoc. of Charles Cty.	0	0	40,000	40,000	N/A
Forest Conservancy District Board	0	0	5,000	5,000	N/A
Total Conservation of Natural Resources	\$666,831	\$668,300	\$705,200	\$36,900	5.5%
<u>CONTINGENCY</u>					
Contingency	\$0	\$358,700	\$100,000	(\$258,700)	-72.1%
Total Contingency	\$0	\$358,700	\$100,000	(\$258,700)	-72.1%
TOTAL EXPENDITURES	\$413,577,502	\$400,989,200	\$421,827,500	\$20,838,300	5.2%
<u>FINANCING USES:</u>					
Capital Project Pay-as-you-go	\$494,488	\$3,120,000	\$2,720,000	(\$400,000)	-12.8%
Debt Service Subsidy	1,463,412	0	0	0	N/A
Watershed Fund Subsidy	0	550,000	550,000	0	0.0%
Water & Sewer Fund Subsidy	17,972	0	0	0	N/A
Capital Asset Purchases	2,412,304	0	0	0	N/A
TOTAL FINANCING USES	\$4,388,176	\$3,670,000	\$3,270,000	(\$400,000)	-10.9%
TOTAL EXPENDITURES & OTHER FINANCING USES:	\$417,965,678	\$404,659,200	\$425,097,500	\$20,438,300	5.1%
SURPLUS/(DEFICIT)	\$15,058,381	\$0	\$0	\$0	

GENERAL FUND OPERATING BUDGET

FY19 ADOPTED BUDGET \$404,659,200



FY20 ADOPTED BUDGET \$425,097,500

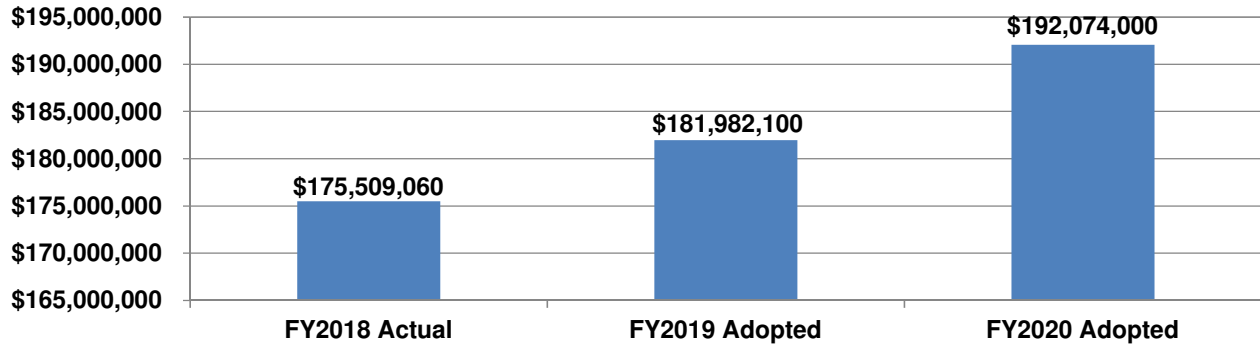


- Agency Funding represents the County's direct payment to agencies (for example the Board of Education, College of Southern Maryland, and Library Board).
- Transfers to Other County Funds represents support to the Enterprise Funds, local matches for grants, transfers for Other Post Employment Benefits (OPEB), and transfers to the Capital Project Fund.
- Capital includes capital outlay purchases and capital maintenance projects.

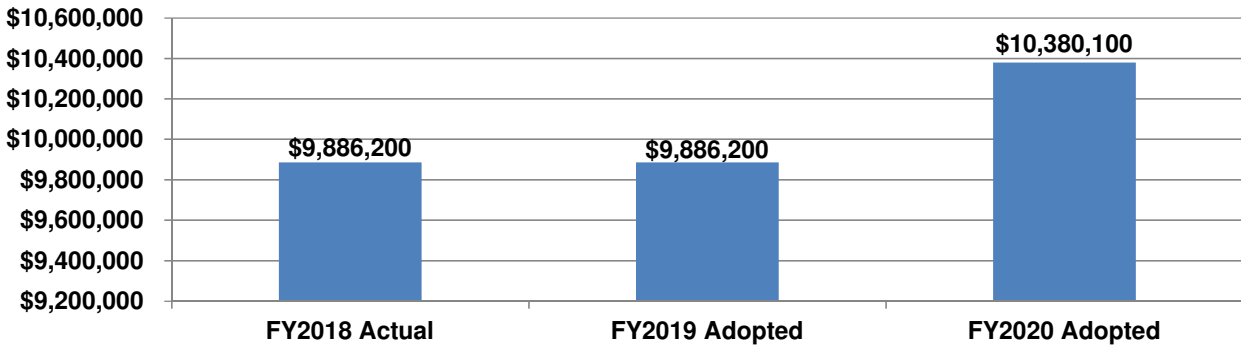
Education Summary

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Fringe Benefits	\$316,441	\$348,400	\$340,800	\$340,800	(\$7,600)	-2.2%
Operating Costs	157,244	193,900	193,900	193,900	0	0.0%
Agency Funding	189,079,660	195,580,200	211,694,600	206,315,400	10,735,200	5.5%
Total Expenditures	\$189,553,345	\$196,122,500	\$212,229,300	\$206,850,100	\$10,727,600	5.5%
Total Expenditures as % of Budget:	45.4%	48.5%	47.7%	48.7%		

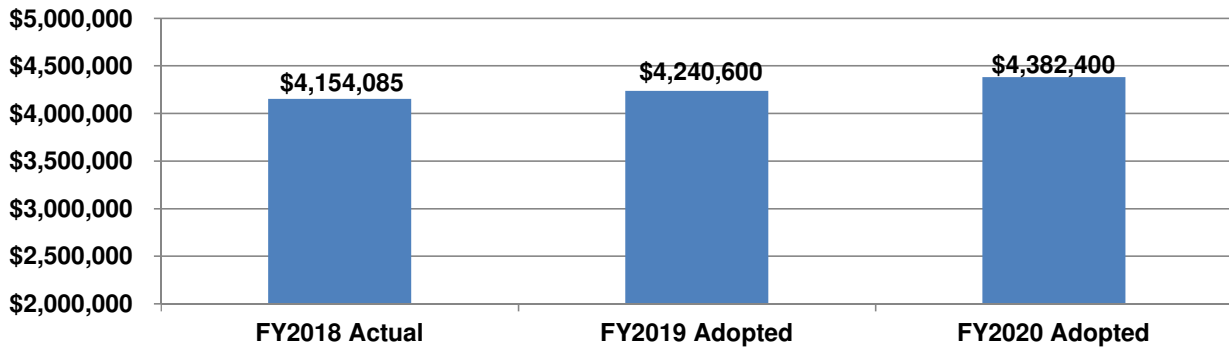
Board of Education



College of Southern Maryland



Library



Education

Department: Education 01.34
Division\Program: Board of Education (BOE) Fund: General
Program Administrator: Board of Education

Dr. Kimberly Hill, Superintendent of Schools	301-932-6610 301-870-3814
Mailing Address: Charles County Public Schools	Physical Address: Jesse L. Starkey Administration Building
P.O. Box 2770 La Plata, Maryland 20646	5980 Radio Station Road, La Plata, MD 20646
www.ccboe.com	

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Agency Funding	\$175,509,060	\$181,982,100	\$197,254,300	\$192,074,000	\$10,091,900	5.5%
Total Expenditures	\$175,509,060	\$181,982,100	\$197,254,300	\$192,074,000	\$10,091,900	5.5%

Changes and Useful Information:

- Budget number reflects County funding only.
- The FY2020 Board of Education budget increase of \$10.1 million exceeds the Maintenance of Effort level required by law by \$8.5 million. This additional increase will support the opening of Billingsley Elementary School, provides a step increase for eligible employees, and funds the County's match for the teacher incentive grant program.
- BOE total FY2020 budget (including State, Federal, and Local revenues) equals \$393 million.

Description:

Charles County Public Schools is a metropolitan-area school system serving 26,900 students. The Board of Education of Charles County establishes educational and fiscal policy, provides overall direction and governs Charles County Public Schools. The public school system is involved in a large variety of activities including classroom instruction; enrollment and zoning; registration; transportation; school closings; food services and academic records.

The educational policies, procedures and programs of the public schools in the County are the responsibility of the Charles County Board of Education and the County Superintendent of Schools, who is appointed by the Board of Education. The Maryland Board of Education conducts state administration of certain aspects of the County program. Operation of the schools is the responsibility of the County Superintendent of Schools. The education program includes grades prekindergarten through 12. Additionally, a three-year-old program is offered at Title I elementary schools. School counseling, health services, pupil services, psychological services, adult education, career technology education (CTE) programs, special education, after-school and extracurricular programs supplement the regular instructional programs.

Objectives & Measurements:

MISSION- The mission of Charles County Public Schools is to provide an opportunity for all school-aged children to receive an academically challenging, quality education that builds character, equips for leadership, and prepares for life, in an environment that is safe and conducive to learning.

VISION- The vision of Charles County Public Schools is to create the best environment where all students experience academic success, develop personal responsibility and achieve career readiness for the 21st century.

Positions:*

<u>Title</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>	<u>FY20</u> <u>FTE</u>
Administration	90.0	90.0	91.0	91.0	90.0
Mid-Level Administration	282.5	282.5	275.5	289.5	297.6
Instructional	2,031.9	2,031.9	2,026.8	2,113.9	2,192.7
Special education	546.8	546.8	587.2	614.6	641.0
Student Personnel Services	48.0	48.0	45.0	46.0	49.5
Student Transportation Services	18.0	18.0	18.0	19.0	31.0
Operation of Plant	245.8	245.8	244.1	258.3	275.5
Maintenance of Plant	59.0	59.0	63.0	62.0	65.0
Capital Outlay	4.0	4.0	6.0	6.0	6.0
Total Full Time Equivalent	3,325.9	3,326.0	3,356.6	3,500.2	3,648.3

Note: Does not included Student Health Services; nurses are contracted with the Charles County Health Department.

* The positions listed are not County Government employees.

Education

Department: Education 01.34
Division\Program: College of Southern Maryland (CSM) Fund: General
Program Administrator: Dr. Maureen Murphy, President

Charles County Campus	Operator: 301-934-2251 301-870-3008
Mailing Address: PO Box 910, La Plata, MD 20646	Automated Attendant: 301-934-7790
Physical Address: 8730 Mitchell Road, La Plata, MD 20646	301-870-2309
www.csmd.edu	

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Agency Funding	\$9,886,200	\$9,886,200	\$10,542,800	\$10,380,100	\$493,900	5.0%
Total Expenditures	\$9,886,200	\$9,886,200	\$10,542,800	\$10,380,100	\$493,900	5.0%

Changes and Useful Information:

- Budget number listed above reflects County funding only.
- Increase in the FY2020 budget is to provide funding towards technology upgrades for the College's enterprise reporting system and in support of the Regional Campus in Hughesville.
- CSM total budget including State Funding and Tuition equals \$37.1 million for all Charles County Campuses.

Description:

The College of Southern Maryland (CSM) Vision, "Transforming Lives Through Lifelong Learning and Service", provides the foundation for this institution as an open-admissions, comprehensive regional community college that fosters academic excellence and enhances lives in Southern Maryland. CSM meets the diverse needs of students and the community by providing accessible, accredited, affordable, and quality learning opportunities for intellectual development, career enhancement, and personal growth.

CSM makes learning possible for everyone through varied programs and flexible learning opportunities. With over 60 associate's degrees, 36 credit certificates, 20 credit letters of recognition, and 183 on-line courses, self-paced courses, and weekend college, CSM aims to offer opportunities for everyone to fit college into their schedules. A variety of services is also offered in business, continuing education programs, kids' and teen college, wellness and fitness services, and fine arts events

Positions:*

<u>Title</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>	<u>FY20</u> <u>FTE</u>
Full-time permanent faculty	94.0	98.0	102.0	104.0	95.0
Part-time permanent faculty	6.0	3.5	4.0	1.5	0.0
Full-time permanent staff	283.0	302.0	296.0	282.0	282.0
Part-time permanent staff	17.5	15.0	26.0	22.0	11.0
Total Full Time Equivalent	400.5	418.5	428.0	409.5	388.0

* The positions listed are not County Government employees.

** Part-time adjunct faculty/Temporary Positions	498.0	502.0	396.0	457.0	363.0
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** Not converted to Full Time Equivalency.

Education

Department: Education 01.34
Division\Program: College of Southern Maryland (CSM) Fund: General
Program Administrator: Dr. Maureen Murphy, President

Objectives & Measurements:	FY16	FY17	FY18	FY19	FY20
	Actual	Actual	Actual	Projected	Estimated
Enrollment					
Number of Enrolled Credit Students	11,307	10,810	10,265	9,747	9,747
Total Number of Credit-Free Course Registrations	14,104	13,114	11,563	10,195	10,195
Number of Students Transferring	1,853	1,869	1,778	1,691	1,691
Percent of County Population Served	53.0%	52.0%	49.0%	50.0%	50.0%
In-County Tuition and Fees Per Credit	\$147	\$151	\$154	\$159	\$159
Quality					
Number of Graduates	1,332	1,314	1,533	1,788	1,788
Four-Year Transfer/Graduation Rate	55.0%	62.0%	54.0%	54.0%	54.0%
Student Satisfaction w/ Transfer Preparation (1 = Very Poor, and 5 = Very Good)	4.2	4.1	4.1	4.1	4.1
Workforce Training					
Student Satisfaction with Job Preparation (1 = Very Poor, and 5 = Very Good)	4.2	4.3	4.3	4.3	4.3
Employment Rate of Graduates	77%	77%	80%	80%	80%

Department: Education Appropriations 01.47
Division\Program: Charles County Public Library (CCPL) Fund: General
Program Administrator: Kenneth Wayne Thompson, Interim Executive Director

Administrative Offices located at the La Plata Branch Mailing Address: 2 Garrett Avenue, La Plata, Maryland 20646 301.934.9001 301.870.3520 www.ccplonline.org			Business Hours : Monday-Thursday: 9:00 AM-8:00 PM Friday: 1:00 PM-5:00 PM Saturday: 9:00 AM-5:00 PM			
Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Fringe Benefits	\$316,441	\$348,400	\$340,800	\$340,800	(\$7,600)	-2.2%
Operating Costs	153,244	180,300	180,300	180,300	0	0.0%
Agency Funding	3,684,400	3,711,900	3,897,500	3,861,300	149,400	4.0%
Total Expenditures	\$4,154,085	\$4,240,600	\$4,418,600	\$4,382,400	\$141,800	3.3%
Capital Lease budget in Debt Service	2,767	0	0	0	0	N/A
Total County Support	\$4,156,852	\$4,240,600	\$4,418,600	\$4,382,400	\$141,800	3.3%

Changes and Useful Information:

- Budget numbers listed above reflect County funding only.
- The Library's total FY2020 budget including State and other revenues equal \$6.1 million.
- **Fringe Benefits** represent library employees participation in the County's Health & Dental plan.
- **Operating Costs** represents utilities that the County pays directly on the Library's behalf for county owned facilities and drug testing for the mobile library drivers.
- The **Agency Funding** budget increase supports salary increases for eligible staff.

Education

Department:	Education Appropriations	01.47
Division\Program:	Charles County Public Library (CCPL)	Fund: General
Program Administrator:	Kenneth Wayne Thompson, Interim Executive Director	

Description:

Mission Statement: The Charles County Public Library creates opportunities for the community to engage, discover, and learn.

Vision Statement - We are the trusted source for connecting everyone to endless possibilities.

Goals & Objectives

Strategic Goal 1: Position the library as an indispensable community asset to ensure awareness of services, supportive partnerships, and adequate funding.

Strategic Goal 2: Deliver library services and programs that are data and customer driven.

Strategic Goal 3: Develop a capable and dedicated staff to maximize productivity and to deliver patron-centered services.

Strategic Goal 4: Modernize library facilities and technologies to exceed community expectations.

Positions:*

<u>Title</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>	<u>FY20</u> <u>FTE</u>
Library Director	1.0	1.0	1.0	1.0	1.0
Assistant Director	1.0	1.0	1.0	1.0	1.0
Library Branch Manger	4.0	4.0	4.0	4.0	4.0
Information Technology Manager	1.0	1.0	1.0	1.0	1.0
Human Resources Manager	1.0	1.0	1.0	1.0	1.0
Outreach Supervisor	1.0	1.0	1.0	1.0	1.0
Reference Supervisor	4.0	4.0	4.0	4.0	4.0
Bookkeeper	0.7	0.7	0.7	0.7	0.7
Children's Librarian	4.0	4.0	4.0	4.0	4.0
Technical Services Supervisor	1.0	1.0	1.0	1.0	1.0
Young Adult Librarian	1.0	1.0	1.0	1.0	1.0
Programming Coordinator	1.0	1.0	1.0	1.0	1.0
Marketing/Development Manager	1.0	1.0	1.0	1.0	1.0
Circulation Supervisor	4.0	4.0	4.0	4.0	4.0
Information Technology Associate	1.0	1.0	1.0	1.0	1.0
Outreach Librarian	0.7	0.7	0.7	0.7	0.7
Reference Associate	1.0	1.0	1.0	1.0	1.0
Children's Associate	1.0	1.0	1.0	1.0	1.0
Public Services Associate	17.1	17.1	17.1	17.1	17.1
Outreach Associate-Mobile Library	2.0	2.0	2.0	2.0	2.0
Young Adult Associate	1.0	1.0	1.0	1.0	1.0
Public Services Assistant	1.3	1.3	1.3	1.3	1.3
Technical Services Assistant	0.7	0.7	0.7	0.7	0.7
Circulation Assistant	8.0	8.0	8.0	8.0	8.0
Custodial Worker II	0.7	0.7	0.7	0.7	0.7
Marina Technician	2.1	2.1	2.1	2.1	2.1
Public Services Librarian	1.0	1.0	1.0	1.0	1.0
Substitute (Part Time Positions)	0.2	0.2	0.2	0.2	0.2
Security Guards (Part Time Positions)	1.1	1.1	1.1	1.1	1.1
Pages (Part Time Positions)	4.8	4.8	4.8	4.8	4.8
Total Full Time Equivalent	69.3	69.3	69.3	69.3	69.3

* The positions listed are not County Government employees.

Education

Department:	Education Appropriations	01.47
Division\Program:	Charles County Public Library (CCPL)	Fund: General
Program Administrator:	Kenneth Wayne Thompson, Interim Executive Dire	

Objectives & Measurements:	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Estimated
Circulation (physical & electronic materials for FY 2016)	972,197	1,079,105	946,560	1,133,060	950,000
Registered Borrowers (Customers)	66,082	72,109	76,207	77,992	77,900
(Purge of inactive records in December 2016)					
Customer Count	622,935	572,760	548,588	600,000	600,000
(switched to new gate count product)					
Total Reference Questions	46,433	42,280	58,139	45,729	45,700
<i>Customers are being trained to use on-line resources remotely</i>					
Program Attendance	44,197	45,463	47,497	48,232	48,000
Total Service Hours	11,710	11,710	11,710	11,710	11,710
Computer & Wi-Fi Sessions	156,850	167,471	179,001	174,236	179,000
Meeting Room Usage	57,231	60,618	63,199	65,563	65,500

Department:	Education	01.34
Division\Program:	Other Education	Fund: General

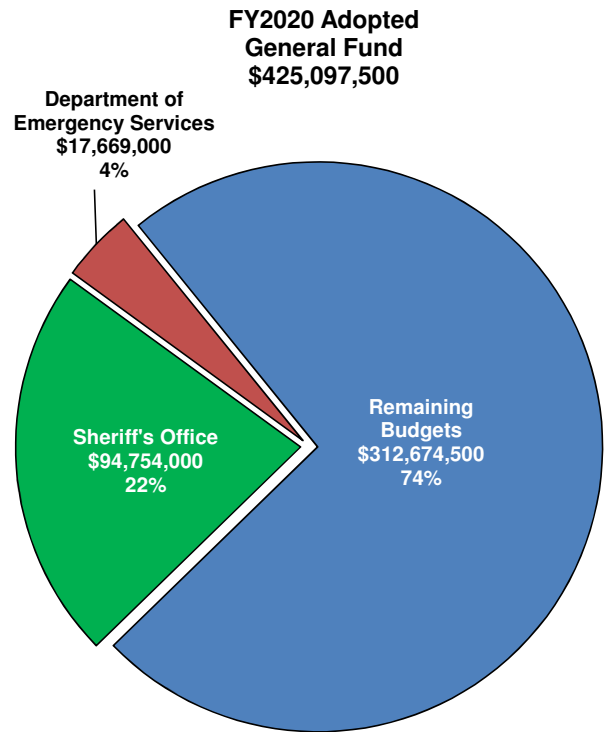
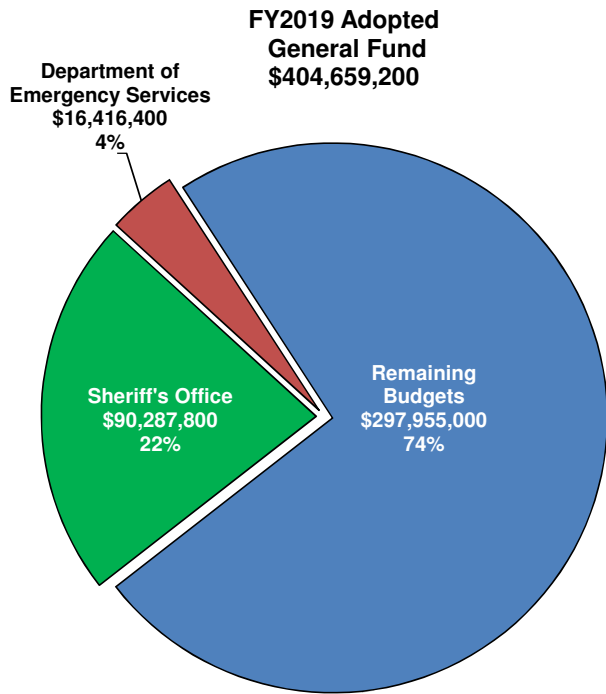
Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Operating Costs	\$4,000	\$13,600	\$13,600	\$13,600	\$0	0.0%
Total Expenditures	\$4,000	\$13,600	\$13,600	\$13,600	\$0	0.0%

Changes and Useful Information:

- Operating Costs represent scholarships which are awarded by the County in the following areas:
 - Nursing/ Allied Health Scholarship: to encourage Health care professionals to work in Charles County after graduation from college, a program of scholarships was established for courses leading to the certificate, diploma, or other evidence of qualification to practice in the medical field.
 - Charles County Teacher Education Assistance Grant Scholarship- The Charles County Scholarship Fund is a non-profit organization that provides scholarships to Charles County Students. The Charles County Commissioners, Charles County Public Schools, the College of So. Maryland, and the Chamber of Commerce, and members of the Community at Large are always represented on the Scholarship Fund Board. This is a renewable scholarship currently set for \$1,000 per year, for a 4 year period. Each recipient is eligible for \$4,000.
 - Charles County Workforce Development Scholarship- Applicable to any non-credit entry-level workforce development course(s) offered through the College of Southern Maryland that costs \$300 or more in tuition plus fees. These scholarships will provide financial assistance of up to 50% of tuition plus fees, books, and other related supplies and expenses. Students must be residents of Charles County.

Public Safety Summary

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$57,481,118	\$60,440,900	\$66,439,500	\$64,198,100	\$3,757,200	6.2%
Fringe Benefits	25,834,368	27,364,400	29,766,400	28,553,300	1,188,900	4.3%
Operating Costs	13,049,028	14,772,400	17,493,500	14,872,800	100,400	0.7%
Transfers Out	862,364	974,300	1,069,000	1,075,500	101,200	10.4%
Capital Outlay	2,566,283	3,152,200	3,723,300	3,723,300	571,100	18.1%
Total Expenditures	\$99,793,161	\$106,704,200	\$118,491,700	\$112,423,000	\$5,718,800	5.4%
Revenues	\$12,038,619	\$11,539,600	\$11,600,800	\$11,740,800	\$201,200	1.7%
Total Expenditures as % of Budget:	23.9%	26.4%	26.7%	26.4%		



Public Safety - Sheriff's Office Summary

Sheriff Troy D. Berry

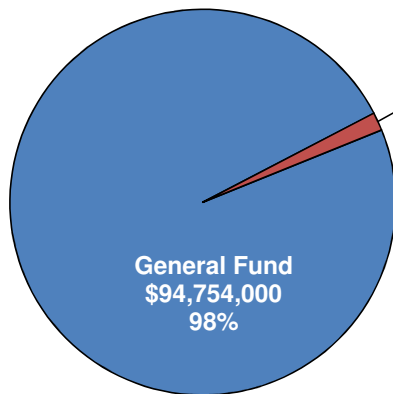
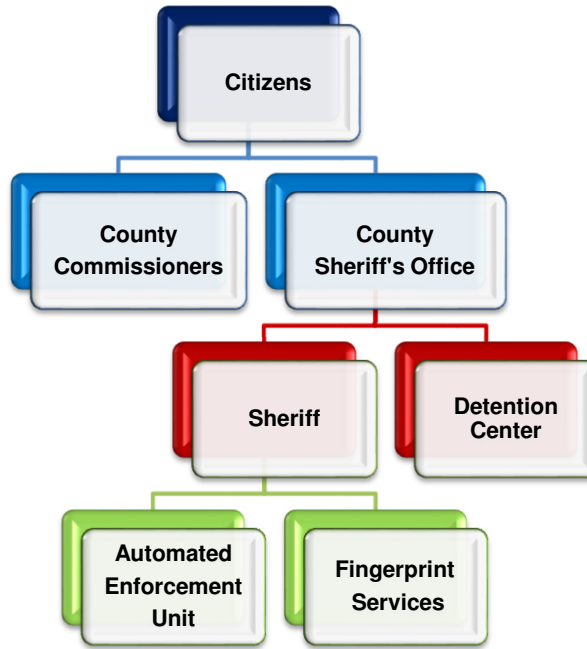
Non-Emergency 301-932-2222

Mailing Address: PO Box 189, La Plata, MD 20646

Physical Address: 6915 Crain Highway, La Plata, MD 20646

www.ccsso.us

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$47,560,221	\$50,086,000	\$54,041,800	\$52,851,400	\$2,765,400	5.5%
Fringe Benefits	23,182,332	24,537,800	26,061,500	25,376,600	838,800	3.4%
Operating Costs	10,477,077	11,793,900	14,351,000	11,900,900	107,000	0.9%
Transfers Out	776,963	888,500	984,000	990,500	102,000	11.5%
Capital Outlay	2,488,892	2,981,600	3,634,600	3,634,600	653,000	21.9%
Total Expenditures	\$84,485,484	\$90,287,800	\$99,072,900	\$94,754,000	\$4,466,200	4.9%
Revenues	\$5,876,597	\$5,625,700	\$5,656,800	\$5,656,800	\$31,100	0.6%
Total Expenditures as % of Budget:	20.2%	22.3%	22.3%	22.3%		



TOTAL FY2020 AGENCY BUDGET

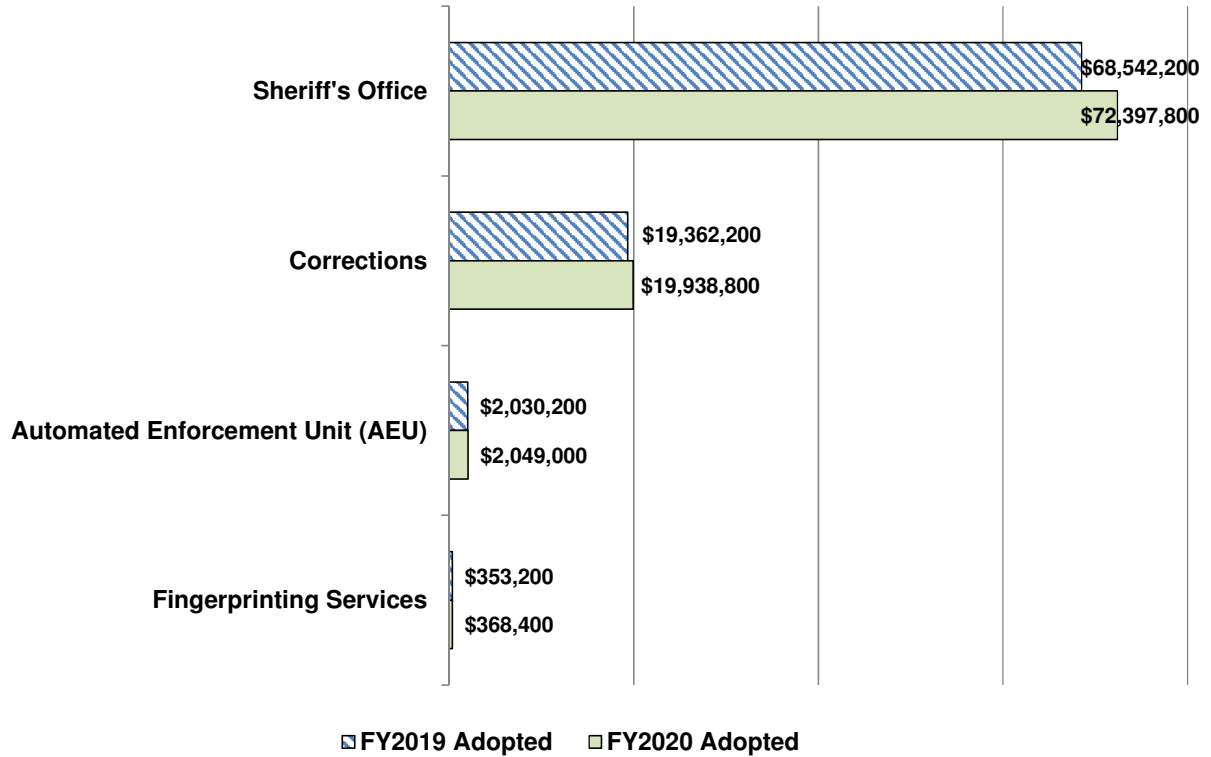
\$96,229,686

(Totals for funds other than the General Fund exclude debt service and funding for future reserves.)

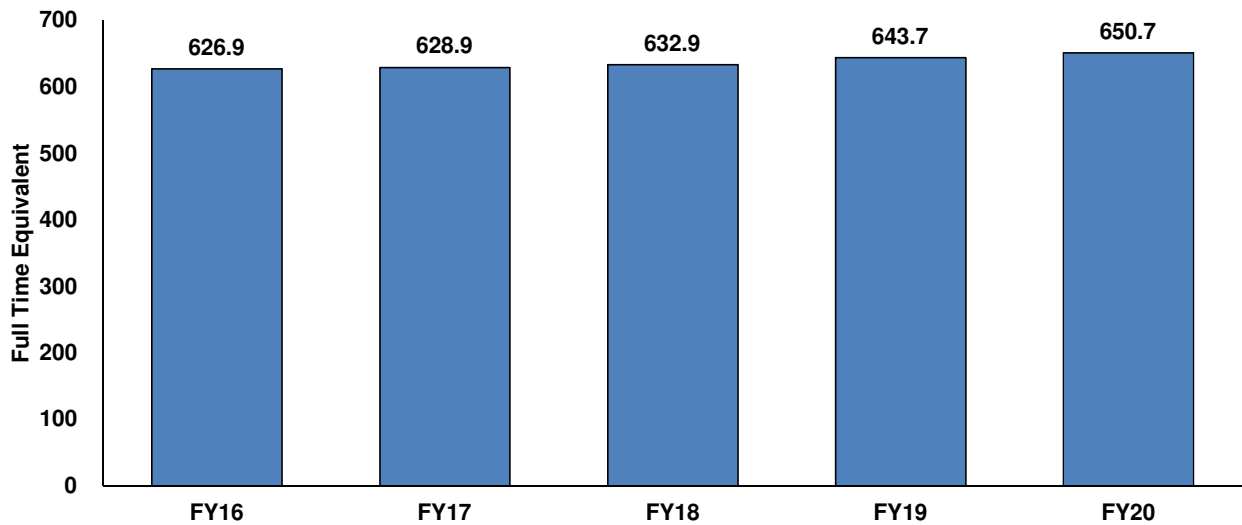
As indicated by the graph, the Sheriff's Office is mostly funded by the General Fund.

Sheriff's Office Expenditure and Staffing History

GENERAL FUND



Staffing History



Positions by Program:

	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
Sheriff	464.5	466.9	469.9	477.3	484.3
Corrections	155.1	155.1	155.1	159.1	159.1
Automated Enforcement Unit (AEU)	6.6	4.6	4.6	4.0	4.0
Fingerprinting Services	0.6	2.2	3.2	3.2	3.2
Total Full Time Equivalent	626.9	628.9	632.9	643.7	650.7

Public Safety

Department: Sheriff's Office 01.24.24
Division\Program: Sheriff www.ccsso.us Fund: General
Program Administrator: Troy D. Berry, Sheriff

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$37,418,473	\$39,132,800	\$42,250,100	\$41,455,500	\$2,322,700	5.9%
Fringe Benefits	19,301,019	20,095,100	21,319,400	20,873,600	778,500	3.9%
Operating Costs	5,067,758	5,621,500	7,594,600	5,620,900	(600)	0.0%
Transfers Out	776,963	888,500	984,000	990,500	102,000	11.5%
Capital Outlay	2,193,281	2,804,300	3,457,300	3,457,300	653,000	23.3%
Total Expenditures	\$64,757,495	\$68,542,200	\$75,605,400	\$72,397,800	\$3,855,600	5.6%
Revenues	\$1,904,155	\$1,757,700	\$1,784,400	\$1,784,400	\$26,700	1.5%

Changes and Useful Information:

- The **Personal Services** increase supports increased compensation for employees, funds two school resource officers, two lab technician positions for the Forensic Science Unit, a court security position, a vehicle technology specialist position, and a MIS PC support specialist position to support the Agencies overall mission. Funding increase also includes upgrading positions per their desk audit review and funds the impact of converting their part time Fleet Maintenance Supervisor to full time reduced hours.
- **Operating costs** were adjusted to support the cost to reclassify certain civilian positions per their desk audit policy, provides one time funding for equipment replacements, and funds the impact of the new positions.
- **Transfer Out** represents the local match for grants and Charles County's share of the Southern Maryland Criminal Justice Academy (SMCJA).
- The **Capital Outlay** budget provides funding for new vehicle replacements and six (6) sworn vehicles for the new positions approved in FY2019.

Description:

The Charles County Sheriff's Office (CCSO) is a full-service law enforcement agency responsible for preventing and investigating crime, operating the county detention center and performing the court-related functions of a traditional sheriff's office. CCSO is the largest full-service sheriff's office in Maryland and one of the largest employers in Charles County. The CCSO has been accredited by the Commission on the Accreditation of Law Enforcement since 2001 and earned the Commission's Flagship Status in 2011, designating it as one of the best among accredited agencies.

Mission Statement

The men and women of the Charles County Sheriff's Office are dedicated to service through superior performance. We believe mutual respect, trust and pride in our organization combined with traditional values and innovative techniques will ensure the community's right to a safe environment.

Value Statements

The men and women of the Charles County Sheriff's Office are bound by the highest standards of conduct, as exemplified in the following values:

PRIDE

Professionalism: We believe in delivering a level of service which will reflect the pride we have in our community and organization.

Respect: We believe in individual human dignity and the preservation of human rights under the rule and spirit of law, always treating others as we would like to be treated.

Integrity: We believe in maintaining the public trust by holding ourselves accountable to the highest moral and ethical standards.

Duty: We believe the protection of life is our highest priority.

Excellence: We are dedicated to service through superior performance.

Public Safety

Department:	Sheriff's Office	01.24.24
Division\Program:	Sheriff	Fund: General
Program Administrator:	Troy D. Berry, Sheriff	

Specialized Units within the Agency have been very successful in combating crime.

Police Communications	Child Support Enforcement Unit	Domestic Violence Unit	Auto Theft Unit
D.A.R.E Unit	Asset Forfeiture/Drug Diversion Unit	Warrants/Fugitives Unit	Boat Unit
K-9 Unit	Crime Prevention Unit	Civil Unit	COPS in Schools
Traffic Safety Unit	Crimes Against Persons Unit	Court/Judicial Security Unit	Crime Laboratory Unit
Narcotics Task Force	Crimes Against Property Unit	Emergency Services Team	Robbery Unit
Alcohol Enforcement Unit	Crimes Against Dependent Persons Unit		Teen Court

The Sheriff's Office will continue to reach out to the community, not only in terms of traditional law enforcement, but also by taking an active role in contributing to the quality of life in Charles County.

<u>Positions:</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
<u>Sworn Officer</u>					
Sheriff	1.0	1.0	1.0	1.0	1.0
Lt. Colonel	0.0	0.0	0.0	1.0	1.0
Major	2.0	1.0	1.0	1.0	1.0
Captains	9.0	10.0	10.0	10.0	10.0
Lieutenant	21.0	21.0	21.0	21.0	21.0
Sergeant	47.0	47.0	47.0	47.0	47.0
Corporal	70.0	70.0	70.0	70.0	70.0
PFC, Patrolman I & II	152.0	157.0	158.0	163.0	165.0
Total Sworn Officers	302.0	307.0	308.0	314.0	316.0
Liquor board Allocated	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Child Support	(4.0)	(4.0)	(4.0)	(4.0)	(4.0)
COPS Grant	0.0	(3.0)	(3.0)	(3.0)	(3.0)
Vehicle Theft Grant	(2.0)	(2.0)	(2.0)	(2.0)	(2.0)
Total Other Funding	(7.0)	(10.0)	(10.0)	(10.0)	(10.0)
Total Officers funded by General Fund	295.0	297.0	298.0	304.0	306.0
<u>Office of the Sheriff</u>					
Chief of Staff	1.0	1.0	1.0	0.0	0.0
Assistant Sheriff of Administration	0.0	1.0	1.0	1.0	1.0
General Counsel	1.0	1.0	1.0	1.0	1.0
Associate Counsel	1.0	1.0	1.0	1.0	1.0
Executive Office Administrator	1.0	1.0	1.0	1.0	1.0
OPR Administrator	0.0	0.0	1.0	1.0	1.0
Administrative Coordinator	1.0	1.0	0.0	0.0	0.0
Executive Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
	6.0	7.0	7.0	6.0	6.0
<u>Patrol Division</u>					
Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
K-9 Instructor	1.0	1.0	1.0	0.0	0.0
	2.0	2.0	2.0	1.0	1.0
<u>Executive Services Division</u>					
Deputy Director, Planning & Accreditation	1.0	1.0	1.0	1.0	1.0
Public Relations Specialist	1.0	1.0	1.0	1.0	1.0
Media Relations Specialist	1.0	1.0	1.0	1.0	1.0
Accreditation Coordinator	0.0	0.0	0.0	1.0	1.0
Civilian Planner I	2.0	2.0	2.0	1.0	1.0
Grant Coordinator	1.0	1.0	1.0	1.0	1.0
Part Time	0.0	0.0	0.0	0.6	0.6
	6.0	6.0	6.0	6.6	6.6

Public Safety

Department:	Sheriff's Office	01.24.24
Division\Program:	Sheriff	Fund: General
Program Administrator:	Troy D. Berry, Sheriff	

<u>Positions:</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
<u>Support Services Division - Communications</u>					
Communications Supervisor	4.0	4.0	4.0	4.0	4.0
Police Comm. Officer I - III	16.0	16.0	16.0	16.0	16.0
Part Time	0.9	0.9	0.9	0.9	0.9
	20.9	20.9	20.9	20.9	20.9
<u>Support Services Division - Station Clerks</u>					
Station Clerk Supervisor	4.0	4.0	4.0	4.0	4.0
Station Clerk I - III	18.0	18.0	18.0	18.0	18.0
	22.0	22.0	22.0	22.0	22.0
<u>Support Services Division - Records Management</u>					
Records Supervisor	1.0	1.0	1.0	1.0	1.0
Manager, Police Records	0.5	0.0	0.0	0.0	0.0
Deputy Director, Records Management	0.5	1.0	1.0	1.0	1.0
Police Records Tech. I - III	9.0	9.0	9.0	9.0	9.0
Part Time	0.6	0.6	0.6	0.6	0.6
	11.6	11.6	11.6	11.6	11.6
<u>Administrative Services Division</u>					
Director, Administrative Services	1.0	0.0	0.0	0.0	0.0
Deputy Director, Budgeting	1.0	1.0	1.0	1.0	1.0
Deputy Director, Accounting	1.0	1.0	1.0	1.0	1.0
Accounting Specialist	1.0	1.0	1.0	1.0	1.0
Accounting Assistant	1.0	1.0	1.0	1.0	1.0
Budget Specialist	0.0	0.0	1.0	1.0	1.0
Accounting Associate	0.9	0.9	0.9	0.9	0.9
Office Associate	1.0	1.0	0.0	0.0	0.0
Deputy Director, Human Resources	1.0	1.0	1.0	1.0	1.0
Human Resources Administrator	1.0	1.0	1.0	1.0	1.0
Human Resources Assistant	2.0	2.0	2.0	2.0	2.0
Human Resources Administrative Assistant	1.0	1.0	1.0	1.0	1.0
Background/Recruiting Supervisor	1.0	1.0	1.0	1.0	1.0
Background Investigator	0.0	0.0	0.9	3.3	3.3
Background Supervisor	0.9	0.9	0.0	0.0	0.0
Background Admin Assistant	0.0	0.0	0.0	0.8	0.8
Recruiter	0.0	0.9	0.9	0.9	0.9
Part Time	3.2	3.0	3.0	0.6	0.6
	17.0	16.7	16.7	17.5	17.5
<u>Informational Services Division - Management Information System</u>					
Director, MIS	1.0	1.0	1.0	1.0	1.0
CAD/RMS Manager	0.0	0.0	1.0	1.0	1.0
CAD/RMS Support Supervisor	1.0	1.0	0.0	0.0	0.0
CAD/RMS Support Specialist I	1.0	1.0	1.0	1.0	1.0
PC Operations Manager	1.0	1.0	1.0	1.0	1.0
Systems Administrator	1.0	1.0	2.0	2.0	2.0
Systems Operations Manager	1.0	1.0	1.0	1.0	1.0
Database Administrator	1.0	1.0	0.0	0.0	0.0
PC Operations Specialist I - II	3.0	3.0	3.0	3.0	3.0
MIS Support Specialist	1.0	1.0	1.0	1.0	2.0
Vehicle Technology Specialist	0.0	0.0	0.0	0.0	1.0
Part Time	0.6	0.0	0.0	0.0	0.0
	11.6	11.0	11.0	11.0	13.0

Public Safety

Department: Sheriff's Office
Division\Program: Sheriff
Program Administrator: Troy D. Berry, Sheriff

01.24.24
 Fund: General

<u>Positions:</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
<u>Training Division</u>					
Training Coordinator - Academy	1.0	1.0	1.0	1.0	1.0
Training Specialist	1.0	1.0	1.0	1.0	1.0
Chief Firearm Instructor	0.9	0.9	0.9	0.9	0.9
Part Time - Firearm's Instructor	1.2	1.2	1.2	1.2	1.2
Part Time - Training Instructor - Academy	0.6	0.0	0.0	0.0	0.0
Part Time	3.0	3.0	3.0	2.7	2.7
	7.7	7.1	7.1	6.8	6.8
<u>Criminal Investigation Division</u>					
CID - Administrator	1.0	1.0	1.0	1.0	1.0
Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
Technical Assistant	1.0	1.0	1.0	1.0	1.0
Fingerprint Specialist I-III	2.0	2.0	2.0	2.0	2.0
Forensic Science Deputy Director	0.0	0.0	0.0	1.0	1.0
Forensic Sci. Tech./Quality Assurance Mgr.	1.0	1.0	1.0	1.0	1.0
Forensic Science Technician I -III	2.0	2.0	2.0	2.0	2.0
Forensic Science Lab Technician	0.0	0.0	0.0	0.0	2.0
Digital Forensic Examiner	0.0	0.0	2.0	2.0	2.0
Crime Analyst	1.0	1.0	1.0	1.0	1.0
Heroin Coordinator	0.0	1.0	1.0	1.0	1.0
Victim Services Coordinator	1.0	1.0	1.0	1.0	1.0
Intelligence Specialist	1.0	1.0	1.0	1.0	1.0
Part Time	1.2	1.2	1.2	1.2	1.2
Grant Funded Positions	0.0	(1.0)	(1.0)	(1.0)	(1.0)
	12.2	12.2	14.2	15.2	17.2
<u>Special Operations Division</u>					
Community Organizer	1.0	1.0	1.0	1.0	1.0
Teen Court Coordinator	1.0	1.0	1.0	1.0	1.0
AEU Supervisor - Civilian	1.0	1.0	0.0	0.0	0.0
AEU Office Specialist	2.0	2.0	3.0	3.0	3.0
AEU Civilian Deputy (Special)	1.0	1.0	1.0	1.0	1.0
Technical Assistant (PT) - Red Light	0.6	0.6	0.0	0.0	0.0
K-9 Instructor	0.0	0.0	0.0	1.0	1.0
Electronic Fingerprint Technician	1.0	2.0	2.0	2.0	2.0
PT - Electronic Fingerprint Technician	1.2	1.2	1.2	1.2	1.2
Part Time	1.9	1.9	1.9	0.6	0.6
Other Funding Source	(6.8)	(7.8)	(7.2)	(7.2)	(7.2)
	3.9	3.9	3.9	3.6	3.6
<u>Special Services Division - Court Security</u>					
Transport/Court Holding Officer (CO)	8.0	8.0	8.0	8.0	8.0
Court Security Officer (CO)	2.0	2.0	2.0	3.0	3.0
Court Security Deputy	8.0	9.0	9.0	10.6	11.6
Part Time	3.0	3.0	3.0	2.4	2.4
	21.0	22.0	22.0	24.0	25.0

Public Safety

Department: Sheriff's Office
Division\Program: Sheriff
Program Administrator: Troy D. Berry, Sheriff

01.24.24
Fund: General

Positions:	FY16	FY17	FY18	FY19	FY20
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
<u>Special Services Division - Judicial Services</u>					
Warrant Specialist I & II	3.0	3.0	3.0	3.0	3.0
Civil Specialist I-II	2.0	2.0	2.0	2.0	2.0
Domestic Violence Specialist I - III	2.0	2.0	2.0	2.0	2.0
Civil Process Server	4.0	4.0	4.0	4.0	4.0
Child Support Coordinator	1.0	1.0	1.0	1.0	1.0
Child Support Civil Processor	1.0	1.0	1.0	1.0	1.0
Domestic Violence Coordinator	1.0	1.0	1.0	1.0	1.0
VICS Supervisor	1.0	1.0	1.0	1.0	1.0
VICS Specialist	2.0	2.0	2.0	2.0	2.0
Part Time	4.2	4.2	4.2	3.2	3.2
Part-time (VICS)	0.6	0.6	0.6	0.6	0.6
Grant Funded Positions	(3.2)	(3.2)	(3.2)	(3.2)	(3.2)
Other Funding Source (VICS)	(3.6)	(3.6)	(3.6)	(3.6)	(3.6)
	15.0	15.0	15.0	14.0	14.0

Special Services Division - Property Management

Quartermaster	1.0	1.0	1.0	1.0	1.0
Quartermaster Specialist (I-II-III)	2.0	2.0	2.0	2.0	2.0
Fleet Technician Specialist	1.0	1.0	1.0	1.0	1.0
Fleet Manager	1.0	1.0	1.0	1.0	1.0
Fleet Technician	0.9	0.9	0.9	1.0	1.0
Fleet Maintenance Supervisor	0.0	0.0	0.0	0.9	0.9
Procurement Specialist	1.0	1.0	1.0	1.0	1.0
Property Custodian	1.0	1.0	1.0	1.0	1.0
Property Assistant	1.0	1.0	1.0	1.0	1.0
Agency Facilities Manager	0.9	0.9	0.9	0.9	0.9
Firearms Specialist I - II	1.0	1.0	1.0	1.0	1.0
Part Time	1.8	1.8	1.8	1.3	1.3
	12.6	12.6	12.6	13.1	13.1

SWORN PERSONNEL:

General Funded	295.0	297.0	298.0	304.0	306.0
Grant/Other Funding	7.0	10.0	10.0	10.0	10.0
Total Sworn Personnel:	302.0	307.0	308.0	314.0	316.0

CLASSIFIED PERSONNEL:

General Funded	169.5	169.9	171.9	173.3	178.3
Grant/Other Funding	13.7	15.7	15.0	15.0	15.0
Total Classified Personnel:	183.1	185.6	187.0	188.4	193.4

TOTAL PERSONNEL

Full-time	460.4	469.3	472.3	485.1	492.1
Part-time	24.7	23.3	22.7	17.3	17.3
Total:	485.1	492.6	495.0	502.4	509.4

Part-time FTE is based on an annual work year of 1950 or 2080 hours, depending on position.
 Crossing Guard part-time salaries are excluded.

Public Safety

Department:	Sheriff's Office	01.24.24
Division\Program:	Sheriff	Fund: General
Program Administrator:	Troy D. Berry, Sheriff	

Goals & Objectives:

Office of the Sheriff

Goal: Charles County Sheriff's Office re-organization.

Objective: 1. Creation of the Information Technology Division updating the Director of Information Technology position description thus promoting MIS Deputy Director to the Director of Information Technology.
2. Re-Name Information Services Division to Support Services Division and transfer Records Management Section from Administrative Services Division to Support Services Division.
3. General Counsel draft changes to Charles County Code.
4. Revise Charles County Sheriff's Office organizational charts.

Status: *Completed early in FY2019*

Administrative Services Division

Goal: Start all sworn recruits at a Patrolman I pay rate.

Objective: 1. Provide a higher starting salary to be more competitive and attractive to applicants
2. Review and update agency policy in Administrative and Operational Manual and Standard Operating Procedures.
3. Review and update current forms

Status: *Began early in FY2019; continue FY2020*

Goal: Provide applicants with a structured interview process designed by International Association of Chiefs of Police (IACP).

Objective: Provide staff training to conduct structured interviews. Provide a structured interview process for applicants. Will be a benchmark process and Equal Employment Opportunity Coordinator compliant. The same as our promotional process interviews conducted by IACP.

Status: *Pending*

Criminal Investigations Division

Goal: Formalize the transition of the Forensic Sciences Unit (FSU) from sworn/civilian to all civilian personnel.

Objective: 1. Hire Deputy Director for the FSU
2. Transition the supervision of the Digital Forensics Lab to the new Deputy Director, FSU
3. Hire two (2) Forensic Science Unit Lab Technicians
4. Replace the current sworn officer assigned to the FSU with one (1) civilian lab technician
5. Develop policy and processes for the Lab
6. Ongoing training

Status: *Approved FY2020*

Goal: Allow large scale, multiple location, events to be monitored and managed from the Homeland Security and Intelligence Office as the central command location.

Objective: Procure 2 additional Closed Circuit Television Camera Trailer Systems.

Status: *Approved FY2020*

Special Operations Division

Goal: Replace the School Resource Officer positions for Billingsley and Stethem.

Objective: Fill the vacant positions currently being held in the School Resource Unit.

Status: *Completed, start of school year 2020*

Goal: Replace two (2) canines.

Objective: Purchase and conduct training.

Status: *Approved FY2020*

Public Safety

Department:	Sheriff's Office	01.24.24
Division\Program:	Sheriff	Fund: General
Program Administrator:	Troy D. Berry, Sheriff	

Information Services Division

Goal: Replace all desktop PCs with Virtual Desktop Infrastructure (VDI).
Objective: Purchase VDI platform.
Status: *Approved FY2020*

Goal: Hire personnel in an effort to keep up with the Agency's technological growth.
Objective: Hire one (1) full time PC Support Specialist.
Status: *Approved FY2020*

Goal: Replace Sworn MDT Support Specialist personnel with a Civilian Vehicle Technology Specialist.
Objective: Hire one (1) full time Vehicle Technology Specialist.
Status: *Approved FY2020*

Goal: Provide District III building with proper functionality of a second data site as well as the primary Disaster Recovery data site.
Objective: Purchase Uninterruptible Power Supply Battery Backup for District III building.
Status: *Approved FY2020*

Goal: Provide better security at all District Stations and Headquarters.
Objective: Replace security cameras at all District Stations and Headquarters.
Status: *Approved FY2020*

Goal: MIS Vehicle which can store all networking, cable supplies, PC hardware and ladders to provide a mobile work station for quicker response.
Objective: Purchase Ford F250 Transit Cargo Van.
Status: *Approved FY2020*

Goal: Install dual in-line memory module radar systems at Charles County Detention Center and Annex Building for downloading photos from crime scenes.
Objective: Purchase three (3) new downloading stations.
Status: *Approved FY2020*

Training Division

Goal: After shooting qualifications courses, officers need a means to properly remove lead contaminants from their hands.
Objective: Purchase a water tank in order to provide water on site for the proper cleaning of lead contaminants from officers' hands and also to provide a way to clean the training trailer.
Status: *Water Tank procured in FY2019; Trailer approved for procurement in FY2020*

Goal: Replace the current trailer at the outdoor firearms range.
Objective: The trailer at the Outdoor Range is approximately eleven (11) years old. The trailer is too small to meet the needs of the outdoor facility.
Status: *Approved FY2020*

Goal: Furnish the new trailer at the outdoor firearms range.
Objective: Once the trailer is in place it will need to be furnished in order to conduct in-service classes prior to officers qualifying.
Status: *Approved FY2020*

Goal: To provide needed equipment in order to maintain the taser program.
Objective: Annually purchase tasers, cartridges and holsters to maintain the taser program.
Status: *Approved FY2020*

Public Safety

Department:	Sheriff's Office	01.24.24
Division\Program:	Sheriff	Fund: General
Program Administrator:	Troy D. Berry, Sheriff	

Special Services Division:

Goal:	Have an operational fleet with reliable vehicles to provide service to the citizens of Charles County.
Objective:	Purchase 59 vehicles.
Status:	<i>Approved FY2020</i>
Goal:	Sufficiently staff the Court Security Unit to provide adequate courtroom security, safe prisoner transport through public hallways and proper response to law enforcement matters within the court house.
Objective:	Increase staffing for the Court Security Unit by one (1) full time position.
Status:	<i>Approved FY2020</i>

Objectives & Measurements:

	CY14 Official	CY15 Official	CY16 Official	CY17 Official	CY18 Unofficial
<u>Uniform Crime Report</u>					
Murder	2	3	8	8	11
Rape	23	23	38	38	48
Robbery	148	120	126	109	111
Aggravated Assault	373	435	356	342	440
Breaking & Entering	507	539	344	365	223
Larceny	2,387	2,200	1,803	1,836	1,809
Motor Vehicle Theft	157	207	158	151	160
Total	3,597	3,527	2,833	2,849	2,802
- Police Calls for Service	255,959	268,237	253,472	256,984	235,604
Population	154,462	155,793	157,430	159,700	161,503
- Police Call for Service Per Capita	1.7	1.7	1.6	1.6	1.5
# of Sworn Officers	301	301	302	307	308
- Police Calls for Service per Officer	850	891	828	837	765
<u>Volunteers in Community Service</u>					
Registered	1,984	1,993	1,587	1,014	645
Referred	2,518	2,402	1,907	1,227	761

Public Safety

Department: Sheriff's Office 01.24.37
Division\Program: Corrections Fund: General
Program Administrator: Troy D. Berry, Sheriff

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$9,907,016	\$10,684,500	\$11,502,400	\$11,099,000	\$414,500	3.9%
Fringe Benefits	3,828,275	4,371,700	4,667,600	4,427,800	56,100	1.3%
Operating Costs	3,593,014	4,128,700	4,711,100	4,234,700	106,000	2.6%
Capital Outlay	295,611	177,300	177,300	177,300	0	0.0%
Total Expenditures	\$17,623,917	\$19,362,200	\$21,058,400	\$19,938,800	\$576,600	3.0%
Revenues	\$365,886	\$308,200	\$282,400	\$282,400	(\$25,800)	-8.4%

Changes and Useful Information:

- The **Personal Services** change supports increased compensation for employees and the full year impact of four additional correctional officers approved to start in January 2019.
- **Operating Costs** increase funds one time equipment funding.
- The **Capital Outlay** budget includes funding for replacement equipment that exceeds \$5,000.
- **Revenues** associated with this program are from State Aid for Transportation, State Aid for Inmate Operating, and Room & Board Reimbursement.

Description:

The Charles County Detention Center is a secure facility for incarcerated adults that opened in 1995 and stretches 135,000 feet with 203 cells. An annex that houses work release and weekend inmates sits adjacent to the main facility. The Corrections Division is responsible for maintaining custody and security of inmates and also offers a variety of programs to reduce recidivism and help inmates re-enter society as more productive citizens.

Positions:

<u>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
<u>Correctional Officers</u>					
Director	1.0	1.0	1.0	1.0	1.0
Deputy Director	1.0	1.0	1.0	1.0	1.0
Captain	3.0	3.0	3.0	3.0	3.0
Lieutenant	9.0	9.0	10.0	10.0	10.0
Sergeant	17.0	17.0	16.0	16.0	16.0
Corporal	21.0	21.0	22.0	22.0	22.0
Corr. Officer - First Class, II & I	91.0	91.0	90.0	94.0	94.0
Total Correctional Officers	143.0	143.0	143.0	147.0	147.0

Civilians

Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
Receptionist II	1.0	1.0	1.0	1.0	1.0
Inmate Accounting Specialist II	1.0	1.0	1.0	1.0	1.0
Work Release Investigator	1.0	1.0	1.0	1.0	1.0
Central Process. Supervisor	1.0	1.0	1.0	1.0	1.0
Central Process. Specialist I & II	5.0	5.0	5.0	5.0	5.0
Part Time	2.6	2.6	2.6	2.6	2.6
Total Civilians	12.6	12.6	12.6	12.6	12.6
Total Full Time Equivalent	155.6	155.6	155.6	159.6	159.6
Allocated to VICS Program*	(0.4)	(0.4)	(0.4)	(0.4)	(0.4)
Net Cost to General Fund	155.1	155.1	155.1	159.1	159.1

* The VICS program was moved from Corrections to under Sheriff: Special Services Division – Judicial Services

Public Safety

Department: Sheriff's Office
Division\Program: Corrections
Program Administrator: Troy D. Berry, Sheriff

01.24.37
Fund: General

Goals & Objectives:

Mission Statement

The Sheriff of Charles County is responsible for protecting all citizens of Charles County by providing a secure holding facility for persons legally confined in the County. The Corrections Division shall provide for the safety of the inmates, staff and citizens by maintaining a humane living and working environment at the Detention Center in accordance with Federal and State regulations.

The facility will operate based on the following principles:

- the physical, emotional, and psychological well-being of inmates of prime concern
- a variety of programs are provided to aid interested inmates with their reintegration process

In order to meet these goals, a sufficient number of trained staff are provided to maintain the operation of the facility. The administration and staff are dedicated to providing a correctional program that meets applicable County, State, and Federal standards. Concerted efforts will be made to ensure the inmate's human rights and dignity are not violated. The staff will be firm, fair and above all consistent in dealing with inmates.

These goals can be achieved through a cohesive staff effort and enthusiastic support of correctional programs.

- | | |
|-------------|--|
| Goal: | Increase the annual training budget. |
| Objectives: | <ol style="list-style-type: none">1. Obtain budget approval2. Identify training needs3. Request training for staff4. Staff members attend and successfully complete training |
| Status: | <i>Approved FY2020 \$10,000 additional</i> |
| | |
| Goal: | Procurement of an mechanical lift for the Security Maintenance Team at the Detention Center. |
| Objectives: | <ol style="list-style-type: none">1. Obtain budget approval2. Obtain quotes3. Selection of vendor4. Purchase mechanical lift5. Train staff6. Place mechanical lift in service |
| Status: | <i>Approved FY2020</i> |
| | |
| Goal: | Procurement of an electronic storage cabinet for tasers at the Detention Center. |
| Objectives: | <ol style="list-style-type: none">1. Obtain budget approval2. Obtain quotes3. Selection of vendor4. Purchase cabinet5. Develop policy6. Train staff7. Place cabinet in service |
| Status: | <i>Approved FY2020</i> |
| | |
| Goal: | Procurement of flag poles for the front of the Detention Center. |
| Objectives: | <ol style="list-style-type: none">1. Obtain budget approval2. Obtain quotes3. Selection of vendor4. Purchase flag poles5. Install flag poles |
| Status: | <i>Approved FY2020</i> |
| | |
| Goal: | Installation of new video recording systems in all seven (7) transport vehicles. |
| Objectives: | <ol style="list-style-type: none">1. Obtain budget approval2. Obtain quotes3. Selection of vendor4. Purchase video recording systems5. Install video recording systems |
| Status: | <i>Approved FY2020</i> |

Public Safety

Department:	Sheriff's Office	01.24.37
Division\Program:	Corrections	Fund: General
Program Administrator:	Troy D. Berry, Sheriff	

Goal: Procurement of a replacement dishwasher for the Detention Center.

Objectives:

1. Obtain budget approval
2. Obtain quotes
3. Selection of vendor
4. Purchase dishwasher
5. Install dishwasher

Status: *Approved FY2020*

Goal: Install railing or fencing from the top pier railing to the ceiling in the cell blocks at the Detention Center, Main Facility as an improved safety measure.

Objectives: Installation of railing and fencing.

Status: *Began the procurement process in FY2019; to be completed in FY2020*

<u>Objectives & Measurements:</u>	FY16	FY17	FY18	FY19	FY20
	Actual	Actual	Actual	Projected	Estimated
Average Daily Population	333	306	335	410	370
Prisoners Transported	10,691	10,050	10,596	13,000	11,200
# of Prisoner Transports	2,652	2,850	2,936	3,300	3,100
Transport Miles	57,319	57,154	66,157	70,000	70,000
Inmates Processed	3,344	3,141	2,741	4,100	2,500
Work Release Inmates	321	302	467	400	500
Total Drug Screening	746	702	1,013	950	1,400
Emergency Response Team Responses	1,337	638	237	1,700	250
Bookings	10,194	9,270	8,154	12,400	8,000

Public Safety

Department: Sheriff's Office 01.24.85
Division\Program: Automated Enforcement Unit (AEU) Fund: General
Program Administrator: Troy D. Berry, Sheriff

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$152,319	\$162,700	\$174,000	\$178,300	\$15,600	9.6%
Fringe Benefits	39,338	43,500	47,500	48,100	4,600	10.6%
Operating Costs	1,606,528	1,824,000	1,822,600	1,822,600	(1,400)	-0.1%
Total Expenditures	\$1,798,184	\$2,030,200	\$2,044,100	\$2,049,000	\$18,800	0.9%
Revenues	\$3,201,485	\$3,220,000	\$3,220,000	\$3,220,000	\$0	0.0%

Changes and Useful Information:

- The Automated Enforcement Unit consists of both the Red Light Camera and Speed Camera programs.
- **Personal Services** increase includes a reclassification of the AEU Office Specialist positions and approved salary increases.
- **Operating costs** were adjusted to current activity.
- **Revenues** represent the fines collected for the Red Light Camera and Speed Camera programs.

Description:

Red Light Camera

The red light camera program was initially implemented in an effort to reduce the number of red light runners. Traffic safety is the Sheriff's Office main goal behind the cameras. The program is designed to lower the collision rate at the designated intersections, and increase the compliance with the law that requires drivers to stop at red lights. The cameras are positioned near a stop light and linked to the timing of the light. A car that continues through the light after it turns red is photographed. A \$75 civil citation is issued to the red light violator.

Speed Camera

The speed camera program was implemented in an effort to reduce speeders in school zones. Child safety is a high priority in Charles County. The Sheriff's Office believes the cameras have the potential to be effective in reducing the number of speeders. A \$40 civil citation is issued to the speed camera violator.

Positions:

Title	FY16	FY17	FY18	FY19	FY20
	FTE	FTE	FTE	FTE	FTE
AEU Supervisor - Civilian	1.0	1.0	1.0	1.0	1.0
AEU Office Specialist	2.0	2.0	2.0	2.0	2.0
AEU Civilian Deputy (Special)	1.0	1.0	1.0	1.0	1.0
Office Associate	2.0	0.0	0.0	0.0	0.0
Part Time - Red Light Technician	0.6	0.6	0.6	0.0	0.0
Total Full Time Equivalent	6.6	4.6	4.6	4.0	4.0

Objectives & Measurements:

	FY16	FY17	FY18	FY19	FY20
	Actual	Actual	Actual	Projected	Estimated
Number of Red Light Citations Issued:	29,194	26,343	26,349	33,124	27,192
Number of Speed Camera Citations Issued:	36,709	38,143	38,475	51,702	53,428

Public Safety

Department: Sheriff's Office
Division\Program: Fingerprinting Services
Program Administrator: Troy D. Berry, Sheriff

01.24.99
 Fund: General

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$82,413	\$106,000	\$115,300	\$118,600	\$12,600	11.9%
Fringe Benefits	13,699	27,500	27,000	27,100	(400)	-1.5%
Operating Costs	209,776	219,700	222,700	222,700	3,000	1.4%
Total Expenditures	\$305,888	\$353,200	\$365,000	\$368,400	\$15,200	4.3%
Revenues	\$405,071	\$339,800	\$370,000	\$370,000	\$30,200	8.9%

Changes and Useful Information:

- **Personal Services** increase includes a reclassification of full time positions, increase for part time due to minimum wage increase, and an adjustment for staff turnover.
- **Revenues** have been revised to reflect current revenue collections.

Description:

The Live Scan fingerprinting technology replaces the current rolling process using ink. Live Scan reduces many of the problems associated with ink prints, such as smudging, smearing and over or under inking. A major benefit of the Live Scan is the processing speed for returning requested background information on the individual. Depending on the type of fingerprint check the cost from the State, along with the agency's cost can vary from \$20 to \$55.

Positions:

<u>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
Electronic F.P. Technician	0.0	1.0	2.0	2.0	2.0
Part Time	0.6	1.2	1.2	1.2	1.2
Total Full Time Equivalent	0.6	2.2	3.2	3.2	3.2

Objectives & Measurements:

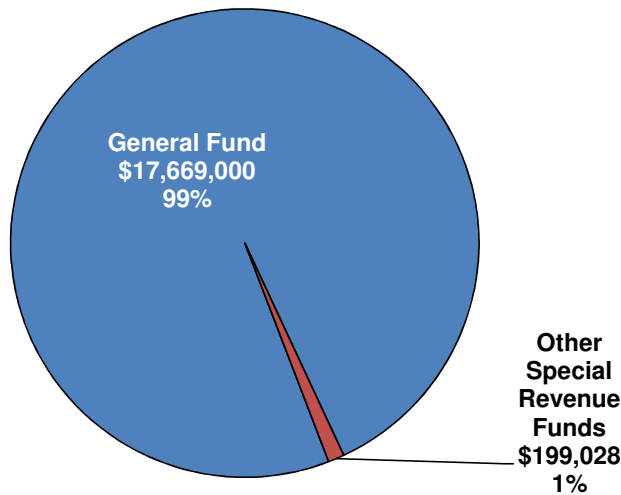
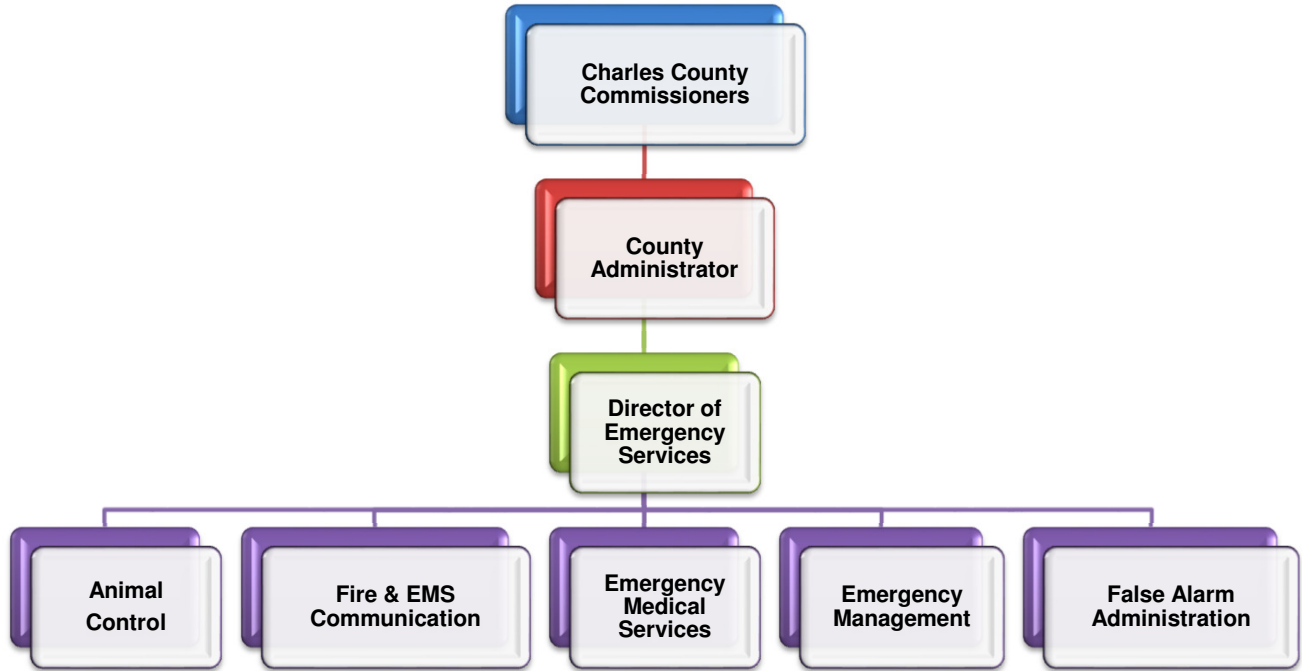
	<u>FY16 Actual</u>	<u>FY17 Actual</u>	<u>FY18 Actual</u>	<u>FY19 Projected</u>	<u>FY20 Estimated</u>
Number of Fingerprint cards processed:	6,635	7,708	9,005	6,813	7,670

Public Safety - Emergency Services Summary

William Stephens, Director of Emergency Services
 Address: 10425 Audie Ln., La Plata, MD 20646
www.charlescountymd.gov/es/welcome

301-609-3401
 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$9,920,897	\$10,354,900	\$12,397,700	\$11,346,700	\$991,800	9.6%
Fringe Benefits	2,652,037	2,826,600	3,704,900	3,176,700	350,100	12.4%
Operating Costs	2,571,951	2,978,500	3,142,500	2,971,900	(6,600)	-0.2%
Transfers Out	85,401	85,800	85,000	85,000	(800)	-0.9%
Capital Outlay	77,391	170,600	88,700	88,700	(81,900)	-48.0%
Total Expenditures	\$15,307,677	\$16,416,400	\$19,418,800	\$17,669,000	\$1,252,600	7.6%
Revenues	\$6,162,022	\$5,913,900	\$5,944,000	\$6,084,000	\$170,100	2.9%
Total Expenditures as % of Budget:	3.7%	4.1%	4.4%	4.2%		



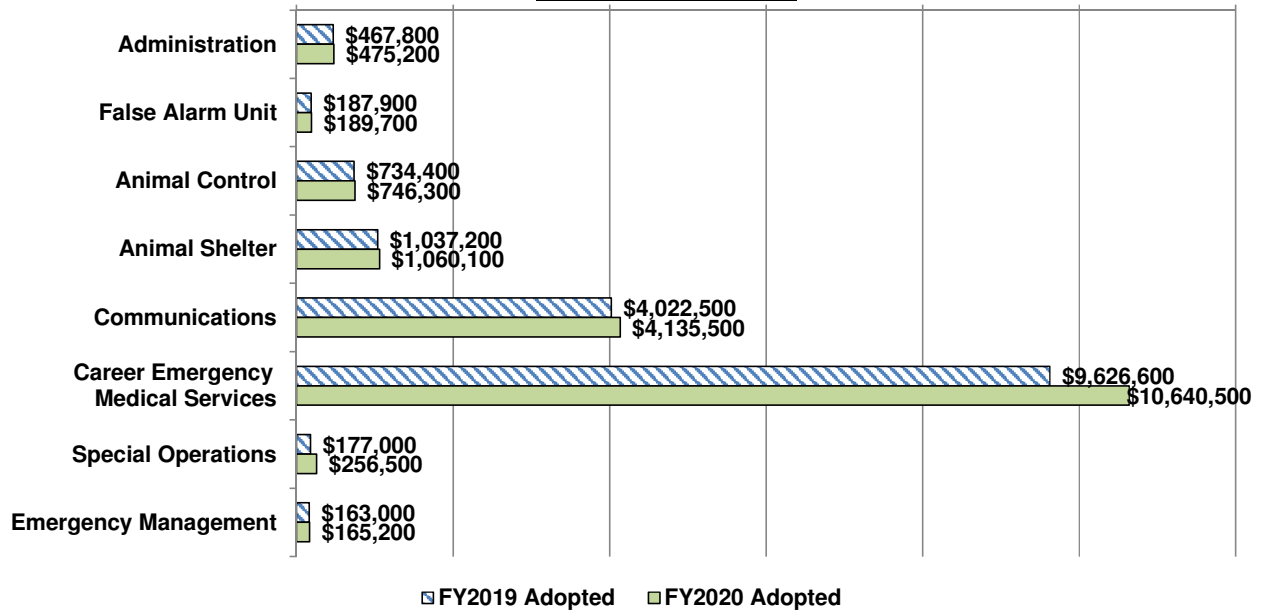
TOTAL FY2020 DEPARTMENT BUDGET
\$17,868,028

(Totals for funds other than the General Fund exclude transfers-in from the General Fund)

As indicated by the graph, the Department of Emergency Services is mostly funded by the General Fund.

Emergency Services Expenditure and Objectives & Measurements

GENERAL FUND



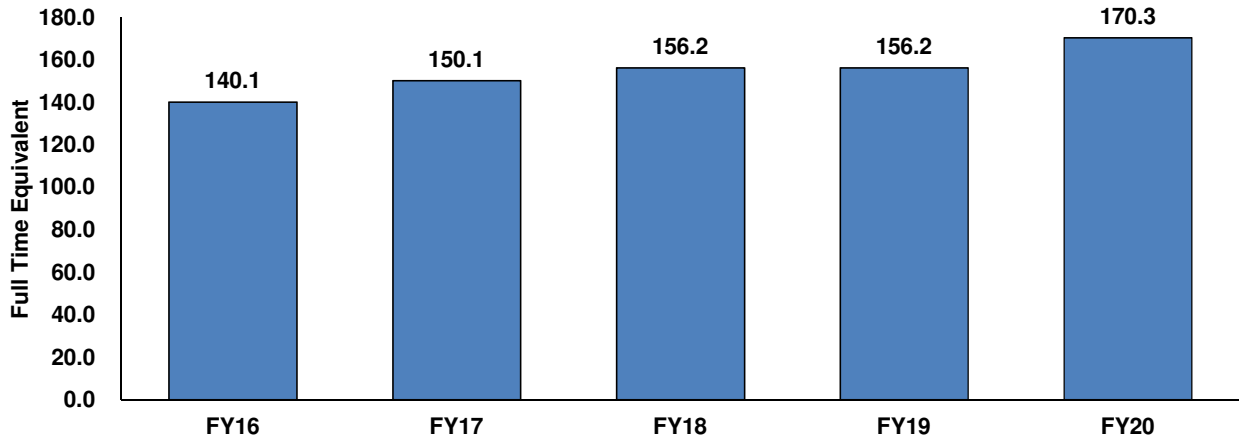
Objectives & Measurements:

	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Estimated
<i>False Alarm Reduction Unit: To maximize public awareness of false alarm issues and reduce their impact on our local emergency response personnel (Police, Fire and Emergency Medical Services).</i>					
Ratio of False Alarms per Registered User	0.33	0.31	0.30	0.31	0.30
<i>Animal Shelter: Improve ratio of live releases of Adoptable/Rescuable/Reclaimable Animals (ARRA) to total intakes.</i>					
Dogs	2313-85%	2263-88%	2150-87%	2125-89%	2160-89%
Cats	2148-48%	2305-55%	2082-62%	2125-58%	2145-64%
Other	496-96%	439-97%	534-99%	325-97%	450-97%
Total	4957-64%	5007-69%	4766-75%	4575-77%	4755-77%
<i>Fire/EMS Communications: Ensure that calls are processed and dispatched within two (2) minutes or less ninety percent (90% of the time).</i>					
Number of 911 Calls Received	78,722	81,745	85,000	90,000	90,000
Percent 911 Calls Dispatched < 2 mins (Target is 90%)	50%	50%	81%	62%	86%
<i>Emergency Medical Services: Countywide EMS Fiscal Transports</i>					
Responses by Career EMS	15,375	16,649	18,153	18,927	19,700
Responses by Volunteer Companies	9,641	9,171	8,782	8,781	8,700
Responses by Mutual Aid Partners	1,020	1,038	944	850	1,200
Total Number of Responses	26,036	26,858	27,879	28,558	29,600
Percent of Responses by Career EMS	59%	62%	65%	66%	67%
Transports by Career EMS	8,321	8,670	9,184	11,000	10,108
Transports by Volunteer Companies	4,028	3,876	3,662	3,000	3,500
Transports by Mutual Aid Partners	497	538	429	400	600
Total Number of Transports*	12,846	13,084	13,275	14,400	14,208
Percent of Transports by Career EMS	67%	66%	69%	76%	71%

*Total Number of Transports data includes both ALS and BLS patient transports.

Emergency Services Staffing History

Staffing History



Positions by Program:

	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
Administration	3.3	3.3	4.3	4.3	5.3
False Alarm Reduction Unit (FARU)	2.0	2.0	2.0	2.0	2.0
Animal Control	6.0	6.0	6.0	6.0	6.0
Animal Shelter	13.2	17.2	17.2	17.2	17.2
Fire/EMS Communications	31.7	31.7	31.7	31.7	35.7
Career Emergency Medical Services	81.1	87.1	92.1	92.1	101.1
Special Operations	1.7	1.7	1.7	1.7	1.7
Emergency Management	1.1	1.2	1.2	1.2	1.3
Total Full Time Equivalent	140.1	150.1	156.2	156.2	170.3

Public Safety

Department: Emergency Services

01.26.06

Division\Program: Administration

Fund: General

Program Administrator: William Stephens, Director of Emergency Services

www.charlescountymd.gov/es/welcome

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$304,628	\$359,200	\$389,200	\$360,100	\$900	0.3%
Fringe Benefits	68,403	89,600	95,800	88,800	(800)	-0.9%
Operating Costs	15,264	19,000	33,100	26,300	7,300	38.4%
Total Expenditures	\$388,295	\$467,800	\$518,100	\$475,200	\$7,400	1.6%
Revenues	\$245,400	\$262,300	\$246,000	\$246,000	(\$16,300)	-6.2%

Changes and Useful Information:

- **Personal Services** includes funding for a MDT Program Manager to support mobile data terminals.
- **Operating Costs** increase includes the impact of the new position.
- **Revenues** represent income from Tower Rental which has been updated to recent trends.

Description:

The Department of Emergency Services provides eight (8) distinct areas of service for Charles County:

- 1.) The management and direction of the Charles County Emergency Management Division.
- 2.) The management and direction of the Charles County 911 Communications Division.
- 3.) The management and direction of the Charles County Emergency Medical Services Division.
- 4.) The management and direction of the Charles County Animal Control Division, and the Tri-County Animal Shelter.
- 5.) The management and direction of the Charles County False Alarm Reduction Unit.
- 6.) Liaison and coordination with the Maryland Emergency Management Agency and Governor's Office of Homeland Security in matters related to planning, preparedness, response, recovery and mitigation for domestic preparedness incidents impacting Homeland Security.
- 7.) The management and direction of planning, prevention, response, recovery, and mitigation activities related to Weapons of Mass Destruction and industrial/transportation hazardous materials incidents.
- 8.) Provide support of and technical consultation to the Charles County Board of Fire & Rescue.

Positions:

<u>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
Director of Emergency Services	1.0	1.0	1.0	1.0	1.0
Assistant to the Director	0.0	1.0	1.0	1.0	1.0
MDT Program Manager	0.0	0.0	0.0	0.0	1.0
DES Program Support Specialist	0.0	0.0	1.0	1.0	1.0
Administrative Associate	1.0	0.0	0.0	0.0	0.0
Part Time	1.3	1.3	1.3	1.3	1.3
Total Full Time Equivalent	3.3	3.3	4.3	4.3	5.3

Public Safety

Department: Emergency Services 01.26.151
Division\Program: False Alarm Reduction Unit (FARU) Fund: General
Program Administrator: Sherry Herd, Alarm Reduction Unit Administrator
www.charlescountymd.gov/es/faru/false-alarm-reduction-unit-faru

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$111,527	\$115,100	\$115,800	\$119,200	\$4,100	3.6%
Fringe Benefits	35,899	36,700	31,900	32,100	(4,600)	-12.5%
Operating Costs	34,917	36,100	38,400	38,400	2,300	6.4%
Capital Outlay	7,696	0	0	0	0	N/A
Total Expenditures	\$190,038	\$187,900	\$186,100	\$189,700	\$1,800	1.0%
Revenues	\$529,290	\$553,000	\$529,500	\$529,500	(\$23,500)	-4.2%

Changes and Useful Information:

- **Operating Costs** were adjusted to fund the annual software license increase and an increase in credit card processing based on current trends.
- **Revenues** represent fees and penalties from the False Alarm program which were adjusted to current trends.

Description:

Charles County police, fire and emergency medical services personnel respond to over 8,000 false alarms each year. It is estimated that Charles County's false alarm response rate has resulted in the waste of approximately 4,000 emergency personnel man hours and many thousands of dollars annually.

These unfounded alarm calls reduce the effectiveness of our emergency services and undermine their ability to respond to legitimate, critical calls. Charles County False Alarm Ordinance No. 98-48 was adopted on June 1, 1998 by the Charles County Commissioners to address this abuse and waste of emergency resources and to reduce unnecessary safety risks posed to County emergency response personnel and citizens during a false alarm response.

The False Alarm Reduction Unit (FARU) of the Charles County Department of Emergency Services was created to administer False Alarm Ordinance No. 98-48. The FARU's main function is to reduce the number of false alarms to which police, fire and emergency medical services respond to each year. The FARU:

- licenses alarm companies;
- registers alarm users;
- sends notification of false alarms and levies civil monetary penalties for excessive false alarms to alarm users;
- provides advance notification to alarm users and alarm companies of applicable registration renewal dates;
- ensures that appropriate inspections and upgrades of alarm systems occur;
- administers the False Alarm Appeals Process;
- develops and administers a public information program to educate alarm system users on provisions of the False Alarm Ordinance and the proper maintenance and use of alarm systems;
- assist in the goal to reduce false alarms in Charles County.

Positions:

Title	FY16	FY17	FY18	FY19	FY20
	FTE	FTE	FTE	FTE	FTE
False Alarm Reduction Unit Administrator	1.0	1.0	1.0	1.0	1.0
Office Associate III	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	2.0	2.0	2.0	2.0	2.0

Public Safety

Department: Emergency Services
Division\Program: Animal Control
Program Administrator: Edward Tucker, Chief of Animal Control
www.charlescountymd.gov/es/animalcontrol/animal-control

01.26.27
 Fund: General

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$438,963	\$452,600	\$459,600	\$460,600	\$8,000	1.8%
Fringe Benefits	150,025	154,000	159,900	159,900	5,900	3.8%
Operating Costs	111,863	127,800	125,800	125,800	(2,000)	-1.6%
Capital Outlay	40,652	0	0	0	0	N/A
Total Expenditures	\$741,504	\$734,400	\$745,300	\$746,300	\$11,900	1.6%
Revenues	\$25,656	\$31,500	\$31,500	\$31,500	\$0	0.0%

Changes and Useful Information:

- **Operating Costs** were adjusted based on current trends.
- **Revenues** represent animal licenses and dog fines.

Description:

Animal Control Officers are sworn Peace Officers commissioned by The Charles County Commissioners under the authority of the Annotated Code of Maryland. A synopsis of the primary duties and responsibilities that a Charles County Animal Control Officer follows:

- Enforcement of all County and State Laws, Ordinances and Regulations relevant to domestic animals including livestock and wild animals kept in captivity. This is to include criminal animal cruelty investigations on these types of animals.
- Provide 24 hour emergency services for the rescue of injured animals and public safety situations, 365 days a year.
- Issue citations for violations of animal regulations, prepare and file applications for charging document with the District Court Commissioner, serve and respond to Court and Animal Matters Board meetings and summonses.
- Chemically tranquilize and impound animals posing a threat to public safety that cannot be captured by more conventional means.
- Conduct inspections of and issue licenses to all Commercial Animal Establishments in Charles County.
- Perform vehicular and foot patrols in the performance of these duties, responding to over 6,000 calls per year.
- Conduct periodic Rabies Vaccination clinics to assist in controlling the spread of Rabies through the domestic pet population.

Positions:

<u>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
Chief of Animal Control Services	1.0	1.0	1.0	1.0	1.0
Animal Control Officer	4.0	4.0	4.0	4.0	4.0
Office Associate III	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	6.0	6.0	6.0	6.0	6.0

Public Safety

Department: Emergency Services 01.26.28
Division\Program: Animal Shelter Fund: General
Program Administrator: Kim Stephens, Animal Shelter Supervisor
www.charlescountymd.gov/es/animalshelter/tri-county-animal-shelter

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$579,847	\$633,900	\$659,800	\$657,500	\$23,600	3.7%
Fringe Benefits	190,381	223,200	243,900	227,800	4,600	2.1%
Operating Costs	163,304	180,100	175,800	174,800	(5,300)	-2.9%
Total Expenditures	\$933,532	\$1,037,200	\$1,079,500	\$1,060,100	\$22,900	2.2%
Revenues	\$592,603	\$548,700	\$503,100	\$503,100	(\$45,600)	-8.3%

Changes and Useful Information:

- **Operating Costs** decrease is due to a recent upgrade of the telephone system which eliminates the need for a separate maintenance contract.
- The FY2020 **Revenues** includes Calvert having left the Animal Shelter and assumes costs will be shared equally between the Charles and St. Mary's Counties.

Description:

The County Animal Shelter serves over 270,000 citizens of Charles and St. Mary's Counties. These two counties consist of 815 square miles. Over 7,000 animals were received by the County's Animal Shelter in FY2018. The County Animal Shelter receives stray and unwanted domestic animals of all types. The Shelter attempts to ascertain the identity of the owner of the stray animals so that they can be re-united. Qualifying unclaimed and relinquished owned animals may then be placed up for adoption or rescue in accordance with State, County and Shelter regulations. The County Animal Shelter may euthanize aggressive, unwanted, injured or diseased animals. The County Animal Shelter also acts as the bite exposure quarantine center for rabies observation. In this aspect, the Shelter holds animals under the guidelines of the Health Departments and if deemed a necessity will euthanize suspected carriers of rabies for testing at State labs.

The County Animal Shelter shall provide humane treatment of all animals, at all times, under its care. All citizens coming in contact with the County Animal Shelter shall be treated with courtesy and consideration.

Positions:

	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Animal Shelter Supervisor	1.0	1.0	1.0	1.0	1.0
Animal Shelter Attendant II	1.0	1.0	1.0	1.0	1.0
Animal Shelter Attendant	3.0	7.0	7.0	7.0	7.0
Animal Shelter Technician	3.0	3.0	3.0	3.0	3.0
Office Associate II	1.0	1.0	1.0	1.0	1.0
Animal Shelter Services/Clerical Assistant	1.0	1.0	1.0	1.0	1.0
Animal Shelter Van Driver	0.7	0.0	0.0	0.0	0.0
Part-time Positions	3.2	3.8	3.8	3.8	3.8
Total Full Time Equivalent	13.8	17.8	17.8	17.8	17.8
Allocated to Special Revenue	(0.6)	(0.6)	(0.6)	(0.6)	(0.6)
Net Cost to General Fund	13.2	17.2	17.2	17.2	17.2

Public Safety

Department: Emergency Services 01.26.29
Division\Program: Fire/EMS Communications Fund: General
Program Administrator: Tony W. Rose, Chief of Fire/EMS Communications
www.charlescountymd.gov/es/communications/fire-and-ems-communications

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$1,918,598	\$1,958,900	\$2,206,300	\$2,111,800	\$152,900	7.8%
Fringe Benefits	557,102	584,200	715,700	651,000	66,800	11.4%
Operating Costs	1,281,248	1,479,400	1,382,200	1,372,700	(106,700)	-7.2%
Total Expenditures	\$3,756,948	\$4,022,500	\$4,304,200	\$4,135,500	\$113,000	2.8%
Revenues	\$1,168,851	\$1,149,000	\$1,167,000	\$1,307,000	\$158,000	13.8%

Changes and Useful Information:

- **Personal Services and Fringe Benefits** increase includes approved salary increases and funding for four new Dispatcher positions. Two Dispatchers will be hired beginning October and two will be hired beginning March. These positions will allow the division to meet minimum staffing levels and to handle the increase in 9-1-1 calls to the call center.
- The **Operating Costs** decreased due to one time FY2019 cost to remove the Radio Station Road tower.
- **Revenues** are primarily from Local 911 fees which were adjusted due the impact of SB339 (Carl Henn's Law).

Description:

The function of this division is to process emergency and non-emergency requests for public safety assistance and then coordinate the response of appropriate resources to resolve the situation. It is the goal of this division to provide this service through the establishment, implementation and application of a number of programs designed to facilitate the prompt and efficient delivery of emergency services.

Such programs include "911 Addressing" which is intended to identify, verify, and assign an address to all new and existing residences in Charles County thereby creating a physical location database.

Other programs include Computer Aided Dispatch, NG9-1-1, Geographical Information System (mapping), Mobile Data Computers, Public Safety Capital Projects, provide Emergency Medical/Fire/Police and Pre-Arrival Instructions, Severe Weather Alerting, Public Education, Road Name Approvals, management & operation of Public Safety/Service Radio System & associated infrastructure and administrative support to Fire/EMS associations.

Personnel are on duty twenty four hours per day, seven days a week. Staff is responsible for the direction, administration, configuration, and the operation of the Charles County 911 system and the emergency communications system.

Positions:

Title	FY16	FY17	FY18	FY19	FY20
	FTE	FTE	FTE	FTE	FTE
Chief of Fire/EMS Communications	1.0	1.0	1.0	1.0	1.0
Asst. Chief of Fire/EMS Communications	1.0	1.0	1.0	1.0	1.0
Radio System Support Administrator	1.0	1.0	1.0	1.0	1.0
Training / Quality Assurance Captain	1.0	1.0	1.0	1.0	1.0
Public Safety Dispatch Lieutenant	5.0	5.0	5.0	5.0	5.0
Dispatcher I & II	20.0	20.0	20.0	20.0	24.0
Database Specialist (GIS)	1.0	1.0	1.0	1.0	1.0
Database Specialist (CAD)	1.0	1.0	1.0	1.0	1.0
Part Time Position	0.7	0.7	0.7	0.7	0.7
Total Full Time Equivalent	31.7	31.7	31.7	31.7	35.7

Public Safety

Department: Emergency Services 01.26.97
Division\Program: Career Emergency Medical Services Fund: General
Program Administrator: John Filer, Chief of Emergency Medical Services
www.charlescountymd.gov/es/ems/emergency-medical-services-ems

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$6,469,310	\$6,722,900	\$8,038,900	\$7,506,000	\$783,100	11.6%
Fringe Benefits	1,623,568	1,714,800	2,271,200	1,988,300	273,500	15.9%
Operating Costs	884,601	1,033,700	1,171,600	1,057,500	23,800	2.3%
Capital Outlay	0	155,200	88,700	88,700	(66,500)	-42.8%
Total Expenditures	\$8,977,479	\$9,626,600	\$11,570,400	\$10,640,500	\$1,013,900	10.5%
Revenues	\$3,598,769	\$3,369,400	\$3,466,900	\$3,466,900	\$97,500	2.9%

Changes and Useful Information:

- **Personal Services** increase includes approved salary increases, adjustments for turnover, an increase in overtime, funding for eight (8) new EMT/Paramedic positions, and funding for a new EMS Specialist position. The EMT/s/Paramedic positions will help in meeting coverage demands due to vacancies and employees that are on leave. The EMS Specialist will assist with the numerous administrative tasks and duties required to operate an efficient and responsive public safety agency.
- The **Fringe Benefits** increase includes adjusting the pension budget per the changes implemented during the FY2019 collective bargaining agreement and for the new positions.
- **Operating Costs** were adjusted for the following reasons:
 - To provide funding for various operating costs associated with the new positions.
 - To purchase (2) Automated Medical Supply Dispensers to give staff the availability to restock their units 24/7 with real time inventory accountability.
 - Increase in Medical Supplies based on new medications and procedures being adopted by the state in the 2019 Maryland Medical Protocols. In addition, EMS has assumed the responsibility of maintaining the AEDs' in county facilities. The County has 60 AEDs equipped with leave behind Narcan Kits and Stop the Bleed Kits, which all have expiration dates and require replacement at different intervals.
 - Funds were transferred from Career EMS to Special Operations to provide the true cost of the Special Operations division.
 - Adjustments in various accounts based on current spending patterns.
- The **Capital Outlay** budget was reduced due to one-time FY2019 items, the remaining budget is for CPR device hard cases, AEDs, cardiac monitor modems, and mobile data terminals.
- **Revenues** represents the revenue equivalent of one cent on the property tax rate and fees from EMS services.

Description:

The Emergency Medical Services Division of the Department of Emergency Services was created in July 2001 to provide Advanced Life Support (ALS), and when needed to augment the volunteer stations in providing Basic Life Support (BLS) services from various stations within the county. Career EMS personnel are currently deployed and provide 24/7 EMS and day time coverage to the following stations throughout Charles County:

EMS 2- Hughesville 24/7 ALS	EMS 3 - Waldorf 24/7 ALS
EMS 8 - Marbury 24/7 ALS	EMS 11 - Bryan's Road 24/7 ALS & Daytime ALS
EMS 12 - Westlake 24/7 ALS	EMS 06 - Cobb Island 24/7 ALS
EMS 16 - La Plata - 24/7 Supervisor	EMS 18 - Waldorf 24/7 Supervisor & ALS
EMS 51 - La Plata 24/7 ALS	EMS 60 - White Plains 24/7 ALS

Positions:

Title	FY16	FY17	FY18	FY19	FY20
	FTE	FTE	FTE	FTE	FTE
Chief of Emergency Medical Services	1.0	1.0	1.0	1.0	1.0
Asst. Chief of Emergency Medical Services	1.0	1.0	1.0	1.0	1.0
EMS Captain	2.0	4.0	4.0	4.0	4.0
Paramedic Supervisor/Lieutenant	8.0	8.0	8.0	8.0	8.0
Paramedics	38.0	39.0	42.0	43.0	47.0
Emergency Medical Technician	28.0	31.0	33.0	32.0	36.0
EMS Specialist	0.0	0.0	0.0	0.0	1.0
Part Time Help	3.1	3.1	3.1	3.1	3.1
Total Full Time Equivalent	81.1	87.1	92.1	92.1	101.1

Public Safety

Department: Emergency Services 01.26.86
Division\Program: Special Operations Fund: General
Program Administrator: John Filer, Chief of Emergency Medical Services
www.charlescountymd.gov/es/ems/tactical-response-team

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$64,287	\$73,200	\$478,400	\$79,500	\$6,300	8.6%
Fringe Benefits	13,672	9,000	168,100	9,800	800	8.9%
Operating Costs	77,547	94,800	202,200	167,200	72,400	76.4%
Capital Outlay	29,043	0	0	0	0	N/A
Total Expenditures	\$184,549	\$177,000	\$848,700	\$256,500	\$79,500	44.9%

Changes and Useful Information:

- The **Operating Costs** budget includes funds that were transferred from the Career EMS division to the Special Operations division in order to show the true cost of this division.

Description:

The Special Operations Division was originally formed as the Tactical Response Team under the Department of Emergency Services in 2003. Its primary mission was to support planning, prevention, response, and mitigation activities related to Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Weapons of Mass Destruction and industrial/transportation hazardous materials incidents. As the mission of the Department expanded due to increased service demands, the scope of work for the Special Operations Division expanded in congruence. In addition to the aforementioned original mission, the Special Operations Division now encompasses the tasks and duties of Tactical Emergency Medical Services (TEMS), the Marine Unit, the Unmanned Aerial Vehicle (UAV) Team, Ambulance Strike Team, and the Critical Incident Stress Management (CISM) Team.

The TEMS Team is responsible for providing specialized emergency medical services and technical rescue during high risk and extremely hazardous missions types in direct support of law enforcement. The Marine Unit is responsible for the provision of specialized emergency medical services in a maritime environment as well as supporting the hazardous materials team during waterborne environmental protection and clean-up missions. The UAV Team is a specialized group comprised of FAA licensed pilots operating the County's fleet of unmanned aerial vehicles for the purpose of documentation, reconnaissance, and real-time intelligence. The CISM Team is the Department's peer mental health specialists who service both fire/EMS and law enforcement across the State. The County's Ambulance Strike Team is part of the larger Maryland Ambulance Strike Team. Their primary mission is to respond to disaster stricken locations across the eastern U.S. coast and provide EMS relief and aid while recovery efforts are underway. The hazardous materials mission and associated team of the Special Operations Division is a mandated capability pursuant to local, regional, state, and federal Homeland Security directives. Charles County's Hazardous Materials Team is Southern Maryland's CBRNE and hazmat specialty response and mitigation component. The Hazmat Team is also a recognized asset of the Maryland Department of the Environment.

Positions:

<u>Title</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Part Time	1.7	1.7	1.7	1.7	1.7
Total Full Time Equivalent	1.7	1.7	1.7	1.7	1.7

Public Safety

Department: Emergency Services 01.26.89
Division\Program: Emergency Management Fund: General
Program Administrator: Michelle Lilly, Chief of Emergency Management
www.charlescountymd.gov/es/em/emergency-management

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$33,737	\$39,100	\$49,700	\$52,000	\$12,900	33.0%
Fringe Benefits	12,987	15,100	18,400	19,000	3,900	25.8%
Operating Costs	3,207	7,600	13,400	9,200	1,600	21.1%
Transfers Out	85,401	85,800	85,000	85,000	(800)	-0.9%
Capital Outlay	0	15,400	0	0	(15,400)	-100.0%
Total Expenditures	\$135,331	\$163,000	\$166,500	\$165,200	\$2,200	1.3%

Changes and Useful Information:

- This Division is partially grant funded. The FY2020 grant budget includes a reclassification of a position which is contributing to the increase to **Personal Services** and **Fringe Benefits**.
- The **Operating Costs** budget includes funding to purchase two replacement office chairs, and an increase based on current spending patterns.
- The **Transfers Out** budget is the County's local match for the Emergency Management Performance Grant.
- The **Capital Outlay** budget was reduced due to one time funding in FY19 for equipment for the Emergency Operations Center.

Description:

The Emergency Management Division of the Department of Emergency Services is responsible to develop, coordinate and promote a comprehensive emergency management program incorporating planning, preparedness, response, and recovery activities relative to emergency or disasters.

The division's primary responsibility is the development and maintenance of the County's basic emergency operations plan which provides a framework for the coordination of emergency response activities across a broad spectrum of disciplines and agencies.

Other responsibilities include public education and information, promotion of mitigation activities, liaison and collaboration with local, state and federal governmental agencies, for profit and nonprofit public and private institutions and volunteer organizations, as well as other activities related to the establishment of a comprehensive emergency management program.

Positions:

Title	FY16	FY17	FY18	FY19	FY20
	FTE	FTE	FTE	FTE	FTE
Assistant Director of Emergency Services	1.0	1.0	1.0	1.0	1.0
Emergency Management Specialist	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	2.0	2.0	2.0	2.0	2.0
Allocated to Special Revenue	(0.9)	(0.8)	(0.8)	(0.8)	(0.7)
Net Cost to General Fund	1.1	1.2	1.2	1.2	1.3

Debt

Department: Debt Service 01.18
Division\Program: Fiscal & Administrative Services Fund: General
Program Administrator: Jenifer Ellin, Director of Fiscal & Administrative Services

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Operating Costs	\$865,755	\$178,000	\$178,000	\$178,000	\$0	0.0%
Debt Service	63,928,880	29,247,800	30,489,500	30,493,500	1,245,700	4.3%
Transfers Out	520,736	531,000	548,400	548,400	17,400	3.3%
Total Expenditures	\$65,315,371	\$29,956,800	\$31,215,900	\$31,219,900	\$1,263,100	4.2%
Revenues	\$34,596,552	\$3,384,200	\$3,384,200	\$3,384,200	\$0	0.0%

Changes and Useful Information:

- **Debt Service** includes the cost to pay the principal and interest on existing debt and the issuance cost. The budget includes approximately \$7.4 million for education related debt and \$3.2 million for public safety related debt which includes more than \$1.6 million for Sheriff Office operations and \$675,000 for Volunteer Fire/EMS radios.
- **Revenues** includes bond premium and other dedicated revenues.

Description:

This department is used to account for the annual General Fund principal, interest, and bond expenses associated with general obligation bonds and capital lease agreements. Debt service requirements are reviewed periodically in order to maintain a strong fiscal position relative to infrastructure financing.

A breakdown of the annual debt service payment by function is listed below:

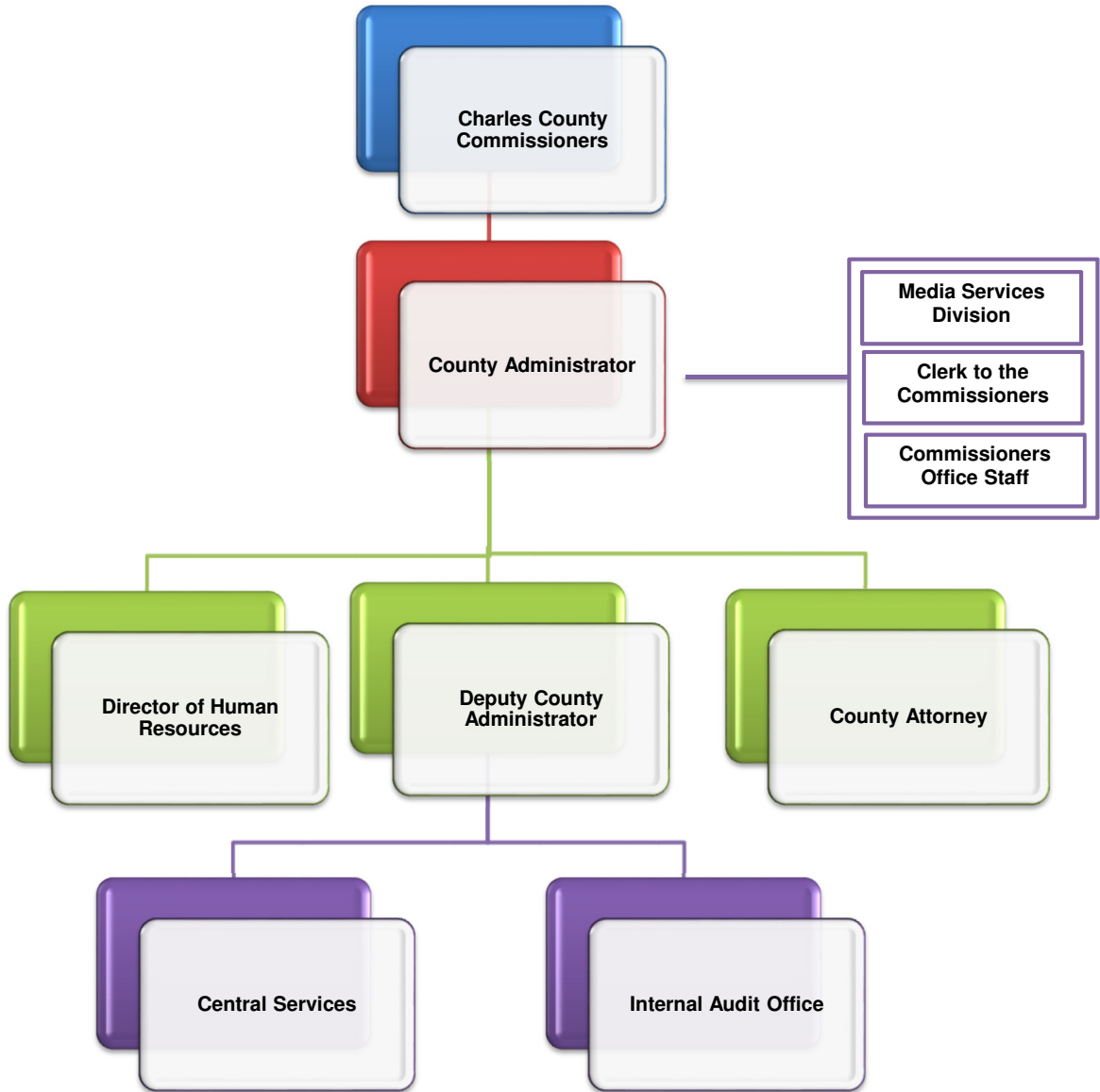
	FY2018 Actual	FY2019 Adopted	FY2020 Adopted	\$ Change from FY2019	% Chg.
Bonds					
Board Of Education	\$4,435,239	\$4,781,300	\$5,761,000	\$979,700	20.5%
College of Southern Maryland	1,641,236	1,674,000	1,621,800	(52,200)	-3.1%
General Government	6,092,738	6,515,100	6,870,200	355,100	5.5%
Public Safety	1,799,506	1,462,100	1,230,600	(231,500)	-15.8%
Transportation	9,190,691	10,184,600	10,562,200	377,600	3.7%
Miscellaneous	10,948	3,000	0	(3,000)	N/A
Bond Principal & Interest	\$23,170,358	\$24,620,100	\$26,045,800	\$1,425,700	5.8%
Bond Refunding	\$36,392,632	\$0	\$0	\$0	N/A
Leases					
Public Works - Facilities	\$388,706	\$463,300	\$711,200	\$247,900	53.5%
Recreation, Parks, and Tourism	236,046	334,100	439,700	105,600	31.6%
Emergency Services	782,911	939,200	943,300	4,100	0.4%
Fiscal & Administrative Services	16,092	18,400	15,500	(2,900)	-15.8%
Planning & Growth Management	10,787	10,800	14,800	4,000	37.0%
Community Services	12,946	8,900	5,100	(3,800)	-42.7%
Sheriff	2,087,190	2,028,000	1,622,400	(405,600)	-20.0%
Volunteer Fire & EMS	803,006	803,000	675,000	(128,000)	-15.9%
Library	2,767	0	0	0	N/A
Other Agencies	25,439	22,000	20,700	(1,300)	-5.9%
Capital Lease Principal & Interest	\$4,365,890	\$4,627,700	\$4,447,700	(\$180,000)	-3.9%
Transfer to Enterprise Fund	\$520,736	\$531,000	\$548,400	\$17,400	3.3%
Operating Costs	\$865,755	\$178,000	\$178,000	\$0	0.0%
Total	\$65,315,371	\$29,956,800	\$31,219,900	\$1,263,100	4.2%

Objectives & Measurements:

	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Estimated
<i>Objective: To maintain or improve the County's bond rating. The higher the rating, the lower the interest rate will be on County issued bonds; which translates into less revenue needed to meet the costs.</i>					
Standard & Poor's	AA+	AAA	AAA	AAA	AAA
Moody's Investors Service	Aa1	Aaa	Aaa	Aaa	Aaa
Fitch Investors Service	AAA	AAA	AAA	AAA	AAA

General Government Summary

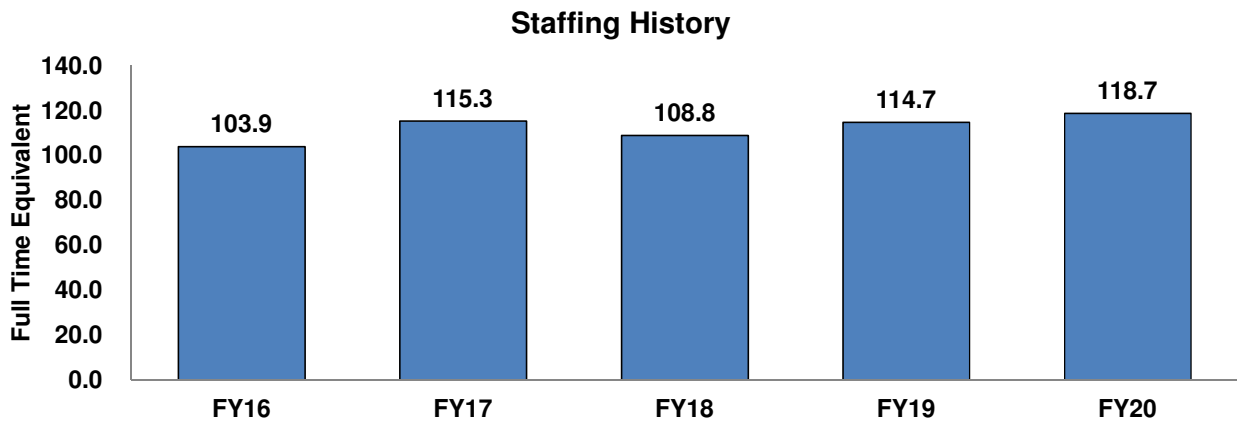
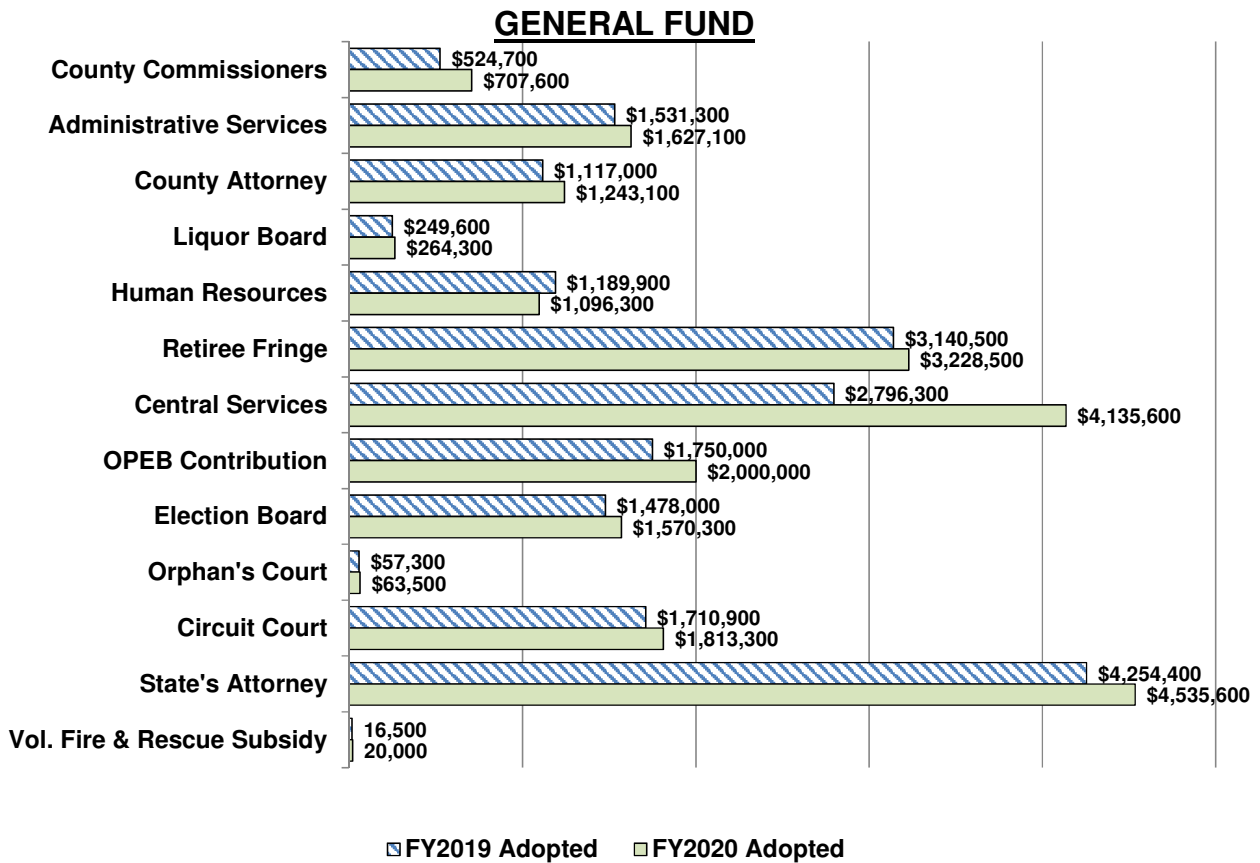
Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$6,870,794	\$7,728,000	\$8,442,200	\$8,262,400	\$534,400	6.9%
Fringe Benefits	2,705,656	5,295,200	6,032,400	5,891,600	596,400	11.3%
Operating Costs	4,328,789	4,799,800	6,417,700	5,669,400	869,600	18.1%
Transfers Out	95,536	121,900	152,000	160,200	38,300	31.4%
Agency Funding	1,518,000	1,792,800	2,128,000	2,190,500	397,700	22.2%
Capital Outlay	28,421	78,700	131,100	131,100	52,400	66.6%
Total Expenditures	\$15,547,197	\$19,816,400	\$23,303,400	\$22,305,200	\$2,488,800	12.6%
Total Expenditures as % of Budget:	3.7%	4.9%	5.2%	5.2%		
Revenues	\$504,616	\$562,000	\$541,200	\$541,200	(\$20,800)	-3.7%



General Government Agencies which receive County funding:

- | | |
|------------------|---|
| State's Attorney | Orphan's Court |
| Election Board | Circuit Court |
| Liquor Board | State Department of Assessments & Taxation Cost Share |

General Government Expenditure and Staffing History



Positions by Program:

	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
County Commissioners	5.0	5.0	5.0	5.0	5.0
Administrative Services	13.6	15.6	16.6	12.6	12.6
County Attorney	8.0	8.5	8.5	8.5	9.5
Liquor Board	1.9	1.9	1.8	1.8	1.8
Human Resources*	8.0	10.5	11.5	12.5	12.5
Central Services	0.0	0.0	1.0	6.8	7.8
Circuit Court	13.4	16.2	16.2	17.2	17.2
State's Attorney	54.2	57.8	48.4	50.4	52.4
Total Full Time Equivalent	103.9	115.3	108.8	114.7	118.7

*Human Resources FTEs include summer interns, but they are utilized throughout county government.

General Government

Department: Board of County Commissioners 01.01
Division\Program: Board of County Commissioners Fund: General
Program Administrator: Reuben B. Collins, II, Esq., Gilbert O. Bowling, III, Thomasina O. Coates, M.S., Amanda M. Stewart, M.Ed., Bobby Rucci

www.charlescountymd.gov/commissioners/welcome

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$250,001	\$251,000	\$258,400	\$258,400	\$7,400	2.9%
Fringe Benefits	74,062	75,900	97,400	97,400	21,500	28.3%
Operating Costs	165,433	188,800	211,300	195,100	6,300	3.3%
Agency Funding	9,000	9,000	94,200	156,700	147,700	1641.1%
Total Expenditures	\$498,496	\$524,700	\$661,300	\$707,600	\$182,900	34.9%

Changes and Useful Information:

- **Personal Services** includes approved salary increases per resolution No. 2018-09.
- The **Fringe Benefits** increase includes changes in participation for Health & Dental.
- Included in the **Operating Costs** are the individual Commissioner expense accounts. Per the County Commissioner Expense Policy (SOP#: CC.01.002), The County Commissioners shall establish an annual budget to support each Commissioner Board member in fulfillment of his or her duties as a County Commissioner. For FY2020, these budgets remained the same.
- The **Operating Costs** increase funds the Council of Governments membership fee increase.
- The **Agency Funding** increase includes one time funding to expand the Tri-County Council Youth Summer Jobs Program and to provide additional funding to Tri-County Council to equal the FY2019 amended budget.

Description:

The County Commissioners are responsible for establishing executive and legislative policy for the County Government and its related agencies. Through an annual budget process, they establish spending levels for each of the major departments/agencies and adopt tax rates and other fees/charges to support the approved budget(s). They ensure that the government is operated in an open and accessible environment, is based on a comprehensive long/short term planning and has an appropriate managerial staff tempered by fiscal responsibility.

Positions:

<u>Title</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>	<u>FY20</u> <u>FTE</u>
County Commissioners Office:					
President	1.0	1.0	1.0	1.0	1.0
Members	4.0	4.0	4.0	4.0	4.0
Total Full Time Equivalent	5.0	5.0	5.0	5.0	5.0

General Government

Department: Administrative Services 01.03.06
Division\Program: County Administrator's Office Administration Fund: General
Program Administrator: Mark Belton, County Administrator
www.charlescountymd.gov/coadmin/welcome

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$510,180	\$529,000	\$537,800	\$550,400	\$21,400	4.0%
Fringe Benefits	137,000	150,600	157,900	159,400	8,800	5.8%
Operating Costs	228,369	117,000	112,000	112,000	(5,000)	-4.3%
Total Expenditures	\$875,549	\$796,600	\$807,700	\$821,800	\$25,200	3.2%

Changes and Useful Information:

- The **Operating Costs** were adjusted to reflect the new state lobbyist agreement.

Description:

The County Administrator is responsible for daily planning, directing, and reviewing of all operations within the county government. Overall supervision of departmental actions, personnel matters, budgetary and fiscal procedures and administrative functions are also performed. Reviews with staff and recommends department needs and requirements; defines proposals, and recommends appropriate action to the Board of County Commissioners. Prepares and supervises preparation of special studies and reports as requested by the Board.

Positions:

<u>Title</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>	<u>FY20</u> <u>FTE</u>
County Administrator	1.0	1.0	1.0	1.0	1.0
Deputy County Administrator	1.0	1.0	1.0	1.0	1.0
Executive Assistant to the Co. Admin.	1.0	1.0	1.0	1.0	1.0
Program Support Specialist	0.0	0.0	1.0	1.0	1.0
Total Full Time Equivalent	3.0	3.0	4.0	4.0	4.0

General Government

Department: Administrative Services 01.03.13
Division\Program: Commissioner Office Administration Fund: General
Program Administrator: Board of County Commissioners
<https://www.charlescountymd.gov/commissioners/cro>
www.charlescountymd.gov/coadmin/clerk/clerk-commissioners

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$372,085	\$394,800	\$465,000	\$462,400	\$67,600	17.1%
Fringe Benefits	110,608	118,100	125,800	141,100	23,000	19.5%
Operating Costs	26,619	33,000	24,400	24,400	(8,600)	-26.1%
Total Expenditures	\$509,312	\$545,900	\$615,200	\$627,900	\$82,000	15.0%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** include approved salary increases and a reclassification of a position to fulfill Chief of Staff duties to support the County Commissioners.
- The **Operating Costs** decrease is due to a one time expense for the costs associated with the new elected officials swearing-in and orientation.

Description:

The Commissioner Office Administration provides administrative support to the Commissioners.

Positions:

Title	FY16 FTE	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE
Chief of Staff	0.0	0.0	0.0	1.0	1.0
Citizen Response Manager	0.0	0.0	0.0	1.0	1.0
Executive Office Manager	1.0	1.0	1.0	0.0	0.0
Exec. Asst. to the Commissioner President	1.0	1.0	1.0	0.0	0.0
Clerk to the Commissioners	1.0	1.0	1.0	1.0	1.0
Senior Commissioner Specialist	1.0	1.0	1.0	1.0	1.0
Commissioner Specialist	1.0	1.0	1.0	1.0	1.0
Executive Administrative Associate	1.0	1.0	1.0	1.0	1.0
Part Time Help	0.6	0.6	0.6	0.6	0.6
Total Full Time Equivalent	6.6	6.6	6.6	6.6	6.6

Department: Administrative Services 01.03.52
Division\Program: Safety/Security Fund: General
Program Administrator: Deborah Hall, Deputy County Administrator
www.charlescountymd.gov/coadmin/safety/safety-office

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$144,096	\$0	\$0	\$0	\$0	N/A
Fringe Benefits	26,004	0	0	0	0	N/A
Operating Costs	67,788	0	0	0	0	N/A
Total Expenditures	\$237,888	\$0	\$0	\$0	\$0	N/A

Changes and Useful Information:

- A reorganization was approved at the end of FY2018 to streamline several processes in County Government in order to provide an enhanced security complement, and support redundancy within security, safety and risk management. The **FY2019 & FY2020** Budget for this division/program is now included in the Central Services Budget.

Positions:

Title	FY16 FTE	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE
Safety Officer	1.0	1.0	1.0	0.0	0.0
Building Security Officer	1.0	1.0	1.0	0.0	0.0
Part-Time	1.9	1.9	1.9	0.0	0.0
Total Full Time Equivalent	3.9	3.9	3.9	0.0	0.0

General Government

Department: Administrative Services 01.03.150
Division\Program: Internal Audit Fund: General
Program Administrator: Deborah Hall, Deputy County Administrator/ John Simpson, Internal Auditor

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$33,831	\$137,100	\$136,300	\$138,500	\$1,400	1.0%
Fringe Benefits	5,189	47,400	34,300	34,600	(12,800)	-27.0%
Operating Costs	892	4,300	4,300	4,300	0	0.0%
Total Expenditures	\$39,912	\$188,800	\$174,900	\$177,400	(\$11,400)	-6.0%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** is based on current staffing and includes approved salary increases.

Description:

The Internal Auditor conducts audits to help protect the public's interest and improve the performance, accountability, and transparency of Charles County government. This division helps Charles County to accomplish its mission and strategic objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The types of engagements primarily performed are: performance audits, consulting services, investigative engagements, and follow-up audits. The objective of the Internal Audit division is to improve county government service and performance by focusing audit work on areas of high risk and high impact, to work with management to improve functions and processes as well as to strengthen controls, and finally to build public trust by informing citizens of the results of efforts to improve county government.

Positions:

<u>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
Internal Auditor	0.0	1.0	1.0	1.0	1.0
Assistant Internal Auditor	0.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	0.0	2.0	2.0	2.0	2.0

General Government

Department: County Attorney
Division\Program: County Attorney
Program Administrator: Wes Adams, County Attorney
www.charlescountymd.gov/coattny/welcome

01.16
 Fund: General

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$633,009	\$693,900	\$697,500	\$775,600	\$81,700	11.8%
Fringe Benefits	161,414	181,200	172,900	194,100	12,900	7.1%
Operating Costs	324,640	241,900	259,100	273,400	31,500	13.0%
Total Expenditures	\$1,119,063	\$1,117,000	\$1,129,500	\$1,243,100	\$126,100	11.3%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes approved salary increases and funding for a new Attorney position to assist the department with ever-increasing work demands on stormwater and water and sewer issues.
- The **Operating Costs** budget increase includes an anticipated increase in contractual fees and various items for the new position.

Description:

The Office of the County Attorney is responsible for all legal affairs of County government. Legal advice and representation regarding a wide range of County issues is provided for the County Commissioners, County Administrator, Department Directors, and all County agencies, boards and commissions. Significant areas of practice include: Land Use, Planning & Zoning, Emergency & Public Safety, Procurement & Contract review and Drafting, Civil litigation, Human Resources, Legal Opinions, Legislation, Resolutions, Administrative Law, Ethics, Public Information & Open Meetings Act, Housing & Community Services Programs, Public Utilities, Water & Sewer Infrastructure, Financing, Construction & Operation, Transportation, Property Acquisition & highway planning and construction, Real Estate Law, Collections & Public Finance Laws, Environmental Law & Constitutional Law, and Parliamentary Procedure.

Positions:

Title	FY16	FY17	FY18	FY19	FY20
	FTE	FTE	FTE	FTE	FTE
County Attorney	1.0	1.0	1.0	1.0	1.0
Deputy County Attorney	1.0	1.0	1.0	1.0	1.0
Associate County Attorney I-II	3.0	3.0	3.0	3.0	4.0
Legal Office Administrator	1.0	1.0	1.0	1.0	1.0
Paralegal	0.0	1.0	1.0	1.0	1.0
Legal Assistant III	2.0	2.0	2.0	2.0	2.0
Legal Assistant I	1.0	1.0	1.0	1.0	1.0
Part Time	0.6	0.0	0.0	0.0	0.0
Total Full Time Equivalent	9.6	10.0	10.0	10.0	11.0
Allocated to Capital Projects	(0.8)	(0.8)	(0.8)	(0.8)	(0.8)
Allocated to Liquor Board	(0.9)	(0.8)	(0.8)	(0.8)	(0.8)
Net Cost to General Fund	8.0	8.5	8.5	8.5	9.5

General Government

Department: Liquor Board
Division\Program: Liquor Board
Program Administrator: Guy Black, Chairman

01.15
 Fund: General

www.charlescountymd.gov/commissioners/boards/board-license-commissioners-liquor-board

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$164,310	\$171,600	\$183,000	\$183,400	\$11,800	6.9%
Fringe Benefits	77,120	74,300	76,200	76,200	1,900	2.6%
Operating Costs	3,386	3,700	4,700	4,700	1,000	27.0%
Total Expenditures	\$244,816	\$249,600	\$263,900	\$264,300	\$14,700	5.9%
Revenues	\$237,190	\$237,700	\$237,700	\$237,700	\$0	0.0%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increased due to approved salary increases for County Attorney's office personnel and for the Sheriff Sworn Officer, and for the stipend for the Board of License Commissioner (Liquor Board) per resolution No. 2018-09.

Description:

The Board consists of five members appointed by the County Commissioners who are granted with the authority to issue, fine, suspend, and/or revoke retail alcoholic beverage licenses in Charles County. In addition to actual Board members, staff includes Counsel to the Board, enforcement officers (who are also sworn officers of the Office of the Sheriff), and an administrative clerk. Among its duties, the Board conducts public hearings to consider and act on new and transfer applications for alcoholic beverage licenses, applications for special and/or temporary licenses, requests for special exceptions, investigations pertaining to the enforcement of the Alcoholic Beverages Article of the Annotated Code of Maryland and the Rules and Regulations of the Board of License Commissioners for Charles County, Maryland.

Positions:

Title	FY16	FY17	FY18	FY19	FY20
	FTE	FTE	FTE	FTE	FTE
Associate County Attorney I - II	0.4	0.4	0.3	0.3	0.3
Legal Office Administrator	0.5	0.5	0.5	0.5	0.5
Sheriff Sworn Officer	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	1.9	1.9	1.8	1.8	1.8

General Government

Department: Human Resources 01.17
Division\Program: Administration Fund: General
Program Administrator: Alexis Blackwell, Director of Human Resources
www.charlescountymd.gov/hr/welcome

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$684,185	\$712,300	\$732,000	\$735,700	\$23,400	3.3%
Fringe Benefits	179,911	194,100	201,400	201,100	7,000	3.6%
Operating Costs	140,681	283,500	220,900	159,500	(124,000)	-43.7%
Total Expenditures	\$1,004,776	\$1,189,900	\$1,154,300	\$1,096,300	(\$93,600)	-7.9%
Revenues	\$99,036	\$98,000	\$102,200	\$102,200	\$4,200	4.3%

Changes and Useful Information:

- The **Operating Costs** budget decreased due to a one time cost of a Classification Compensation Study for county-wide employees in FY2019.
- **Revenues** are associated with the indirect cost reimbursement to the Enterprise Funds and the Flexible Spending Forfeiture programs.

Description:

The Human Resources Department is responsible for personnel policy, recruitment and retention, employee relations, classification and compensation, compliance with equal opportunity programs, employee training, all health and welfare benefits, deferred compensation, and retirement.

Positions:

Title	FY16	FY17	FY18	FY19	FY20
	FTE	FTE	FTE	FTE	FTE
Director of Human Resources	1.0	1.0	1.0	1.0	1.0
Assistant Director of Human Resources	1.0	1.0	1.0	1.0	1.0
Benefits Administrator	1.0	1.0	1.0	1.0	1.0
Benefits Compliance Administrator	0.0	1.0	1.0	1.0	1.0
Recruitment & Retention Administrator	1.0	1.0	0.0	1.0	1.0
Human Resources Program Manager	1.0	1.0	1.0	1.0	1.0
Human Resources Specialist	1.0	1.0	1.0	1.0	1.0
Human Resources Support Specialist	0.0	0.0	1.0	1.0	1.0
Part-time positions	2.0	2.0	1.4	1.4	1.4
Total Full Time Equivalent	8.0	9.0	8.4	9.4	9.4

Summer Intern Program* 0.0 1.5 3.1 3.1 3.1

*Summer interns are budgeted in Human Resources, but are utilized throughout county government.

Objectives & Measurements:

	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Estimated
<i>Objective: Measures employment and recruitment activity.</i>					
# of full time positions filled	76	63	77	91	110
diversity of all applicants % women/%minority	55%/50%	*54%/61.3%	57%/50.5%	56%/62%	56%/63%
Average # of applications per job	74	44	44	34	46

OBJECTIVE: Employee training is a benefit for Charles County Government employees. Quality training that is accessible to the most number of employees can increase productivity.

# of training classes offered (Core/IT)	140/65	63	71	103	85
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*Includes webinars. Higher # of computer classes due to Neo Gov implementation

Objective: To assist eligible employees into retirement.

# of retirees processed	35	31	35	44	46
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General Government

Department: Central Services 01.23.50
Division\Program: Fringe Benefits Fund: General
Program Administrator: Alexis Blackwell, Director of Human Resources

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Retiree Health Benefits	\$2,682,335	\$3,110,500	\$3,235,600	\$3,198,500	\$88,000	2.8%
Operating Costs	9,577	30,000	30,000	30,000	0	0.0%
Total Expenditures	\$2,691,911	\$3,140,500	\$3,265,600	\$3,228,500	\$88,000	2.8%

Changes and Useful Information:

- The **Retiree Health Benefits** were adjusted to reflect an increase in the number of participants, as well as, the cost of health benefits for retirees.

Description:

This division accounts for costs associated with retiree health premiums and unexpected health claims. The County offers retirees health benefits based on age and years of service.

Department: Volunteer Fire Protection & Emergency Medical Services 01.10
Division\Program: Charles Co. Volunteer Fireman's Association (CCVFA) & Fund: General
 Charles Co. Assoc. of Emergency Medical Svcs. (CCAEMS)
Program Administrator: Rick Bowie, CCVFA President / Lisa Yates, CCAEMS President
www.charlescountymd.gov/maps/volunteer-fire-and-ems

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Operating Costs	\$18,672	\$16,500	\$953,000	\$20,000	\$3,500	21.2%
Total Expenditures	\$18,672	\$16,500	\$953,000	\$20,000	\$3,500	21.2%

Changes and Useful Information:

- The **Operating Costs** budget is to fund water & sewer fees for the following facilities: Waldorf Volunteer Fire Department, Benedict Volunteer Fire Department, Charles County Mobile Intense Care Unit, Bryans Road Volunteer Fire Department, Potomac Heights Volunteer Fire Department, La Plata Volunteer Fire Department, and Cobb Island Volunteer Fire Department & EMS.

Description:

Per October 17, 1994 County Commissioner minutes, Water & Sewer Fees for Fire, Rescue, and EMS facilities are to be waived. When the County waives water & sewer fees, the General Fund bares the responsibility of funding these costs.

General Government

Department: Central Services 01.23.06
Division\Program: Administration Fund: General
Program Administrator: Deborah Hall, Deputy County Administrator / John McConnell, Chief of Central Services

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$13,110	\$384,100	\$472,500	\$443,900	\$59,800	15.6%
Fringe Benefits	2,038	86,700	108,100	90,200	3,500	4.0%
Operating Costs	1,060,658	1,213,400	1,241,100	1,237,100	23,700	2.0%
Capital Outlay	21,720	33,700	35,000	35,000	1,300	3.9%
Total Expenditures	\$1,097,526	\$1,717,900	\$1,856,700	\$1,806,200	\$88,300	5.1%

Changes and Useful Information:

- A reorganization was approved at the end of FY2018 to streamline several processes in County Government in order to provide an enhanced security complement, and support redundancy within security, safety and risk management.
- Personal Services** and **Fringe Benefits** reflects current staffing, approved salary increases, the reclassification of a position, and funding for a Mail Clerk position to improve security. The mail duties were being fulfilled by the Building Security Officer which reduced the amount of time this position was able to provide security at county buildings. With a dedicated position to perform mail duties, the Building Security Officer will now be able to consistently monitor county buildings.
- The **Operating Costs** increase is due to estimated increases in the cost of property and liability insurance as well as safety training.
- Capital Outlay** budget represents the cost for various camera and security upgrades. It is increasing due to a need for more cameras and video storage.

Description:

Division is responsible for the safety and security of persons, equipment and facilities on all County Government property, as well as, risk management and central mail duties.

The work involves inspecting County Property and buildings for security and making necessary recommendations for improvements in security. It also involves physical protection responsibilities which include asset protection, workplace violence prevention, access control systems, video surveillance, and other security related issues.

The Division is also responsible for compliance with equal opportunity programs including ADA, employee safety issues, CDL drug & alcohol program, OSHA/MOSHA compliance rules, Life Safety Codes, and Workers' Compensation.

Positions:

Title	FY16	FY17	FY18	FY19	FY20
	FTE	FTE	FTE	FTE	FTE
Chief of Central Services	0.0	0.0	1.0	1.0	1.0
Risk Manager	0.0	0.0	0.0	1.0	1.0
Safety Officer	0.0	0.0	0.0	1.0	1.0
Building Security Officer	0.0	0.0	0.0	1.0	1.0
Mail Clerk	0.0	0.0	0.0	0.0	1.0
Part-Time	0.0	0.0	0.0	2.8	2.8
Total Full Time Equivalent	0.0	0.0	1.0	6.8	7.8

Objectives & Measurements:

	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Estimated
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OBJECTIVE: To minimize the number of work related accidents/incidents by thoroughly conducting investigations of accidents, inspection of facilities, and providing safety training to the County work force.

# of safety inspections (facility related)	25	30	19	20	20
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WORK RELATED INJURIES (This information includes Sheriff's workers' compensation)

# of work related injuries	205	163	226	200	200
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OBJECTIVE: To purchase insurance coverage at the lowest possible premiums while minimizing Charles County's liability exposure and protecting County assets/property.

Average cost of insurance coverage:

per vehicle for vehicle damage	\$297	\$259	\$219	\$240	\$250
per vehicle for vehicle liability	\$237	\$213	\$208	\$225	\$245

Average cost of property coverage:

per \$1M worth of County assets	\$867	\$895	\$887	\$900	\$940
# of property damage claims	2	3	2	2	2
% of claims paid to premiums	7%	15%	143%*	15%	15%

*one claim not complete

General Government

Department: Central Services 01.23
Division\Program: Central Services Fund: General
Program Administrator: Jenifer Ellin, Director of Fiscal & Administrative Services

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Fringe Benefits	(\$1,756,687)	\$70,000	\$445,000	\$445,000	\$375,000	535.7%
Operating Costs	156,199	188,000	204,000	189,000	1,000	0.5%
Operating Costs - Studies	2,977	105,000	580,000	980,000	875,000	833.3%
Operating Costs - SDAT	646,526	681,600	681,600	681,600	0	0.0%
Agency Funding - OPEB	1,500,000	1,750,000	2,000,000	2,000,000	250,000	14.3%
Agency Funding - Trust	9,000	33,800	33,800	33,800	0	0.0%
Total Expenditures	\$558,015	\$2,828,400	\$3,944,400	\$4,329,400	\$1,501,000	53.1%

Changes and Useful Information:

- The **Fringe Benefits** budget is for unemployment insurance and using health rate stabilization funding to cover FY2020 health & dental costs.
- Operating Costs** were adjusted to fund the Veteran Services Program.
- Operating Costs- Studies** represents the budget for studies which were previously part of Capital Project Transfer. The changes from FY19 to FY20 are below:

FY19	FY20	
\$80,000	\$80,000	Various Planning Studies
25,000	0	Public Safety Strategic Plan
0	500,000	Minority Business Disparity Study
0	150,000	Post Office Road Expansion Study
0	250,000	Billingsley Road Analysis
\$105,000	\$980,000	

- Operating Costs - State Department of Assessments and Taxation (SDAT)** represents the County's share of the local SDAT office.
- Agency Funding - Other Post-Employment Benefits (OPEB)** per the strategic financial plan of funding OPEB over a period of years.
- The **Agency Funding - Trust** budget represents funding for Pension related costs.

Description:

This budget is used to account for the general administrative costs of county government which includes funding for community promotions, bank expenses, collective bargaining, SDAT, OPEB, and other general miscellaneous needs.

General Government

Department: Election Board 01.12
Division\Program: Election Board Fund: General
Program Administrator: Tracy Dickerson, Election Director
 Mailing Address: P.O. Box 908, La Plata, MD 20646 301-934-8972 301-870-3167
 Physical Address: 201 East Charles Street, La Plata, MD 20646 800-222-VOTE
www.charlescountymd.gov/boe/welcome 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$205,650	\$230,000	\$234,200	\$234,200	\$4,200	1.8%
Fringe Benefits	2,467	9,800	20,000	20,000	10,200	104.1%
Operating Costs	1,061,262	1,238,200	1,382,400	1,316,100	77,900	6.3%
Total Expenditures	\$1,269,380	\$1,478,000	\$1,636,600	\$1,570,300	\$92,300	6.2%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase provides funding for additional election judges.
- **Operating Costs** were increased to fund the County's share of voting equipment costs and to fund employee salary increases. Election Board employees are State employees and the County reimburses the State for the associated salary and fringe costs.

Description:

The Charles County Board of Election is responsible for all National, State, and County elections. We furnish the towns, Indian Head and La Plata, certified list of voters and support for the town elections. It has the authority to make all necessary rules and regulations with reference to registration of voters and the conduct of elections. Supervisory authority rests with the State Board of Elections.

Positions:

	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
*Director	1.0	1.0	1.0	1.0	1.0
*Deputy Director	1.0	1.0	1.0	1.0	1.0
*Regional Manager	0.3	0.3	0.3	0.3	0.3
*IT specialist	1.0	1.0	1.0	1.0	1.0
*Election Supervisor	1.0	1.0	1.0	1.0	1.0
*Data Applications	2.0	3.0	3.0	3.0	3.0
*Election Clerk	1.0	0.0	0.0	0.0	0.0
*Administrative Assistant	0.0	0.0	1.0	1.0	1.0
Part-time positions	2.2	2.5	1.4	1.8	2.0
Total Full Time Equivalent	9.5	9.8	9.7	10.1	10.3

*State Employees who are reimbursed by the County.

Objectives & Measurements:

	Gubernatorial 14 General Election	Presidential 16 Primary*	Presidential 16 General Election	Gubernatorial 18 Primary Election	Gubernatorial 18 General Election
Total Registered Voters	100,449	86,741	108,276	110,889	112,134
% Democratic	59.3%	70.7%	59.7%	60.3%	60.6%
% Republican	24.5%	29.3%	24.3%	22.4%	22.2%
% Declines	15.3%	0.0%	15.1%	17.3%	17.2%
Total Voting Percentage	47.5%	39.1%	72.8%	21.8%	58.5%
Democratic- Voting Percentage	28.0%	26.7%	44.5%	27.8%	62.4%
Republicans- Voting Percentage	13.6%	12.4%	18.3%	17.6%	59.6%
Declines- Voting Percentage	5.4%	0.0%	9.4%	8.0%	41.2%

* Only Democrats and Republicans are eligible to vote in a Presidential Primary
 Charles County only has a Non-Partisan Primary ballot in a Gubernatorial Primary

General Government

Department: Orphan's Court 01.71
Division\Program: Orphan's Court Fund: General
Program Administrator: Honorable Darlene Breck, Chief Judge
 Mailing Address: P.O. Box 3080, La Plata, MD 20646 301-932-3345
 Physical Address: 200 Charles St., La Plata, MD 20646
www.mdcourts.gov/orphanscourt

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$35,279	\$36,000	\$37,700	\$37,700	\$1,700	4.7%
Fringe Benefits	14,125	14,200	18,700	18,700	4,500	31.7%
Operating Costs	6,612	7,100	7,100	7,100	0	0.0%
Total Expenditures	\$56,017	\$57,300	\$63,500	\$63,500	\$6,200	10.8%

Changes and Useful Information:

- **Personal Services** includes the full year impact of the Charles County Orphan's Court Judges salary increase that was provided on January 1, 2019 per state legislation and additional increase effective January 2020. Judges will receive additional \$250 each and the Chief Judge will receive an additional \$500 each January from January 2020 to January 2022.
- **Fringe Benefits** increase is due to a retired judge receiving the Elected Official Pension benefit.

Description:

The Court of Orphans' was one of the high privileges afforded the citizens of that free city. The idea as well as the name came with the early settlers to Maryland, Pennsylvania, Delaware, Virginia, and New Jersey. That the people of these colonies might enjoy the same protection and high privilege, the idea was transplanted into our early Constitution. The name was modified to Orphan's Court, and thus a jurisdiction over the estates of minors was expanded to include the administration of decedents' estates as well.

The object of the Orphan's Court was to have a jurisdiction under which an entire probate proceeding could be conducted and supervised in one court, from the probate of a will, grant of letters, and the supervision of the fiduciary to the final distribution of the estate. Not only was the idea and the name transplanted into our law, but the establishment and continuity of the Orphan's Court System was embedded in our Constitution of 1776.

Maryland has maintained the "legal purity" of the Orphan's Court System while our Testamentary law has been reviewed and revised into a single modern volume entitled Estates and Trusts Article-Annotated Code of Maryland. The Orphan's Court reviews regular estates and provides action of differences or disputes. In addition, the Court approves all petitions for commissions, attorney fees, and funeral expenses.

Positions:

Provides funding for 3 elected Orphan Court judges.

Objectives & Measurements:

	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Estimated
<i>Objective: The Orphan's Court is responsible for the timely and economical decisions in accordance with the Annotated Code of Maryland Estates and Trusts.</i>					
# of Hearings	393	210	176	200	210
# of petitions granted	1,209	1,045	1,188	1,200	1,300

General Government

Department: Circuit Court 01.09
Division\Program: Circuit Court, Grand Jury, and Law Library Fund: General
Program Administrator: Honorable Amy J. Bragunier, County Administrative Judge
 Address: 200 Charles Street, La Plata, MD 20646 301-932-3202 301-870-2659
www.courts.state.md.us/clerks/charles 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$869,885	\$982,600	\$1,107,800	\$1,005,600	\$23,000	2.3%
Fringe Benefits	230,922	273,500	317,500	277,400	3,900	1.4%
Operating Costs	208,782	287,900	288,800	274,000	(13,900)	-4.8%
Transfers Out	95,536	121,900	152,000	160,200	38,300	31.4%
Capital Outlay	6,701	45,000	96,100	96,100	51,100	113.6%
Total Expenditures	\$1,411,827	\$1,710,900	\$1,962,200	\$1,813,300	\$102,400	6.0%
Revenues	\$168,390	\$226,300	\$201,300	\$201,300	(\$25,000)	-11.0%

Changes and Useful Information:

- **The Operating Costs** reduction is due to trends in spending with the majority decrease for one-time funding of reupholstering juror chairs in FY2019.
- **Transfers Out** is for the County's local match on judiciary grants and local support of the Law Library Program. State grants which support the Family Law Services Program and the Family Recovery Court were flat funded for several years which requires the County to subsidize these programs for any salary and associated fringe increases. Also, due to unstable revenue sources driven by the Justice Reinvestment Act, the amount of local support for the Law Library Program was increased.
- **Capital Outlay** items are one time in nature. The FY2020 budget is for the purchase of three (3) CourtSmart mixers for court rooms and audio/visual courtroom presentation equipment to create a smart courtroom.
- **Revenues** represent Jury Fee Reimbursement, Court fees and fines, Child Support rent revenue, and indirect cost reimbursement.

Description:

Circuit Court: The Circuit Court is a trial court of general jurisdiction that handles major civil cases and serious criminal matters. It also exercises appellate jurisdiction over the District Court, Orphans Court, and certain administrative agencies. The Circuit Court has full common law and equity powers, jurisdiction in all civil and criminal cases filed in Circuit Court, and all additional powers and jurisdiction conferred by the Constitution and by law, except where, by law, jurisdiction has been limited or conferred upon another tribunal.

Jury Service: The right to a trial by jury is guaranteed by the United States Constitution and the Maryland Declaration of Rights. The current jury system had its beginning in English Law and was part of the civil liberties granted by King John of England on June 15, 1215, and recorded in the document known as the Magna Carta. Jury duty is an opportunity to serve the community and to be an integral part of the court system.

A grand jury is made up of 23 people who receive and hear evidence to determine whether probable cause exists to charge someone with a crime. In a criminal case, a petit jury is made up of 12 individuals who listen to evidence at a trial and determine guilt or innocence of the person charged with the crime. In a civil trial, a petit jury is made up of 6 individuals who listen to the evidence in dispute at a trial and determine the facts.

Law Library: \$28,000 of the transfer out line is reserved as a local subsidy for the Law Library. The Law Library is funded primarily by attorney appearance fees, certain court fines, and bond forfeitures. The Law Library is one of the County's Special Revenue funds.

General Government

Department: Circuit Court 01.09
Division\Program: Circuit Court, Grand Jury, and Law Library Fund: General
Program Administrator: Honorable Amy J. Bragunier, County Administrative Judge
 Mailing Address: 200 Charles Street, La Plata, MD 20646 301-932-3202 301-870-2659
www.courts.state.md.us/clerks/charles 8:00 a.m.-4:30 p.m. M-F

Positions:	FY16	FY17	FY18	FY19	FY20
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
County Court Administrator	1.0	1.0	1.0	1.0	1.0
Director of Family Programs	1.0	1.0	1.0	1.0	1.0
Director of Court Operations	1.0	1.0	1.0	1.0	1.0
Assignment Commissioner	1.0	1.0	1.0	1.0	1.0
Law Librarian	1.0	1.0	1.0	1.0	1.0
Drug Court Coordinator	1.0	1.0	1.0	1.0	1.0
Family Recovery Court Assist. Case Mgr	1.0	1.0	1.0	1.0	1.0
Alternative Dispute Resolution Coordinator	0.0	1.0	1.0	1.0	1.0
Executive Assistant to Court Administration	0.0	0.0	0.0	1.0	1.0
Administrative Associate	2.0	1.0	1.0	1.0	1.0
Administrative Assistant	0.0	1.0	1.0	1.0	1.0
Judicial Administrative Assistant	0.0	1.0	1.0	1.0	1.0
Judicial Secretary	4.0	4.0	4.0	4.0	4.0
Domestic Relations Case Manager	1.0	1.0	1.0	1.0	1.0
Guardianship Monitor	0.0	1.0	1.0	1.0	1.0
Family Resource Specialist	1.0	1.0	1.0	1.0	1.0
Secretary IV	1.0	1.0	1.0	1.0	1.0
Assignment Clerk (I -II)	4.0	4.0	4.0	4.0	4.0
Courtroom Clerk	1.0	1.0	1.0	1.0	1.0
Family Law Support Specialist	0.0	0.0	0.0	0.0	1.0
Domestic Relations Clerk	1.0	1.0	1.0	1.0	0.0
Part-Time positions	0.2	0.2	0.2	0.2	0.2
Total Full Time Equivalent	22.2	25.2	25.2	26.2	26.2
Allocated to Grants	(8.8)	(9.0)	(9.0)	(9.0)	(9.0)
Net Cost to General Fund	13.4	16.2	16.2	17.2	17.2

Objectives & Measurements:	FY16	FY17	FY18	FY19	FY20
	Actual	Actual	Actual	Projected	Estimated
<i>Objective: In 2000, the Maryland Judicial Council adopted case time standards for the state's trial courts that provide guidelines for the time within which cases should reach resolution. The Circuit Court is responsible for the timely scheduling and disposition of cases, with the goal of promoting access to justice and increased litigant satisfaction with the court system. In June 2017, the courts fully implement a new case management system, Maryland Electronic Courts (MDEC), and its Differentiated Case Management (DCM) Plans, developed while participating in a Pilot Project.</i>					
# of Scheduled Hearings	25,567	24,496	31,582	35,049	38,904
Case Type - % Concluded within # of days					
General Civil - 98% within 548 days	95.2%	93.1%	93.9%	94.5%	95%
Foreclosure Cases - 98% within 730 days	95.0%	88.9%	90.7%	93.0%	94%
Criminal Cases - 98% within 180 days	90.7%	94.5%	95.1%	95.5%	96%
Family Law - 98% within 365 days	95.0%	96.1%	93.9%	96.0%	96.5%
Family Law (Limited Divorce)					
98% within 730 days	100.0%	100.0%	98.8%	99.5%	100%
Juvenile - 98% within 90 days	99.7%	99.0%	97.0%	99.0%	99.7%
Child in Need of Assistance (CINA)					
Non-Shelter - 100% within 60 days	100.0%	100.0%	100.0%	100.0%	100%
CINA Shelter - 100% within 30 days	96.9%	100.0%	100.0%	100.0%	100%
Termination of Parental Rights					
100% within 180 days	100.0%	100.0%	100.0%	100.0%	100%

General Government

Department: State's Attorney's Office 01.08
Division\Program: Criminal Justice Fund: General
Program Administrator: Tony Covington, State's Attorney
 Mailing Address: P.O. Box 3065, La Plata, MD 20646 301-932-3350 301-870-3413
 Physical Address: 200 Charles St., La Plata, MD 20646 8:00 a.m.-4:30 p.m. M-F
www.ccsao.us

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$2,955,172	\$3,205,600	\$3,580,000	\$3,436,600	\$231,000	7.2%
Fringe Benefits	759,147	888,900	1,021,600	937,900	49,000	5.5%
Operating Costs	199,719	159,900	213,000	161,100	1,200	0.8%
Total Expenditures	\$3,914,039	\$4,254,400	\$4,814,600	\$4,535,600	\$281,200	6.6%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes approved salary increases and the full year impact of two support positions approved in FY2019. Also included is funding for two new Attorney positions (October hire) to assist with keeping up with case workloads.
- **Operating Costs** was adjusted for to cover items associated with the new Attorney positions.

Description:

The State's Attorney's Office is responsible for the enforcement of State criminal laws within the geographical borders of the County. Cases presented by the State's Attorney's Office (SAO) in District Court include misdemeanors (e.g., assault, malicious destruction, theft, controlled dangerous substance offenses) and jail able traffic offenses (e.g., drunk driving and fleeing & eluding). The SAO presents juvenile cases in the Circuit Court sitting as a juvenile court. Felonies (e.g., murder, robbery, rape, kidnapping, sexual offenses, breaking and entering, controlled dangerous substance offenses), and all jury trial prayers and appeals from District Court are prosecuted in the Circuit Court by the SAO.

The SAO is designated as the forfeiting agent for drug forfeitures involving personal property (including vehicles and money) and real property. Decisions regarding drug forfeitures involving personal property (including vehicles & money) and real property are made in consultation with the seizing police agency.

The SAO is located in the Charles County Courthouse in La Plata, the County seat. The police consult the SAO for advice during criminal investigations. The SAO apprises victims of the status of criminal prosecution. Prosecutors appear before the four Circuit Court judges and two District Court judges to prosecute crimes. Additionally, they appear before the Master for Domestic Relations for child support matters.

Positions:

Title	FY16 FTE	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE
GENERAL FUND					
State's Attorney	1.0	1.0	1.0	1.0	1.0
Deputy's State's Attorney	1.0	1.0	1.0	1.0	1.0
Assistant State's Attorney	16.0	14.0	15.0	15.0	17.0
Support Staff*	27.8	33.4	32.4	34.4	34.4
General Fund Full Time Equivalent	45.8	49.4	49.4	51.4	53.4
CHILD SUPPORT GRANT**					
Assistant State's Attorney	1.8	1.8	0.0	0.0	0.0
Legal Specialist	6.0	6.0	0.0	0.0	0.0
Administrative Associate	1.0	1.0	0.0	0.0	0.0
Part-time positions	0.6	0.6	0.0	0.0	0.0
Child Support Full Time Equivalent	9.4	9.4	0.0	0.0	0.0
Total Full Time Equivalent	55.2	58.8	49.4	51.4	53.4
FAS IT Support	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Total SAO Employees	54.2	57.8	48.4	50.4	52.4

*Per agreement with the State's Attorney's Office, this position complement is subject to the amount of part-time employment in lieu of full-time employment. The County agrees to give the agency flexibility in filling vacancies.

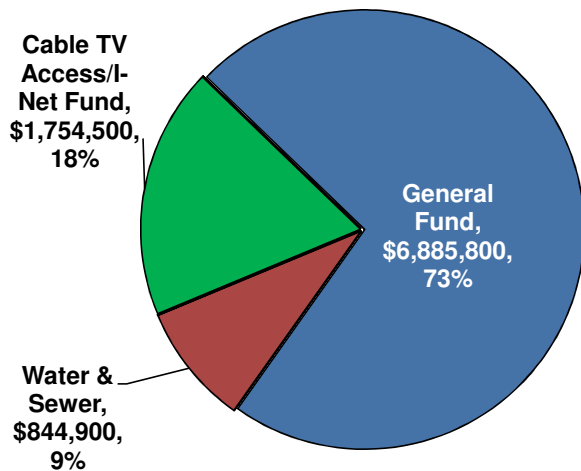
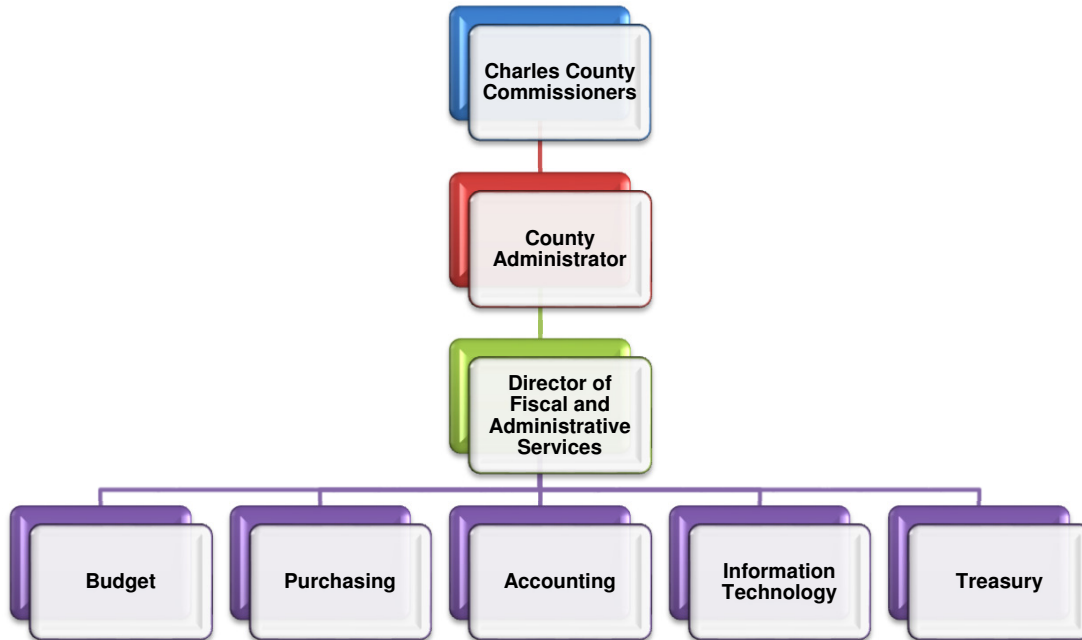
**Starting in FY2018, the Child Support Division was transferred to the Maryland State Department of Human Resources, Charles County Social Services Division.

Fiscal & Administrative Services Summary

Jenifer Ellin, Director of Fiscal & Administrative Services
 Address: 200 Baltimore Street, La Plata, MD 20646
<http://www.charlescountymd.gov/fas/welcome>

301-645-0570 301-870-2542
 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$3,430,269	\$3,456,600	\$3,616,000	\$3,562,300	\$105,700	3.1%
Fringe Benefits	1,197,181	1,250,200	1,319,300	1,280,500	30,300	2.4%
Operating Costs	1,734,878	2,142,700	2,169,400	2,043,000	(99,700)	-4.7%
Capital Outlay	0	102,900	0	0	(102,900)	-100.0%
Total Expenditures	\$6,362,328	\$6,952,400	\$7,104,700	\$6,885,800	(\$66,600)	-1.0%
Revenues	\$387,240	\$402,500	\$407,500	\$407,500	\$5,000	1.2%
Total Expenditures as % of Budget:	1.5%	1.7%	1.6%	1.6%		



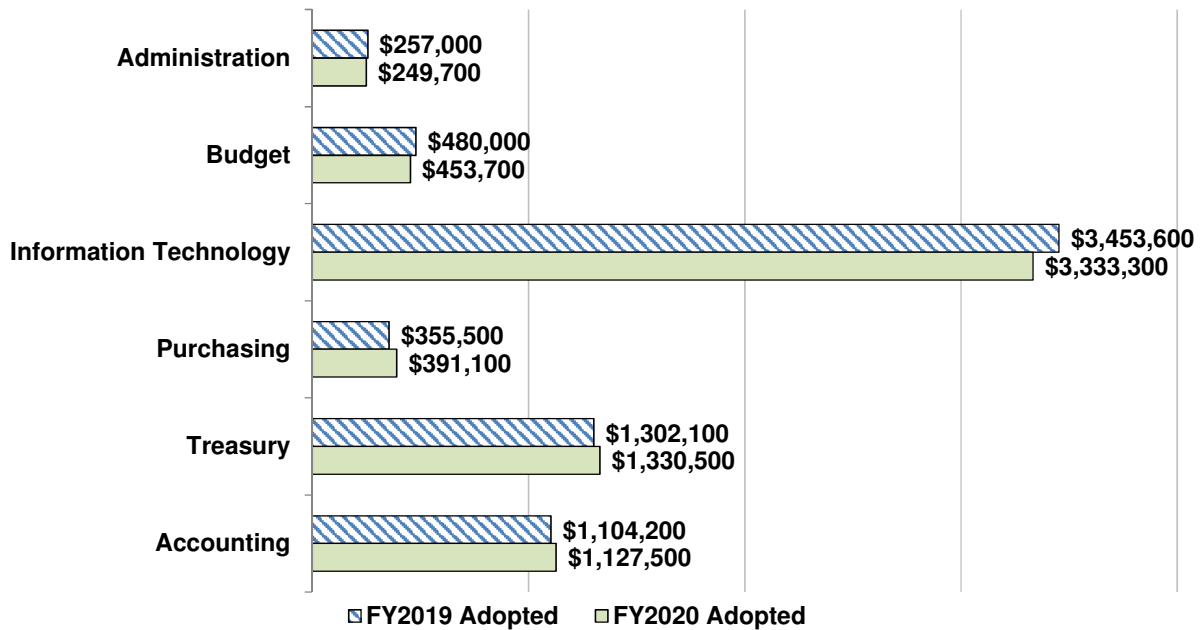
TOTAL FY2020 DEPARTMENT BUDGET \$9,485,200

(Totals for funds other than the General Fund exclude debt service payments, and transfer-out to the General Fund.)

As indicated by the graph, the Department of Fiscal & Administrative Services is allocated through several different funds.

Fiscal & Administrative Services Expenditure and Objectives

GENERAL FUND



Objectives & Measurements:

	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Estimated
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Budget: The ability to estimate revenues and expenditures is advantageous to the County, as it allows for fiscal decisions to be made with confidence. Revenue and Expenditure estimates prepared in December are compared to the year-end actual results to measure the accuracy of the Division's estimates.

Accuracy Rate of Mid-Year Operating Revenue and Expense Estimates:

General Fund Revenue	96.8%	99.4%	97.6%	97.9%	97.9%
General Fund Expense	99.0%	98.3%	97.8%	98.3%	98.3%
Water & Sewer Revenue	98.5%	95.7%	95.9%	96.7%	96.7%
Water & Sewer Expense	92.9%	93.2%	94.9%	93.6%	93.6%
Landfill Revenue	97.3%	98.7%	97.7%	97.9%	97.9%
Landfill Expense	98.0%	97.0%	98.8%	97.9%	97.9%
Cable Revenue	98.8%	98.7%	98.5%	98.7%	98.7%
Cable Expense	88.7%	95.0%	76.8%	91.9%	91.9%
Environmental Service Fund Revenue	99.7%	99.4%	98.7%	99.3%	99.3%
Environmental Service Fund Expense	98.2%	87.6%	97.9%	94.6%	94.6%
Watershed Revenue	94.4%	93.4%	95.1%	94.3%	94.3%
Watershed Expense	94.4%	93.4%	92.0%	93.2%	93.2%

FY19 Projected is based on a three year average of actual results.

FY20 Estimated assumes we maintain our historical average ability to estimate revenues and expenditures.

Budget: The County has adopted a strict, but flexible, policy regulating transfer of budget funds between line items and programs. Significant transfer requests require approval at the County Administrator or Commissioner level. The budget policy allows for a continuous flow of operating costs, while maintaining a desired degree of control.

Average number of days for approval of budget transfer requests	5.05	4.38	3.88	5.00	5.00
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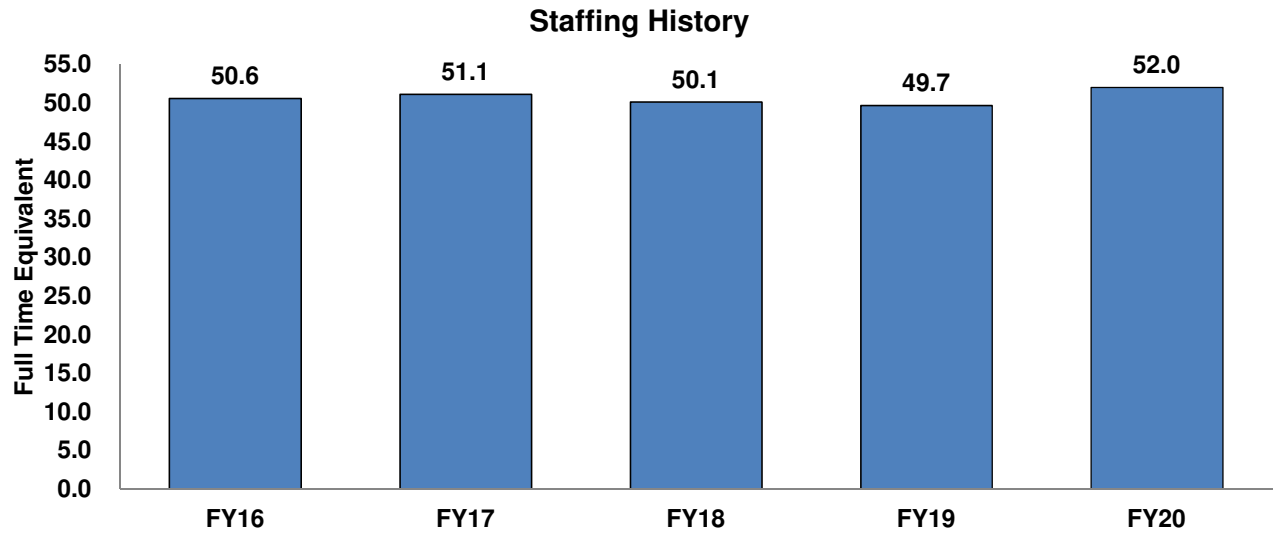
Information Technology: Provide technical support and assistance with computer related requests.

Number of users supported	608	651	801	1,075	1,125
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Fiscal & Administrative Services Objectives & Measurements Cont.

<u>Objectives & Measurements:</u>	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Estimated
<u>Information Technology: Resolve IT help desk calls in a timely manner for users of Charles County technology tools.</u>					
Percent of help desk calls resolved w/i 4 hours	N/A	99%	92%	91%	90%
<u>Information Technology: Operate, maintain and enhance the information technology network infrastructure.</u>					
Number of PCs/laptops/printers/IP cameras supported	N/A	1,361	1,574	1,600	1,625
<u>Purchasing: To ensure timely processing of purchase orders.</u>					
Average number of business days to process purchase orders (YTD)	0.105	0.17	0.184	0.175	0.175
<u>Purchasing: To monitor the number of significant individual procurement activities Purchasing conducts annually, and the number procurement-related protests. These procurement activities may include, but are not limited to: Formal procurement (RFQ, ITB, RFP), joint & cooperative procurement, sole source and utilization of other governments' contracts for significant amounts, utilization of significant dollar value of other governments' contracts, intergovernmental agreements, and disposal of property via auction. Cost avoidance is used to estimate the level of savings achieved as a result of employing a formal bidding process in the procurement of goods and services. The ultimate objectives under these two elements is to reduce bidding/contracting problems, and to increase cost avoidance, to the extent(s) possible.</u>					
Cost avoidance - savings to the County as a result of formal solicitation (YTD)	\$2,455,117	\$6,610,009*	\$2,009,590	\$2,500,000	\$2,500,000
*The total cost avoidance for FY17 is the result of a combination of award of low bids for several large Capital Improvement Projects and an award of the VanGo Operations Management Services contract, which resulted in an additional \$2,946,177 in savings to the County under the average price bid for all Bidders.					
<u>Accounting: To convert as many active permanent accounts payable vendors to this form of payment, saving the County funds on special check printing paper, toner, and postage.</u>					
Percent of ACH payments to total payments	39.9%	36.0%	40.3%	43.0%	45.0%
<u>Accounting: a. Record invoices and requests within 7-10 days from receipt.</u>					
<u>b. Process invoices and requests for payments within payment terms of 30 days from invoice date.</u>					
Average days to process payment	5	5	5	5	5
<u>Treasury: To respond to customer inquires in a timely manner (24 hours).</u>					
Average time to respond to public inquiries (Hours)	4	4	4	4	4
<u>Treasury: Timely deposit of funds.</u>					
Average days to deposit receipts	1	1	1	1	1
<u>Treasury: To make full year tax information available to the public in a timely manner (10 days).</u>					
Number of days after SDAT notification for public availability of tax information (one-time July)	4	5	4	7	7

Fiscal & Administrative Services Staffing History



Positions by Program:

	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
Administration	2.0	2.0	2.0	2.2	2.2
Budget	4.0	4.0	4.0	4.4	4.4
Information Technology	14.8	14.8	14.8	14.8	16.4
Purchasing	4.0	4.0	4.0	4.0	4.0
Accounting	11.8	12.8	11.8	10.8	11.5
Treasury	14.0	13.5	13.5	13.5	13.5
Total Full Time Equivalent	50.6	51.1	50.1	49.7	52.0

Fiscal & Administrative Services

Department: Fiscal & Administrative Services 01.04.06
Division\Program: Administration Fund: General
Program Administrator: Jenifer Ellin, Director of Fiscal & Administrative Services
<http://www.charlescountymd.gov/fas/welcome>

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$203,875	\$197,800	\$188,000	\$193,200	(\$4,600)	-2.3%
Fringe Benefits	59,843	52,900	49,800	50,200	(2,700)	-5.1%
Operating Costs	2,814	6,300	6,300	6,300	0	0.0%
Total Expenditures	\$266,532	\$257,000	\$244,100	\$249,700	(\$7,300)	-2.8%

Changes and Useful Information:

- **Personal Services** includes approved salary increases which is being offset by turnover.

Description:

The Administrative Division of Fiscal & Administrative Services supervises the Accounting, Budget, Information Technology, Purchasing and Treasury Divisions of County Government. The Director serves as a committee member in the administration and management of various employee benefit plans on behalf of the County's public safety and general employees.

Additionally, the Administrative Division is responsible for securing major equipment through lease purchase financing and is responsible for the planning and issuance of long term debt for all bond financed capital projects. This Division maintains professional relationships with the County's Bond Rating Agencies, Financial Advisors, Banking Institutions, and Bond Counsel. The Director serves as Financial Advisor to the Board of County Commissioners and County Administrator.

Positions:

Title	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Director of Fiscal & Administrative Services	1.0	1.0	1.0	1.0	1.0
Fiscal Service Specialist	1.0	1.0	1.0	0.5	0.5
Part Time	0.0	0.0	0.0	0.7	0.7
Total Full Time Equivalent	2.0	2.0	2.0	2.2	2.2

Fiscal & Administrative Services

Department: Fiscal & Administrative Services

01.04.04

Division\Program: Budget

Fund: General

Program Administrator: Jacob Dyer, Chief of Budget

www.charlescountymd.gov/budgetprocess

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$312,631	\$343,200	\$312,500	\$319,500	(\$23,700)	-6.9%
Fringe Benefits	105,860	127,000	123,600	124,400	(2,600)	-2.0%
Operating Costs	9,296	9,800	9,800	9,800	0	0.0%
Total Expenditures	\$427,786	\$480,000	\$445,900	\$453,700	(\$26,300)	-5.5%
Revenues	\$82,677	\$114,400	\$82,800	\$82,800	(\$31,600)	-27.6%

Changes and Useful Information:

- **Personal Services** includes the approved salary increases which is being offset by turnover.
- **Revenues** are associated with the indirect cost reimbursement for work dealing with grants and is determined based on salary levels.

Description:

The functions of the Budget Division are to:

- (1) coordinate, compile and review all departmental and agency requests,
- (2) compile and recommend revenue estimates for all funds,
- (3) prepare five year plan forecasts,
- (4) analyze and recommend various tax and user fee rates based on requested, proposed, and approved operating budgets,
- (5) prepare monthly management reports to include income statements, year-end revenue and expense estimates, and changes in fund balance for all major funds,
- (6) coordinate the official Offering Statement associated with new bond issues,
- (7) prepare special financial reports for bond rating agency presentations,
- (8) assists Director with overall debt management of the County,
- (9) monitor all budgets throughout the year,
- (10) prepare quarterly capital project financial status reports,
- (11) provide general financial support to departments and the general public,
- (12) administer budget position control system, and
- (13) coordinate and administer grant financial information including review of grant applications, preparing quarterly and annual financial reports, coordinating preparation of annual cost allocation plan, and compilation of federal grant information for completion of the A-133 single audit.

Positions:

<u>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
Chief of Budget	1.0	1.0	1.0	1.0	1.0
Senior Budget Analyst	1.0	1.0	1.0	1.0	1.0
Budget Analyst I - III	2.0	2.0	2.0	2.0	2.0
Grants Analyst I - III	1.0	1.0	1.0	1.0	1.0
Fiscal Service Specialist	0.0	0.0	0.0	0.5	0.5
Total Full Time Equivalent	5.0	5.0	5.0	5.5	5.5
Allocated to Capital Projects	(1.0)	(1.0)	(1.0)	(1.2)	(1.2)
Net Cost to General Fund	4.0	4.0	4.0	4.4	4.4

Fiscal & Administrative Services

Department: Fiscal & Administrative Services 01.04.12
Division\Program: Information Technology Fund: General
Program Administrator: Evelyn Jacobson, Chief of Information Technology
www.charlescountymd.gov/fas/it/information-technology

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$1,157,856	\$1,183,100	\$1,347,600	\$1,252,400	\$69,300	5.9%
Fringe Benefits	390,198	402,000	444,500	401,400	(600)	-0.1%
Operating Costs	1,436,764	1,765,600	1,784,300	1,679,500	(86,100)	-4.9%
Capital Outlay	0	102,900	0	0	(102,900)	-100.0%
Total Expenditures	\$2,984,819	\$3,453,600	\$3,576,400	\$3,333,300	(\$120,300)	-3.5%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and additional part time funding to assist Division with their increase help desk call volume and to provide support of the new permitting software.
- Decrease in **Operating Costs** is due to one time FY2019 funding which is offsetting the increase for various items needed to support the new positions that were added throughout County Government in FY2020.
- **Capital Outlay** was for one-time cost in FY19 for the replacement of the hardware for the County's financial system, the replacement of three tape drives, and fiber optic cable needed to support the additional office space for the Department of Emergency Services.

Description:

The Information Technology (IT) Division's primary responsibilities are the acquisition, design, development, maintenance and enhancement of technology infrastructure, applications and telecommunications in support of County Government operations and services to Charles County citizens. The division is divided into three areas: Applications, Network Services and Project Management.

The Applications area is responsible for managing the County's enterprise software system, various internally developed and vendor acquired business applications, the County's internet and intranet sites, and Geographic Information Systems (GIS) applications.

The Network Services area is responsible for the County's network infrastructure, which includes multiple Local Area Networks (LANs) connected via the County's Wide Area Network, all County computers, desktops and network print services, County telecommunications, which includes Internet Protocol (IP) phones and mobile devices, the IP camera and video conferencing networks, various desktop applications, including the enterprise e-mail system, Charles County Government Television (CCGTV) support and the IT Help Desk.

The Project Management area monitors major IT projects, as well as projects which impact both the Applications and Network Services areas. This area also ensures that IT best practices are being followed and documented in applicable policies and/or procedures.

Positions:

Title	FY16 FTE	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE
Chief of Information Technology	1.0	1.0	1.0	1.0	1.0
Applications Manager	1.0	1.0	1.0	1.0	1.0
Network Manager	1.0	1.0	1.0	1.0	1.0
I.T. Security Specialist	1.0	1.0	1.0	1.0	1.0
Cable and Broadband Manager	0.0	0.0	0.0	0.0	1.0
Systems Analyst II	4.0	4.0	4.0	4.0	4.0
Network Specialist III	5.0	5.0	5.0	5.0	5.0
Technology Support Specialist Manager	1.0	1.0	1.0	1.0	1.0
Webmaster	1.0	1.0	1.0	1.0	1.0
Systems Analyst I	1.0	1.0	1.0	1.0	1.0
Systems Analyst I/CAD Analyst	1.0	1.0	1.0	1.0	1.0
Network Specialist II	1.0	1.0	1.0	1.0	1.0
Technology Support Specialist II	2.0	2.0	2.0	2.0	2.0
Telecommunication Specialist	1.0	1.0	1.0	1.0	1.0
Applications Customer Support Rep.	1.0	1.0	1.0	1.0	1.0
Technical Support Specialist	1.0	1.0	1.0	1.0	1.0
Part-time positions	1.7	1.7	2.2	2.2	3.8
Total Full Time Equivalent	24.7	24.7	25.2	25.2	27.8
Allocated to Cable TV / I-Net Fund	(6.8)	(6.8)	(7.3)	(7.3)	(8.3)
Allocated to W&S Enterprise Fund	(2.0)	(2.0)	(2.0)	(2.0)	(2.0)
Allocated to State's Attorney's Office	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Net Cost to General Fund	14.8	14.8	14.8	14.8	16.4

Fiscal & Administrative Services

Department: Fiscal & Administrative Services
Division\Program: Purchasing
Program Administrator: Shanna Reese, Chief of Purchasing
www.charlescountymd.gov/fas/purchasing/purchasing

01.04.14
 Fund: General

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$214,393	\$208,600	\$211,500	\$216,800	\$8,200	3.9%
Fringe Benefits	121,137	135,200	164,900	165,600	30,400	22.5%
Operating Costs	7,620	11,700	8,700	8,700	(3,000)	-25.6%
Total Expenditures	\$343,150	\$355,500	\$385,100	\$391,100	\$35,600	10.0%

Changes and Useful Information:

- The **Operating Costs** decrease is due to one time items that were included in the FY2019 budget.

Description:

Purchasing is responsible for conducting formal procurement of commodities, equipment, services, and construction; oversight of non-formal procurement conducted by departments over which the County Commissioners exercise expenditure control; and disposal of surplus property.

Positions:

<u>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
Chief of Purchasing	1.0	1.0	1.0	1.0	1.0
Assistant Chief of Purchasing	1.0	1.0	1.0	1.0	1.0
Senior Procurement Specialist	1.0	1.0	1.0	2.0	2.0
Procurement Specialist	2.0	2.0	2.0	2.0	2.0
Office Associate III	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	6.0	6.0	6.0	7.0	7.0
Allocated to Capital Projects	(2.0)	(2.0)	(2.0)	(3.0)	(3.0)
Net Cost to General Fund	4.0	4.0	4.0	4.0	4.0

Fiscal & Administrative Services

Department: Fiscal & Administrative Services 01.04.70
Division\Program: Accounting Fund: General
Program Administrator: William DeAtley, Chief of Accounting
www.charlescountymd.gov/fas/accounting/accounting-accounts-payable

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$823,926	\$757,500	\$783,500	\$791,200	\$33,700	4.4%
Fringe Benefits	261,549	261,700	255,400	256,300	(5,400)	-2.1%
Operating Costs	74,223	85,000	91,600	80,000	(5,000)	-5.9%
Total Expenditures	\$1,159,698	\$1,104,200	\$1,130,500	\$1,127,500	\$23,300	2.1%
Revenues	\$155,729	\$148,400	\$177,400	\$177,400	\$29,000	19.5%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and a part time position to assist in the daily functions of the Payroll Office.
- The **Operating Costs** were adjusted to reflect the renewal of the auditing contract.

Description:

The functions of the Accounting Division include: processing payroll, accounts payable, accounts receivable, capital assets, and general accounting. The water & sewer billing function is under a separate division but is administered by Accounting. Payroll records are maintained and checks are prepared for county employees, the Sheriff's employees and other outside agencies on a biweekly basis. In Accounts Payable, vendor invoices are matched with purchase orders/receiving records and processed for payment.

Checks are prepared by the Treasury Division. Check requests and invoices for non-purchase order items are also processed. Accounts Receivable prepares invoices for services provided by the county such as retiree health insurance, landfill usage, and outside agency shared costs. General Accounting includes posting journal entries generated by the above functions and by the Treasurer's office, and journal entries prepared by this and other departments to the general ledger.

Cash and investment accounts are reconciled and interest earned is recorded. Asset and Liability accounts are reconciled and maintained. Financial reports and ledgers are prepared and distributed internally. Capital asset records are maintained by accounting.

Annual financial reports are prepared, audited by external auditors, and submitted to the State as required. The Accounting division was awarded the "Certificate of Achievement for Excellence in Financial Reporting" for FY02 through FY17 by the Government Finance Officers, Association of the United States and Canada.

Positions:

<u>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
Chief of Accounting	1.0	1.0	1.0	1.0	1.0
Assistant Chief of Accounting	0.0	1.0	1.0	1.0	1.0
Senior Accountant	1.0	1.0	0.0	0.0	0.0
Risk Management Accountant	1.0	1.0	1.0	0.0	0.0
Asset Accountant	1.0	1.0	1.0	1.0	1.0
Accountant	1.0	1.0	1.0	1.0	1.0
Accounting Specialist	1.0	1.0	2.0	2.0	2.0
Accounting Technician	3.0	3.0	2.0	2.0	2.0
Payroll Manager	1.0	1.0	1.0	1.0	1.0
Payroll Analyst	1.0	1.0	1.0	1.0	1.0
Payroll Coordinator	1.0	1.0	1.0	1.0	1.0
Water/Sewer Billing Manger	1.0	1.0	1.0	1.0	1.0
Senior Utilities Billing Specialist	1.0	1.0	1.0	1.0	1.0
Utility Billing Specialist	6.0	6.0	6.0	6.0	7.0
Part Time	0.0	0.0	0.0	0.0	0.8
Total Full Time Equivalent	20.0	21.0	20.0	19.0	20.8
Allocated to W&S Fund	(8.3)	(8.3)	(8.3)	(8.3)	(9.3)
Net Cost to General Fund	11.8	12.8	11.8	10.8	11.5

Fiscal & Administrative Services

Department: Fiscal & Administrative Services
Division\Program: Treasury
Program Administrator: Eric Jackson, Chief of Treasury
www.charlescountymd.gov/fas/treasury/treasury

01.04.22
 Fund: General

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$717,589	\$766,400	\$772,900	\$789,200	\$22,800	3.0%
Fringe Benefits	258,594	271,400	281,100	282,600	11,200	4.1%
Operating Costs	204,160	264,300	268,700	258,700	(5,600)	-2.1%
Total Expenditures	\$1,180,343	\$1,302,100	\$1,322,700	\$1,330,500	\$28,400	2.2%
Revenues	\$148,834	\$139,700	\$147,300	\$147,300	\$7,600	5.4%

Changes and Useful Information:

- **Operating Costs** were adjusted to current trends in the budget used for collection of delinquent property taxes.
- **Revenues** were adjusted to reflect current trends.

Description:

The Treasury Division is responsible for the collection and investment of all County funds except pension plans. The office administers and collects County property taxes, as well as taxes for the incorporated towns of Indian Head and La Plata and for the State of Maryland. The Treasury Division collects payments for various County sponsored services such as water/sewer utility bills, tag-a-bags, liquor licenses, permits, dog tags, motor vehicle registrations, and other various fees and fines.

This office maintains all property tax accounts, including processing additions, abatements, transfers, address changes, tax liens, and conducting the tax sale each year. Deeds must also be researched and validated through this office prior to recording at the Court House. The Treasury Division is responsible for the tracking and maintenance of bankruptcy cases. The Treasury Division is also responsible for the collection of recordation and county transfer tax.

All accounts payable and Section 8 rental assistance checks are disbursed by this office. The Division must assure that all deposited funds are adequately collateralized.

Positions:

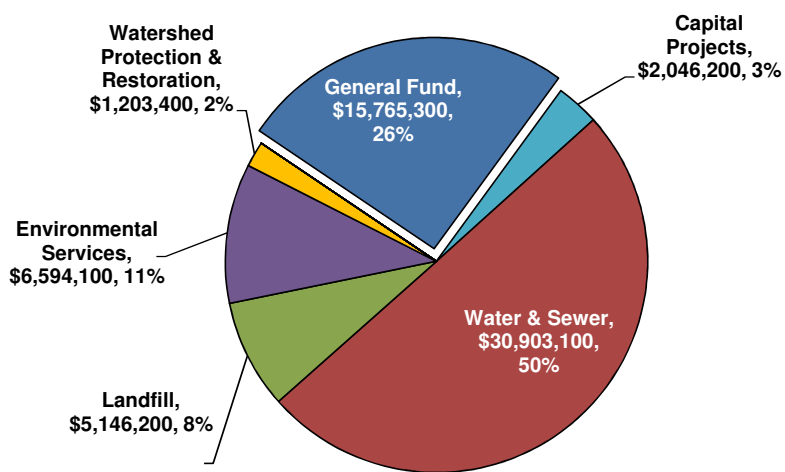
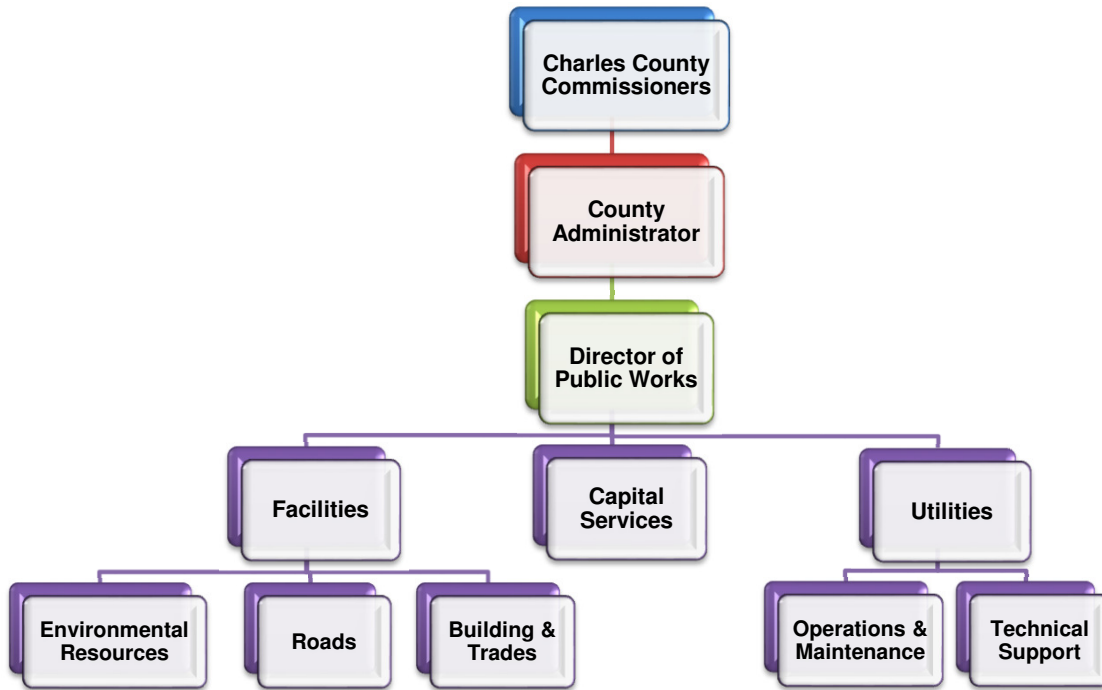
<u>Title</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>	<u>FY20</u> <u>FTE</u>
Chief of Treasury	1.0	1.0	1.0	1.0	1.0
Deputy Treasurer	1.0	1.0	1.0	1.0	1.0
Senior Tax Specialist	1.0	1.0	1.0	1.0	1.0
Tax Specialist	3.0	3.0	3.0	3.0	3.0
Deed Specialist	2.0	1.0	1.0	1.0	1.0
Revenue Specialist	6.0	5.0	5.0	5.0	5.0
Office Associate III	0.0	1.0	1.0	1.0	1.0
Part Time	0.0	0.5	0.5	0.5	0.5
Total Full Time Equivalent	14.0	13.5	13.5	13.5	13.5

Public Works Summary

William A. Shreve, Director of Public Works
 Mailing Address: 1001 Radio Station Rd., La Plata, MD 20646
 Physical Address: 10430 Audie Ln., La Plata, MD 20646
www.charlescountymd.gov/pw/welcome

301-932-3440 301-870-2778
 7:30 a.m.-4:00 p.m. M-F

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$6,234,431	\$6,511,700	\$6,799,200	\$6,750,200	\$238,500	3.7%
Fringe Benefits	2,001,080	2,173,500	2,251,100	2,184,700	11,200	0.5%
Operating Costs	5,705,533	6,695,500	6,986,600	6,830,400	134,900	2.0%
Capital Outlay	13,491	27,000	0	0	(27,000)	-100.0%
Total Expenditures	\$13,954,534	\$15,407,700	\$16,036,900	\$15,765,300	\$357,600	2.3%
Revenues	\$607,667	\$621,800	\$627,600	\$627,600	\$5,800	0.9%
Total Expenditures as % of Budget:	3.3%	3.8%	3.6%	3.7%		



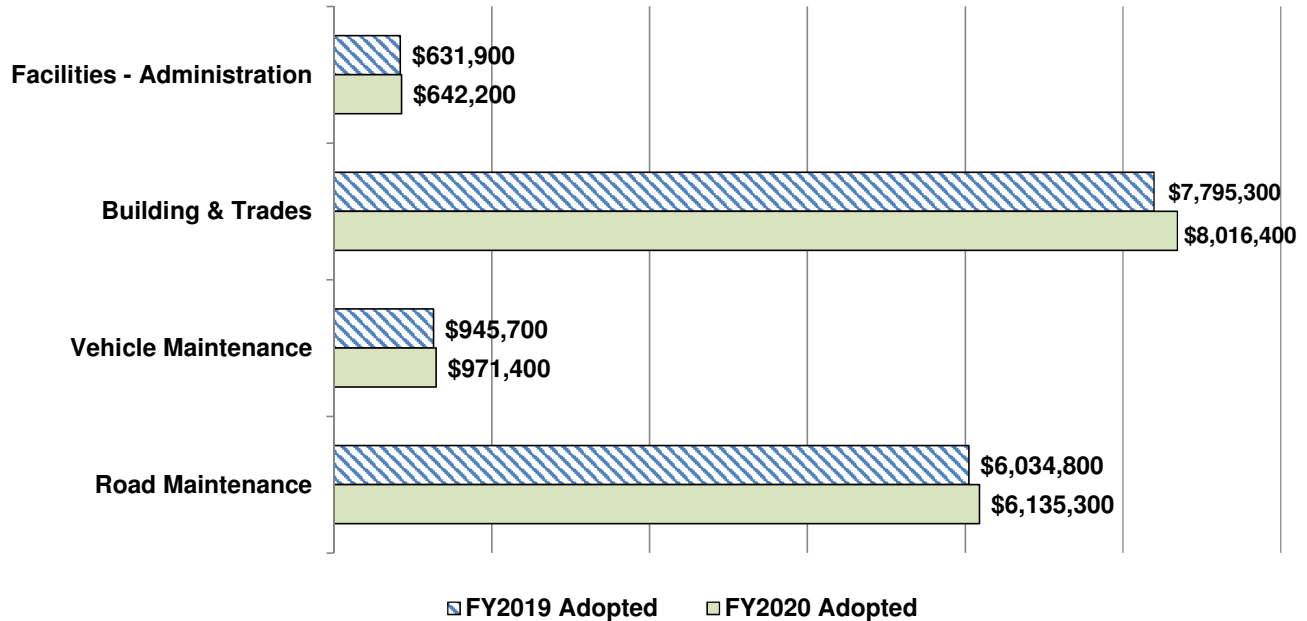
TOTAL FY2020 DEPARTMENT BUDGET \$61,658,300

(Totals for funds other than the General Fund exclude debt service and funding for future reserves.)

As indicated by the graph, the Department of Public Works is allocated through several different funds.

Public Works Expenditure and Objective & Measurements

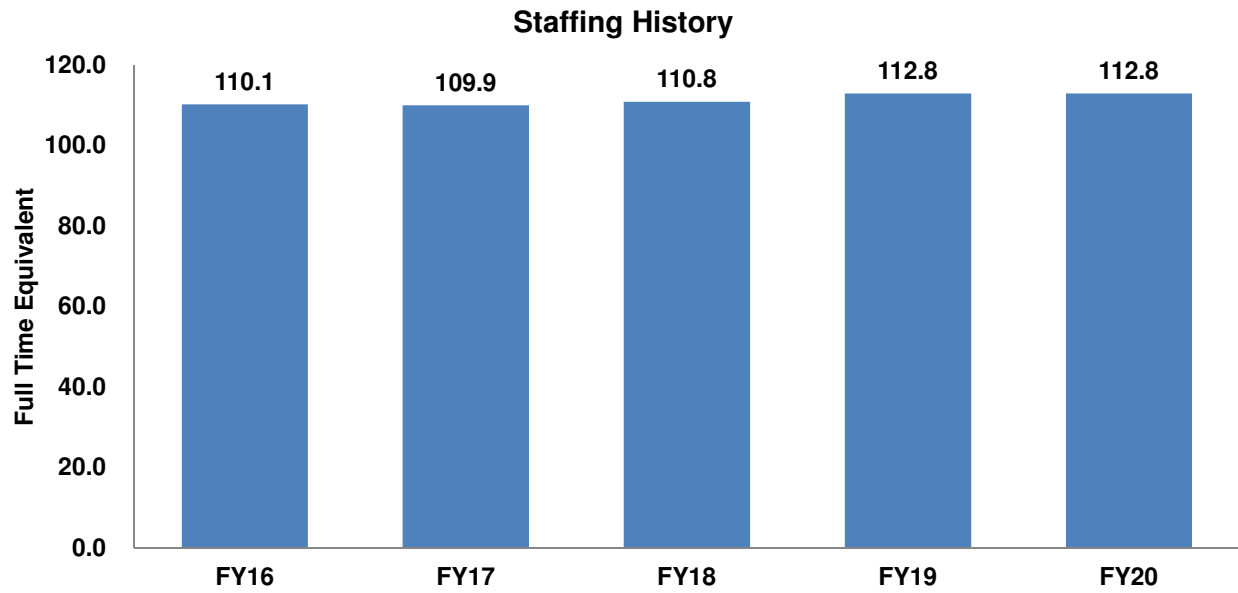
GENERAL FUND



Objectives & Measurements:

	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Estimated
<u><i>Building & Trades: To ensure a safe, satisfactory and comfortable work environment.</i></u>					
Total building square footage maintained by custodians (\$/sq. ft.)					
Square Footage maintained by custodians	676,683	676,683	676,683	779,688	812,019
Cost of custodial services per sq. ft.	\$0.12	\$0.13	\$0.12	\$0.11	\$0.12
<u><i>Building & Trades: To ensure all facilities are maintained to a safe and comfortable standard.</i></u>					
Number of requested work orders	9,319	5,746	5,174	6,420	6,200
% Corrective	38%	13%	23%	20%	15%
% Preventive	62%	87%	77%	80%	85%
<u><i>Vehicle Maintenance: To complete all work orders promptly to ensure minimum downtime.</i></u>					
Number of vehicles and equipment maintained	923	1,060	1,093	1,200	1,300
% Corrective	74%	74%	73%	75%	75%
% Preventive	26%	26%	27%	25%	25%
Cost per vehicle	\$145	\$159	\$169	\$250	\$300
<u><i>Roads: To assure safe & smooth surfaced roads, cost per mile depends on width of roadway.</i></u>					
Miles resurfaced	62	59	55	60	55
Cost per mile	\$191,616	\$182,344	215,000	235,000	215,000
% of paved lane miles assessed as satisfactory	98%	98%	98%	98%	98%
<u><i>Roads: To repair all reported potholes within 24 hours.</i></u>					
Number of Pothole Reports	1,018	308	545	400	400
Cost per repair	\$86	\$80	\$80	\$90	\$90
<u><i>Roads: To provide maximum road maintenance with minimum number of staff.</i></u>					
# of lane miles maintained	1,681	1,684	1,697	1,715	1,725
Cost per mile maintained	\$2,574	\$2,569	\$2,583	\$2,522	\$2,508

Public Works Staffing History



Positions by Program:

	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
Facilities - Administration	8.4	6.9	6.9	6.8	6.8
Building & Trades	52.8	52.8	53.9	57.9	57.9
Vehicle Maintenance	9.6	9.6	9.4	7.8	7.8
Road Maintenance	39.3	40.6	40.5	40.4	40.4
Total Full Time Equivalent	110.1	109.9	110.8	112.8	112.8

Public Works

Department: Public Works 01.05.06
Division\Program: Facilities - Administration Fund: General
Program Administrator: Bill Shreve, Director of Public Works
www.charlescountymd.gov/pw/facilities/la-plata-office-facilities

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$426,123	\$438,600	\$466,300	\$455,300	\$16,700	3.8%
Fringe Benefits	142,581	154,600	153,100	152,600	(2,000)	-1.3%
Operating Costs	23,256	38,700	36,300	34,300	(4,400)	-11.4%
Total Expenditures	\$591,960	\$631,900	\$655,700	\$642,200	\$10,300	1.6%
Revenues	\$7,032	\$8,800	\$8,800	\$8,800	\$0	0.0%

Changes and Useful Information:

- The **Operating Costs** budget decrease is due to one time FY2019 cost for a warehouse truck charger.

Description:

The Department of Public Works provides front line services to the citizens of Charles County through the road system, solid waste services, environmental and recycling programs, as well as providing construction, renovation and maintenance of County and other governmental agency facilities. In addition, Capital Services provides professional project management services during the development and implementation of public infrastructure Capital Improvement Projects within Charles County.

The Administration Division manages and coordinates all DPW/Facilities operations, including personnel management of approximately 170 full time employees and 60 part time employees, as well as fiscal management of over \$33,000,000 in operating budgets and approximately \$75,000,000 capital improvement projects. In addition, Inventory Control provides procurement and distribution of stocked inventory valued at over \$1,200,000 and manages the County's computerized fleet analysis and fuel management system.

Positions:

Title	FY16	FY17	FY18	FY19	FY20
	FTE	FTE	FTE	FTE	FTE
Director of Public Works	1.0	1.0	1.0	1.0	1.0
Asst. Director of Public Works - Facilities	1.0	1.0	1.0	1.0	1.0
Inventory & Fleet Mgmt. Operations Manager	1.0	1.0	1.0	1.0	1.0
Financial Support Manager	1.0	1.0	1.0	1.0	1.0
Environmental Compliance Officer	1.0	1.0	1.0	1.0	1.0
Inventory Control Specialist	1.0	1.0	1.0	1.0	1.0
Public Facilities Specialist	1.0	0.0	0.0	0.0	0.0
Management Support Specialist	1.0	1.0	1.0	1.0	1.0
Administrative Associate	3.0	3.0	3.0	3.0	3.0
Inventory Control Associate	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	12.0	11.0	11.0	11.0	11.0
Allocated to:					
Water & Sewer Enterprise Fund	(1.0)	(1.0)	(1.0)	(1.1)	(1.1)
Solid Waste Enterprise Fund	(0.9)	(0.9)	(0.9)	(0.9)	(0.9)
Environmental Service Enterprise Fund	(0.8)	(0.8)	(0.8)	(0.8)	(0.8)
Watershed Protection & Restoration Fund	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Capital Projects	0.0	(0.5)	(0.5)	(0.5)	(0.5)
Net Cost to General Fund	8.4	6.9	6.9	6.8	6.8

Public Works

Department: Public Works 01.05.33
Division\Program: Building & Trades Fund: General
Program Administrator: John Earle, Chief of Building & Trades
www.charlescountymd.gov/pw/bt/buildings-and-trades

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$2,914,025	\$3,117,700	\$3,307,600	\$3,255,600	\$137,900	4.4%
Fringe Benefits	927,015	1,046,200	1,105,700	1,054,800	8,600	0.8%
Operating Costs	3,238,858	3,631,400	3,717,000	3,706,000	74,600	2.1%
Capital Outlay	13,491	0	0	0	0	N/A
Total Expenditures	\$7,093,389	\$7,795,300	\$8,130,300	\$8,016,400	\$221,100	2.8%
Revenues	\$600,635	\$613,000	\$618,800	\$618,800	\$5,800	0.9%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and the full year impact of FY2019 approved positions for the Waldorf Senior and Recreational Center.
- The **Operating Costs** budget includes an increase in contract services for significant repairs needed at fueling sites per Maryland Department of the Environment requirements, for roof repairs, to support aging buildings, and for required fire extinguisher maintenance/replacement. Also, includes an increase in utilities based on estimated FY2020 cost.

Description:

Buildings & Trades Division is responsible for the efficient operation and maintenance of 162 County facilities, covering over 2,000,000 square feet. The Division consists of five specialized work centers that provide service, maintenance, and improvements to all County facilities. These include Building Maintenance, HVAC, Electrical, Construction and Custodial Services. Building & Trades also performs capital improvement projects, including new construction and renovation of existing facilities.

Positions:

<u>Title</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>	<u>FY20</u> <u>FTE</u>
Chief of Building & Trades	1.0	1.0	1.0	1.0	1.0
Operations Manager	1.0	1.0	1.0	1.0	1.0
CIP Construction Project Manager	1.0	1.0	1.0	1.0	1.0
Facilities Maintenance Superintendent	3.0	3.0	3.0	3.0	3.0
Construction Superintendent	1.0	1.0	1.0	1.0	1.0
Construction Supervisor	1.0	1.0	1.0	1.0	1.0
HVAC Supervisor	1.0	1.0	1.0	1.0	1.0
Custodial Superintendent	1.0	1.0	1.0	1.0	1.0
Facilities Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0
Facilities Maintenance Coordinator	0.0	0.0	0.0	1.0	1.0
Electrician III	2.0	2.0	2.0	2.0	2.0
Facilities Maintenance Technician III	4.0	4.0	4.0	4.0	4.0
Custodial Supervisor	1.0	1.0	1.0	2.0	2.0
Electrician II	3.0	3.0	3.0	3.0	3.0
Facilities Maintenance Technician II	8.0	8.0	8.0	9.0	9.0
Electrician I	2.0	2.0	2.0	2.0	2.0
Facilities Maintenance Technician I	2.0	2.0	2.0	2.0	2.0
Custodial Worker II	3.0	4.0	4.0	5.0	5.0
Custodial Worker I	15.7	14.7	15.0	15.0	15.0
Part-time Positions	4.1	4.1	4.9	4.9	4.9
Total Full Time Equivalent	55.8	55.8	56.9	60.9	60.9
Allocated to:					
Water & Sewer Enterprise Fund	(3.0)	(3.0)	(3.0)	(3.0)	(3.0)
Net Cost to General Fund	52.8	52.8	53.9	57.9	57.9

Public Works

Department: Public Works 01.05.44
Division\Program: Vehicle Maintenance Fund: General
Program Administrator: Terri Kahouk, Assistant Director of Public Works - Facilities
www.charlescountymd.gov/pw/facilities/la-plata-office-facilities

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$593,661	\$526,300	\$553,100	\$546,000	\$19,700	3.7%
Fringe Benefits	207,223	199,300	201,500	200,300	1,000	0.5%
Operating Costs	189,623	220,100	227,300	225,100	5,000	2.3%
Total Expenditures	\$990,507	\$945,700	\$981,900	\$971,400	\$25,700	2.7%

Changes and Useful Information:

- The **Operating Costs** increase includes additional contract services funding due to the growing number of vehicles in the County's fleet. This budget monitors and tracks the fleet.

Description:

Vehicle Maintenance provides maintenance and repair of over 1,000 tagged and non-tagged vehicles and equipment, including auto body work and repair. Provides professional preventative maintenance and repairs for all County vehicles and equipment, tracks costs and repair histories, fuel usage, and makes replacement recommendations.

Positions:

<u>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
Chief of Environmental Resources	1.0	1.0	0.0	0.0	0.0
Fleet Maintenance Superintendent	1.0	1.0	1.0	1.0	1.0
Technician - Team Leader	0.0	0.0	1.0	1.0	1.0
Lead Mechanic	1.0	1.0	0.0	0.0	0.0
Technician - Automotive Body	1.0	1.0	1.0	1.0	1.0
Technician - Vehicles & Equipment	0.0	0.0	6.8	6.8	6.8
Technician - Small Engines	0.0	0.0	1.0	2.0	2.0
Fleet Maintenance Technician III	3.0	3.0	0.0	0.0	0.0
Fleet Maintenance Technician II	3.0	3.0	0.0	0.0	0.0
Fleet Maintenance Technician I	1.8	1.8	0.0	0.0	0.0
Golf / Equipment Mechanic Assistant	1.0	1.0	1.0	0.0	0.0
Part Time Positions	0.6	0.6	0.6	0.0	0.0
Total Full Time Equivalent	13.4	13.4	12.4	11.8	11.8
Allocated to:					
Water & Sewer Enterprise Fund	(2.0)	(2.0)	(2.0)	(3.1)	(3.1)
Solid Waste Enterprise Fund	(1.8)	(1.8)	(1.0)	(1.0)	(1.0)
Net Cost to General Fund	9.6	9.6	9.4	7.8	7.8

Public Works

Department: Public Works
Division\Program: Road Maintenance
Program Administrator: Steve Staples, Chief of Roads
www.charlescountymd.gov/pw/roads/roads

01.05.53
 Fund: General

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$2,300,622	\$2,429,100	\$2,472,200	\$2,493,300	\$64,200	2.6%
Fringe Benefits	724,260	773,400	790,800	777,000	3,600	0.5%
Operating Costs	2,253,796	2,805,300	3,006,000	2,865,000	59,700	2.1%
Capital Outlay	0	27,000	0	0	(27,000)	-100.0%
Total Expenditures	\$5,278,678	\$6,034,800	\$6,269,000	\$6,135,300	\$100,500	1.7%

Changes and Useful Information:

- The **Operating Costs** increase is for additional contract services for guardrail repair and tree trimming. Additional funding was also provided for county contractors to mow rural and development district areas.
- **Capital Outlay** was for FY2019 one time cost of paving the driveway at the Kirby House.

Description:

The Roads Division performs repair and maintenance for over 1,709 lane miles of County roadways. This includes resurfacing, deep patching, tree trimming, mowing, culvert and shoulder maintenance, traffic safety, as well as snow removal and emergency response to other weather related activities.

Positions:

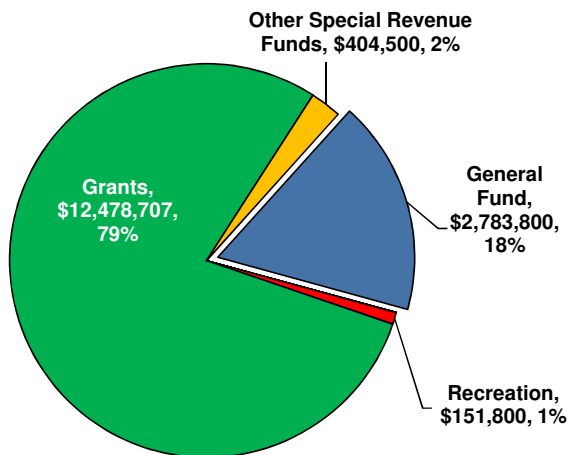
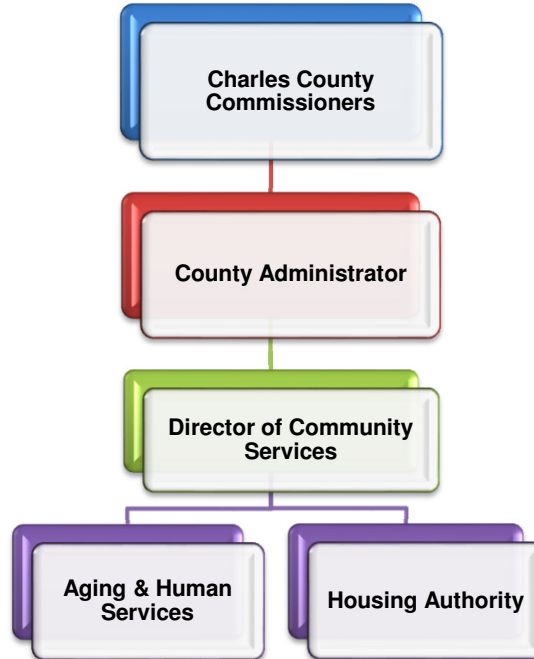
Title	FY16	FY17	FY18	FY19	FY20
	FTE	FTE	FTE	FTE	FTE
Chief of Roads	1.0	1.0	1.0	1.0	1.0
Roads Superintendent	2.0	2.0	2.0	2.0	2.0
Road Project Manager	1.0	1.0	1.0	1.0	1.0
Bridge Mgmt./Project Manager	1.0	1.0	1.0	1.0	1.0
Special Projects Manager-Pavement	1.0	1.0	1.0	1.0	1.0
Road Maintenance Supervisor	5.0	5.0	5.0	5.0	5.0
Construction Inspector	0.0	1.0	1.0	1.0	1.0
Traffic/Sign Crew Leader	1.0	1.0	1.0	1.0	1.0
Sign Shop Manager	1.0	1.0	1.0	1.0	1.0
Citizen Request Coordinator	1.0	1.0	1.0	1.0	1.0
Equipment Operator IV	1.0	1.0	1.0	1.0	1.0
Equipment Operator III	7.0	7.0	7.0	7.0	7.0
Equipment Operator II	12.0	11.0	11.0	11.0	11.0
Part Time Positions	5.7	7.0	7.0	7.0	7.0
Total Full Time Equivalent	39.7	41.0	41.0	41.0	41.0
Allocated to:					
Watershed Protection & Restoration Fund	0.0	0.0	(0.1)	(0.2)	(0.2)
Capital Projects	(0.4)	(0.4)	(0.4)	(0.4)	(0.4)
Net Cost to General Fund	39.3	40.6	40.5	40.4	40.4

Community Services Summary

Dina Barclay, Director of Community Services
 Address: 8190 Port Tobacco Rd., Port Tobacco, MD 20677
www.charlescountymd.gov/cs

301-934-9305 301-870-3388
 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$1,096,106	\$1,388,400	\$1,467,100	\$1,537,900	\$149,500	10.8%
Fringe Benefits	425,383	522,600	526,400	534,600	12,000	2.3%
Operating Costs	437,151	442,800	463,800	463,800	21,000	4.7%
Transfers Out	182,397	228,600	214,400	247,500	18,900	8.3%
Total Expenditures	\$2,141,037	\$2,582,400	\$2,671,700	\$2,783,800	\$201,400	7.8%
Revenues	\$5,050	\$2,100	\$2,100	\$2,100	\$0	0.0%
Total Expenditures as % of Budget:	0.5%	0.6%	0.6%	0.7%		



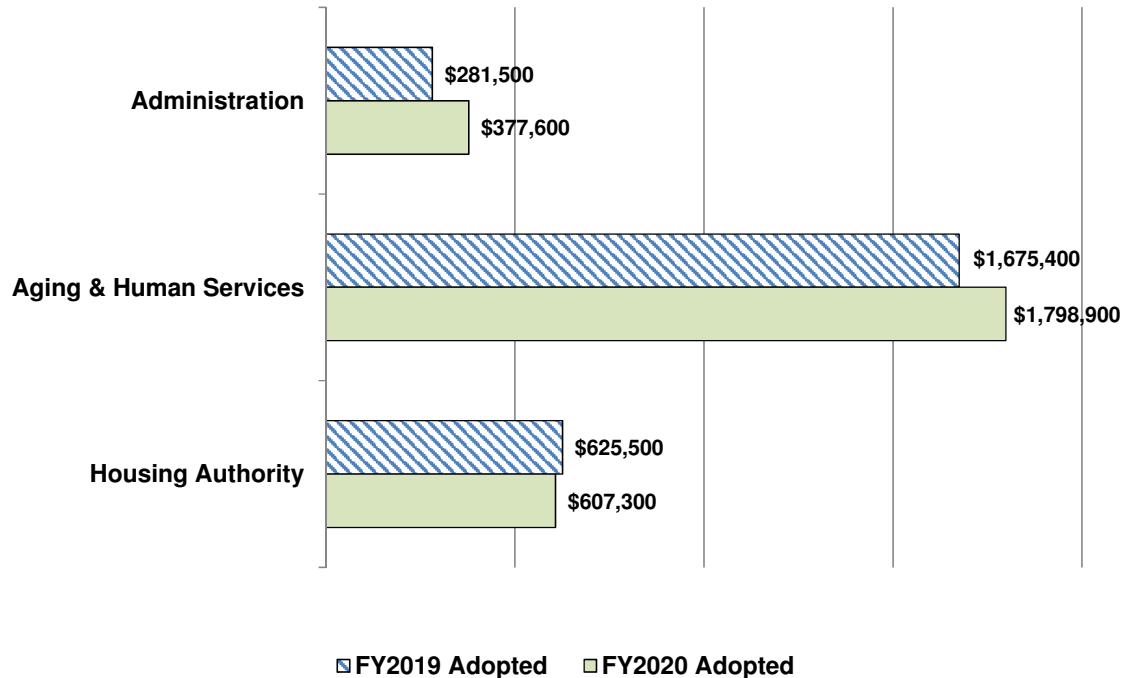
TOTAL FY2020 DEPARTMENT BUDGET \$15,818,807

(Totals for funds other than the General Fund exclude transfers-in from the General Fund, debt service, and funding for future reserves.)

As indicated by the graph, the Department of Community Services is allocated through several different funds.

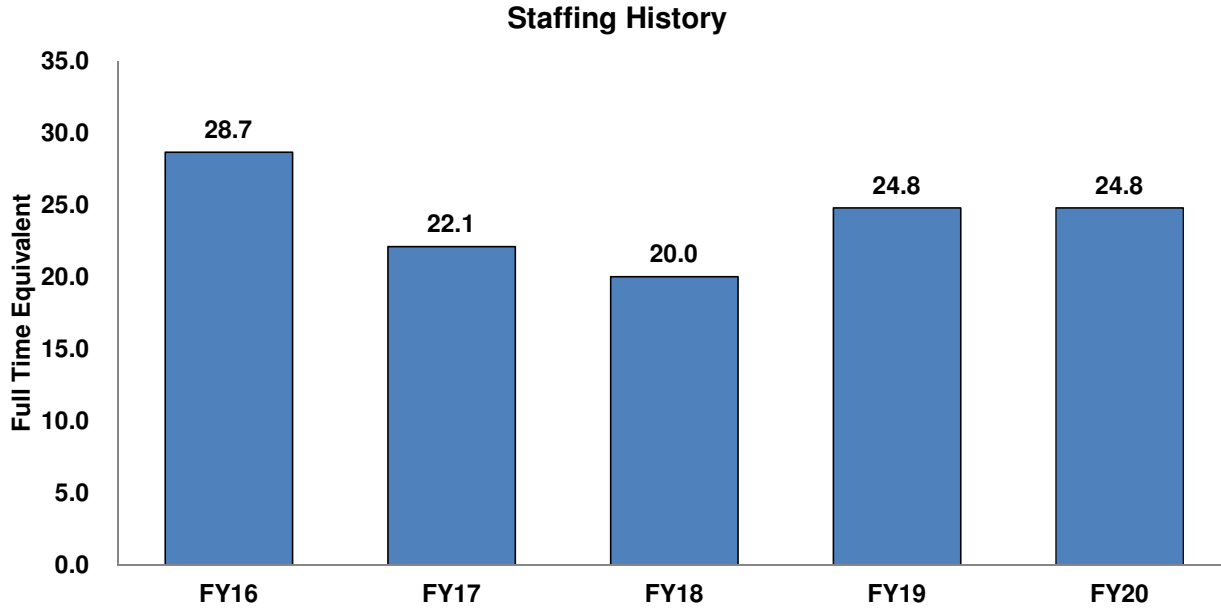
Community Services Expenditure and Objectives & Measurements

GENERAL FUND



Objectives & Measurements:	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Estimated
<i>Aging & Human Services: To increase participation in Maryland Access Point (MAP)</i>					
# of persons who accessed MAP for long term care support services & benefits	1,781	1,824	1,876	1,900	1,925
# of registered seniors served (unduplicated)	4,262	4,377	4,631	4,650	4,700
# of billable units for Community Options Waiver	10,172	10,317	12,498	12,750	13,000
Total Units of Service	262,337	267,250	271,870	272,500	273,000
<i>Housing: Assist low and moderate-income families in attaining decent, safe, and sanitary housing by meeting the following Section 8 measurements:</i>					
Units of Assistance	784	731	724	740	750
# HCV recertification's completed	784	731	724	740	750
# of low income housing rental assistance provided	790	731	724	740	750
# of SLP applications approved by MDHCD	7	4	1	4	4
# of wait list applications processed	*	*	*	200	200
<i>*New for FY2019</i>					

Community Services Staffing History



Positions by Program:

	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
Administration	5.5	1.9	1.5	2.5	2.5
Aging & Human Services*	19.9	17.2	15.5	19.8	19.8
Housing Authority	3.2	3.0	3.0	2.5	2.5
Total Full Time Equivalent	28.7	22.1	20.0	24.8	24.8

** Full Time Equivalency to the General Fund is adjusted throughout the fiscal year when new grants that support positions are awarded.*

Community Services

Department: Community Services 01.06.06
Division\Program: Administration Fund: General
Program Administrator: Dina Barclay, Director of Community Services
www.charlescountymd.gov/cs

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$120,747	\$129,500	\$194,400	\$198,800	\$69,300	53.5%
Fringe Benefits	21,143	36,300	43,400	43,800	7,500	20.7%
Operating Costs	113,816	115,700	132,800	132,800	17,100	14.8%
Transfers Out	0	0	0	2,200	2,200	New
Total Expenditures	\$255,707	\$281,500	\$370,600	\$377,600	\$96,100	34.1%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes approved salary increases and the full-year impact of a full time position to support staff with fiscal responsibilities that was approved in FY2019.
- **Operating Costs** include a third party service contract for Western County Family Medical Center located within the Nanjemoy Community Center.
- **Transfer Out** is to support the salary increases for the Local Management Board personnel.

Description:

The Department of Community Services is the most direct link between County Government and the public. The Department provides programs and services that affect every part of the population, consisting of four major programs, each with its own focus, all with the same goal: to provide quality programs and services to Charles County residents. The overall direction and goals for the Department of Community Services are established within the Administration Division.

The Director, working closely with the County Commissioners and the division chiefs, creates the framework for addressing community needs. The Administration Division is also responsible for the direct supervision of the child care programs.

The Department of Community Services oversees the Charles County Advocacy Council for Children, Youth, and Families (CCACCYF), the County's Local Management Board (LMB) which plans, manages, and evaluates services to families and children. Except for advocacy and information & referral services, the CCACCYF does not provide human services directly, but contracts with public and private agencies to provide a variety of services for which the CCACCYF receives state and federal funding which is managed within special revenue accounts.

Positions:

<u>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
Director of Community Services	0.8	0.8	0.9	0.9	0.9
Assistant to Director	1.0	0.0	0.0	0.0	0.0
Social Worker	1.0	0.0	0.0	0.0	0.0
Community Services Specialist	0.0	0.0	0.8	0.8	0.8
Program Manager (Recreation)	1.0	0.0	0.0	0.0	0.0
Administrative Associate	0.8	0.8	0.0	1.0	1.0
Office Associate II	1.0	0.5	0.5	0.5	0.5
Part Time Positions	0.5	0.5	0.0	0.0	0.0
Total Full Time Equivalent	6.1	2.6	2.2	3.2	3.2
Allocated to CCACCYF	(0.3)	(0.4)	(0.4)	(0.4)	(0.4)
Allocated to Housing Assistance Fund	(0.3)	(0.3)	(0.3)	(0.3)	(0.3)
Net Cost to General Fund	5.5	1.9	1.5	2.5	2.5

Community Services

Department: Community Services 01.06.21
Division\Program: Aging & Human Services Fund: General
Program Administrator: Lisa Furlow, Chief of Aging & Human Services
www.charlescountymd.gov/cs/aging/aging-and-senior-programs

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$790,843	\$1,072,300	\$1,085,500	\$1,147,300	\$75,000	7.0%
Fringe Benefits	351,661	422,700	430,600	437,800	15,100	3.6%
Operating Costs	159,773	180,400	183,200	183,200	2,800	1.6%
Transfers Out	0	0	15,600	30,600	30,600	New
Total Expenditures	\$1,302,277	\$1,675,400	\$1,714,900	\$1,798,900	\$123,500	7.4%

Changes and Useful Information:

- **Personal Service and Fringe Benefits** includes approved salary increases, the full year impact of the Waldorf Senior and Recreational Center, and the impact of the minimum wage increase for part time personnel.
- **Operating Costs** increase is for a nutrition program at the Waldorf Senior and Recreational Center.
- **Transfers Out** is to support part time personnel in special revenue funds to account for sick and safe leave usage that is ineligible to be funded by these revenues, as well as, for the minimum wage increase.

Description:

The Aging and Human Services Division serves as the designated Area Agency on Aging (AAA) and Maryland Access Point for Charles County, with the mission to provide a comprehensive and coordinated system for nutrition and long term care support services for qualified elderly and disabled adults. The Division performs three major activities: advocates on behalf of all older persons who reside in Charles County; identifies the needs of the elderly and develops plans for meeting those needs through a system of in-home and community services which enables the elderly to maintain their independence and dignity; and administers a wide variety of federal, state and local funds which support these services.

The Aging and Human Services Division provides direct services as well as information and referral for senior citizens and their families through a variety of programs and services to include many programs such as: Employment Opportunities; Housing and Assisted Living Programs; Income Tax Assistance/Consultation; Legal Services; Nutrition Education; Nursing Homes Advocacy; Senior Centers; Telephone Reassurance; Social Security Benefit Intake; Volunteer Opportunities; and Wellness and Fitness Programs. Local funding provided by County Commissioners is used as required matching funds for federal and state grants, to cover fringe benefits, and to provide support for a wide range of programs and services. Programs and services include operation of senior centers and associated facility expenses, grants to senior citizen clubs, volunteer coordination, senior information and assistance (including emergency services and benefits coordination), outreach, nutrition services (including congregate and home-delivered meals), as well as long-term care services (including guardianship, ombudsman services, respite care provider registry, assisted housing, & gap filling services for the frail & disabled).

In FY12, the Aging and Human Services Division expanded its role in the delivery of human services by committing to serve as the lead agency for Maryland Access Point (MAP) of Charles County. The goal of MAP is to provide a "no wrong door" approach to improve information and access to all program and services for which an elderly or disabled adult may be eligible. Persons seeking services receive navigation assistance from a single point of entry, and a toll-free number established for this program. MAP staff will assist with applications for public benefits and entitlement programs, as well as provide eligibility screening and options counseling to assist individuals with determining the programs available to meet their need for long term care and supportive services.

The Division has been tasked with implementing several new programs as the Affordable Care Act (ACA) phase-in of mandated programs continues in Maryland. Programs such as the Money Follows the Person nursing home diversion initiative, Balancing Incentives Program, Medicare Improvements for Patients & Providers Act project, Senior Medicare Patrol fraud prevention, and Enhanced options Counseling for the Aging & Disability Resource Center strategic plan are some examples of new state and federal directives that the Division is now administering. The Division has also been directed under a statewide plan to expand its capacity and procedures for fee-for-service billing of specific Medicaid Programs. Direct billing to Medicaid is aimed at providing more sustainable funding for ACA programs that provide long term care services and supports for disabled adults aged 18 and older, frail elderly, and their family caregivers throughout Charles County.

This division also plans and administers programs for persons of all ages at the Nanjemoy Community Center.

Community Services

Department: Community Services 01.06.21
Division\Program: Aging & Human Services Fund: General
Program Administrator: Lisa Furlow, Chief of Aging & Human Services

Positions:	FY16	FY17	FY18	FY19	FY20
Title	FTE	FTE	FTE	FTE	FTE
Director of Community Services	0.2	0.2	0.2	0.2	0.2
Chief of Aging & Human Services	1.0	1.0	1.0	1.0	1.0
Centers Administrator	1.0	1.0	1.0	1.0	1.0
Rural Center Coordinator	1.0	1.0	1.0	1.0	1.0
Aging & Disability Resource Center Coord.	1.0	1.0	1.0	1.0	1.0
Aging & Disability Resource Center Mgr	1.0	1.0	1.0	1.0	1.0
Financial Support Administrator	0.0	0.0	0.4	0.4	0.4
Senior Center Supervisor	0.0	0.0	0.0	1.0	1.0
Long Term Care Coordinator	1.0	1.0	1.0	1.0	1.0
Nutritionist	1.0	1.0	1.0	1.0	1.0
Home & Community Based Services Super.	1.0	1.0	1.0	1.0	1.0
Aging & Disability Resource Ctr Specialist	1.0	1.0	1.0	1.0	1.0
Senior Center Coordinator	2.9	2.9	2.9	2.9	2.9
Community Services Specialist	0.0	0.0	0.2	0.2	0.2
Long Term Care Program Specialist	1.0	1.0	1.0	1.0	1.0
Fiscal Specialist	1.0	0.4	0.0	0.0	0.0
Program Specialist (Aging)	1.0	1.0	1.0	1.0	1.0
Health Promotion & Physical Fitness Coord.	1.0	1.0	1.0	1.0	1.0
Administrative Associate	0.2	0.2	0.0	0.0	0.0
Fitness Specialist	0.0	0.0	0.0	1.0	1.0
Office Associate II	1.0	1.0	1.0	1.0	1.0
Custodial Worker I	1.0	1.0	1.0	1.0	1.0
Part Time Positions	14.6	14.3	14.0	16.8	16.8
Total Full Time Equivalent	32.9	31.9	31.6	36.5	36.5
Allocated to Recreation Fund	(3.6)	(3.2)	(3.0)	(3.5)	(3.5)
Allocated to Grants	(9.3)	(11.5)	(13.1)	(13.2)	(13.2)
Net Cost to General Fund	19.9	17.2	15.5	19.8	19.8

Department: Community Services 01.06.58
Division\Program: Housing Authority Fund: General
Program Administrator: Rita Wood, Chief of Housing Authority

www.charlescountymd.gov/cs/housing/housing-authority

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$184,516	\$186,600	\$187,200	\$191,800	\$5,200	2.8%
Fringe Benefits	52,579	63,600	52,400	53,000	(10,600)	-16.7%
Operating Costs	163,562	146,700	147,800	147,800	1,100	0.7%
Transfers Out	182,397	228,600	198,800	214,700	(13,900)	-6.1%
Total Expenditures	\$583,054	\$625,500	\$586,200	\$607,300	(\$18,200)	-2.9%
Revenues	\$5,050	\$2,100	\$2,100	\$2,100	\$0	0.0%

Changes and Useful Information:

- **Operating Costs** increase is due to the renewal cost of Housing Choice Voucher Program Software.
- The **Transfer Out** budget represents the County's subsidy for the Housing and Urban Development (HUD) Housing Choice Voucher (HCV) Program. FY2020 subsidy funding decrease is based on anticipated Administrative funding net of increased administrative costs of the HCV program.
- **Revenues** represent Loan Fees and is budgeted based on historical trend.

Community Services

Department:	Community Services	01.06.58
Division\Program:	Housing Authority	Fund: General
Program Administrator:	Rita Wood, Chief of Housing Authority	

Description:

The Charles County Housing Authority administers, provides, and supports a variety of housing programs aimed at assisting low - and moderate-income households to realize safe and sanitary housing conditions. The programs provide assistance in various areas, including subsidized rental payments for persons in need of rental assistance and low-interest rehabilitation loans for homeowners. In addition, support is provided to homeless transitional shelters to assist clients in obtaining permanent housing.

Programs are funded in conjunction with the US Department of Housing and Urban Development (HUD), Maryland Department of Housing and Community Development, and the Charles County Commissioners. Programs include: Housing Choice Voucher Program, Community Development Block Grant Program, State Special Loans, and the County's Settlement Expense Loan Program (SELP).

The Housing Authority began local administration of the State Special Loan Program in 1992. Special Loan Programs include:

- Maryland Housing Rehabilitation Program
- Indoor Plumbing Program
- Residential Lead Abatement Program

These programs improve single-family dwellings and small rental properties for low- and moderate-income families and individuals and promote community redevelopment by improving the basic livability of properties, increasing energy conservation and meeting special housing needs such as lead paint abatement and installation of indoor water and sewer systems. Program specialists assist citizens in processing applications while state inspectors prepare work write-ups and oversee home improvements. The loans are expensed through a Special Revenue Fund.

Positions:

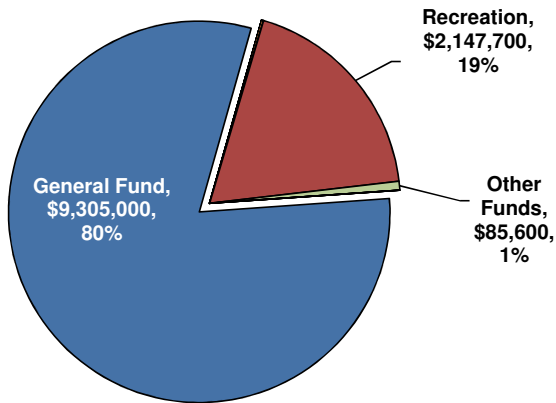
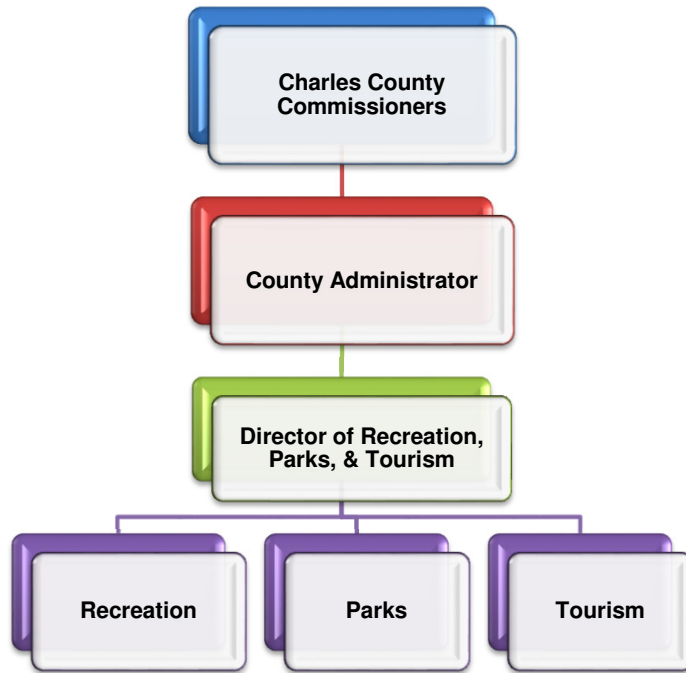
<u>Title</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>	<u>FY20</u> <u>FTE</u>
Chief of Housing Authority	1.0	1.0	1.0	1.0	1.0
Community Development Administrator	1.0	1.0	1.0	1.0	1.0
Housing Program Supervisor	1.0	1.0	1.0	1.0	1.0
Housing Inspector Supervisor	1.0	1.0	1.0	1.0	1.0
Financial Support Administrator	0.0	0.0	0.6	0.6	0.6
Portability Specialist	1.0	1.0	1.0	1.0	1.0
Housing Program Specialist	1.0	1.0	1.0	1.0	1.0
Fiscal Specialist	1.0	0.6	0.0	0.0	0.0
Housing Inspector	1.0	1.0	1.0	1.0	1.0
Occupancy Specialist	4.0	5.0	5.0	5.0	5.0
Administrative Associate	1.0	0.0	0.0	0.0	0.0
Part Time Positions	0.6	0.6	0.6	0.0	0.0
Total Full Time Equivalent	13.6	13.2	13.2	12.6	12.6
Allocated to Housing Assistance Fund	(9.9)	(9.9)	(9.9)	(9.9)	(9.9)
Allocated to Transportation Fund	(0.2)	0.0	0.0	0.0	0.0
Allocated to Human Services Fund	(0.3)	(0.2)	(0.2)	(0.2)	(0.2)
Net Cost to General Fund	3.2	3.0	3.0	2.5	2.5

Recreation, Parks, & Tourism Summary

Eileen Minnick, Director of Recreation, Parks, & Tourism
 Physical Address: 8190 Port Tobacco Rd., Port Tobacco, MD 20677
<http://www.charlescountymd.gov/rpt/recreation-parks-tourism>

301-932-3470
 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$4,615,321	\$5,202,900	\$5,761,800	\$5,617,800	\$414,900	8.0%
Fringe Benefits	1,346,901	1,525,400	1,717,900	1,584,900	59,500	3.9%
Operating Costs	1,776,931	1,876,300	2,000,500	1,969,600	93,300	5.0%
Transfers Out	0	0	30,700	132,700	132,700	New
Capital Outlay	43,550	0	0	0	0	N/A
Total Expenditures	\$7,782,703	\$8,604,600	\$9,510,900	\$9,305,000	\$700,400	8.1%
Revenues	\$762,066	\$881,200	\$852,500	\$852,500	(\$28,700)	-3.3%
Total Expenditures as % of Budget:	1.9%	2.1%	2.1%	2.2%		



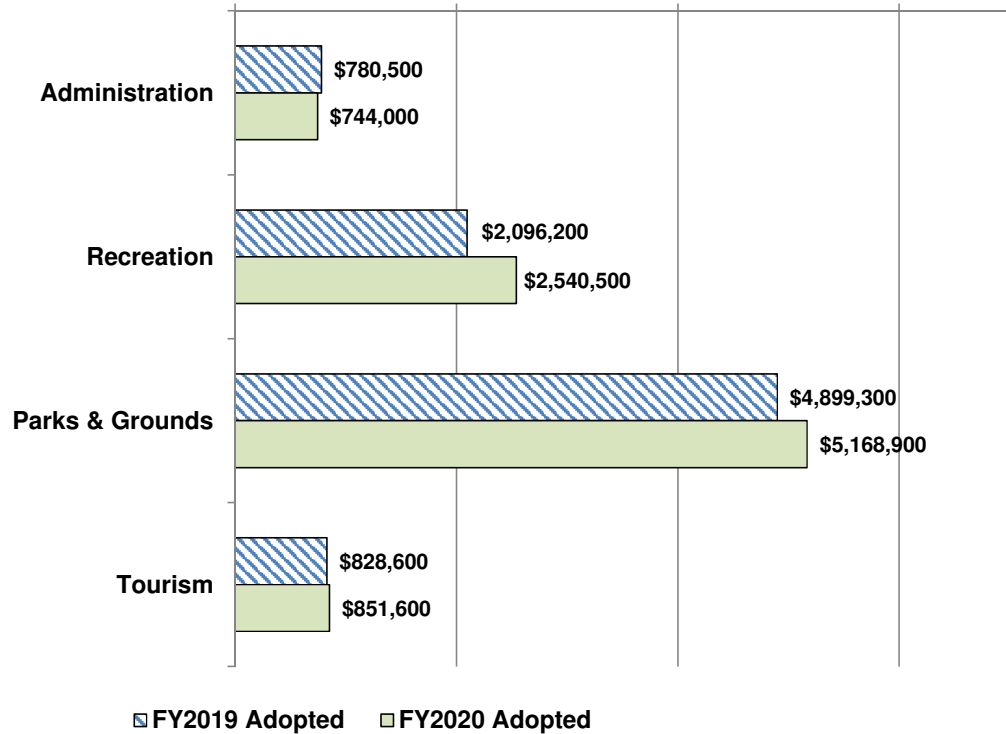
TOTAL FY2020 DEPARTMENT BUDGET
\$11,558,300

(Totals for funds other than the General Fund exclude transfers-in from the General Fund, debt service, and funding for future reserves.)

As indicated by the graph, the Department of Recreation, Parks, & Tourism is allocated through several different funds.

Recreation, Parks, & Tourism Expenditure and Objective & Measurements

GENERAL FUND

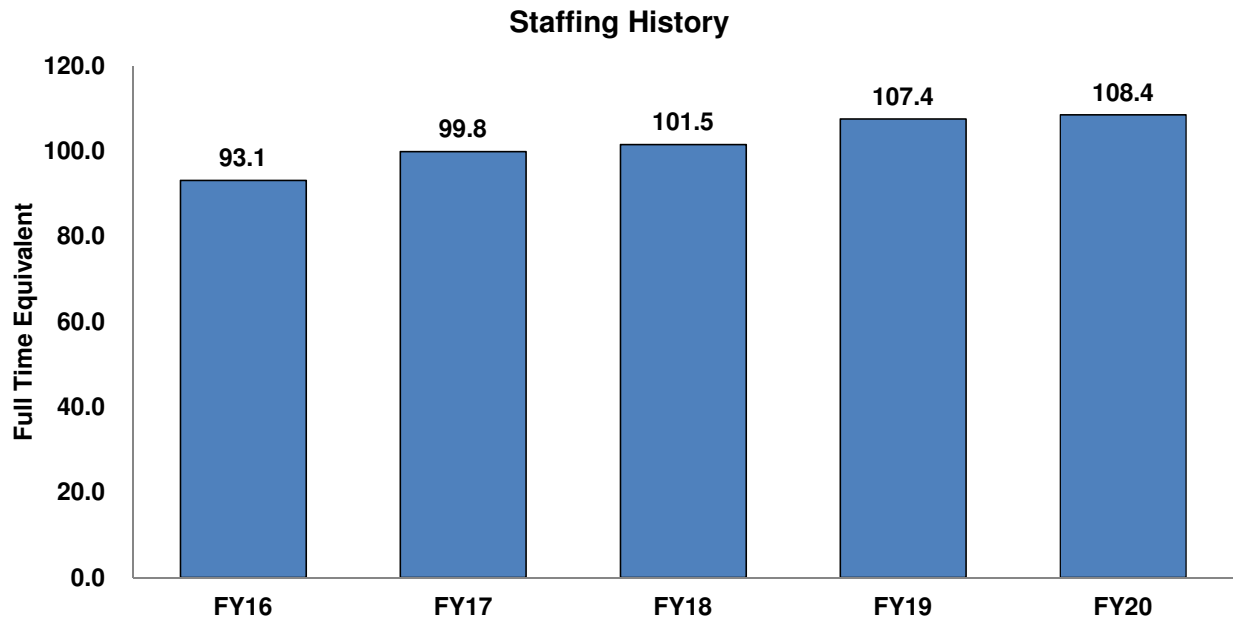


Objectives & Measurements:

	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Estimated
<u><i>Parks: To effectively meet the outdoor recreation / active sports needs of county residents.</i></u>					
Number of Participants (\$/participant)	16,800	16,929	17,331	17,500	17,500
Average Games per Athletic Field	79	79	89	80	80
<u><i>Parks: To provide a high level of grounds maintenance to all government buildings to ensure a safe and aesthetically pleasing product.</i></u>					
Building site acres maintained	800	817	890	817	840
(\$/acre)	\$156/acre	\$156/acre	\$160/acre	\$159/acre	\$170/acre
Number of (acres or sq ft) of field maintained	187	190	200	200	210
(\$/acre)	\$620/acre	\$620/acre	\$626/acre	\$632/acre	\$640/acre
Total Acres of Parkland Maintained		4,064	4,195	4,248	4,248
<u><i>Recreation: Implementation of well rounded recreational programs for all ages. Monitor and adjust programs as needed to suit the needs of the Community.</i></u>					
Total # of Recreation activity registrations	13,651*	18,957	18,722	21,000	21,000
% of online vs. traditional registrations	54%	52%	55%	56%	56%
<u><i>Tourism: To develop and promote the visitor and travel industry. Promoting programs, events and venues to increase leisure and business visitation.</i></u>					
Hotel / Motel Tax	\$1,190,544	\$1,324,306	\$1,152,602	\$1,120,000	\$1,174,000
Amusement / Admission Tax	\$683,792	\$892,398	\$930,435	\$883,000	\$910,000

*This item was not reported on for the full fiscal year. Only 9 months of reporting are represented in this number.

Recreation, Parks, & Tourism Staffing History



<u>Positions by Program:</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
Administration	0.0	5.5	7.5	7.5	6.5
Recreation	27.1	28.1	29.1	34.0	36.0
Parks & Grounds	57.5	57.7	57.4	58.4	58.4
Tourism	8.5	8.5	7.5	7.5	7.5
Total Full Time Equivalent	93.1	99.8	101.5	107.4	108.4

Recreation, Parks, & Tourism

Department: Recreation, Parks, & Tourism

01.30.06

Division\Program: Administration

Fund: General

Program Administrator: Eileen Minnick, Director of Recreation, Parks, and Tourism

<http://www.charlescountymd.gov/rpt/recreation-parks-tourism>

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$510,088	\$573,100	\$529,400	\$540,200	(\$32,900)	-5.7%
Fringe Benefits	142,564	170,500	163,900	165,100	(5,400)	-3.2%
Operating Costs	12,955	36,900	38,700	38,700	1,800	4.9%
Total Expenditures	\$665,607	\$780,500	\$732,000	\$744,000	(\$36,500)	-4.7%

Changes and Useful Information:

- The **Personal Services** and **Fringe Benefits** decrease includes approved salary increases which is being offset by the Program Manager position being moved to the Recreation Division.
- **Operating Costs** increased due to design services needed for the Guide, which is a publication sent to county residents detailing the recreation programs being offered.

Description:

The Department of Recreation, Parks, and Tourism's, mission is simply to enhance the quality of life of Charles County residents and visitors through providing enjoyable recreation and tourism opportunities. The department strives to deliver interesting, diverse, and high quality programs and facilities that are available to all persons in the community and works to preserve, enhance, and protect open spaces to enrich the quality of life for present and future generations in a safe and secure environment.

Positions:

<u>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
Director of Recreation, Parks, & Tourism	0.0	1.0	1.0	1.0	1.0
Assistant Director	0.0	1.0	0.0	0.0	0.0
Assistant to the Director	0.0	0.0	1.0	1.0	1.0
Program Manager	0.0	1.0	1.0	1.0	0.0
Recreation, Parks, & Tourism Specialist	0.0	1.0	0.0	0.0	0.0
Financial Support Administrator	0.0	1.0	2.0	2.0	2.0
Interactive Media & Communication Outreach Coordinator	0.0	0.0	1.0	1.0	1.0
Administrative Associate	0.0	0.0	1.0	1.0	1.0
Office Associate I	0.0	0.5	0.5	0.5	0.5
Total Full Time Equivalent	0.0	5.5	7.5	7.5	6.5

Recreation, Parks, & Tourism

Department: Recreation, Parks, & Tourism
Division\Program: Recreation
Program Administrator: Sam Drury, Chief of Recreation
<http://www.charlescountyparks.com/recreation/recreation>

01.30.40
Fund: General

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$1,168,827	\$1,530,300	\$1,827,900	\$1,782,100	\$251,800	16.5%
Fringe Benefits	306,973	436,800	515,700	483,900	47,100	10.8%
Operating Costs	85,906	129,100	149,900	141,800	12,700	9.8%
Transfers Out	0	0	30,700	132,700	132,700	New
Total Expenditures	\$1,561,707	\$2,096,200	\$2,524,200	\$2,540,500	\$444,300	21.2%

Changes and Useful Information:

- The **Personal Services** and **Fringe Benefits** increase includes approved salary increases and the reclassification of positions. It also includes the full year impact of the Waldorf Senior and Recreational Center, the Program Manager position being moved from the Administration Division, and a new full time position, as well as, part time help to operate the new the Billingsley School Community Center. Also included is the impact of the minimum wage increase.
- **Operating Costs** increase includes funding for the Billingsley School Community Center and for staff to attend the National Recreation and Parks Association annual conference.
- **Transfers Out** is for support of the Recreation Enterprise Fund for the part time minimum wage increase.

Description:

The Recreation Division is responsible for providing recreational and leisure time experiences for Charles County citizens of all ages, including trips and tours, therapeutic programs, discount tickets for local amusement parks, sports programs, aquatics programs, gymnastics programs, summer camps, and various special events.

The division also oversees the operation of ten school-based Community Centers, the Port Tobacco gymnasium, three year-round school-based Indoor Community Pools, three seasonal outdoor public pools, the Waldorf Senior and Recreational Center, and Elite Gymnastic and Recreation Center.

The community centers offer a wide array of recreational programming such as classes, workshops, middle school afterschool programs, special events, summer camps and social activities. The County's sports programs are organized and directed by the Recreation Division. Leagues are offered year-round for both youth and adult sports enthusiasts.

Positions:

<u>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
Chief of Recreation	1.0	1.0	1.0	1.0	1.0
Recreation Services Administrator	1.0	1.0	1.0	1.0	1.0
WSRC Facility Supervisor	0.0	0.0	0.0	1.0	1.0
Recreational & Leisure Programs Supervisor	0.0	0.0	1.0	1.0	1.0
Recreation Facility & Program Supervisor	0.0	0.0	1.0	1.0	1.0
Recreation Center Coordinator	1.0	1.0	0.0	0.0	0.0
Aquatics Supervisor	1.0	1.0	1.0	1.0	1.0
Sports Program Supervisor	1.0	1.0	1.0	1.0	1.0
Community Centers Supervisor	1.0	1.0	1.0	1.0	1.0
Registration Coordinators	0.0	0.0	2.0	2.0	2.0
Special Projects Coordinator	1.0	1.0	0.0	0.0	0.0
Recreation Program Manager	0.0	0.0	0.0	2.0	2.0
Pool Manager	3.0	3.0	3.0	3.0	3.0
Program Manager	0.0	0.0	0.0	0.0	1.0
Sports Coordinator	0.0	0.0	2.0	2.0	2.0
Multi-Center Coordinator	4.0	5.0	3.0	3.0	4.0
Registration Specialist	2.0	2.0	1.0	1.0	1.0
Assistant Recreation & Leisure Program Specialist	0.8	0.8	1.0	1.0	1.0
Part Time Positions	42.0	42.0	42.3	46.6	47.3
Total Full Time Equivalent	58.8	59.8	61.3	68.6	71.3
Allocated to Recreation Fund	(31.7)	(31.7)	(32.3)	(34.6)	(35.2)
Net Cost to General Fund	27.1	28.1	29.1	34.0	36.0

Recreation, Parks, & Tourism

Department: Recreation, Parks, & Tourism 01.30.41
Division\Program: Parks & Grounds Fund: General
Program Administrator: John Snow, Chief of Parks & Grounds
<http://www.charlescountyparks.com/parks/parks-and-outdoor-sports>

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$2,629,258	\$2,773,300	\$3,082,300	\$2,946,100	\$172,800	6.2%
Fringe Benefits	823,434	841,000	963,500	857,800	16,800	2.0%
Operating Costs	1,342,071	1,285,000	1,387,800	1,365,000	80,000	6.2%
Capital Outlay	43,550	0	0	0	0	N/A
Total Expenditures	\$4,838,313	\$4,899,300	\$5,433,600	\$5,168,900	\$269,600	5.5%
Revenues	\$754,814	\$874,200	\$845,000	\$845,000	(\$29,200)	-3.3%

Changes and Useful Information:

- The **Personal Services** and **Fringe Benefits** increase includes approved salary increases, a reclassification of positions, and the impact of the minimum wage increase.
- **Operating Costs** increased due to the anticipated increase in cost of the golf cart rental/lease, the cost increase to provide lawn maintenance at public school athletic fields, and electricity.
- The adjustment to **Revenues** is based on current patronage of programs.

Description:

The Parks and Grounds Division is responsible for the County-wide delivery of leisure services. Our mission is to improve the quality of life of our residents by providing diverse and wholesome outdoor recreation opportunities. This division manages 31 parks, an 18-hole golf course, a skateboard park and numerous boat launch facilities. Parks and Grounds offer amenities such as outdoor athletic fields, picnic areas, hiking trails, equestrian facilities and trails, and tennis courts.

In addition to maintenance and operation of our 4,051 acres of parkland, this division is responsible for grounds maintenance and snow removal at 28 government owned buildings. This division also manages a significant number of capital improvement projects including acquisition and development of new park facilities.

Positions:

	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Parks & Grounds	1.0	1.0	1.0	1.0	1.0
Park Services Administrator	1.0	1.0	1.0	1.0	1.0
Golf Course Superintendent	1.0	1.0	1.0	1.0	1.0
Parks & Grounds Construction Project Mgr	0.0	0.0	1.0	1.0	1.0
Grounds Operation Manager	1.0	1.0	0.0	0.0	0.0
Parks & Grounds Operations Manager	0.0	0.0	1.0	1.0	1.0
Parks & Grounds Superintendent	1.0	1.0	0.0	0.0	0.0
Golf Course Manager	1.0	1.0	1.0	1.0	1.0
Park Manager	5.0	5.0	5.0	5.0	5.0
Sports Program Supervisor	0.0	1.0	0.0	0.0	0.0
Parks Services Specialist	2.0	1.0	1.0	1.0	1.0
Golf Course/Vehicle Equipment Repair Supervisor	1.0	1.0	1.0	1.0	1.0
Park Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0
Golf Course Assistant Manager	0.0	1.0	1.0	1.0	1.0
Assistant Park Manager	7.0	6.0	6.0	6.0	6.0
Equipment Operator III	5.0	5.0	5.0	5.0	5.0
Assistant Golf Course Superintendent	1.0	1.0	1.0	1.0	1.0
Grounds Maintenance Worker II	3.0	3.0	3.0	3.0	3.0
Golf Equipment Mechanic Assistant	0.0	0.0	0.0	1.0	1.0
Grounds Maintenance Worker I	3.0	3.0	3.0	3.0	3.0
Part Time Positions	23.5	23.7	24.4	24.4	24.4
Total Full Time Equivalent	57.5	57.7	57.4	58.4	58.4

Recreation, Parks, & Tourism

Department: Recreation, Parks, & Tourism

01.30.69

Division\Program: Tourism

Fund: General

Program Administrator: Kellie Hinkle, Chief of Tourism

<http://www.charlescountymd.gov/Tourism>

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$307,147	\$326,200	\$322,200	\$349,400	\$23,200	7.1%
Fringe Benefits	73,930	77,100	74,800	78,100	1,000	1.3%
Operating Costs	335,999	425,300	424,100	424,100	(1,200)	-0.3%
Total Expenditures	\$717,076	\$828,600	\$821,100	\$851,600	\$23,000	2.8%
Revenues	\$7,252	\$7,000	\$7,500	\$7,500	\$500	7.1%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes approved salary increases and an increase for part time due to the minimum wage increase.
- The **Operating Costs** were adjusted for one time costs from FY2019.

Description:

Tourism promotes, develops, organizes and coordinates Charles County's premier tourism events, supports new and existing tourism amenities, and accommodates the area's visitors. Programs and events target leisure and business visitation, while preserving our community through Heritage Development and acting as the liaison between private and public agencies for the economic benefit of the tourism and travel industry.

Positions:

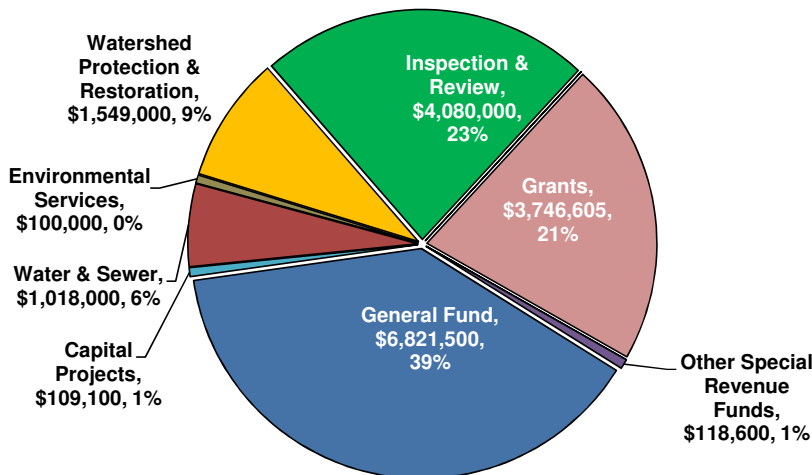
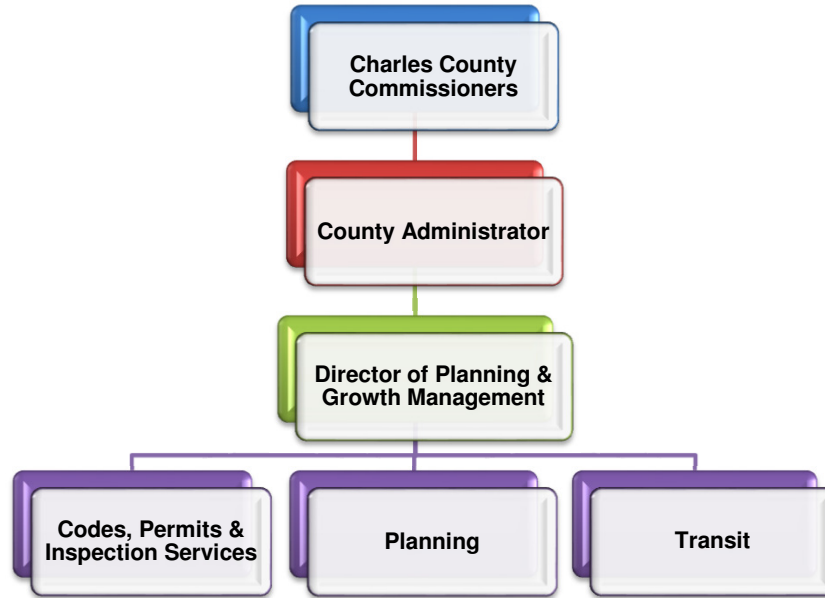
<u>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
Chief of Tourism	1.0	1.0	1.0	1.0	1.0
Tourism Marketing Coordinator	1.0	1.0	1.0	1.0	1.0
Tour Specialist	0.0	0.0	1.0	1.0	1.0
Promotion Specialist	1.0	1.0	0.0	0.0	0.0
Administrative Associate	0.0	1.0	0.0	0.0	0.0
Office Associate II	1.0	0.0	0.0	0.0	0.0
Part Time	4.5	4.5	4.5	4.5	4.5
Total Full Time Equivalent	8.5	8.5	7.5	7.5	7.5

Planning & Growth Management Summary

Christina Pompa, Acting Director of Planning & Growth Management
 Physical Address: 200 Baltimore St., La Plata, MD 20646
www.charlescountymd.gov/pgm/welcome

301-645-0627 301-870-3935
 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$2,161,073	\$2,382,400	\$2,265,300	\$2,353,400	(\$29,000)	-1.2%
Fringe Benefits	648,152	770,100	684,100	697,900	(72,200)	-9.4%
Operating Costs	156,606	67,100	88,100	69,900	2,800	4.2%
Transfers Out	3,175,688	3,826,600	3,842,600	3,628,700	(197,900)	-5.2%
Capital Outlay	0	200,000	71,600	71,600	(128,400)	-64.2%
Total Expenditures	\$6,141,518	\$7,246,200	\$6,951,700	\$6,821,500	(\$424,700)	-5.9%
Revenues	\$691,388	\$638,300	\$653,600	\$653,600	\$15,300	2.4%
Total Expenditures as % of Budget:	1.5%	1.8%	1.6%	1.6%		



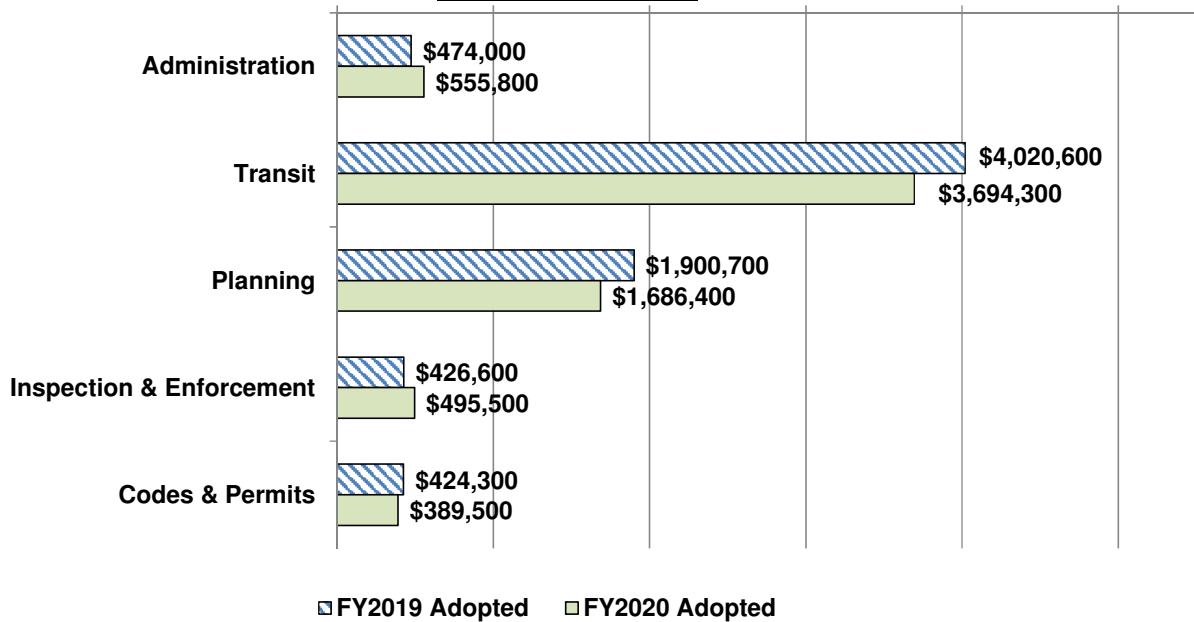
TOTAL FY2020 DEPARTMENT BUDGET
\$17,542,805

(Totals for funds other than the General Fund exclude transfers-in from the General Fund and debt service payments.)

As indicated by the graph, the Department of Planning & Growth Management is allocated through several different funds.

Planning & Growth Management Expenditure and Objective & Measurements

GENERAL FUND



Objectives & Measurements:

	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Estimated
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Transit: Refine routes and services in order to effectively implement VanGO transit.

# of passengers transported per service hour					
- Fixed Route	40	166	150	190	210
- Door to Door Service	5	23	22	45	60

Planning: To review in a timely manner any proposal to subdivide property & have those projects comply with the Comprehensive Plan, Zoning Ordinance, & Subdivision Regulations, as adopted by the County Commissioners & permanently create new parcels.

Final Subdivision Lots-# of lots recorded	464*	331*	286*	265*	275*
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*Includes commercial, industrial and townhouse lots

Planning: To effectively implement the local Forest Conservation Review program in compliance with State Legislation as it relates to preservation of significant forest resources.

Number of Plans Submitted	13	51	58	55	60
Number of Plans Approved	7	101	94	110	95

Codes, Permits, and Inspections: To assure the use of property in the County is in compliance with Zoning Ordinance as adopted by the County Commissioners.

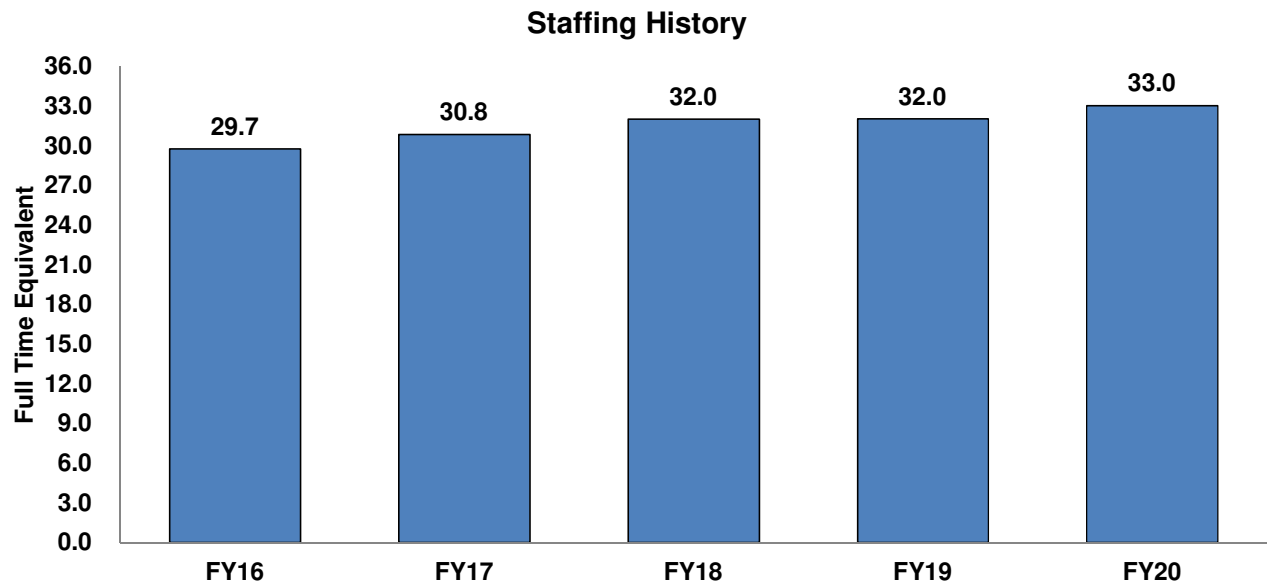
# of total inspections	4,163	47,206*	47,193	55,000	55,200
per FTE	2,082	2,485	2,660	3,056	2,905

*Total Inspections recorded differently beginning in FY2017

Codes, Permits, and Inspections: To review and process residential building permits in a fourteen day time period and to review and process new commercial periods in a thirty day time period.

# of new residential living units received	971	619	631	580	610
- per FTE (3.0)	486	287	363	193	292
- # of same day permits processed	1,343	1,134	1,123	1,165	1,168
- # electrical permits issued	3,130	3,609	2,917	3,200	3,350
# of use & occupancy permits PERM	1,623	1,723	1,881	1,950	2,000
# of use & occupancy permits TEMP	556	489	406	475	475

Planning & Growth Management Staffing History



<u>Positions by Program:</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
Administration	1.2	3.1	4.3	4.3	4.3
Transit (allocated to grants)	0.0	0.0	0.0	0.0	0.0
Planning	19.2	17.4	18.1	18.1	18.1
Inspection & Enforcement	3.5	4.5	4.7	4.7	5.7
Codes & Permits	5.9	5.9	5.0	5.0	5.0
Total Full Time Equivalent	29.7	30.8	32.0	32.0	33.0

Planning & Growth Management

Department: Planning and Growth Management 01.07.06
Division\Program: Administration Fund: General
Program Administrator: Christina Pompa, Acting Director of Planning and Growth Management
www.charlescountymd.gov/pgm/welcome

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$330,327	\$367,800	\$429,100	\$437,300	\$69,500	18.9%
Fringe Benefits	82,638	94,200	108,200	106,500	12,300	13.1%
Operating Costs	108,949	12,000	12,500	12,000	0	0.0%
Total Expenditures	\$521,914	\$474,000	\$549,800	\$555,800	\$81,800	17.3%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** reflect a reorganization that was approved at the end of FY2018 and approved salary increases for FY2020.

Description:

The mission of the Department of Planning and Growth Management (PGM) is: "To provide the citizens of Charles County an effective and economical infrastructure through planning, design and construction of facilities, roadways, water and waste water systems as described in the County's Comprehensive Plan. This shall be accomplished in a timely, efficient and courteous manner with dedication and quality service in cooperation with various departments within Charles County Government". Supporting the mission of PGM are various policies which provide a comprehensive approach to the orderly planning and development of infrastructure within Charles County.

Using these policies, the Administration Division 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:

	FY16	FY17	FY18	FY19	FY20
Title	FTE	FTE	FTE	FTE	FTE
Director of PGM	1.0	1.0	1.0	1.0	1.0
Deputy Director	0.0	1.0	1.0	1.0	1.0
Project/Program Manager	0.0	0.0	1.0	1.0	1.0
Citizen Response Coordinator	0.0	0.0	1.0	1.0	1.0
Property Acquisition Officer	1.0	1.0	1.0	1.0	1.0
Administration Manager	1.0	0.0	0.0	0.0	0.0
Assistant to the Director	0.0	1.0	1.0	1.0	1.0
Part Time	0.0	0.1	0.1	0.1	0.1
Total Full Time Equivalent	3.0	4.1	6.1	6.1	6.1
Allocated to:					
Capital Projects	(0.8)	0.0	0.0	0.0	0.0
Inspection Fund	0.0	0.0	(0.9)	(0.9)	(0.9)
Watershed & Restoration Fund	0.0	0.0	(0.3)	(0.3)	(0.3)
Water & Sewer Fund	(1.1)	(1.0)	(0.8)	(0.8)	(0.8)
Net Cost to General Fund	1.2	3.1	4.3	4.3	4.3

Planning & Growth Management

Department: Planning and Growth Management 01.07.110
Division\Program: Transit Fund: General
Program Administrator: Jeffry Barnett, Chief of Transit
<http://www.charlescountymd.gov/pgm/vango/vango>

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Transfers Out	\$3,171,482	\$3,820,600	\$3,836,600	\$3,622,700	(\$197,900)	-5.2%
Capital Outlay	0	200,000	71,600	71,600	(128,400)	-64.2%
Total Expenditures	\$3,171,482	\$4,020,600	\$3,908,200	\$3,694,300	(\$326,300)	-8.1%

Changes and Useful Information:

- **Transfer Out** represents the County's share of transportation operating grants as well as a 10% match on capitalized preventative maintenance. Funding was adjusted to cover the cost of a new route to serve the Waldorf Senior and Recreational Center. There has also been reduced costs on various programs due to staff turnover and a reduction in contract services.
- **Capital Outlay** represents replacement of a light duty paratransit bus and an engine/transmission replacement on a bus which will extend its useful life by three additional years. Last fiscal year the budget was for two buses.

Description:

The Transit Division was established with the goal of providing a cost-effective, coordinated transportation service to all county residents. All transportation services are marketed as VanGO to provide an easily recognized service name to the public. VanGO services include general public fixed-route transportation, as well as specialized services. Services are provided through contract with a transportation vendor.

Transit staff provide daily administration of the contracts and services, write grants for funds and report to federal and state governments, monitor contract performance, market transportation services, and direct daily transportation services. The County has an agreement to administer the medical assistance transportation program to provide service to eligible individuals for medically necessary appointments both within and outside of Charles County. Additionally, the Department has developed partnerships with Department of Social Services to ensure transit services in support of welfare reform initiatives.

Positions:

	FY16	FY17	FY18	FY19	FY20
Title	FTE	FTE	FTE	FTE	FTE
Chief of Transit	1.0	1.0	1.0	1.0	1.0
Transit Development Administrator	1.0	1.0	1.0	1.0	1.0
Transit Specialist	2.0	2.0	2.0	2.0	2.0
Total Full Time Equivalent	4.0	4.0	4.0	4.0	4.0
Allocated to Transportation Fund	(4.0)	(4.0)	(4.0)	(4.0)	(4.0)
Net Cost to General Fund	0.0	0.0	0.0	0.0	0.0

Department: Planning and Growth Management 01.07.19
Division\Program: Planning Fund: General
Program Administrator: Jason Groth, Planning Director
www.charlescountymd.gov/pgm/planning/planning

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$1,272,044	\$1,388,900	\$1,225,800	\$1,261,800	(\$127,100)	-9.2%
Fringe Benefits	397,512	467,900	377,800	380,700	(87,200)	-18.6%
Operating Costs	33,745	37,900	57,900	37,900	0	0.0%
Transfers Out	4,206	6,000	6,000	6,000	0	0.0%
Total Expenditures	\$1,707,507	\$1,900,700	\$1,667,500	\$1,686,400	(\$214,300)	-11.3%
Revenues	\$172,477	\$164,700	\$165,600	\$165,600	\$900	0.5%

Changes and Useful Information:

- The **Personal Services** and **Fringe Benefits** change is the net result of approved salary increases and the reallocation of positions.
- **Transfers Out** is to help fund the Contract Archaeologist in the Inspection and Review Fund.
- **Revenues** were adjusted based on current trends.

Planning & Growth Management

Department: Planning and Growth Management

01.07.19

Division\Program: Planning

Fund: General

Program Administrator: Jason Groth, Planning Director

www.charlescountymd.gov/pgm/planning/planning

Description:

The Planning Division administers the County programs related to Comprehensive Planning, Zoning Regulation, and Infrastructure Planning. The services provided by the Planning Division include four major program areas: Long-range & Preservation Planning, Development Review, Zoning Administration, and Infrastructure Planning and Analysis.

Long-range & Preservation Planning develops and administers the County Comprehensive Plan and Small Area Plans, facilitates the Agricultural and Land Preservation programs, and provides oversight of the Watershed Improvement Plan and associated environmental enhancement programs. This specialized team also administers the Cultural Resource, Historic and Archeological Preservation Programs, and leads the coordination effort with our local Military Base installations to prevent incompatible land use encroachment.

The Zoning Administration group provides direction over the core zoning regulations with regard to commercial, industrial and residential development in the un-incorporated areas of the County. This includes approval of permissible uses by zone, development setbacks and landscape buffers, height restrictions, parking, site design and architectural review code, and other related development regulations. In addition, this team administers the Record Plat process, the Site Development Plan process, and the Variance and Special Exception processes with the Board of Zoning Appeals.

Development review includes the review, processing and approval of small and large-scale development within the County. More specifically, this team evaluates Preliminary Subdivision Plans, major subdivision record plats, forest conservation plans, and adequate public facility regulations. This also includes the coordination with State and county agencies on each application. They process development requests and develop staff reports that are presented to the County Planning Commission for approval.

Finally, the Engineering and Infrastructure Planning team is responsible for planning, coordination, and management of public infrastructure and local drinking water resources. Infrastructure management includes public water and sewer, public transportation facilities, and the administration of the County's mapping services. Resource management includes the oversight and allocation of capacity for potable water supply, wastewater treatment capacities, and associated planning activities. This group provides the administration of the County petition process, drafting and facilitation of the solid waste & water /sewer plans, and coordination with Federal, State, & local resource agencies.

Positions:

<u>Title</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>	<u>FY20</u> <u>FTE</u>
Planning Director	1.0	1.0	1.0	1.0	1.0
Chief Resource & Infrastructure Mgmt.	1.0	1.0	0.0	0.0	0.0
Assistant Chief of Planning	0.0	0.0	1.0	1.0	1.0
Resource Manager	1.0	1.0	0.0	0.0	0.0
Engineer IV	1.0	1.0	1.0	1.0	1.0
Planner IV	3.0	3.0	3.0	3.0	3.0
GIS Analyst	1.0	1.0	1.0	1.0	1.0
Engineer I-III	0.0	0.0	1.0	1.0	2.0
Planner I-III	11.0	12.0	13.0	13.0	13.0
Assistant to the Chief of Planning	0.0	0.0	1.0	1.0	1.0
Planning Technician	2.0	1.0	3.0	3.0	3.0
PGM Coordinator	0.0	1.0	0.0	0.0	0.0
Administrative Associate	2.0	0.0	0.0	0.0	0.0
PGM Support Specialist	0.0	0.0	1.0	1.0	1.0
Office Associate III	2.0	2.0	0.0	0.0	0.0
Part-time Positions	1.3	1.5	1.5	1.5	1.5
Total Full Time Equivalent	26.3	25.5	27.5	27.5	28.5
Allocated to:					
Inspection & Review Fund	(0.2)	(0.2)	(2.1)	(2.1)	(2.1)
Capital Project Fund	(2.5)	(2.5)	(1.4)	(1.4)	(1.4)
Ag. Preservation Fund	(0.0)	(0.2)	(0.2)	(0.1)	(0.1)
Watershed Protection & Restoration Fund	(2.0)	(2.0)	(2.8)	(2.8)	(3.8)
Water and Sewer Fund	(2.3)	(3.2)	(3.0)	(3.0)	(3.0)
Grant Funds	(0.1)	(0.1)	(0.1)	(0.1)	(0.1)
Net Cost to General Fund	19.2	17.4	18.1	18.1	18.1

Planning & Growth Management

Department: Planning and Growth Management 01.07.31
Division\Program: Codes, Permits & Inspection Services\Inspections & Enforcement Fund: General
Program Administrator: Ray Shumaker, Chief of Codes, Permits, and Inspection Services
www.charlescountymd.gov/pgm/cpis/inspections

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$279,182	\$305,500	\$317,300	\$355,100	\$49,600	16.2%
Fringe Benefits	88,361	112,000	115,100	128,600	16,600	14.8%
Operating Costs	6,788	9,100	9,500	11,800	2,700	29.7%
Total Expenditures	\$374,331	\$426,600	\$441,900	\$495,500	\$68,900	16.2%
Revenues	\$426,957	\$391,000	\$403,200	\$403,200	\$12,200	3.1%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** is based on current staffing and approved salary increases. It also includes a new Inspector (Building Code) position. This position will assist the Division with violation cases and field visits.
- The **Operating Costs** budget was adjusted for the new position.
- **Revenues** are increasing due to recent trends in the Permit revenues.

Description:

The major goals of the Inspection and Enforcement Division is to enforce all the provisions of Zoning Ordinance and the ICC Building Code and act on any question relative to the mode or manner of construction and materials to be used in the erection, addition to, alteration, repair, removal, demolition, installation of service equipment, and the location, use, and maintenance of all buildings and structures built throughout Charles County except in the Towns of La Plata and Indian Head, which have their own Inspection to receive applications, review the submittal, issue permits for the erection and alteration of buildings and structures and inspect the construction to ensure a high quality of construction and safe construction practices.

Inspection and Enforcement also administers, inspects, and enforces the Zoning regulations and Forest Conservation of Charles County. This includes the Homeowners Association Dispute Resolution Board, the Nuisance Abatement Hearing Board, and investigating various citizens' complaints.

Positions:

Title	FY16	FY17	FY18	FY19	FY20
	FTE	FTE	FTE	FTE	FTE
Chief of Codes, Permits & Insp. Services	1.0	1.0	1.0	1.0	1.0
Building & Permits & Enforcement Manager	1.0	1.0	0.0	0.0	0.0
Inspections Superintendent	1.0	1.0	1.0	1.0	1.0
Code Inspection & Enforcement Officer	1.0	1.0	0.0	0.0	0.0
Inspections Supervisor	2.0	2.0	2.0	2.0	2.0
Inspectors	2.0	2.0	5.0	5.0	6.0
Zoning Inspection Supervisor	0.0	0.0	1.0	1.0	1.0
Assistant to the Chief of CPIS	0.0	0.0	1.0	1.0	1.0
Zoning Technician	2.0	3.0	0.0	0.0	0.0
Project Administrative Specialist	1.0	1.0	1.0	1.0	1.0
PGM Support Specialist	0.0	0.0	1.0	1.0	1.0
Office Associate III	1.0	1.0	0.0	0.0	0.0
Part-time Positions	0.1	0.1	0.1	0.1	0.1
Total Full Time Equivalent	12.1	13.1	13.1	13.1	14.1
Allocated to Inspection & Review Fund	(8.6)	(8.6)	(8.2)	(8.2)	(8.2)
Allocated to Water and Sewer Fund	0.0	0.0	(0.2)	(0.2)	(0.2)
Allocated to Watershed Fund	0.0	0.0	(0.1)	(0.1)	(0.1)
Net Cost to General Fund	3.5	4.5	4.7	4.7	5.7

Planning & Growth Management

Department: Planning and Growth Management 01.07.61
Division\Program: Codes, Permits & Inspection Services\Codes & Permits Fund: General
Program Administrator: Ray Shumaker, Chief of Codes, Permits, and Inspection Services
www.charlescountymd.gov/pgm/cpis/permits

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$279,520	\$320,200	\$293,100	\$299,200	(\$21,000)	-6.6%
Fringe Benefits	79,640	96,000	83,000	82,100	(13,900)	-14.5%
Operating Costs	7,124	8,100	8,200	8,200	100	1.2%
Total Expenditures	\$366,284	\$424,300	\$384,300	\$389,500	(\$34,800)	-8.2%
Revenues	\$91,954	\$82,600	\$84,800	\$84,800	\$2,200	2.7%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** reflect a reorganization that was approved at the end of FY2018 and approved salary increases for FY2020.
- The **Revenues** increase is adjusting to recent trends.

Description:

The policies of Codes & Permits provides for adequate stormwater management, stormwater conveyance facilities, water & sewer facilities, roads & grading & sediment control, through the development & implementation of ordinances standard specifications for construction, standard details, and execution of plan review. The services performed by this division include: providing plan review for all subdivisions building permits, capital improvements for grading qualitative & quantitative stormwater management roads, storm drainage, and water/sewer construction to insure compliance with County ordinance standards; grading & drainage plan reviews of the site plans for building permits and 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: bond and developer agreements; the staff receives, reviews, and issues all building, mechanical, 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 more typical projects such as garages, sheds, pools, interior alterations, wood stoves, & barns. Codes & Permits also receives, reviews, and issues Development Services permits for Developer Infrastructure projects related to stormwater management; storm drainage; water; sewer; road; grading; and sediment & erosion control.

Positions:

	FY16	FY17	FY18	FY19	FY20
Title	FTE	FTE	FTE	FTE	FTE
Engineer I - IV	4.0	4.0	1.0	1.0	1.0
Development Services Manager	1.0	1.0	0.0	0.0	0.0
Building Code Official	1.0	1.0	1.0	1.0	1.0
Permits Processing Supervisor	1.0	1.0	1.0	1.0	1.0
Right of Way & Bonding Specialist	0.0	0.0	1.0	1.0	1.0
ROW Agent	1.0	1.0	0.0	0.0	0.0
Development & Bond Specialist	1.0	1.0	0.0	0.0	0.0
Water/WW Permit Technician	1.0	1.0	0.0	0.0	0.0
Permit Technician	0.0	0.0	1.0	1.0	1.0
Ombudsman	1.0	1.0	0.0	0.0	0.0
Administrative Associate	1.0	1.0	0.0	0.0	0.0
Permit Specialist	3.0	3.0	3.0	4.0	4.0
PGM Support Specialist	0.0	0.0	2.0	1.0	1.0
Office Associate I-III	4.0	4.0	0.0	0.0	0.0
PGM Receptionist	0.0	0.0	2.0	2.0	2.0
Total Full Time Equivalent	19.0	19.0	12.0	12.0	12.0
Allocated to:					
Inspection & Review Fund	(8.7)	(8.7)	(4.0)	(4.0)	(4.0)
Watershed Protection & Restoration Fund	(0.6)	(0.6)	(0.4)	(0.4)	(0.4)
Water & Sewer Fund	(3.9)	(3.9)	(2.8)	(2.8)	(2.8)
Net Cost to General Fund	5.9	5.9	5.0	5.0	5.0

Economic Development Summary

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$795,448	\$842,700	\$845,200	\$861,500	\$18,800	2.2%
Fringe Benefits	200,057	222,100	197,000	198,400	(23,700)	-10.7%
Operating Costs	564,560	719,700	1,719,200	719,200	(500)	-0.1%
Agency Funding	138,183	138,500	308,500	238,500	100,000	72.2%
Total Expenditures	\$1,698,248	\$1,923,000	\$3,069,900	\$2,017,600	\$94,600	4.9%
Revenues	\$14,171	\$15,700	\$15,500	\$15,500	(\$200)	-1.3%
Total Expenditures as % of Budget:	0.4%	0.5%	0.7%	0.5%		

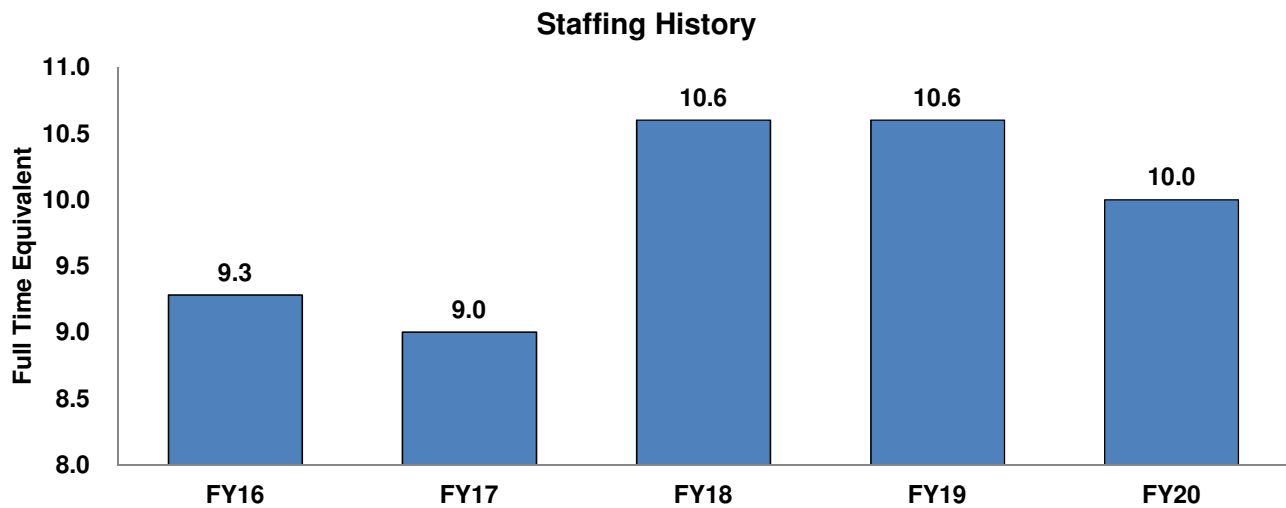


Economic Development Objectives/Measurements & Staffing History

<u>Objectives & Measurements:</u>	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Estimated
<i>Objective: Support a healthy, local economy in Charles County.</i>					
County unemployment rate	4.7	4.3	4.7	3.9	4.3
<i>Objective: Increase employment in the County.</i>					
Average annual employment in County	43,362	41,713	41,808	43,000	43,000
Job creation (above average salary)	1,150	(939)*	554	600	600

*A significant portion of the job losses were in the construction industry likely due to the completion of the CPV St. Charles power generation facility and the closing of Fachina Construction Company.

Economic Development Staffing History



<u>Positions by Program:</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
Economic Development Department	9.3	9.0	10.6	10.6	10.0
Total Full Time Equivalent	9.3	9.0	10.6	10.6	10.0

Economic Development

Department: Economic Development 01.38.126
Division\Program: Economic Development Department Fund: General
Program Administrator: Darrell Brown, Esq., Director of Economic Development
 Address: 10665 Stanhaven Place, Suite 206, White Plains, MD 20695 301-885-1340
www.meetcharlescounty.com 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$795,448	\$842,700	\$845,200	\$861,500	\$18,800	2.2%
Fringe Benefits	200,057	222,100	197,000	198,400	(23,700)	-10.7%
Operating Costs	564,560	719,700	1,719,200	719,200	(500)	-0.1%
Agency Funding	50,500	50,500	50,500	50,500	0	0.0%
Total Expenditures	\$1,610,565	\$1,835,000	\$2,811,900	\$1,829,600	(\$5,400)	-0.3%
Revenues	\$14,171	\$15,700	\$15,500	\$15,500	(\$200)	-1.3%

Economic Development Goals & Objectives:

- Implement the 5-year Economic Development Strategic Plan for Charles County to include metrics and performance measurements.
- Implement Commissioner goals and objectives through five-year Economic Development Strategic Plan.
- Collaborate with the Town of Indian Head to develop a plan to increase business development in the Town of Indian Head and support the Naval Support Facility of Indian Head.
- Engage with Department of Planning & Growth Management to streamline the County's Business permitting process.
- Work across Charles County government with all departments to ensure a team approach toward economic development.
- Participate with the Planning & Growth Management Department on matters on zoning and land use.
- Communicate with the Tri-County Council on regional economic development and workforce development efforts.
- Coordinate with key stakeholders on all economic development projects on-going and those projects that are in the planning stages.
- Enhance business attraction by increasing awareness of Charles County as an attractive business location within the DC Metro region, particularly amongst site selection consultants, corporate executives, and commercial real estate professionals.
- Complete Business Retention and Expansion Report and launch follow-up programs for supporting local business.
- Promote the two Economic Development Loan Funds in order to increase the number of loans made to minority-women-, and veteran-owned businesses as well as to small local businesses in target industries.
- Prioritize and coordinate efforts to position the department to take the lead on all economic development activities in Charles County, working in a proactive manner.
- Establish metrics and performance goals for the department.
- Encourage investment in commercial development in order to increase the commercial tax base.
- Work toward eliminating or mitigating gaps and barriers to business investment in the County.
- Enhance the County's competitiveness in the DC Metro region.
- Provide oversight of the Minority Business Enterprise (MBE) Program and administer the Small Local Business Enterprise (SLBE) Program, including: development of policies & procedures, marketing & outreach, processing and registration of applicants, inclusion in formal and non-formal procurement, and monitoring of performance.
- Support agriculture and aquaculture industries with innovative programs to ensure viability and sustainability.

Positions:

Title	FY16 FTE	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE
Director of Economic Development	1.0	1.0	1.0	1.0	1.0
Deputy Director	0.0	1.0	1.0	1.0	1.0
Chief of Business Development	0.0	1.0	1.0	1.0	1.0
Business Development Managers	2.0	0.0	0.0	0.0	0.0
Agriculture Business Development Manager	0.0	0.0	1.0	1.0	1.0
Redevelopment Manager	1.0	1.0	1.0	1.0	1.0
Business Development Specialist	1.0	1.0	1.0	1.0	1.0
Economic Research Specialist	1.0	1.0	1.0	1.0	1.0
Marketing Coordinator	0.0	1.0	1.0	1.0	1.0
Project Coordinator	1.0	1.0	1.0	1.0	1.0
Administrative Associate	1.0	1.0	1.0	1.0	1.0
Part Time	1.3	0.0	0.6	0.6	0.0
Total Full Time Equivalent	9.3	9.0	10.6	10.6	10.0

Economic Development

Department: Economic Development

01.39

Division\Program: Other

Fund: General

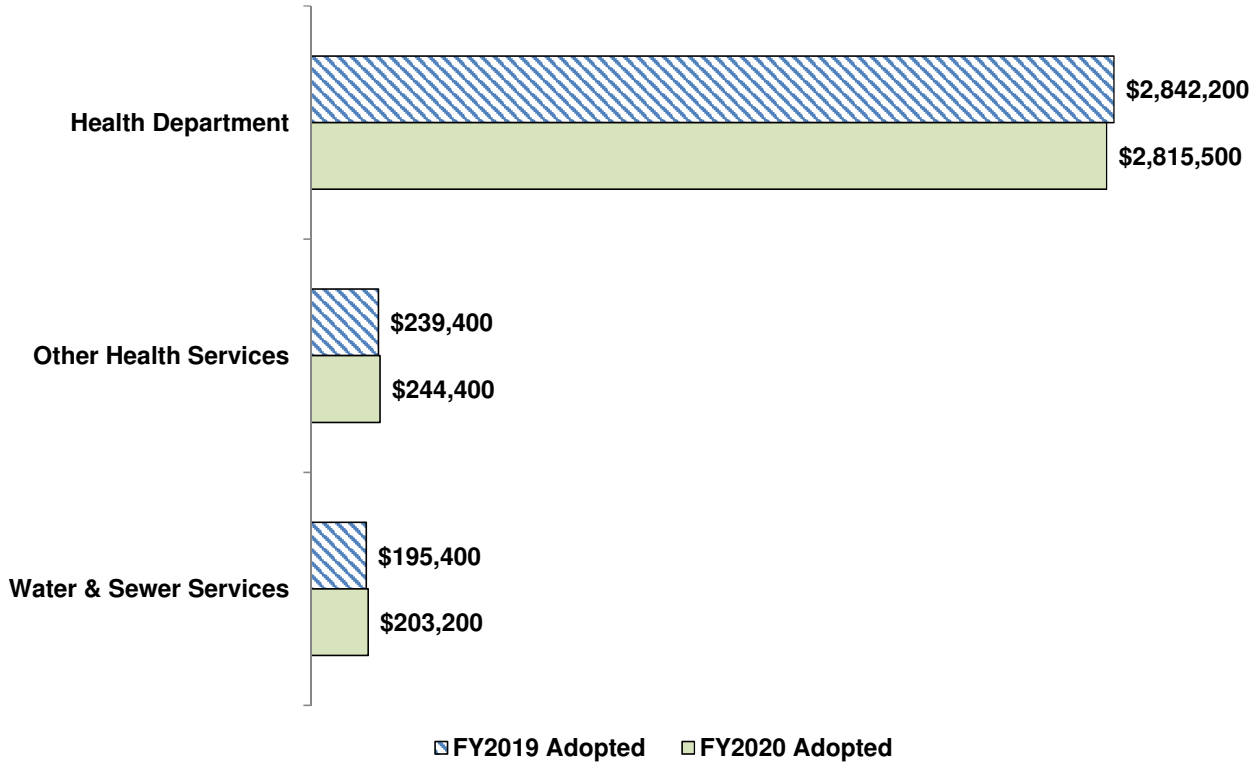
Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Agency Funding	\$87,683	\$88,000	\$258,000	\$188,000	\$100,000	113.6%
Total Expenditures	\$87,683	\$88,000	\$258,000	\$188,000	\$100,000	113.6%

Changes and Useful Information:

- Budget provides funding for agencies who support local economic development and provide tourism related activities within Charles County.
 - The Economic Development Department make recommendations of funding levels and monitors progress of funding provided to agencies for economic development related activities.
 - Applications from not-for-profit agencies, recommendations of funding levels, and monitoring of funding for tourism related activities are made by Recreation, Parks, and Tourism Department.
- The FY2020 **Agency Funding** increase is to support the Velocity Center in Indian Head. This is a project led by the College of Southern Maryland in collaboration with our local community and naval base. The Velocity Center is designed to be space for innovation and collaboration for the college, for the Navy, and for the community.

Health Summary

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$33,847	\$33,900	\$9,200	\$9,200	(\$24,700)	-72.9%
Fringe Benefits	2,694	2,800	800	800	(2,000)	-71.4%
Operating Costs	328,327	355,400	363,200	363,200	7,800	2.2%
Agency Funding	2,858,818	2,884,900	2,894,900	2,889,900	5,000	0.2%
Total Expenditures	\$3,223,687	\$3,277,000	\$3,268,100	\$3,263,100	(\$13,900)	-0.4%
Revenues	\$67,831	\$81,000	\$81,000	\$81,000	\$0	0.0%
Total Expenditures as % of Budget:	0.8%	0.8%	0.7%	0.8%		



Health Objective & Measurements

Objectives & Measurements:	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Estimated
<i>Health Department: To provide and promote public health support services to the citizens of Charles County.</i>					
# of MD Medical Assistance Applicants	5,904	4,449	5,132	5,501	5,621
# of WIC service recipients	5,870	5,312	5,170	5,375	5,400
# of services in School Health Rooms	293,373	293,675	290,460	291,569	320,726
# of seniors/ AERS services recipients	482	579	535	550	560
# of Disabilities Services recipients	764	560	537	557	582
# of infants and toddler services	383	397	410	430	450
# of Birth/Death Certificates	14,016	13,638	12,210	12,400	12,500
<i>Health Department: To protect and promote the public health of the citizens through chronic and communicable diseases surveillance, control, and prevention, health education, environmental health and clinical services.</i>					
# of Women's Health & Family Planning service recipients	1,810	1,638	984	1,000	1,000
# of Reproductive Health Promotion through folic acid distribution	392	1,768	1,261	1,200	1,200
# of clients STD Clinic	1,258	417	513	603	660
# of HIV Testing & Counseling recipients	580	880	978	1,100	1,100
# of Breast and Cervical Cancer screening recipients	89	127	164	140	150
# of Colonoscopy service recipients	27	43	55	40	40
# Adult Dental Clinical service recipients	1,319	2,982	1,529	1,200	1,200
# Child Dental Clinical service recipients	2,314	2,093	1,994	1,500	1,500
# Dental Health Education recipients	8,731	10,386	10,859	10,000	11,000
# of Anti-TB treatment	65	20	29	35	40
# TB testing service recipients	107	56	34	45	50
# of Adult Immunization recipients	539	122	105	125	135
# of children immunization recipients	233	200	184	300	300
# of annual Flu vaccination recipients	6,251	3,819	3,867	3,875	3,850
# of post-exposure Rabies vaccine recipients	236	6	26	32	40
# of Mental Health service recipients	1,097	1,081	1,145	962	1,106
# of Mental Health visits	19,092	18,578	20,161	16,782	19,299
# of Substance Use service recipients	1,643	1,345	974	1,075	1,050
# of Substance Use visits	18,730	16,193	10,707	9,660	10,200
# of smoking cessation visits	242	245	200	200	200
# of food service facility inspections	1,173	827	1,156	1,300	1,400
# of food borne illnesses investigated	8	13	8	5	5
# of animal rabies vaccine	952	921	573	600	600
# of animal bite investigations	603	367	517	530	530
# of perk tests applications/completed	476	162	139	150	150
% of perk tests completed	100%	70%	100%	100%	100%
# of well construction permits	123	175	234	230	240
% of construction permits completed	100%	100%	100%	100%	100%
# of water samples collected	1,343	839	856	800	800
# School based - fluoride varnish	1,148	1,434	1,716	2,000	2,000
# School based - sealant applications	1,873	2,201	2,581	2,500	2,500
# Community Oral Cancer Screenings	1,056	1,748	687	800	*
* Dental program will provide oral cancer screenings on-site and not in the community.					
<i>Health Department: To provide and promote age appropriate, condition specific case management and care coordination services to the citizens of Charles County.</i>					
# of communicable disease outbreak investigations and follow-up	3,581	2,141	8	5	5
# BBH - Pregnancy Care Navigation	160	67	58	100	100

Health

Department: Health 01.35
Division\Program: Department of Health Fund: General
Program Administrator: Suzan Lowry, MD FAAP, Health Officer
 Mailing Address: P.O. Box 1050, White Plains, MD 20695 301-609-6900
 Physical Address: 4545 Crain Highway, White Plains, MD 20695 8:00 a.m.-5:00 p.m. M-F
www.charlescountyhealth.org (some programs may include evening hours)

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$33,847	\$33,900	\$9,200	\$9,200	(\$24,700)	-72.9%
Fringe Benefits	2,694	2,800	800	800	(2,000)	-71.4%
Operating Costs	138,536	160,000	160,000	160,000	0	0.0%
Agency Funding	2,630,800	2,645,500	2,645,500	2,645,500	0	0.0%
Total Expenditures	\$2,805,877	\$2,842,200	\$2,815,500	\$2,815,500	(\$26,700)	-0.9%
Revenues	\$4,168	\$6,000	\$6,000	\$6,000	\$0	0.0%

Changes and Useful Information:

- The Health Department is a State Agency.
- Budget numbers listed above reflect County funding only.
 - The decrease in **Personal Services** and **Fringe Benefits** is due to a change in the salary supplement to the Health Department based on turnover of personnel.

Description:

The Charles County Department of Health provides advice and assistance to the County Commissioners, who constitute the Board of Health, on all issues relating to the Public Health of the citizens of Charles County. This is accomplished by continually assessing the county's health needs, developing and recommending policy to address those needs, and by assuring that resources are managed properly to meet the health needs of the community.

Equally important are the quality of health services provided directly to county residents. Services are grouped in five major health categories: environmental health, education & prevention programs, personal & family health, mental health, and substance abuse services.

Specific examples include Water and Sewage programs, Restaurant Inspection, Air Quality Control, Education and Nutrition Services, Adult and Adolescent Mental Health Counseling, Communicable Disease Control, Maternity and Family Planning Services, and Substance Abuse Recovery Programs.

The goals of the Charles County Department of Health are to protect the public health and minimize the incidence of preventable illness, disability, and premature death in Charles County residents from environmental and health related causes.

Positions:

There is no direct County staff associated with this budget.

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Operating Costs	189,791	195,400	203,200	203,200	7,800	4.0%
Agency Funding	228,018	239,400	249,400	244,400	5,000	2.1%
Total Expenditures	\$417,810	\$434,800		\$447,600	\$12,800	2.9%
Revenues	\$63,663	\$75,000	\$75,000	\$75,000	\$0	0.0%

Changes and Useful Information:

- **Operating Costs** represents a subsidy to the Water & Sewer Fund for services rendered at Charles County's Parks, Community Centers, Libraries, and Sheriff Operated Facilities.
- The **Agency Funding** budget represents funding of \$124,000 for Mosquito Control, a \$5,000 increase from FY2019, and \$120,400 to the State Department of Health & Mental Hygiene.
- **Revenues** represent Neighborhood participation in Mosquito Control program.

Social Services Summary

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	(\$1,457)	\$0	\$0	\$0	\$0	N/A
Agency Funding	1,399,000	1,369,000	2,469,500	1,382,000	13,000	0.9%
Total Expenditures	\$1,397,543	\$1,369,000	\$2,469,500	\$1,382,000	\$13,000	0.9%
Total Expenditures as % of Budget:	0.3%	0.3%	0.6%	0.3%		

Changes and Useful Information:

- The FY2020 **Total Expenditures** budget represents funding for the Department of Social Services, funding for Southern Maryland Tri-County Community Action Committee, Tri-County Youth Services Bureau, and Children's Aid Society which are required by County Code. Funding for the Charles County Charitable Trust, Inc. is also included.
- The increase for **FY2020** is to provide additional funding to the Department of Social Services for their Outreach Coordinator position. The position will increase the Department's visibility in the broader community by cultivating relationships with business, individuals, the faith based community, and other relevant organizations and to intensifying involvement with faith and community based organizations in an effort to maximize the use and impact of mutual resources in building community.

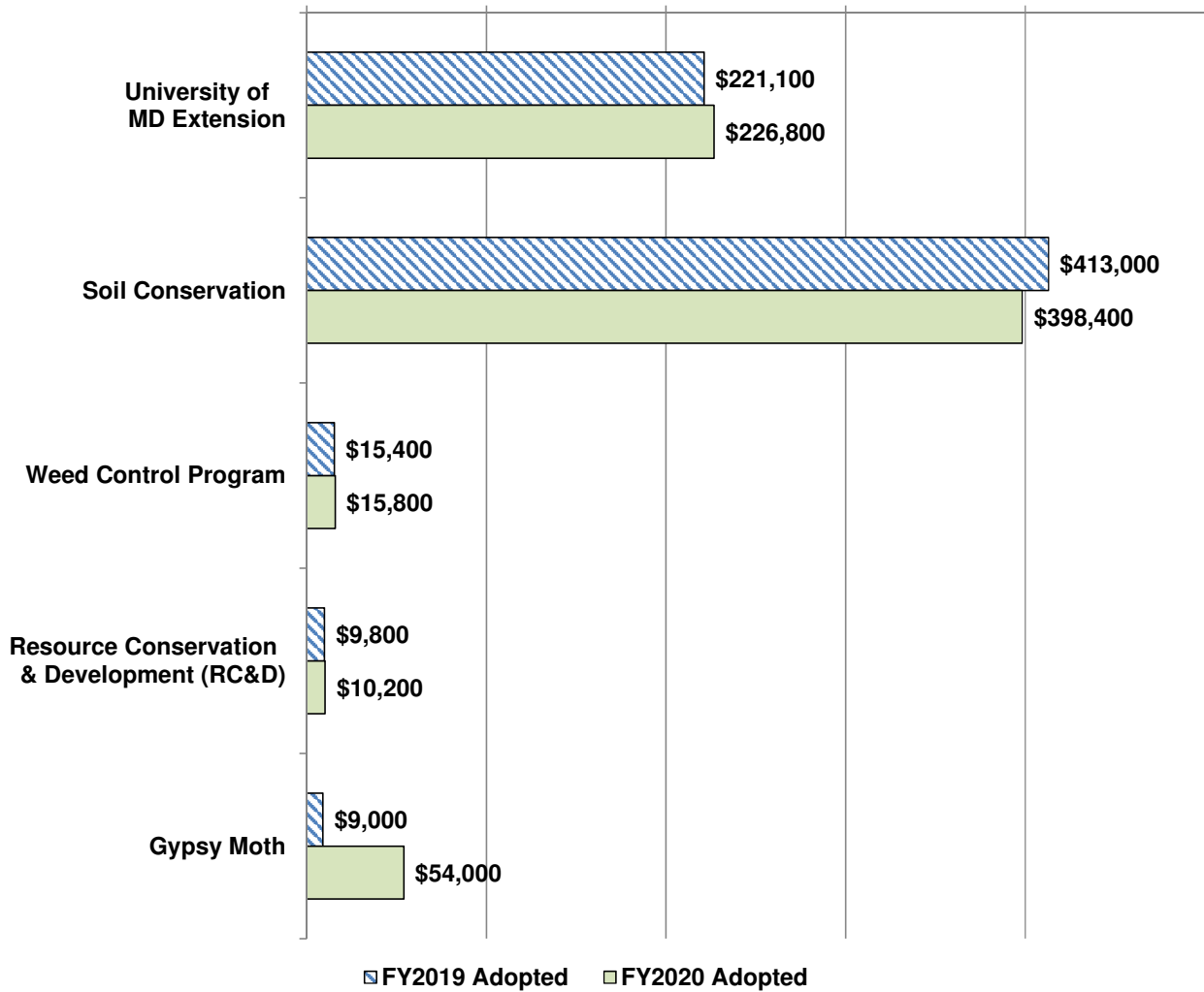
Description:

<u>Agency Funding</u>	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019
Department of Social Services (DSS)	341,000	\$311,000	\$324,000	\$324,000	\$13,000
Non-Profit Grant Award Program	784,100	784,100	1,000,000	784,100	0
Charles County Charitable Trust, Inc.	225,200	225,200	251,800	225,200	0
Tri-County Community Action Committee*	4,000	4,000	4,000	4,000	0
Tri-County Youth Services Bureau (TCYSB)*	43,700	43,700	43,700	43,700	0
Children's Aid Society (CAS)*	1,000	1,000	1,000	1,000	0
TOTAL SOCIAL SERVICES	\$1,399,000	\$1,369,000	\$2,469,500	\$1,382,000	\$13,000

*funding required by County Code.

Conservation of Natural Resources Summary

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$291,210	\$315,900	\$296,400	\$299,400	(\$16,500)	-5.2%
Fringe Benefits	112,491	118,600	121,300	121,300	2,700	2.3%
Operating Costs	252,081	224,200	236,300	229,900	5,700	2.5%
Agency Funding	11,050	9,600	14,600	54,600	45,000	468.8%
Total Expenditures	\$666,831	\$668,300	\$668,600	\$705,200	\$36,900	5.5%
Revenues	\$102,842	\$103,200	\$103,400	\$103,400	\$200	0.2%
Total Expenditures as % of Budget:	0.2%	0.2%	0.2%	0.2%		



Conservation of Natural Resources

Department: University of MD Extension 01.49
Division\Program: University of MD Extension Fund: General
Program Administrator: Karol Dyson, Area Extension Director for Calvert, Charles, and St. Mary's
 Address: 9375 Chesapeake Street #119, La Plata, MD 20646 301-934-5403 301-753-8195
<https://extension.umd.edu/charles-county> 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Operating Costs	\$250,948	\$221,100	\$233,200	\$226,800	\$5,700	2.6%
Total Expenditures	\$250,948	\$221,100	\$233,200	\$226,800	\$5,700	2.6%

Changes and Useful Information:

- **Operating Costs** increase includes funding for approved salary increases. University of Maryland Extension employees are State employees and the County's contribution assists with covering the cost associated with this program.

Description:

Our Mission: The University of MD Extension Service Mission is to educate citizens in the application of practical, research based information concerning critical issues in agriculture, food, natural resources, youth and family.

Our Vision: The University of MD Extension Service vision is to empower people, through education, to make sound decisions throughout their lives.

The Charles County office of the University of MD Extension offers programs in Enhancing Agricultural Profitability, Preserving Natural Resources and Increasing Family Economic Stability.

Objectives & Measurements:

	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Estimated
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4-H and Youth Development

Objective: To enable youth to develop contemporary life skills and reach their full potential by participating in the 4-H Youth Development program which offers high quality curriculum and multiple delivery methods.

# of Youth Enrolled in 4-H	645	1,041	2,056	1,250	1,400
Per FTE 2.5*	430	416	822	500	560
# of Youth Reached in School & Special Interest Programs	2,072	3,674	2,799	2,800	3,000
Per FTE 2.5*	1,381	1,470	1,119	1,120	1,200

*Increase of 1 FTE starting in 2016.

Objective: To increase the abilities of Extension volunteers to successfully carry out Extension programs.

# of Adult Volunteers Enrolled	232	248	212	275	275
Per FTE 2*	154	124	106	137	137
# of Volunteers Hours Given	32,480	47,580	40,492	50,000	50,000
Per FTE 2*	21,653	23,790	20,246	25,000	25,000

*0.5 FTE Program delivery was in our elementary schools and did not work with volunteers.

Family and Consumer Sciences

Objective: To promote the adoption of good nutrition and safe food handling practices, targeting high risk groups including youth, senior citizens and young families.

# of Participants Receiving Information	1,175	1,019	1,248	1,400	1,400
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Objective: For Participants to develop and improve individual, family, home, financial, and/or community responsibility through work, family and community involvement.

# of Participants Receiving Information	485	400	500	500	500
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Agriculture and Natural Resources:

Objective: To promote the adoption of best management practices and problem solving for commercial agricultural production and home horticultural activities that improves profitability, increase production efficiencies, and enhance natural resources.

# of Adults and Youth Attending Seminars	235	432	731	700	700
# of Acres of Nutrient Management Plans Written/Updated	13,922	13,187	14,362	14,500	14,500
# of Master Gardener Volunteer Hours	4,320	3,800	5,056	5,000	5,000

Conservation of Natural Resources

Department: Conservation Of Natural Resources 01.57
Division\Program: Soil Conservation Fund: General
Program Administrator: Luis Dieguez, District Manager
 Address: 4200 Gardner Road, Waldorf, MD 20601 301-638-3028
www.charlesscd.com

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$278,708	\$297,900	\$274,500	\$280,700	(\$17,200)	-5.8%
Fringe Benefits	109,594	115,100	117,200	117,700	2,600	2.3%
Agency Funding	8,200	0	0	0	0	N/A
Total Expenditures	\$396,502	\$413,000	\$391,700	\$398,400	(\$14,600)	-3.5%
Revenues	\$82,442	\$88,200	\$88,400	\$88,400	\$200	0.2%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** is based on current staffing which is offsetting the approved salary increases.
- **Revenues** represent funding from the State and Soil Conservation Plan Review Fees.

Description:

The Soil Conservation District, a political subdivision of the State, is responsible for the local direction of a program for the control of soil erosion and the urban erosion and the sediment control plan approval process. The District also reviews and approves plans for certain small ponds and this approval serves in lieu of state permits. A five member Board of Supervisors guides District operations and sets local policy and procedure. The local conservation education program focuses on Envirothon training and competition and a locally produced newsletter. The District, which is bordered by Potomac, Patuxent, and Wicomico Rivers, is an area that is changing rapidly from rural agricultural to suburban residential, commercial and industrial land uses. Even with these changes, over 60 percent of the land area in the District is wooded.

Positions:

<u>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
District Manager	1.0	1.0	1.0	1.0	1.0
Engineer II	0.0	1.0	1.0	1.0	1.0
Charles SCD Coordinator	1.0	1.0	1.0	1.0	1.0
Planning Technician	2.0	1.0	1.0	1.0	1.0
Secretary	0.9	0.9	0.9	0.9	0.9
Part Time	0.1	0.1	0.1	0.1	0.1
Total Full Time Equivalent	5.0	5.0	5.0	5.0	5.0
Grant/District Funding	(1.6)	(1.6)	(1.6)	(1.6)	(1.6)
Net Cost to General Fund	3.4	3.4	3.4	3.4	3.4

Conservation of Natural Resources

Department: Weed Control 01.22
Division\Program: Weed Control Program Fund: General
Program Administrator: Lane Heimer, Weed Control Specialist

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$6,608	\$10,900	\$10,900	\$11,300	\$400	3.7%
Fringe Benefits	825	1,400	1,400	1,400	0	0.0%
Operating Costs	1,133	3,100	3,100	3,100	0	0.0%
Total Expenditures	\$8,566	\$15,400	\$15,400	\$15,800	\$400	2.6%
Revenues	\$20,400	\$15,000	\$15,000	\$15,000	\$0	0.0%

Changes and Useful Information:

- **Personal Services** includes approved salary increases as well as the minimum wage impact.

Description:

The Charles County Weed Control Program is responsible for overseeing the control of noxious weeds in the County. The noxious weeds are Johnsongrass (*Sorghum halepense*), Shattercane (*Sorghum bicolor*), and Thistle (*Asteraceae* or *Composite* family) including Canada, Musk, Nodding, Plumless, and Bull thistle. The Multi-flora Rose Management Law falls under the jurisdiction of this program as well. All land in the county with noxious weeds fall under the scope of this program.

On-site inspections are made several times during the growing season to make sure any property infested is in compliance with the State Noxious Weed Law. There are over 50 properties representing 3,000 acres infested with thistle, and 90 properties representing 10,000 acres infested with Johnsongrass. Shattercane is also present in the county. Both the County and State highway right-of-ways have varying degrees of thistle and Johnsongrass, they are addressing the infestations to some degree. The Weed Control Program is aiding in their efforts.

Positions:

	FY16 FTE	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE
Title					
Part Time funding	0.3	0.3	0.3	0.3	0.3
Total Full Time Equivalent	0.3	0.3	0.3	0.3	0.3

Department: Conservation of Natural Resources 01.36
Division\Program: Other Fund: General

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Agency Funding	\$2,250	\$9,000	\$14,000	\$54,000	\$45,000	500.0%
Total Expenditures	\$2,250	\$9,000	\$14,000	\$54,000	\$45,000	500.0%

Changes and Useful Information:

- The FY2020 **Agency Funding** increase consists of the following:
 - Funds the Charles County Forest Conservancy District Board in the amount of \$5,000. The funds will be used to sponsor Charles County Public Schools students to attend Maryland's Natural Resources Career Camp (NRCC) Hickory and to sponsor the building of wood hobby kits on Fair Day at the Charles County Fair. Also funds online continuing education courses for Board members, marketing efforts, and planting of native trees on Arbor Day.
 - Funds the Charles County Watermen's Association in the amount of \$40,000. The funds will be used to assist Charles County waterman in planting millions of oysters in local waterways.
- Funds are provided in the amount of \$9,000 to cover any potential spraying that may be needed for the Gypsy Moth Program.

Conservation of Natural Resources

Department: Conservation of Natural Resources 01.36
Division\Program: Resource Conservation & Development (RC&D) Fund: General
Program Administrator: Patricia Pinnell, Chair
 Address: 26737 Radio Station Way, Suite D, Leonardtown, MD 20650 (301) 475-8427 ext 6
www.somdrccd.org

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$5,894	\$7,100	\$11,000	\$7,400	\$300	4.2%
Fringe Benefits	2,072	2,100	2,700	2,200	100	4.8%
Agency Funding	600	600	600	600	0	0.0%
Total Expenditures	\$8,565	\$9,800	\$14,300	\$10,200	\$400	4.1%

Description:

Southern Maryland Resource Conservation and Development (RC&D), Inc. is a private nonprofit corporation. Southern Maryland RC&D carries out community development and conservation projects in Anne Arundel, Charles, Calvert, and St. Mary's Counties. The governing board of Southern Maryland RC&D is composed of local citizens who have an interest in natural resources and community issues. They are appointed by three sponsoring groups in each county, the County Commissioners, Forestry Boards, and Soil Conservation Districts. All board members are volunteers and serve without compensation.

Mission - Working in partnership with community groups and organizations, Southern Maryland Resource Conservation and Development Inc. is dedicated to improving the quality of life in the region by enabling the people and promoting the wise use of our natural and economic resources.

Positions:	FY16	FY17	FY18	FY19	FY20
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Office Associate	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	1.0	1.0	1.0	1.0	1.0
Other Counties/Agency Funding	(0.9)	(0.9)	(0.9)	(0.9)	(0.9)
Net Cost to General Fund	0.1	0.1	0.1	0.1	0.1

Other

Department: Other Misc. Appropriations 01.48
Division\Program: Capital Project Fund: General
Program Administrator: Jenifer Ellin, Director of Fiscal & Administrative Services

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Transfers Out	\$482,500	\$3,120,000	\$2,260,000	\$2,720,000	(\$400,000)	-12.8%
Capital Outlay	11,988	0	0	0	0	N/A
Total Expenditures	\$494,488	\$3,120,000	\$2,260,000	\$2,720,000	(\$400,000)	-12.8%

Changes and Useful Information:

- **Transfers Out** represents funding for PayGo projects. Funds are transferred to the Capital Project Fund.

Description:

Represents the PayGo amount for the Capital Project Fund. PayGo is defined as using current operating revenue to pay for a capital project, typically one that is either small in value or has a short useful life. PayGo funds are also used to supplement Bond funding by using one-time revenues or fund balance to help pay for projects. See the Capital Project Tab for complete project listing and descriptions of each project.

Projects:	FY2018 Actual	FY2019 Adopted	FY2020 Adopted
<u>BOARD OF EDUCATION</u>			
Security Enhancements - Various Schools	\$0	\$2,000,000	\$0
Full Day Kindergarten Addition: Malcolm E.S.	0	0	20,000
Full Day Kindergarten Addition: J.P. Ryon E.S.	0	0	17,000
<u>TRANSPORTATION</u>			
Road Overlay Program	0	0	400,000
Traffic Signal Program	31,000	31,000	285,000
Sidewalk Improvement Program	0	0	153,000
Safety Improvement Program- Existing Roadways	0	0	141,000
County Drainage Systems Improvement Program	0	0	100,000
Miscellaneous Road Projects/Studies	37,000	269,000	0
<u>GENERAL GOVERNMENT</u>			
Capital Clubhouse Improvements	0	0	313,000
Countywide Building Re-Keying/Access Controls	0	157,000	157,000
Elite Gymnastics & Recreation Center Improvements	0	0	151,000
Charles County Welcome Signage	0	123,000	138,000
Courthouse Copula Rehabilitation	0	134,000	0
Vehicle Maintenance Shop HVAC System	0	156,000	0
Readiness and Environmental Protection Integration Program	0	0	460,000
<u>PARKS</u>			
Park Repair & Maintenance Projects	250,000	250,000	250,000
Playground Revitalization Program	0	0	75,000
Gilbert Run Boardwalk Replacement	0	0	60,000
White Plains Field Lightning	164,500	0	0
	<u>\$482,500</u>	<u>\$3,120,000</u>	<u>\$2,720,000</u>

Other

Department: Contingency 01.54
Division\Program: Contingency Fund: General
Program Administrator: Board of County Commissioners

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Operating Contingency	\$0	\$358,700	\$4,816,300	\$100,000	(\$258,700)	-72.1%
Total Expenditures	\$0	\$358,700	\$4,816,300	\$100,000	(\$258,700)	-72.1%

Description:

The County typically adopts a Reserve for Contingency budget within its operating budget for emergency expenditures or revenue shortfalls that may arise during the fiscal year.

During FY2019, Contingency funds was allocated as follows:

1. La Plata Volunteer Fire Department's water, sewer, and maintenance fees.	\$3,400
2. To assist the Town of Indian Head to perform repairs on a building that is currently being	5,440
3. To help fund the costs Health Partners has incurred to relocate the dental equipment from Bel Alton to Nanjemoy. The equipment was moved to provide dental services in Nanjemoy area.	27,520
4. Compensation Committee recommendations for elected officials and various boards.	5,800
5. For the Leave Buy Back program	239,550
Total FY2019 Contingency Use	\$281,710
Remaining Unused Balance	76,990
Total FY2018 Appropriation	\$358,700

Department: Financing Uses 01.23
Division\Program: Fiscal & Administrative Services Fund: General
Program Administrator: Jenifer Ellin, Director of Fiscal & Administrative Services

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Watershed Fund Subsidy	\$0	\$550,000	\$550,000	\$550,000	\$0	0.0%
Debt Service Fund Subsidy	1,463,412	0	0	0	0	N/A
Water & Sewer Fund Subsidy	17,972	0	0	0	0	N/A
Capital Lease Purchase	2,412,304	0	0	0	0	N/A
Total Expenditures	\$3,893,688	\$550,000	\$550,000	\$550,000	\$0	0.0%
Revenues	\$3,936,600	\$0	\$0	\$0	\$0	N/A

Changes and Useful Information:

- The **Watershed Fund Subsidy** budget is to help support the Watershed Protection & Restoration Enterprise Fund.
- In FY2018 a **Debt Service Fund Subsidy** was provided to offset a deficit position in the special revenue fund.
- The **Water & Sewer Fund Subsidy** provided in FY2018 was towards writing off outstanding water & sewer bills.
- The FY2018 **Capital Lease Purchase** represents the General Fund asset value of the Capital Lease Agreement. Starting in FY2019 this was moved to the Debt Service Fund Budget.
- **Revenue** represents Capital Lease Proceeds which offset the Capital Lease Purchase (actual may vary due to timing of purchases). Starting in FY2019 this was included in the Debt Service Fund Budget.

Enterprise Funds

ENTERPRISE FUNDS

Enterprise funds are established for operations that have a defined customer base and are primarily funded by a service fee associated directly with the operation. These operations are accounted for in a manner similar to the private sector, where budgets are used as a management tool and are subject to the amount of activity. For example, an increase in building permit activity would increase both revenues and expenditures in the Inspection and Review Fund and necessitate a budget amendment increasing the revenue and expenditure budgets.

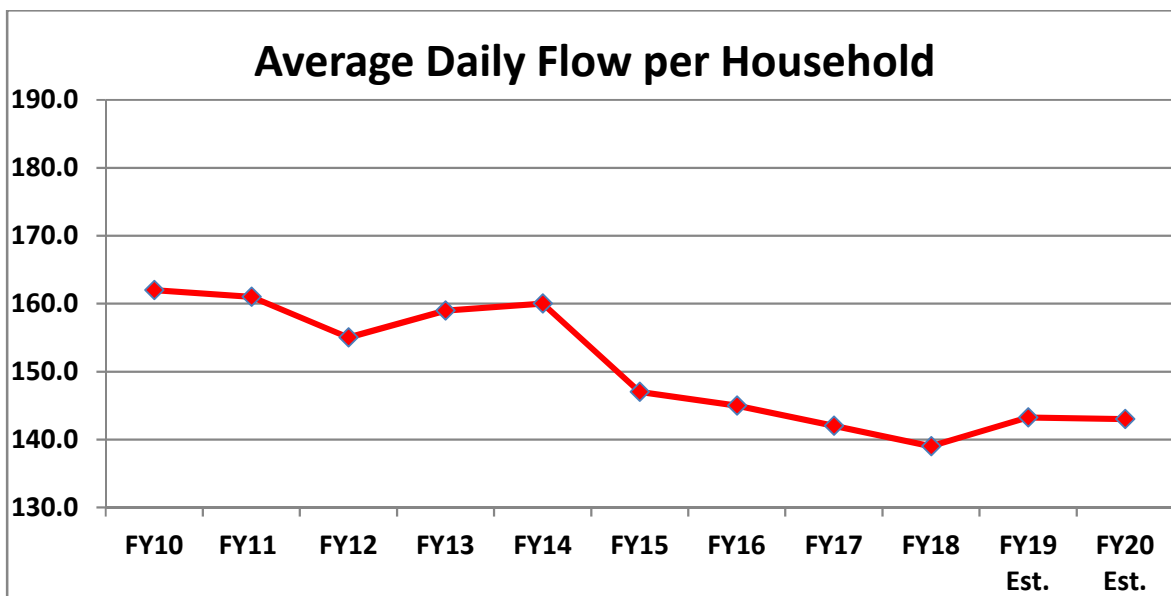
Enterprise Fund Revenues

Operating revenue budgets within these funds are estimated based on the expected level of activity unique to each operation and at a level so as to maintain a self-supporting status. These funds operate on a “break-even” basis, therefore, user fee rates are adjusted so that enough revenue is generated to pay for the system. For example, user fees & charges adopted within the Water and Sewer Fund recover the cost of supplying water to the customers, treatment of the sewer, meter reading, accounts receivable, debt service, and administrative costs of operating the system. Unlike a business enterprise, the County does not include a profit margin within its fees.

Trends and Assumptions for Revenue Estimates

Water & Sewer

The County manages many public water and sewer systems, the largest of which is the Mattawoman Wastewater Treatment Plant (MWWTP). The original concept of the plant envisioned an ultimate capacity through expansions of 50 million gallons per day. The Maryland Department of the Environment has rated the MWWTP for 20 million gallons per day. Currently, the average flow being treated is approximately 13 million gallons per day. Revenues that support these systems include user fees, connection fees, and front foot fees. The largest revenue source, user fees, is estimated based on an average flow per customer multiplied by the estimated number of customers. The number of customers is estimated based on our estimated population growth rate. The average-flow method was selected to moderate the estimates for unusual weather patterns. For example, during dry seasons customer water demand usually increases as customers water lawns and wash cars more frequently. Wet seasons produce the opposite effect. The towns of La Plata and Indian Head each have their own central sewage systems to service their citizens.



For FY20, user fees were increased by 12.1% on the average water and sewer bill. The total FY20 budget is 8.7% greater than the FY19 budget. Expenditures were adjusted to purchase additional water from WSSC, to cover increase in chemical cost based on greater usage of bioxide for odor control, for water tower inspections, and to make repairs at various locations throughout the County. The budget also supports six new full-time positions and an upgrade of a part time position to full time. Based on an average daily consumption of 143 gallons, a consumer could expect to pay approximately \$181 per quarter, approximately \$16 more. The County remains in the lower half of surrounding jurisdictions in rate comparisons.

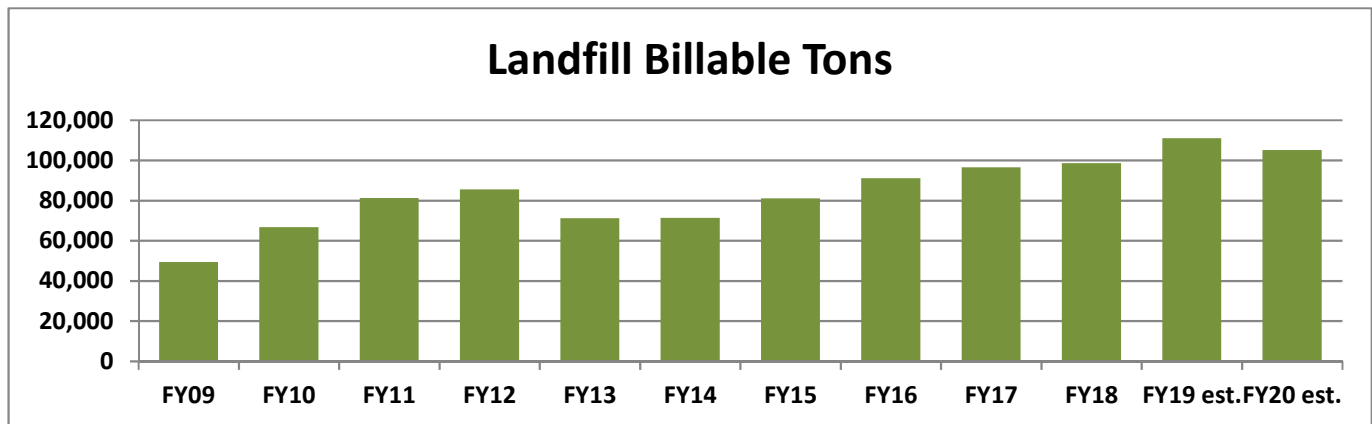
ENTERPRISE FUNDS

Solid Waste (Landfill)

An enterprise fund was established for landfill operations in the early 1990's. The tipping fee remains at \$75 per ton for FY20. This fee is the primary revenue source for the Landfill operation comprising over 85% of the revenues for this operation.

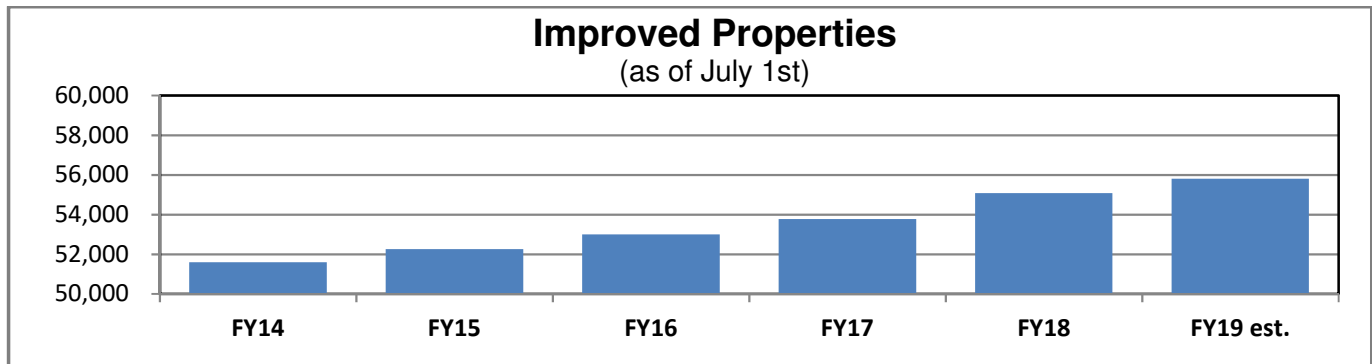
Both a fiscal and operational impact resulted from the free trade legislation approved by the Federal Government many years ago which removed restrictions on landfills and opened the waste removal business to interstate transactions. Consequently, what once was a predictable estimate for tons of waste is now a closely monitored monthly process. Revenues are estimated based on the latest trend in the waste management industry. Severe weather such as snow or ice storms (that can create hazardous driving conditions) tends to increase tonnage at the landfill due to its local access.

Although the revenues are difficult to predict, the fund remains in a financially stable position due to the County's long range planning and a decision to establish capital budget reserves for pay-as-you-go financing for future landfill expansion. The decision to pay cash for future expansions allows us to react to waste volume instead of depending on landfill revenues to pay for debt. FY20 tons are conservatively estimated. The landfill is located on a 16 acre site and is approximately 64% filled. A history of billable tons is depicted in the following graph:



Environmental Service Fund (ESF)

Recycling and environmental programs are paid with revenues generated primarily by an environmental service fee for each improved property within the County. Improved property is land with one or more structures on it. The environmental service fee accounts for approximately 90% of revenues generated in this fund. The fee is established annually based on the estimated cost of various programs divided by the number of dwelling units. Information from the tax billing system supported by information from the Maryland Department of Assessments and Taxation provides the County with a reliable count of dwelling units. A growth rate is added to the base for a total revenue estimate. The County's fee increased by \$18, to \$119 per improved property to cover the County's cost to provide curbside collection of recycling and yard waste.



NOTE: The towns of Indian Head and La Plata have their own recycling program and pay a reduced ESF fee. The rate is currently \$19 which covers Hazardous Material disposal, litter control, & other programs. Revenue is also generated from the sale of recyclable material, which is subject to marketplace pricing.

ENTERPRISE FUNDS

Watershed Protection & Restoration Program

The County's Watershed Protection and Restoration Fund is for implementation of local stormwater management plans and practices, and stream and wetland restoration activities. The fund covers related planning, mapping, monitoring, inspections, enforcement, operations and maintenance, public education and outreach, grants to non-profits, administrative costs, and debt service payments to cover the cost of capital improvements. Revenues to the fund are generated primarily by the Stormwater Remediation Fee, which is charged annually to each improved property within the County and accounts for 85% of revenues. The Stormwater Remediation fee was increased from \$61 in FY19 to \$78 per improved property in FY20 to cover the debt service related to capital projects, to fund five new full-time positions for Planning & Growth Management, and to support an Associate County Attorney position. The fee is established annually based on the estimated cost of various programs divided by the number of improved properties. Since Town of Indian Head and La Plata have their own stormwater fee for similar purposes, property owners within these town limits are not charged the county fee.

Inspection & Review

The County manages building inspections and developer plan reviews through the use of an enterprise fund. The recession in the early 1990's depressed the construction industry and left the County with high overhead costs. To allow for greater flexibility regarding the expansion and contraction of the building & renovation activities within the County this operation was privatized and is managed partly with outside contractors. Operating revenues for this fund are generated primarily by service charges for various inspections and reviews. Inspections are performed for roads, buildings, grading, water & sewer, storm drain & storm water, and sediment & erosion control. Reviews include plan and architectural reviews. Estimates are provided by the Department of Planning & Growth Management based on their measurement of plan review and building development. Revenue estimates are assumed based on current trends, including permit and population estimates, leading economic indicators, market values, and personal income. Fees are adjusted to cover the cost of providing these services. Due to one-time purchases from the prior fiscal year and anticipated expenses for FY20, overall funding was reduced by 3.6%.

Recreation

This fund is used to manage the recreational and leisure time activities for County residents including: recreational classes and special events, indoor sports leagues for youth and adult, drop-in programs, special population programs and supporting the Special Olympics, summer aquatics and swim lessons, summer sports camps, trips and tours, and amusement park discount ticket sales. Additionally, the Recreation fund accounts for the operation of the Elite Gymnastics & Recreation Center, a state-of-the-art facility, and the Waldorf Senior & Recreational Center. The County also owns the Capital Clubhouse Recreation Center, a year-round recreation and sports complex which is run by a third party contract and is not part of the County's budget. Revenues are estimated based on historical activity and changes in program offerings. Compared to FY19, operations are budgeted to increase by 12% which is mostly due to the impact of the minimum wage increase and the full year impact of the Waldorf Senior and Recreation Center.

Vending Machine Fund

Commercial vending machines, placed throughout County owned facilities, provide a modest revenue stream. A sales commission earned is used to fund various County-sponsored functions for employees. Revenues are estimated from historical data.

ENTERPRISE FUND OPERATING BUDGETS⁽¹⁾

	<u>FY2018</u> <u>Actual</u>	<u>FY2019</u> <u>Budget</u>	<u>FY2020</u> <u>Request</u>	<u>FY2020</u> <u>Adopted</u>	<u>\$ Change</u> <u>from FY2019</u>	<u>%</u> <u>Chg.</u>
Water & Sewer						
Revenue						
Service Charges	\$29,956,483	\$34,017,200	\$33,425,000	\$37,124,000	\$3,106,800	9.1%
Local Government	1,013,930	1,116,900	1,137,300	1,137,300	20,400	1.8%
Fines & Forfeitures	676,673	657,800	670,000	670,000	12,200	1.9%
Rent Revenues	245,311	250,000	230,000	230,000	(20,000)	-8.0%
Licenses & Permits	79,390	81,700	81,700	81,700	0	0.0%
Miscellaneous	82,574	51,200	50,700	50,700	(500)	-1.0%
Operating Revenues	\$32,054,361	\$36,174,800	\$35,594,700	\$39,293,700	\$3,118,900	8.6%
Fund Balance Appropriation	200,042	304,000	366,700	366,700	62,700	20.6%
Total	\$32,254,403	\$36,478,800	\$35,961,400	\$39,660,400	\$3,181,600	8.7%
Expense						
Personal Services	\$8,798,956	\$9,417,800	\$9,747,800	\$9,954,400	\$536,600	5.7%
Fringe Benefits	2,837,532	3,564,000	3,760,700	3,748,800	184,800	5.2%
Operating Costs	12,733,484	16,426,000	17,981,900	17,981,600	1,555,600	9.5%
Debt Service	5,257,774	6,191,400	6,888,100	6,888,100	696,700	11.3%
Operating Contingency	0	0	295,100	87,400	87,400	NA
Capital Outlay	667,708	738,600	745,500	745,500	6,900	0.9%
Capital Projects	198,500	141,000	254,600	254,600	113,600	80.6%
Total	\$30,493,954	\$36,478,800	\$39,673,700	\$39,660,400	\$3,181,600	8.7%
Variance	\$1,760,449	\$0	(\$3,712,300)	\$0		

Solid Waste

Revenue						
Service Charges	\$7,678,705	\$7,487,000	\$8,329,400	\$8,329,400	\$842,400	11.3%
Licenses & Permits	7,205	3,000	3,000	3,000	0	0.0%
Miscellaneous	(153)	2,400	7,100	7,100	4,700	195.8%
Operating Revenues	\$7,685,757	\$7,492,400	\$8,339,500	\$8,339,500	\$847,100	11.3%
Fund Balance Appropriation	527,680	520,000	1,278,000	1,278,000	758,000	145.8%
Total	\$8,213,437	\$8,012,400	\$9,617,500	\$9,617,500	\$1,605,100	20.0%
Expense						
Personal Services	\$1,661,116	\$1,728,600	\$1,804,100	\$1,860,600	\$132,000	7.6%
Fringe Benefits	508,650	644,000	700,600	699,500	55,500	8.6%
Operating Costs	1,014,685	1,084,700	1,486,600	1,486,600	401,900	37.1%
Debt Service	60,203	109,200	187,200	187,200	78,000	71.4%
Operating Contingency	0	0	81,900	26,500	26,500	NA
Landfill Expansion/Closure	3,674,100	3,349,300	3,713,700	3,713,700	364,400	10.9%
Capital Outlay	550,161	526,200	1,073,000	1,073,000	546,800	103.9%
Equipment/Tech Reserve	570,400	570,400	570,400	570,400	0	0.0%
Total	\$8,039,315	\$8,012,400	\$9,617,500	\$9,617,500	\$1,605,100	20.0%
Variance	\$174,122	\$0	\$0	\$0		

Footnotes:

(1) Information reported is based on a budgetary basis, which in some cases varies from an accounting basis.
 For rate setting purposes, capital outlay, principal payments on debt services, and sinking fund reserves are listed above.
 These items are not recorded on the County's Statement of Revenues, Expenses, and changes in Net Assets.

ENTERPRISE FUND OPERATING BUDGETS⁽¹⁾

	FY2018 <u>Actual</u>	FY2019 <u>Budget</u>	FY2020 <u>Request</u>	FY2020 <u>Adopted</u>	\$ Change from FY2019	% Chg.
Environmental Services						
Revenue						
Service Charges	\$5,438,100	\$5,438,100	\$5,503,800	\$6,511,900	1,073,800	19.7%
Interest Income	10,000	10,000	10,000	10,000	0	0.0%
Operating Revenues	\$5,448,100	\$5,448,100	\$5,513,800	\$6,521,900	\$1,073,800	19.7%
Fund Balance Appropriation	0	0	378,000	498,000	498,000	N/A
Total	\$5,448,100	\$5,448,100	\$5,891,800	\$7,019,900	\$1,571,800	28.9%
Expense						
Personal Services	\$1,025,336	\$1,090,500	\$1,103,700	\$1,164,100	\$73,600	6.7%
Fringe Benefits	303,953	326,000	339,600	343,200	17,200	5.3%
Operating Costs	2,944,440	3,210,200	3,590,600	4,523,100	1,312,900	40.9%
Debt Service	729,651	489,400	204,800	204,800	(284,600)	-58.2%
Operating Contingency	0	0	92,400	48,800	48,800	N/A
Capital Outlay	90,678	196,000	598,000	598,000	402,000	205.1%
Equipment Reserve	121,000	121,000	121,000	121,000	0	0.0%
Agency Funding	0	15,000	16,900	16,900	1,900	12.7%
Total	\$5,215,058	\$5,448,100	\$6,067,000	\$7,019,900	\$1,571,800	28.9%
Variance	\$233,042	\$0	(\$175,200)	\$0		

Watershed Protection and Restoration

Revenue						
Service Charges	\$2,903,820	\$3,145,400	\$3,208,800	\$4,090,500	\$945,100	30.0%
Interest Income	6,802	7,200	7,200	7,200	0	0.0%
Operating Revenues	\$2,910,622	\$3,152,600	\$3,216,000	\$4,097,700	\$945,100	30.0%
General Fund Subsidy	0	550,000	550,000	550,000	0	0.0%
Fund Balance Appropriation	218,355	117,000	117,000	117,000	0	0.0%
Total	\$3,128,977	\$3,819,600	\$3,883,000	\$4,764,700	\$945,100	24.7%
Expense						
Personal Services	\$290,278	\$320,500	\$603,800	\$611,900	\$291,400	90.9%
Fringe Benefits	78,245	101,000	197,700	199,300	98,300	97.3%
Operating Costs	1,450,606	1,667,300	1,930,900	1,930,900	263,600	15.8%
Agency Funding	4,000	10,000	10,300	10,300	300	3.0%
Debt Service	1,097,897	1,653,800	1,942,300	1,942,300	288,500	17.4%
Operating Contingency	0	0	12,700	3,000	3,000	N/A
Capital Budget Reserve	120,000	67,000	67,000	67,000	0	0.0%
Total	\$3,041,026	\$3,819,600	\$4,764,700	\$4,764,700	\$945,100	24.7%
Variance	\$87,950	\$0	(\$881,700)	\$0		

Footnotes:

(1) Information reported is based on a budgetary basis, which in some cases varies from an accounting basis. For rate setting purposes, capital outlay, principal payments on debt services, and sinking fund reserves are listed above. These items are not recorded on the County's Statement of Revenues, Expenses, and changes in Net Assets.

ENTERPRISE FUND OPERATING BUDGETS⁽¹⁾

	<u>FY2018</u> <u>Actual</u>	<u>FY2019</u> <u>Budget</u>	<u>FY2020</u> <u>Request</u>	<u>FY2020</u> <u>Adopted</u>	<u>\$ Change</u> <u>from FY2019</u>	<u>%</u> <u>Chg.</u>
Inspections and Review						
Revenue						
Service Charges	\$3,635,065	\$4,073,200	\$4,106,100	\$4,106,100	\$32,900	0.8%
Operating Revenues	\$3,635,065	\$4,073,200	\$4,106,100	\$4,106,100	\$32,900	0.8%
Transfers from General Fund	4,206	9,700	9,700	9,700	0	0.0%
Fund Balance Appropriation	0	188,800	0	0	(188,800)	N/A
Total	\$3,639,271	\$4,271,700	\$4,115,800	\$4,115,800	(\$155,900)	-3.6%
Expense						
Personal Services	\$1,311,295	\$1,475,300	\$1,701,200	\$1,561,200	\$85,900	5.8%
Fringe Benefits	401,018	478,000	579,200	494,800	16,800	3.5%
Operating Costs	1,934,843	1,998,700	2,018,800	1,936,600	(62,100)	-3.1%
Debt Service	25,730	34,300	35,800	35,800	1,500	4.4%
Operating Contingency	0	43,400	110,900	65,700	22,300	51.4%
Capital Outlay	295,472	223,000	0	0	(223,000)	N/A
Agency Funding	0	19,000	21,700	21,700	2,700	14.2%
Total	\$3,968,358	\$4,271,700	\$4,467,600	\$4,115,800	(\$155,900)	-3.6%
Variance	(\$329,087)	\$0	(\$351,800)	\$0		

Recreation

Revenue						
Service Charges	\$1,661,748	\$2,090,500	\$2,232,800	\$2,232,800	\$142,300	6.8%
Rent Revenue	36,737	11,800	11,800	11,800	0	0.0%
Miscellaneous	34,167	40,500	34,000	34,000	(6,500)	-16.0%
State Grants	20,949	20,900	20,900	20,900	0	0.0%
Operating Revenues	\$1,753,601	\$2,163,700	\$2,299,500	\$2,299,500	\$135,800	6.3%
Transfers from General Fund	0	0	0	132,700	132,700	N/A
Total	\$1,753,601	\$2,163,700	\$2,299,500	\$2,432,200	\$268,500	12.4%
Expense						
Personal Services	\$894,863	\$1,092,700	\$1,184,600	\$1,313,100	\$220,400	20.2%
Fringe Benefits	121,194	180,000	173,500	188,400	8,400	4.7%
Operating Costs	657,895	887,200	922,100	926,900	39,700	4.5%
Debt Service	3,302	0	0	0	0	N/A
Operating Contingency	0	3,800	19,300	3,800	0	0.0%
Total	\$1,677,254	\$2,163,700	\$2,299,500	\$2,432,200	\$268,500	12.4%
Variance	\$76,347	\$0	\$0	\$0		

Footnotes:

(1) Information reported is based on a budgetary basis, which in some cases varies from an accounting basis. For rate setting purposes, capital outlay, principal payments on debt services, and sinking fund reserves are listed above. These items are not recorded on the County's Statement of Revenues, Expenses, and changes in Net Assets.

ENTERPRISE FUND OPERATING BUDGETS⁽¹⁾

	<u>FY2018 Actual</u>	<u>FY2019 Budget</u>	<u>FY2020 Request</u>	<u>FY2020 Adopted</u>	<u>\$ Change from FY2019</u>	<u>% Chg.</u>
Vending Machine						
Service Charges	\$164,136	\$138,800	\$138,800	\$138,800	\$0	0.0%
Operating Costs	\$106,784	\$138,800	\$138,800	\$138,800	\$0	0.0%
Variance	\$57,352	\$0	\$0	\$0		

Total Enterprise Funds

Total Revenues	\$54,601,925	\$60,333,100	\$61,907,800	\$67,749,300	\$7,416,200	12.3%
Total Expenses	\$52,541,750	\$60,333,100	\$67,028,800	\$67,749,300	\$7,416,200	12.3%
Variance	\$2,060,175	\$0	(\$5,121,000)	\$0		

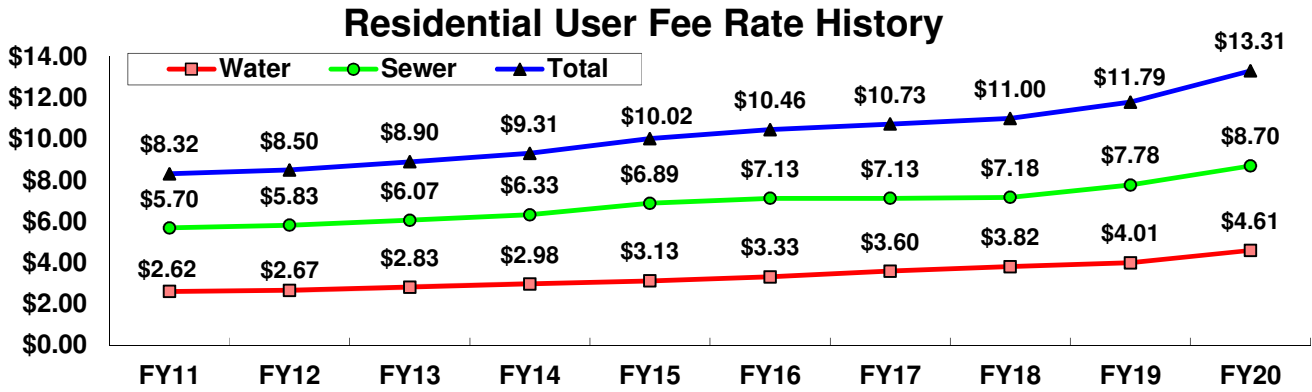
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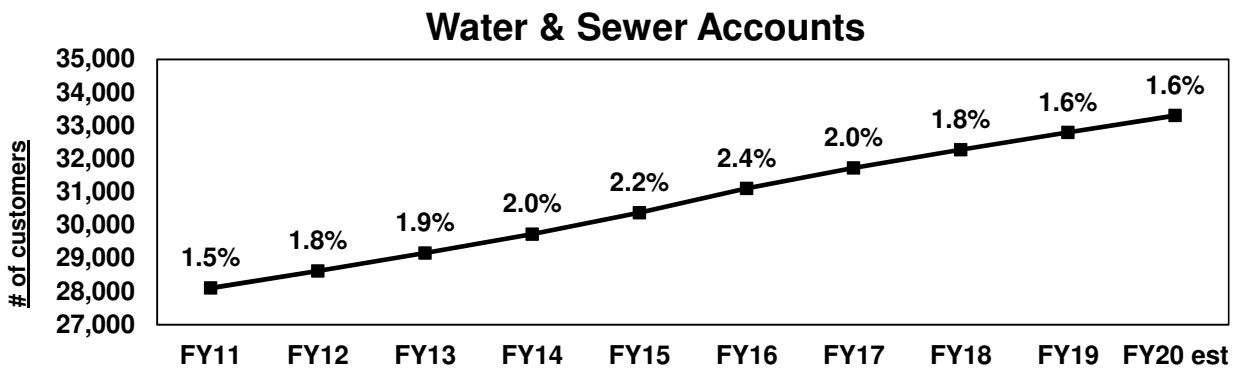
Water and Sewer Fund

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

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



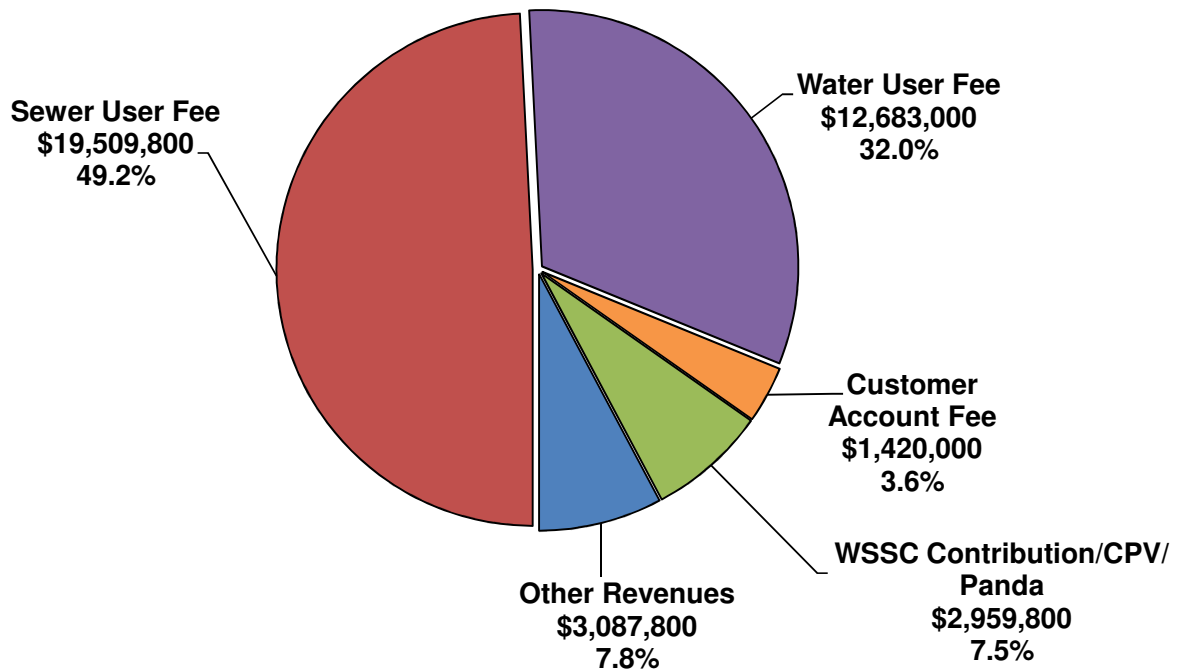
Water User Fee Rate		FY2020 Rates:
Single Family Residential: 0 - 18,000 gallons.....		\$4.61 per 1,000 gallons
Single Family Residential: 18,001 - 24,000 gallons.....		\$9.22 per 1,000 gallons
Single Family Residential: Over 24,000 gallons.....		\$13.83 per 1,000 gallons
Multi-Family/Commercial: based on metered usage.....		\$5.57 per 1,000 gallons
Sewer User Fee Rate		
Single Family Residential: Billing capped at 24,000 gallons.....		\$8.70 per 1,000 gallons
Multi-Family/Commercial: based on metered usage.....		\$8.70 per 1,000 gallons
Customer Account Fee		
Customer Account Charge.....		\$10.15 flat fee
Sewer "Only" Non-Metered Customer Account Charge.....		\$5.12 flat fee
Late Payment Penalty.....		10% of current bill plus 3% of arrear bills
Other Fees		
Water Leak Test.....		\$51
Water Meter Test - 5/8" Meters to 8" Meters.....		\$155 to \$399
Reconnect/Disconnect of Water Service (weekdays).....		\$52
Reconnect/Disconnect Water Service (evenings/weekends/holidays).....		\$121



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

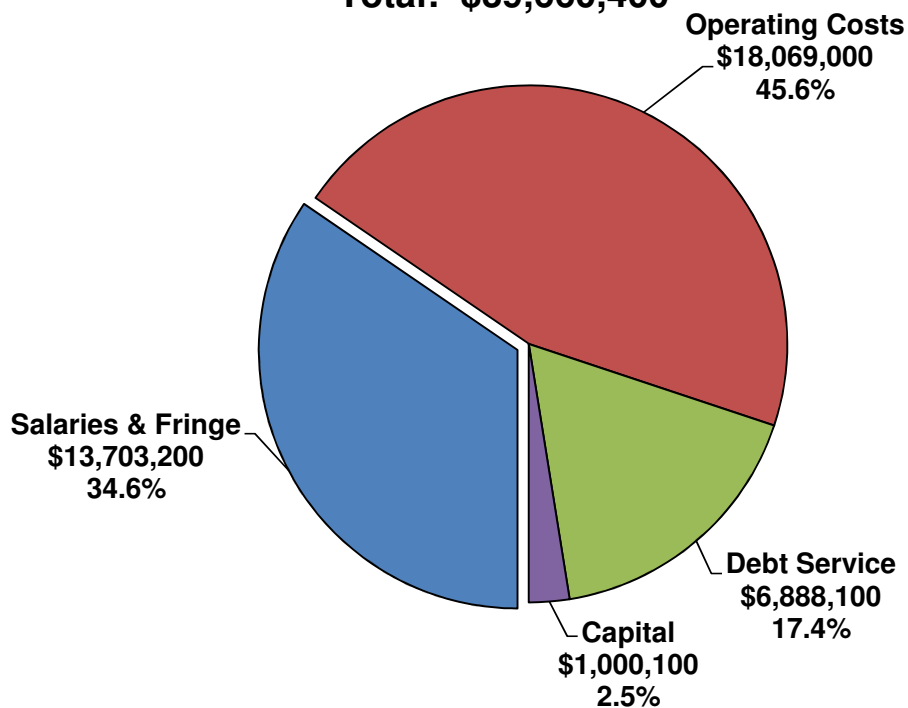
FY2020 Operating Revenues by Funding Source

Total: \$39,660,400



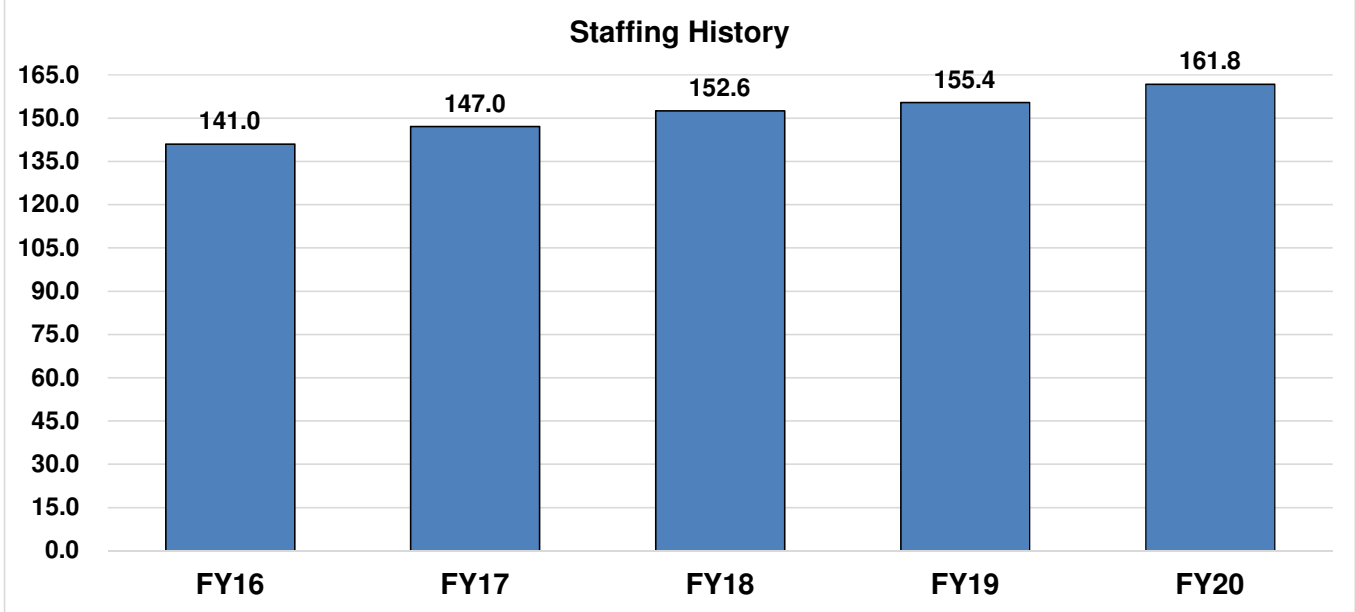
FY2020 Operating Expenses by Account Classification

Total: \$39,660,400



Represents costs associated with the operation and maintenance of the Water and Sewer Fund. Costs, including additional debt service related to funding capital projects for new or future customers are not included.

Water and Sewer Staffing History



Positions by Program:

	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
DPW-UT					
Sewer	45.0	47.4	47.5	50.5	53.8
Mattawoman	35.1	36.4	39.4	37.7	39.1
Water	39.5	40.7	43.6	44.5	45.8
Meters	6.1	6.1	7.1	7.1	7.1
DPW-UT Full Time Equivalent	125.6	130.6	137.6	139.8	145.8
PGM	7.2	8.2	6.7	6.7	6.7
Fiscal & Administrative Services	8.3	8.3	8.3	8.9	9.3
Total Full Time Equivalent	141.0	147.0	152.6	155.4	161.8

Objectives and Measurements

	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Estimated
<u>Public Works Objective: To provide excellent customer service.</u>					
Water & Sewer Line Breaks					
Number of Breaks	32	39	51	51	50
\$ per event	\$5,881	\$6,580	\$5,851	\$5,851	\$6,000
Water/Sewer Regulatory Compliance					
% Violations	2.20%	0.00%	4.16%	4.16%	2.00%
Potential Violations	51	51	51	51	51
Water delivered	176.15 mg/average	196.08 mg/average%	197.1/mg average%	197.1/mg average%	199.0 mg/avg
Sewer treated	317.13 mg/average	281.66 mg/average	275.54/mg average%	275.54/mg average%	290.0 mg/avg
Customer Complaints					
Number of Complaints	72	157	90	90	110
average number of days to resolve	99%	86%	7	7	7
# of injury and property damage claims	32	25	44	44	25
<u>Public Works Objective: To have a system of meters less than 15 years old and to insure the accuracy and timeliness of readings.</u>					
# of meters installed	1,930	1,126	816	816	1,000
<u>PGM Objective: Inventory of inadequate water, sewer and drainage facilities.</u>					
Water Facilities	2.0	2.0	0.0	0.0	2.0
Sewer Facilities	1.0	1.0	1.0	1.0	1.0
<u>Fiscal & Administrative Services Objective: To process invoices for water/sewer services provided each quarter and follow-up with collection efforts as needed to ensure revenue recovery.</u>					
# of invoices per year	133,057	134,674	136,906	136,906	141,300
# of regular invoices	128,000	129,404	131,848	131,848	136,000
# of finals	5,057	5,270	5,058	5,058	5,300
# of customer accounts	32,348	33,015	33,583	33,583	34,000
% of ebilling customer accounts	5.56%	7.00%	8.57%	8.57%	9.25%
# of delinquent invoices per year	40,077	39,055	32,785	32,785	44,880
- % of total billed	30%	29%	24%	24%	33%
<u>Fiscal & Administrative Services Objective: To follow up on past due accounts/ improve collection efforts.</u>					
# of final notice letters	1,091	778	981	981	1,100
# of liens	276	214	329	329	325
# of liens released	343	180	295	295	275

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	FY2018	FY2019	FY2020	FY2020	\$ Change	%
	Actual	Adopted	Requested	Approved	FY2019	Chg.
Personal Services	\$2,734,659	\$3,017,600	\$3,235,500	\$3,304,200	\$286,600	9.5%
Fringe Benefits	895,584	1,170,900	1,283,000	1,282,100	111,200	9.5%
Operating Costs	3,007,313	4,053,300	4,382,500	4,382,500	329,200	8.1%
Operating Contingency	0	0	94,700	26,900	26,900	NEW
Debt Service	2,847,375	3,547,300	4,190,000	4,190,000	642,700	18.1%
Capital Outlay/Maintenance	200,042	252,100	259,400	259,400	7,300	2.9%
Capital Projects	94,600	87,000	56,700	56,700	(30,300)	-34.8%
Total Expenditures	\$9,779,573	\$12,128,200	\$13,501,800	\$13,501,800	\$1,373,600	11.3%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes approved salary increases and provides funding for five new positions. An Automation Equipment Technician, which is partially supported by the Mattawoman and Water Divisions, is to support the growing automation within the department. Two Line Maintenance Workers, which are partially supported by the Water Division, for repairing water and sewer mains. Fully supported by the Sewer Division is an Environmental Operator Trainee to assist with the increase in daily testing needed due to the Cliffton Wastewater Treatment Plant upgrade and an Utilities Plan Reviewer to assist with existing workload for code and ordinance compliance.
- The **Operating Costs** budget increase is based on current spending patterns, various items needed for the new positions, and funds to make repairs at locations throughout the county
- **Operating Contingency** is to cover revenue shortfalls and/or expenditure overruns.
- The increase in **Debt Service** is for payments related to bond issues for capital projects and payments for vehicle and equipment purchases that were financed. Included is the cost to lease finance two vehicles, one for a new position and the other for the Chief of Operations, a push camera, and a sewer camera.
- The **Capital Outlay/Maintenance** is mainly for ongoing maintenance at the satellite sewer sites based on anticipated needs for FY2020 and also includes funds for a utility vehicle.
- **Capital Projects** budget is for the Sewer Model Update project.

Description:

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

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

Positions:

	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Total Full Time Equivalent	45.0	47.4	47.5	50.5	53.8

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	FY2018 Actual	FY2019 Adopted	FY2020 Requested	FY2020 Approved	\$ Change FY2019	% Chg.
Personal Services	\$2,189,042	\$2,267,300	\$2,325,300	\$2,374,800	\$107,500	4.7%
Fringe Benefits	747,305	865,400	934,800	930,500	65,100	7.5%
Operating Costs	5,104,852	6,999,900	7,001,300	7,001,300	1,400	0.0%
Operating Contingency	0	0	70,100	13,900	13,900	NEW
Debt Service	17,478	14,100	19,400	19,400	5,300	37.6%
Capital Outlay/Maintenance	0	2,200	0	0	(2,200)	N/A
Total Expenditures	\$8,058,677	\$10,148,900	\$10,350,900	\$10,339,900	\$191,000	1.9%
WSSC Contribution/ CPV/Panda	\$1,555,198	\$2,579,400	\$2,599,800	\$2,599,800	\$20,400	0.8%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and provides funding for two new positions. These positions are an Automation Equipment Technician to support the growing automation within the department and an Equipment Maintenance Technician I to support the central region as well as to support the Mattawoman Waste Water Treatment Plant. The Automation Equipment Technician is partially supported by the Sewer and the Water Divisions.
- The **Operating Costs** budget was adjusted based on current spending patterns as well as various items for the new positions. Also included are funds to clean scum digesters at the Mattawoman Wastewater Treatment Plant.
- **Operating Contingency** is to cover any revenue shortfalls and/or expenditure overages.
- **Debt service** includes payments associated with financing certain vehicle and equipment purchases expiring. Funds are included to lease finance a vehicle for the Chief of Operations which is partially funded by the Sewer and Water divisions.
- **Capital Outlay/Maintenance** decrease is due to one time FY2019 expenses for a copier.
- **WSSC Contribution/CPV/Panda** revenues are reimbursements which are based on operation and maintenance cost.

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>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>	<u>FY20</u> <u>FTE</u>
Total Full Time Equivalent	35.1	36.4	39.4	37.7	39.1

Water & Sewer

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

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Requested	FY2020 Approved	\$ Change FY2019	% Chg.
Personal Services	\$2,560,675	\$2,727,600	\$2,822,100	\$2,882,400	\$154,800	5.7%
Fringe Benefits	825,196	1,060,800	1,085,200	1,081,100	20,300	1.9%
Operating Costs	4,182,917	4,839,600	5,894,200	5,894,200	1,054,600	21.8%
Operating Contingency	0	0	83,100	29,400	29,400	NEW
Debt Service	2,030,674	2,336,000	2,423,800	2,423,800	87,800	3.8%
Capital Outlay/Maintenance	467,666	477,100	449,300	449,300	(27,800)	-5.8%
Capital Projects	103,900	54,000	197,900	197,900	143,900	266.5%
Total Expenditures	\$10,171,028	\$11,495,100	\$12,955,600	\$12,958,100	\$1,463,000	12.7%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and provides funding for three new positions. An Automation Equipment Technician to support the growing automation within the department and two Line Maintenance Workers for repairing water and sewer mains. The Automation Equipment Technician is partially supported by the Mattawoman and the Sewer Divisions and the two Line Maintenance Workers are partially supported by the Sewer Division.
- The **Operating Costs** budget increase includes an increase based on the anticipated purchase of 130 million gallons of water from WSSC, an increase in the use of bioxide to provide better odor control, and an increase in contract services for water tower inspections, hydrant audit testing, and well repairs.
- **Operating Contingency** is to cover any revenue shortfall and/or expenditure overrun.
- The increase in **Debt Service** is for payments related to bond issues for capital projects and lease payments for vehicle and equipment purchases.
- **Capital Outlay/Maintenance** budget includes funds for ongoing maintenance for water operations.
- **Capital Projects** budget is for the Water Model Update Project and the removal of the Waldorf Fire House Water Tower.

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>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>	<u>FY20</u> <u>FTE</u>
Total Full Time Equivalent	39.5	40.7	43.6	44.5	45.8

Water & Sewer

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

Positions:	FY16	FY17	FY18	FY19	FY20
<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
Deputy Director of DPW UT	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	0.2	0.2	0.2	0.3	0.3
Utilities Senior Program Manager	1.0	1.0	1.0	1.0	1.0
Senior Environmental Operations Superintendent	0.0	1.0	1.0	1.0	1.0
Engineer I - III	2.0	2.0	2.0	2.0	2.0
Chief of Operations Support	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	4.0	3.0	3.0	3.0	3.0
Financial Support Manager	1.0	1.0	1.0	1.0	1.0
Laboratory Supervisor	1.0	1.0	1.0	1.0	1.0
Laboratory Management Information Systems/Data Technician	1.0	1.0	1.0	1.0	1.0
Line Maintenance Superintendent	1.0	1.0	1.0	1.0	1.0
Project Manager	0.0	0.0	0.0	0.0	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	6.0	8.0	8.0	9.0	9.0
Assistant Project Manager	2.0	2.0	2.0	2.0	2.0
Line Maintenance Supervisor	3.0	4.0	4.0	4.0	4.0
Equipment Maintenance Supervisor	3.0	3.0	3.0	3.0	3.0
Water Operations Supervisor I-II	3.0	1.0	1.0	1.0	1.0
Fleet Maintenance Technician III	1.0	1.0	1.0	1.0	1.0
Utilities Plan Reviewer	0.0	0.0	0.0	0.0	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	0.2	0.2	1.2	1.2	1.2
Management Support Specialist	1.0	1.0	1.0	1.0	1.0
Automation Equipment Technician	0.0	0.0	0.0	0.0	1.0
Instrumentation Technician	4.0	4.0	8.0	8.0	8.0
Electrician III	1.0	1.0	0.0	0.0	0.0
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
Environmental Operator / Trainee	33.0	33.0	36.0	36.0	37.0
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	3.0	3.0	2.0	2.0	2.0
Inventory Control Associate	0.2	0.2	0.2	0.2	0.2
Regulatory Compliance Associate	1.0	1.0	1.0	1.0	1.0
Equipment Operator III - IV	7.0	9.0	9.0	9.0	9.0
Technician - Small Engine	0.0	0.0	0.0	0.8	0.8
Fleet Maintenance Superintendent	0.0	0.0	0.0	0.3	0.3
Equipment Maintenance Technician	5.0	7.0	7.0	7.0	8.0
Office Associate III	1.0	2.0	2.0	2.0	2.0
Facilities Maintenance Technician I	1.0	1.0	1.0	1.0	1.0
Line Maintenance Worker	10.0	9.0	9.0	9.0	11.0
Part Time I	0.6	1.4	1.4	1.4	1.4
Total Full Time Equivalent	120.5	126.2	132.2	134.4	141.4
Allocated to Other Funds	(1.0)	(1.8)	(1.8)	(1.8)	(2.8)
Total Full Time Equivalents W/S	119.5	124.5	130.5	132.7	138.7

Water & Sewer

Department: Planning and Growth Management 30.07.06
Division \ Program: Water & Sewer Administration Fund: Enterprise
Program Administrator: Christina Pompa, Acting Director of Planning & Growth Management
www.charlescountymd.gov/pgm/welcome

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Requested	FY2020 Approved	\$ Change FY2019	% Chg.
Personal Services	\$107,428	\$112,000	\$85,500	\$87,100	(\$24,900)	-22.2%
Fringe Benefits	26,582	30,600	23,200	21,600	(9,000)	-29.4%
Operating Costs	999	2,500	3,100	2,800	300	12.0%
Operating Contingency	0	0	3,800	2,900	2,900	NEW
Total Expenditures	\$135,009	\$145,100	\$115,600	\$114,400	(\$30,700)	-21.2%
Revenues	\$4,435	\$5,100	\$4,600	\$4,600	(\$500)	-9.8%

Baseline Changes and Useful Information:

- **Personal Services** decrease reflects a reorganization that was approved at the end of FY2018 which is offsetting the approved salary increases.
- The **Operating Costs** increase provides additional funds for the Director to attend the MACo Conference.
- **Operating Contingency** is to cover any revenue shortfalls and/or expenditure overages.
- **Revenues** have been adjusted 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: 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>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
Director of Planning & Growth Mgmt	0.3	0.3	0.2	0.2	0.2
Deputy Director	0.0	0.3	0.2	0.2	0.2
Administration Manager	0.3	0.0	0.0	0.0	0.0
Project/Program Manager	0.0	0.0	0.2	0.2	0.2
Citizen Response Coordinator	0.0	0.0	0.2	0.2	0.2
Property Acquisition Officer	0.3	0.3	0.0	0.0	0.0
Assistant to the Director	0.0	0.3	0.1	0.1	0.1
Administrative Associate	0.3	0.0	0.0	0.0	0.0
Part Time	0.0	0.1	0.1	0.1	0.1
Total Full Time Equivalent	1.1	1.1	0.8	0.8	0.8

Water & Sewer

Department: Planning and Growth Management 30.07.61
Division \ Program: Codes, Permits & Inspection Services\Codes & Permits Fund: Enterprise
Program Administrator: Ray Shumaker, Chief of Codes, Permits & Inspection Services
www.charlescountymd.gov/pgm/cpis/codes-perimits-inspection-services

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Requested	FY2020 Approved	\$ Change FY2019	% Chg.
Personal Services	\$179,398	\$189,200	\$238,300	\$244,300	\$55,100	29.1%
Fringe Benefits	52,825	62,600	74,400	74,200	11,600	18.5%
Operating Costs	2,655	3,700	6,300	6,300	2,600	70.3%
Operating Contingency	0	0	8,100	0	0	N/A
Total Expenditures	\$234,878	\$255,500	\$327,100	\$324,800	\$69,300	27.1%

Changes and Useful Information:

- **Personal Services** increase includes funding for a reorganization that was approved at the end of FY2018 and approved salary increases.
- **Operating Cost** increase is to provide additional funds to cover increase in various engineer memberships.

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>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
Chief of CPIS	0.0	0.0	0.1	0.1	0.1
Development Services Manager	0.3	0.3	0.0	0.0	0.0
Engineer I / II / III / IV	0.7	0.7	1.0	1.0	1.0
Building Code Official	0.1	0.1	0.1	0.1	0.1
Right-of-Way Agent I	0.3	0.3	0.0	0.0	0.0
Assistant to the Chief of CPIS	0.0	0.0	0.1	0.1	0.1
Right of Way and Bonding Specialist	0.0	0.0	0.3	0.3	0.3
Water/Wastewater Permit Technician	0.8	0.8	0.0	0.0	0.0
Permits Specialist	1.0	1.0	1.0	1.5	1.5
PGM Support Specialist	0.0	0.0	0.5	0.0	0.0
Office Associate II	0.8	0.8	0.0	0.0	0.0
PGM Receptionist	0.0	0.0	0.6	0.6	0.6
Total Full Time Equivalent	3.9	3.9	3.7	3.7	3.7

Water & Sewer

Department: Planning and Growth Management 30.07.19
Division \ Program: Planning Fund: Enterprise
Program Administrator: Jason Groth, Planning Director
<http://www.charlescountymd.gov/pgm/planning/planning>

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Requested	FY2020 Approved	\$ Change FY2019	% Chg.
Personal Services	\$205,882	\$231,900	\$161,800	\$165,100	(\$66,800)	-28.8%
Fringe Benefits	40,736	101,100	72,300	72,500	(28,600)	-28.3%
Operating Costs	178,740	201,200	341,200	341,200	140,000	69.6%
Operating Contingency	0	0	4,900	0	0	N/A
Total Expenditures	\$425,358	\$534,200	\$580,200	\$578,800	\$44,600	8.3%

Changes and Useful Information:

- **Personal Services** decrease reflects a reorganization that was approved at the end of FY2018 which is offsetting the approved salary increases.
- The **Operating Costs** budget includes funding for a ground water study and additional engineering services.

Description:

The Planning Division administers the County programs related to Comprehensive Planning, Zoning Regulation, and Infrastructure Planning. The services provided by the Planning Division include four major program areas: Long-range & Preservation Planning, Development Review, Zoning Administration, and Infrastructure Planning and Analysis.

Long-range & Preservation Planning develops and administers the County Comprehensive Plan and Small Area Plans, facilitates the Agricultural and Land Preservation programs, and provides oversight of the Watershed Improvement Plan and associated environmental enhancement programs. This specialized team also administers the Cultural Resource, Historic and Archeological Preservation Programs, and leads the coordination effort with our local Military Base installations to prevent incompatible land use encroachment.

The Zoning Administration group provides direction over the core zoning regulations with regard to commercial, industrial and residential development in the un-incorporated areas of the County. This includes approval of permissible uses by zone, development setbacks and landscape buffers, height restrictions, parking, site design and architectural review code, and other related development regulations. In addition, this team administers the Record Plat process, the Site Development Plan process, and the Variance and Special Exception processes with the Board of Zoning Appeals.

Development review includes the review, processing and approval of small and large-scale development within the County. More specifically, this team evaluates Preliminary Subdivision Plans, major subdivision record plats, forest conservation plans, and adequate public facility regulations. This also includes the coordination with State and county agencies on each application. They process development requests and develop staff reports that are presented to the County Planning Commission for approval.

Finally, the Engineering and Infrastructure Planning team is responsible for planning, coordination, and management of public infrastructure and local drinking water resources. Infrastructure management includes public water and sewer, public transportation facilities, and the administration of the County's mapping services. Resource management includes the oversight and allocation of capacity for potable water supply, wastewater treatment capacities, and associated planning activities. This group provides the administration of the County petition process, drafting and facilitation of the solid waste & water /sewer plans, and coordination with Federal, State, & local resource agencies.

Positions:

<u>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
Chief of Resource & Infrastructure Mgmt	0.7	0.7	0.0	0.0	0.0
Planning Director	0.0	0.0	0.3	0.3	0.3
Assistant Chief of Planning	0.0	0.0	0.2	0.2	0.2
Resource Manager	0.3	0.3	0.0	0.0	0.0
Engineer III / IV	1.0	1.0	1.0	1.0	1.0
Engineer II	0.0	0.8	0.8	0.8	0.8
GIS Analyst	0.4	0.4	0.4	0.4	0.4
Planner I - III	0.4	0.4	0.4	0.4	0.4
PGM Coordinator	0.0	0.3	0.0	0.0	0.0
Administrative Associate	0.3	0.0	0.0	0.0	0.0
Part Time	0.1	0.3	0.3	0.3	0.3
Total Full Time Equivalent	3.2	4.2	3.3	3.3	3.3
Allocated to the Capital Project Fund	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Net Cost to the Water & Sewer Fund	2.2	3.2	2.3	2.3	2.3

Water & Sewer

Department: Fiscal & Administrative Services 30.04.60
Division \ Program: Billing Fund: Enterprise
Program Administrator: Tracy Willett, Water/Sewer Billing Manager
 Mailing Address: P.O. Box 1630, La Plata, MD 20646
 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	FY2018	FY2019	FY2020	FY2020	\$ Change	%
	Actual	Adopted	Requested	Approved	FY2019	Chg.
Personal Services	\$423,762	\$450,200	\$475,700	\$483,900	\$33,700	7.5%
Fringe Benefits	116,681	129,300	144,100	143,400	14,100	10.9%
Operating Costs	190,339	202,300	207,000	207,000	4,700	2.3%
Operating Contingency	0	0	18,100	10,600	10,600	NEW
Debt Service	8,905	8,100	8,000	8,000	(100)	-1.2%
Total Expenditures	\$739,687	\$789,900	\$852,900	\$852,900	\$63,000	8.0%
Total Revenues	\$763,253	\$789,900	\$852,900	\$852,900	\$63,000	8.0%

Changes and Useful Information:

- **Personal Services** include approved salary increases as well as funds to make a part time position full-time.
- The **Operating Costs** budget was adjusted based on current spending patterns.
- **Operating Contingency** is to cover any revenue shortfalls or expenditure overruns.

Description:

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

Positions:

	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Accounting	0.3	0.3	0.3	0.3	0.3
Water/Sewer 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	6.0	6.0	6.0	6.0	7.0
Part Time	0.0	0.0	0.0	0.7	0.0
Total Full Time Equivalent	8.3	8.3	8.3	8.9	9.3

Water & Sewer

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

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Requested	FY2020 Approved	\$ Change FY2019	% Chg.
Personal Services	\$398,110	\$422,000	\$403,600	\$412,600	(\$9,400)	-2.2%
Fringe Benefits	132,623	143,300	143,700	143,300	0	0.0%
Operating Costs	65,669	123,500	146,300	146,300	22,800	18.5%
Operating Contingency	0	0	12,300	3,700	3,700	NEW
Debt Service	353,342	285,900	246,900	246,900	(39,000)	-13.6%
Capital Outlay	0	7,200	36,800	36,800	29,600	411.1%
Total Expenditures	\$949,744	\$981,900	\$989,600	\$989,600	\$7,700	0.8%
Total Revenues	\$1,098,339	\$981,900	\$989,600	\$989,600	\$7,700	0.8%

Changes and Useful Information:

- **Personal Services** decrease is due to turnover which is offsetting the approved salary increases.
- The **Operating Costs** budget includes funding to provide for the badger meter upgraded software that allows customers' meters to be read and related training.
- **Operating Contingency** is to cover revenue shortfalls and/or expenditure overages.
- Included in **Debt Service** are funds to cover the Meter Replacement Lease and payments to finance vehicles and equipment. Due to certain financed equipment being paid off, the overall Debt Service budget is decreasing.
- **Capital Outlay** is for four handheld units to be used to read meters.

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:

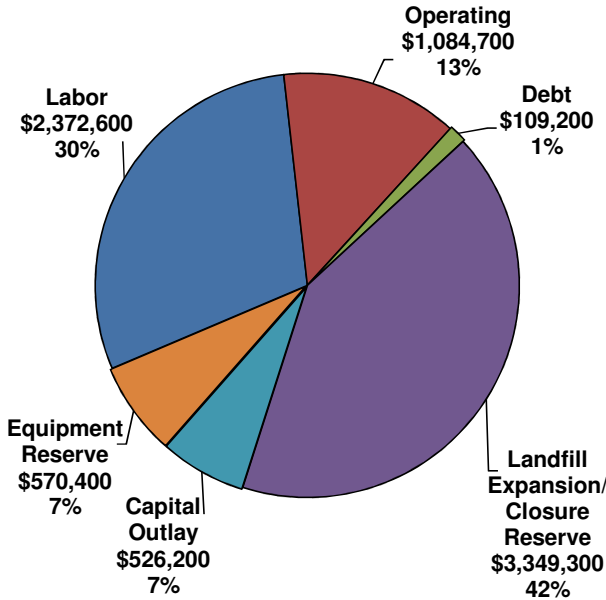
	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Deputy Director of DPW UT	0.1	0.1	0.1	0.1	0.1
Meter Superintendent	1.0	1.0	1.0	1.0	1.0
Meter Technicians	5.0	5.0	6.0	6.0	6.0
Total Full Time Equivalent	6.1	6.1	7.1	7.1	7.1

Solid Waste Fund

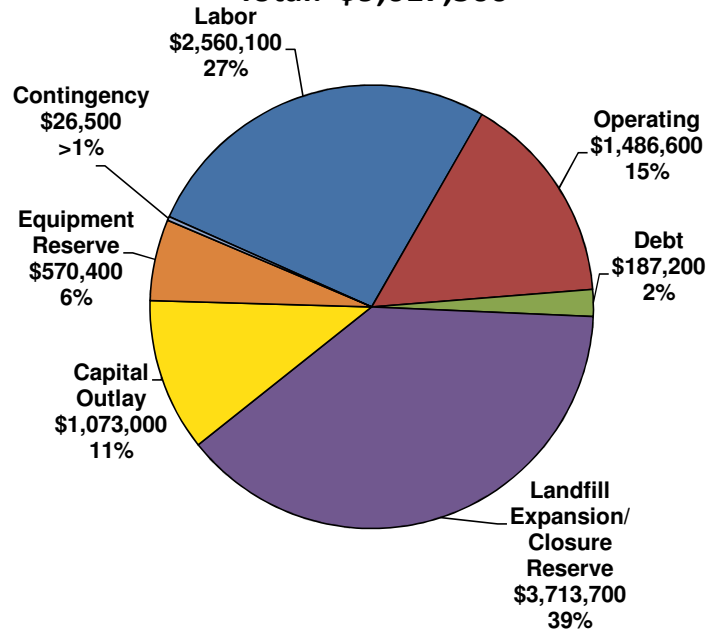
William A. Shreve, Director of Public Works
 Mailing Address: 1001 Radio Station Rd., La Plata, MD 20646
 St. Charles Landfill
 Physical Address: 12305 Billingsley Rd., Waldorf, MD 20602
www.charlescountymd.gov/pw/landfill/landfill-operations

301-932-9038 301-870-5481
 Scalehouse & Landfill 7:30 a.m.-4:00 p.m. M-SA;
 Recycling Center 7:00 a.m.-7:00 p.m. M-SA

FY19 Expenses
Total: \$8,012,400



FY20 Expenses
Total: \$9,617,500



Solid Waste Fees:

Solid Waste Tipping Fee	\$75.00 <i>per ton</i>
Flat Rate Tipping Fee:	
Cars, Vans, SUVs	\$5.00 <i>per vehicle</i>
Pick-up Trucks w/out Trailers	\$15.00 <i>per truck</i>
Vehicles w/Trailers, Rented Trucks, Commercial	\$75/ton / \$15 <i>min charge</i>
Tag-a-Bag	\$2.25 <i>per bag</i>
Shredder Residual for Commercial Generators	\$15.00 <i>per ton</i>
Contaminated Soil for Commercial Generators	\$75.00 <i>per ton</i>

Objectives & Measurements:

	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Estimated
Total Tons	94,901	101,149	102,152	111,057	105,217
Number of Patrons	76,035	83,948	94,430	96,000	97,263

Solid Waste

Department: Public Works - Facilities 27.05.38
Division \ Program: Landfill Fund: Enterprise
Program Administrator: Frances Sherman, Acting Chief of Environmental Resources
<http://www.charlescountymd.gov/pw/landfill/landfill-operations>

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Approved	\$ Change from FY2019	% Chg.
Personal Services	\$1,661,116	\$1,728,600	\$1,804,100	\$1,860,600	\$132,000	7.6%
Fringe Benefits	508,650	644,000	700,600	699,500	55,500	8.6%
Operating Costs	1,014,685	1,084,700	1,486,600	1,486,600	401,900	37.1%
Debt Service	60,203	109,200	187,200	187,200	78,000	71.4%
Operating Contingency	0	0	81,900	26,500	26,500	NEW
Landfill Expansion/Closure	3,674,100	3,349,300	3,713,700	3,713,700	364,400	10.9%
Capital Outlay	550,161	526,200	1,073,000	1,073,000	546,800	103.9%
Equipment/Tech Reserve	570,400	570,400	570,400	570,400	0	0.0%
Total Expenditures	\$8,039,315	\$8,012,400	\$9,617,500	\$9,617,500	\$1,605,100	20.0%

Changes and Useful Information:

- **Personal Services** increase includes approved salary increases and funding for three new positions. A Weigh Clerk to monitor customer usage due to automation upgrades. A Solid Waste Worker to assist with providing needed coverage at the various sites, and an Office Associate to serve as a dedicated call center person.
- The **Operating Costs** increase provides for a major modification submittal to Maryland Department of the Environment to expand the landfill's maximum elevation, funding to establish a stormwater and fill plan for better efficiency, to provide a ten year Solid Waste Plan update, and other operational compliance issues.
- **Debt Service** includes debt payments related to the Landfill's Capital Improvement Program, and funding to finance the replacement of various vehicles and equipment.
- **Operating Contingency** is to cover any revenue shortfall and/or expenditure overages.
- The **Landfill Expansion/Closure** budget funds the future development of the remaining space at the Landfill.
- The **Capital Outlay** budget is to replace various equipment and vehicles, including replacing a compactor.

Description:

The Charles County Sanitary Landfill is a modern composite lined landfill opened in July 1994. Located on Billingsley Road East, it features a citizen's recycling-disposal center, a vehicle/equipment maintenance facility, and leachate collection center. The Landfill was designed to accommodate 800 lbs. of refuse per cubic yard, with a 12 year, 8 month life. Due to the higher goal of a compaction rate of at least 1,200 lbs. per cubic yard, and the use of alternative daily cover material, the landfill is currently estimated to last beyond 2038 due to the utilization of a transfer facility which will allow for disposal options outside of the County's jurisdiction.

Solid Waste

Department: Public Works - Facilities 27.05.38
Division \ Program: Landfill Fund: Enterprise
Program Administrator: Frances Sherman, Acting Chief of Environmental Resources

<http://www.charlescountymd.gov/pw/landfill/landfill-operations>

<u>Positions:</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Director of Public Works	0.1	0.1	0.1	0.1	0.1
Assistant Dir of Public Works - Facilities	0.2	0.2	0.2	0.2	0.2
Chief of Environmental Resources	0.8	0.8	0.8	0.8	0.8
Financial Support Manager	0.2	0.2	0.2	0.2	0.2
Landfill Superintendent	1.0	1.0	0.0	0.0	0.0
Scale House Manager	0.0	0.0	1.0	1.0	1.0
Scalemaster	1.0	1.0	0.0	0.0	0.0
Landfill & Recycling Site Superintendent	0.0	0.0	1.0	1.0	1.0
Landfill Operations Supervisor	1.0	1.0	0.0	0.0	0.0
Landfill Equipment Technician Team Leader	0.0	0.0	1.0	1.0	1.0
Landfill Equipment Technician	2.0	2.0	2.0	2.0	2.0
Technician - Small Engines	1.0	1.0	1.0	1.0	1.0
Management Support Specialist	0.2	0.2	0.2	0.2	0.2
Administrative Associate	1.2	1.2	1.2	1.2	1.2
Scale House Team Leader	0.0	0.0	1.0	1.0	1.0
Assistant Scalemaster	1.0	1.0	0.0	0.0	0.0
Landfill Equipment Operator Team Leader	0.0	0.0	2.0	2.0	2.0
Equipment Operator II - IV	8.0	8.0	7.0	7.0	7.0
Weigh Clerk	2.0	2.0	2.0	4.0	5.0
Facilities Maintenance Technician I	1.0	1.0	0.0	0.0	0.0
Office Associate II	0.0	0.0	0.0	0.0	1.0
Landfill Solid Waster Worker Team Leader	0.0	0.0	1.0	1.0	1.0
Solid Waste Worker	7.5	7.5	7.0	7.0	8.0
Part Time Positions	4.8	4.8	4.8	3.2	3.2
Total Full Time Equivalent	33.0	33.0	33.5	33.9	36.9

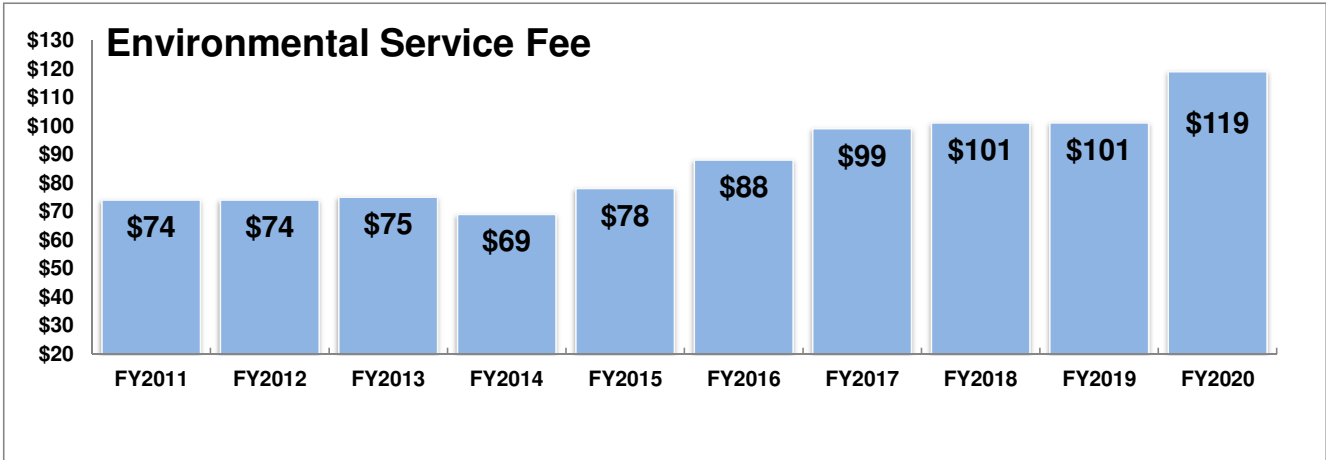
Environmental Service Fund

William A. Shreve, Director of Public Works
 Mailing Address: 1001 Radio Station Rd., La Plata, MD 20646
 Physical Address: 10430 Audie La., La Plata, MD 20646
www.charlescountymd.gov/pw/environmental/environmental-resources

Recycling & Litter Control
 301-932-3599 301-870-2778
 7:30 a.m.-4:00 p.m. M-F

Christina Pompa, Acting Director of Planning & Growth Mgmt
 Address: 200 Baltimore Street, La Plata, MD 20646
www.charlescountymd.gov/pgm/planning/planning

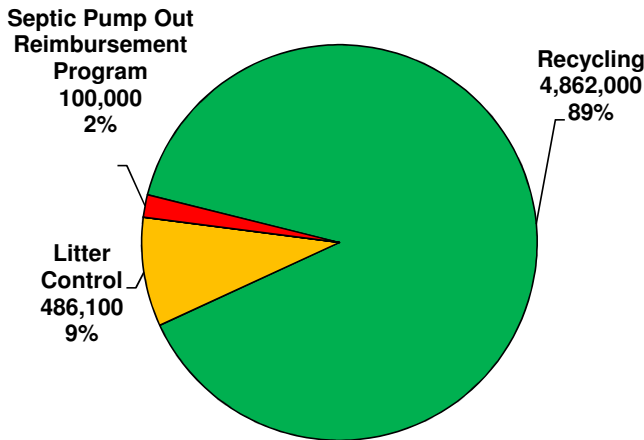
Various Environmental Programs
 301-645-0627 301-870-3935
 8:00 a.m.-4:30 p.m. M-F



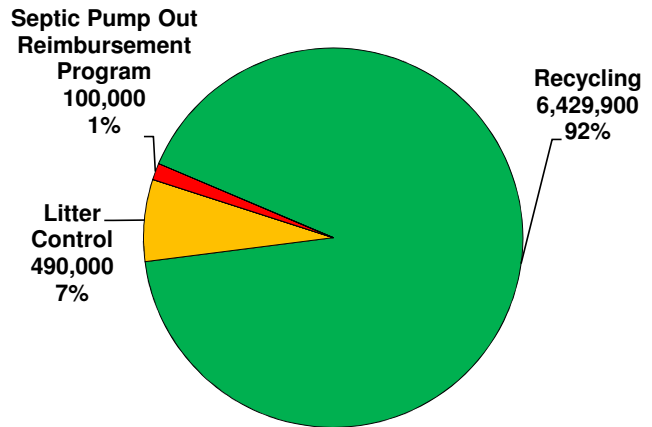
NOTE: The Environmental Service Fee (ESF) is charged annually to each improved property within the County. Improved property is land with one or more structures on it. The current revenue is used to support Recycling and Litter Control programs and to fund dwelling unit septic improvements. Prior to FY2014 this revenue also supported the National Pollutant Discharge Elimination System Permit (NPDES)/Stormwater Management program.

Through the years, the County has raised the ESF fee to expand coverage as needed and to cover other expenditure increases, such as stormwater management. The FY2014 fee was adjusted because stormwater costs were moved to a new Watershed Restoration and Protection fund to meet State Law (2012 Session - HB 987). The FY2020 fee increase covers the increased house count and cost per home for Curbside Collection and Curbside Yard Waste, an increased Materials Recovery Facility Cost, and the cost of additional blue recycling carts. The towns of Indian Head and La Plata each have their own recycling program exempting them from part of the fee. Their property owners pay a reduced FY2020 ESF fee of \$19, which decreased by \$1 from FY2019.

FY2019
Total: \$5,448,100



FY2020
Total: \$7,019,900



Environmental Services

Department: Public Works - Facilities 35.05
Division \ Program: Recycling & Litter Control Fund: Enterprise
Program Administrator: Frances Sherman, Acting Chief of Environmental Resources
www.charlescountymd.gov/pw/recycling/recycli www.charlescountymd.gov/pw/litter/litter-control

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change from FY2019	% Chg.
	Actual	Adopted	Requested	Adopted		
Personal Services	\$1,025,336	\$1,090,500	\$1,103,700	\$1,164,100	\$73,600	6.7%
Fringe Benefits	303,953	326,000	339,600	343,200	17,200	5.3%
Operating Costs	2,823,240	3,110,200	3,490,600	4,423,100	1,312,900	42.2%
Debt Service	729,651	489,400	204,800	204,800	(284,600)	-58.2%
Operating Contingency	0	0	92,400	48,800	48,800	NEW
Capital Outlay	90,678	196,000	598,000	598,000	402,000	205.1%
Agency Funding	0	15,000	16,900	16,900	1,900	12.7%
Equipment Reserve	121,000	121,000	121,000	121,000	0	0.0%
Total Expenditures	\$5,093,858	\$5,348,100	\$5,967,000	\$6,919,900	\$1,571,800	29.4%

Changes and Useful Information:

- **Personal Services and Fringe Benefits** increase includes approved salary increases and a reclassification.
- **Operating Costs** increased for the following reasons:
 - Curbside collection increasing based on house count increase of 1,200 and increased cost per home. The cost per home is anticipated to increase mainly due to the minimum wage increases over the past five years of the contract term, increases in collection equipment, and other operating cost increases.
 - Based on FY2019 activity, an increase in yard waste processing is included.
 - Increase for Materials Facility fee based on estimated tipping fee and tonnage.
 - Includes expanding the curbside yard waste by 1,200 homes.
- **Debt Service** decrease is due to the expiration of bank financing for recycling carts and other equipment. Included is financing for a roll off collection truck and a utility tractor for the Pisgah landfill.
- **Operating Contingency** is to cover unanticipated revenue shortfalls and expenditure overruns.
- The FY2020 **Capital Outlay** budget allows for the replacement of a pickup truck, lowboy tractor, recycling carts, a roll off collection truck, and twelve (12) dumpsters.
- **Agency Funding** includes the fund's share of Other Post Employment Benefits (OPEB).
- The **Equipment Reserve** budget is to replace future equipment.

Description:

The Recycling Division provides comprehensive recycling services to the residents of Charles County and has achieved a 46% recycling rate and a 4% source reduction credit equaling a total waste diversion rate of 50%. By the end of FY20 approximately 47,700 households will be served by curbside collection of recyclable materials with the remaining residents being served by four permanent recycling centers located at Gilbert Run Park in Dentsville, Breeze Farm in Cobb Island, the Landfill in Waldorf, and Pisgah Park in Pisgah. There are also three unmanned used motor oil and antifreeze drop off locations.

The Division markets and transports most of the materials collected. The Recycling Division also administers: a mulching facility, the Household Hazardous Waste Program, Litter Control, and the Potomac River Clean-up. The Household Hazardous Waste Program, held at the Department of Public Works - La Plata office, allows residents to properly dispose of poisons, gas, paint, and chemicals. The Litter Control Program assists in keeping County roads litter free and also helps in cleaning up illegal dump sites.

Environmental Services

Department: Public Works - Facilities 35.05
Division \ Program: Recycling & Litter Control Fund: Enterprise
Program Administrator: Frances Sherman, Acting Chief of Environmental Resources
www.charlescountymd.gov/pw/recycling/recycli www.charlescountymd.gov/pw/litter/litter-control

Positions:	FY16	FY17	FY18	FY19	FY20
Title	FTE	FTE	FTE	FTE	FTE
Director of Public Works	0.1	0.1	0.1	0.1	0.1
Asst. Dir. of Public Works - Facilities	0.2	0.2	0.2	0.2	0.2
Chief of Environmental	0.0	0.0	0.2	0.2	0.2
Inventory & Fleet Mgmt Op. Manager	0.1	0.1	0.1	0.1	0.1
Financial Support Manager	0.2	0.2	0.2	0.2	0.2
Recycling/Litter Control Superintendent	1.0	1.0	1.0	1.0	1.0
Landfill & Recycling Site Superintendent	0.0	0.0	1.0	1.0	1.0
Recycling Manager	1.0	1.0	0.0	0.0	0.0
Recycling Contract Manager	1.0	2.0	2.0	2.0	2.0
Inventory Control Specialist	0.1	0.1	0.1	0.1	0.1
Management Support	0.2	0.2	0.2	0.2	0.2
Equipment Operator IV	2.0	2.0	2.0	2.0	2.0
Litter Control Supervisor	3.0	3.0	3.0	3.0	3.0
Administrative Associate	0.1	0.1	0.1	0.1	0.1
Inventory Control Associate	0.1	0.1	0.1	0.1	0.1
Landfill Solid Waster Worker Team Leader	0.0	0.0	1.0	1.0	1.0
Solid Waste Worker	4.5	4.5	3.0	3.0	3.0
Part Time Positions	12.5	13.1	14.9	14.9	14.9
Total Full Time	25.8	27.4	28.9	28.9	28.9

Department: Planning and Growth Management 35.07
Division \ Program: Various Environmental Programs Fund: Enterprise
Program Administrator: Christina Pompa, Acting Director of Planning & Growth Management
<http://www.charlescountymd.gov/pgm/planning/watershed/septic-system-pump-out-reimbursement-program>

Expenditure Category	FY2018	FY2019	FY2020	FY2020	\$ Change	%
	Actual	Adopted	Requested	Adopted	from FY2019	Chg.
Operating Costs	\$121,200	\$100,000	\$100,000	\$100,000	\$0	0.0%
Total Expenditures	\$121,200	\$100,000	\$100,000	\$100,000	\$0	0.0%

Changes and Useful Information:

- **Operating Cost** represents a septic pump out reimbursement program that was approved for the purpose of encouraging Charles County residents to pump out their septic systems every three to five years to assist the County in obtaining credit for its Watershed Implementation Plan strategy.

Watershed Protection and Restoration Fund

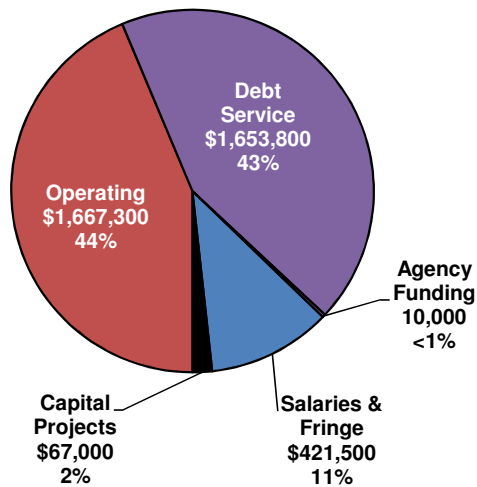
Christina Pompa, Acting Director of Planning & Growth Management
 Address: 200 Baltimore St., La Plata, MD 20646

301-645-0627 301-870-3935
 8:00 a.m.-4:30 p.m. M-F

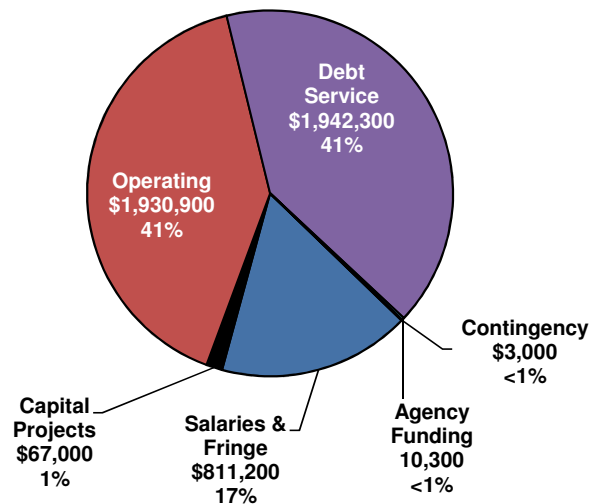
<http://www.charlescountymd.gov/pgm/planning/watershed/watershed-restoration-protection>

The County's Watershed Protection and Restoration Fund is for implementation of local stormwater management plans and practices, and stream and wetland restoration activities. The fund covers related planning, mapping, monitoring, inspections, enforcement, operations and maintenance, public education and outreach, grants to non-profits, administrative costs, and debt service payments to cover the cost of capital improvements. Revenues to the fund are generated primarily by the Stormwater Remediation Fee, which is charged annually to each improved property within the County and accounts for the majority of the operating revenues. The Stormwater Remediation fee was increased to \$78 per improved property in FY2020. The fee is established annually based on the estimated cost of various programs divided by the number of improved properties. Since Town of Indian Head and La Plata have their own stormwater fee for similar purposes, property owners within these town limits are not charged the county fee.

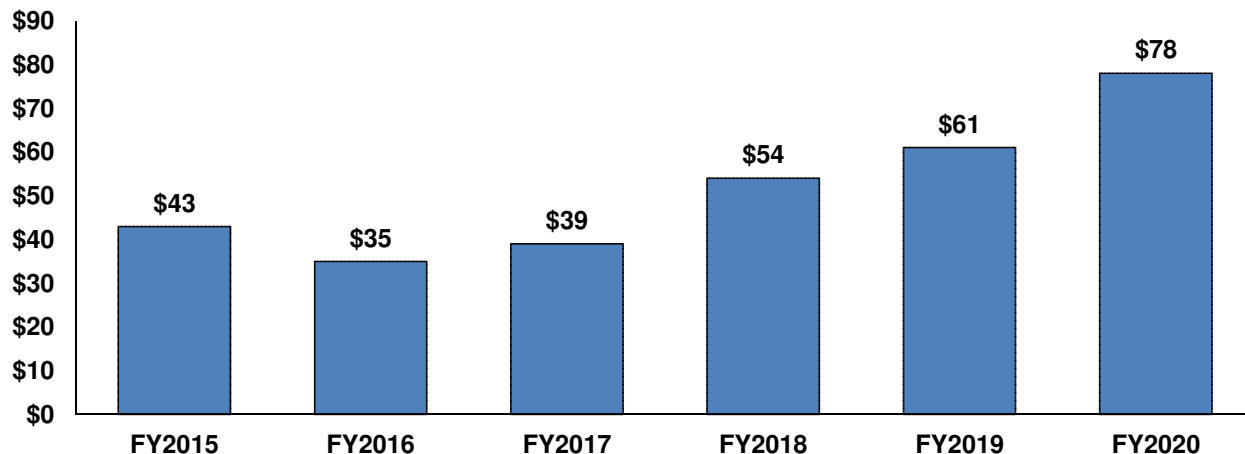
FY2019
Total: \$3,819,600



FY2020
Total: \$4,764,700



Stormwater Remediation Fee



Objectives & Measurements

Objectives & Measurements:	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Estimated
<u>Planning Objective: to maintain compliance with the County's Municipal National Pollutant Discharge Elimination System (NPDES) stormwater permit's, Assessments of Controls and Special Programmatic tasks, coordinate NPDES stormwater permit requirements between departments and divisions, and manage program requirements.</u>					
a) Illicit Discharge Detection and Elimination Inspection & Upland Visual Surveys	101 outfalls	102 outfalls	103 outfalls	100 outfalls	100 outfalls
b) Property Maintenance & Management Inspection - # of sites	3	3	3	3	3
c) Watershed Assessment/Total Maximum Daily Load Planning - # of assessments/plans	3	6	7	0	2
d) Small Watershed Water Quality Monitoring (Chemical, Biological, Geomorphic, Best Management Practice Assess) - # of samples/surveys	18	24	20	18	18
e) Large Watershed Water Quality Monitoring (Chemicals) - # of samples	20	23	23	20	20
f) Public Outreach and Education Program - # of events	8	8	9	10	10
g) Public Service Announcements - # TV, Radio, Social Media Spots	365	15,825	17,129	15,500	16,000
h) WPRP Appeal, Credit, and Hardship Processing					
Property owners receiving a 50% Credit.	100	104	115	100	110
Property owners receiving a 100% Exemption.	8	2	2	8	2
i) Grants - # awarded	2	5	3	4	3
<u>Planning Objective: to maintain compliance with the County's Municipal National Pollutant Discharge Elimination System (NPDES) stormwater permit's, Source Identification task.</u>					
NPDES Stormwater GIS Infrastructure Mapping	974 plans	569 plans	728 plans	500 plans	700 plans
<u>CPIS Objective: Stormwater Maintenance laws mandates that the County inspect all public and private stormwater management structures in three year intervals to ensure their proper use.</u>					
Stormwater management maintenance inspections	1,452	830	1,061	1,000	1,000
<u>Roads Objective: To reduce pollution in the Chesapeake Bay Watershed.</u>					
Number of storm water basins/inlets inspected	1,895	2,731	6,800	3,500	4,500
Number of storm water basins/inlets cleaned	168	46	82	100	90
Number of storm water basins/inlets repaired	75	78	68	55	50
Tons of trash/debris removed from basins/inlets	57.4	31.0	29.5	45.0	35.0
Number of storm water management ponds cleaned/repaired	33	114	302	250	300
Tons of trash/debris removed by street sweeping	213.1	192.0	252.0	225.0	240.0

Watershed Protection and Restoration Fund

Department: Planning and Growth Management 50.07.19
Division \ Program: Planning Fund: Enterprise
Program Administrator: Jason Groth, Planning Director
<http://www.charlescountymd.gov/pgm/planning/watershed/watershed-restoration-protection>

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$173,798	\$175,600	\$319,100	\$323,500	\$147,900	84.2%
Fringe Benefits	45,407	53,500	96,700	97,200	43,700	81.7%
Operating Costs	544,760	584,400	608,600	608,600	24,200	4.1%
Agency Funding	4,000	10,000	10,300	10,300	300	3.0%
Operating Contingency	0	0	6,700	2,500	2,500	NEW
Debt Service	1,097,897	1,653,800	1,934,300	1,942,300	288,500	17.4%
Capital Projects	120,000	67,000	67,000	67,000	0	0.0%
Total Expenditures	\$1,985,862	\$2,544,300	\$3,042,700	\$3,051,400	\$507,100	19.9%

Changes and Useful Information:

- **Personal Services and Fringe Benefits** increase includes approved salary increases and a new Engineer II position. As the State has mandated an expansion of the local stormwater management program, additional staff is needed to comply with the additional requirements, including construction project selection, design review, and management of the new Full Delivery and Shoreline Stabilization projects.
- The **Operating Costs** budget increased mostly due to an increase in the indirect cost budget in order to help support a new County Attorney position. There were also funds added to purchase various items for the new Engineer II position.
- **Agency Funding** represents funding to support the Mosquito Control Program and the County's Other Post Employment Benefits (OPEB) plan.
- **Operating Contingency** is to cover unanticipated revenue shortfalls and expenditure overruns.
- **Debt Service** represents principal and interest payments on stormwater management bonds.
- The FY2020 **Capital Projects** budget represents funding for the continuation of the Floodplain Analysis Studies Capital Improvement Project which will provide computations of major drainage courses of 30 acres or more that are not mapped by FEMA studies for potential restoration projects.

Description:

The Charles County storm sewer system is operated per its NPDES Municipal Separate Storm Sewer System permit. The permit runs for five years and requires the County to develop and implement a number of programs to monitor and control water quality. Highlights of the Planning Division work products include:

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

Positions:

<u>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
Director	0.0	0.0	0.1	0.1	0.1
Deputy Director	0.0	0.0	0.1	0.1	0.1
Planning Director	0.0	0.0	0.3	0.3	0.3
Assistant Chief of Planning	0.0	0.0	0.1	0.1	0.1
Planner IV	0.3	0.3	0.3	0.3	0.3
Engineer II	0.0	0.0	0.0	0.0	1.0
GIS Analyst	0.0	0.0	0.1	0.1	0.1
Assistant to the Director	0.0	0.0	0.1	0.1	0.1
Planner I-III	1.8	1.8	2.0	2.0	2.0
Assistant to the Chief of Planning	0.0	0.0	0.1	0.1	0.1
Total Full Time Equivalent	2.0	2.0	3.0	3.0	4.0

Watershed Protection and Restoration Fund

Department: Planning and Growth Management 50.07.31
Division \ Program: Codes, Permits & Inspection Services/Inspections & Enforcement Fund: Enterprise
Program Administrator: Ray Shumaker, Chief of Codes, Permits, and Inspection Services

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$8,513	\$11,700	\$78,600	\$79,100	\$67,400	576.1%
Fringe Benefits	1,441	3,300	30,200	30,200	26,900	815.2%
Operating Costs	109,977	155,000	165,200	165,200	10,200	6.6%
Debt Service	0	0	8,000	0	0	N/A
Operating Contingency	0	0	700	0	0	N/A
Total Expenditures	\$119,931	\$170,000	\$282,700	\$274,500	\$104,500	61.5%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes approved salary increases and two new Inspectors that will provide additional support to the inspection staff and to ensure the MS4 inspections requirements are met.
- **Operating Costs** budget increase is for additional training and for various items needed for the two new positions.

Description:

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

Positions:

<u>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
Chief of CPIS	0.0	0.0	0.1	0.1	0.1
Engineer IV	0.0	0.0	0.1	0.1	0.1
Development Services Manager	0.1	0.1	0.0	0.0	0.0
Inspectors	0.0	0.0	0.0	0.0	2.0
Permit Technician	0.0	0.0	0.3	0.3	0.3
Total Full Time Equivalent	0.1	0.1	0.4	0.4	2.4

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

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$40,860	\$58,000	\$111,800	\$113,200	\$55,200	95.2%
Fringe Benefits	13,200	21,600	46,700	47,000	25,400	117.6%
Operating Costs	0	1,000	5,200	5,200	4,200	420.0%
Operating Contingency	0	0	2,200	0	0	N/A
Total Expenditures	\$54,060	\$80,600	\$165,900	\$165,400	\$84,800	105.2%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase includes approved salary increases and two new positions: a PGM Support Specialist to provide administrative support and an Engineer I to assist the Engineer III.
- The **Operating Costs** budget increase is for various items needed for the two new positions.

Description:

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

Positions:

<u>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
Engineer I - IV	0.5	0.4	0.4	0.8	1.8
PGM Support Specialist	0.0	0.0	0.0	0.0	1.0
Floodplain Management Engineer	0.0	0.1	0.1	0.0	0.0
Total Full Time Equivalent	0.5	0.5	0.5	0.8	2.8

Watershed Protection and Restoration Fund

Department: Public Works 50.05.06
Division \ Program: Facilities - Administration Fund: Enterprise
Program Administrator: Bill Shreve, Director of Public Works

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$56,385	\$58,100	\$58,900	\$61,000	\$2,900	5.0%
Fringe Benefits	14,720	16,700	16,700	17,100	400	2.4%
Operating Costs	54,767	127,000	127,000	127,000	0	0.0%
Operating Contingency	0	0	2,900	500	500	NEW
Total Expenditures	\$125,872	\$201,800	\$205,500	\$205,600	\$3,800	1.9%

Changes and Useful Information:

- **Operating Contingency** is to cover unanticipated revenue shortfalls and expenditure overruns.

Description:

Federal & State agencies mandate that County owned facilities comply with the NPDES stormwater permit. The Department of Public Works is responsible for preparing stormwater pollution prevention plans for its facilities, and conducts regular site inspections and trains staff on implementing procedures for reducing stormwater pollutant discharge to the waterways.

Positions:

	<u>FY16</u> FTE	<u>FY17</u> FTE	<u>FY18</u> FTE	<u>FY19</u> FTE	<u>FY20</u> FTE
Title					
Environmental Compliance Officer	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	1.0	1.0	1.0	1.0	1.0

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

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$10,722	\$17,100	\$35,400	\$35,100	\$18,000	105.3%
Fringe Benefits	3,477	5,900	7,400	7,800	1,900	32.2%
Operating Costs	694,122	729,900	954,900	954,900	225,000	30.8%
Operating Contingency	0	0	200	0	0	N/A
Total Expenditures	\$708,321	\$752,900	\$997,900	\$997,800	\$244,900	32.5%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** represents funding a position who manages the storm water related contracts for the Road Maintenance Division. The FY2020 budget increase includes approved salary increases. It also includes the addition of overtime funds to allow staff to make emergency stormwater maintenance drainage repairs to roads.
- **Operating Costs** represent contract services for street sweeping, stormwater maintenance, storm drain, inlet cleaning, inlet inspection and scheduling, and deicing pollution prevention. The FY2020 increase includes additional funding for storm drain improvements and repairs, stormwater maintenance, inlet cleaning and inlet inspections.

Description:

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

Positions:

	<u>FY16</u> FTE	<u>FY17</u> FTE	<u>FY18</u> FTE	<u>FY19</u> FTE	<u>FY20</u> FTE
Title					
Bridge Mgmt/Project Manager	0.0	0.0	0.1	0.2	0.2
Total Full Time Equivalent	0.0	0.0	0.1	0.2	0.2

Watershed Protection and Restoration Fund

Department: Recreation, Parks & Tourism 50.30.41
Division \ Program: Parks & Grounds Fund: Enterprise
Program Administrator: John Snow, Chief of Parks & Grounds

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Operating Costs	\$0	\$20,000	\$20,000	\$20,000	\$0	0.0%
Total Expenditures	\$0	\$20,000	\$20,000	\$20,000	\$0	0.0%

Changes and Useful Information:

- **Operating Costs** represent contract services for the annual maintenance of four Stormwater Maintenance facilities at various park facilities.

Description:

Contract services needed to maintain the Stormwater Maintenance facilities at various park facilities.

Department: County Attorney 50.16
Division \ Program: County Attorney Fund: Enterprise
Program Administrator: Wes Adams, County Attorney

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Operating Costs	\$46,980	\$50,000	\$50,000	\$50,000	\$0	0.0%
Total Expenditures	\$46,980	\$50,000	\$50,000	\$50,000	\$0	0.0%

Changes and Useful Information:

- The **Operating Costs** represent the estimated FY2020 legal fees associated with the NPDES permit. These fees are for appealing our permit requirement and is funded through a fund balance appropriation from prior reserves.

Description:

Legal Fees associated with the NPDES permit.

Inspection and Review Fund

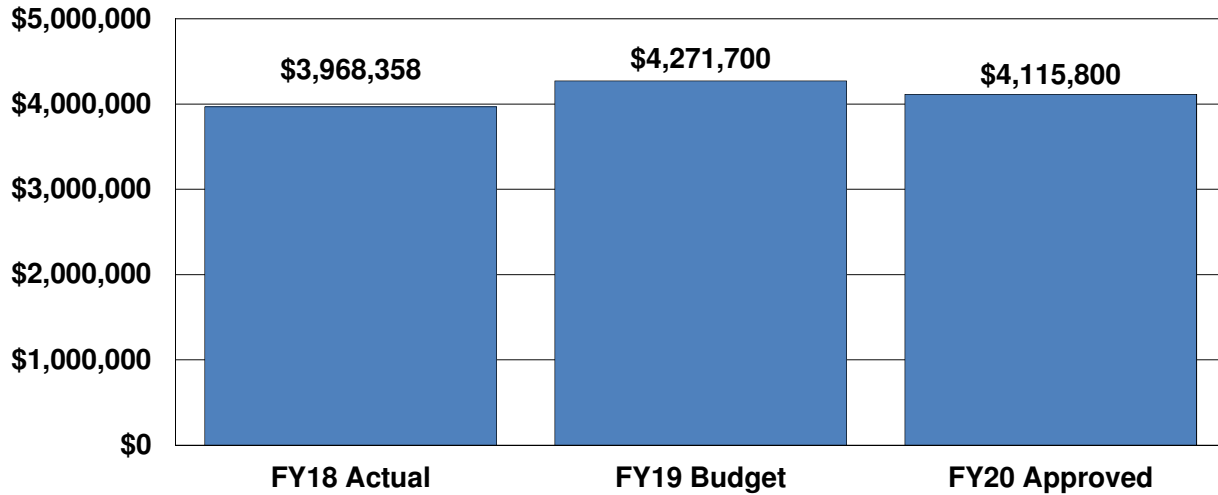
Christina Pompa, Acting Director of Planning & Growth Management

301-645-0627 301-870-3935

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

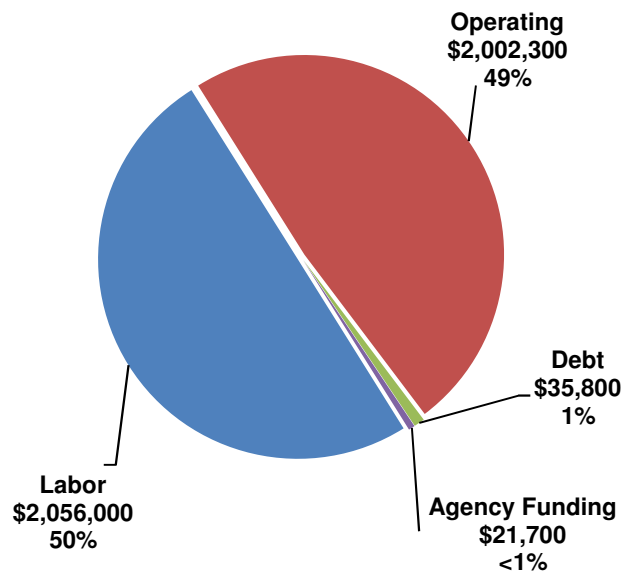
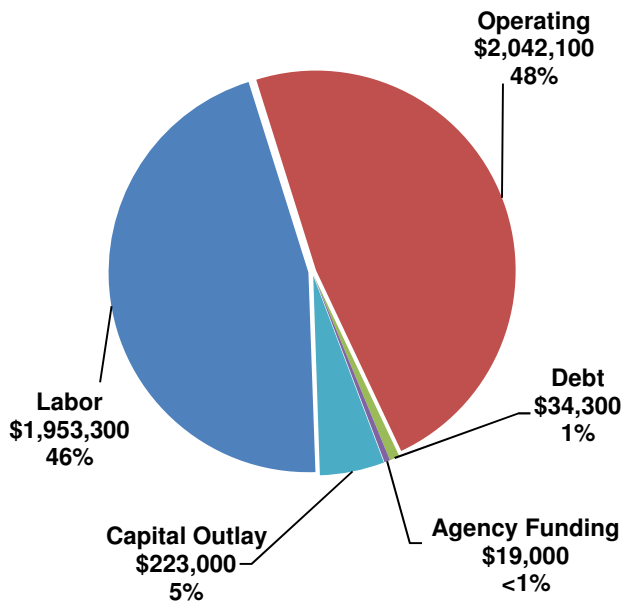
8:00 a.m.-4:30 p.m. M-F

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



FY19
Total: \$4,271,700

FY20
Total: \$4,115,800



In-house staff and contract personnel make up the majority of costs. By utilizing contract personnel, the County is able to react to changes in the market.

Objectives & Measurements

Objectives & Measurements:	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Estimated
Permits					
<i>Objective: privatized contract, for inspections complying with various local, state and federal laws.</i>					
Total all inspections	27,923	50,927	35,850	43,800	33,000
Total inspections per FTE	5,077	9,259	6,518	7,964	6,000
# of building inspections	13,528	13,835	18,643	14,375	17,000
% of inspections addressed w/i 24 hrs. per inspector	99%	99%	99%	99%	99%
	2,460	5,327	3,390	2,614	3,091
# of plumbing inspections (PGM & WS)	5,604	6,165	6,190	6,280	5,500
% of inspections addressed w/i 24 hrs. per inspector	99%	99%	99%	99%	99%
	1,019	1,121	1,125	1,142	1,000
# of electrical inspections	6,522	7,620	7,701	7,830	7,000
% of inspections addressed w/i 24 hrs. per inspector	99%	99%	99%	99%	99%
	1,186	1,385	1,400	1,424	1,273
# of mechanical inspections per inspector	2,269	3,200	3,316	3,450	3,500
	413	582	603	627	636
Request for assistance code enforcement/interpretation					
Initiated	572	605	304	750	600
Completed	500	599	327	700	900
Outstanding	976	970	970	999	699
Infrastructure					
<i>Objective: to process in a timely manner all submittals to assure compliance with the Road, Grading, Stormwater Management, Flood plain, Water and Sewer Ordinances; Standard Specifications for Construction and Standard Detail Manuals.</i>					
Development Services Applications	128	106	109	110	113
# of active projects reviewed:					
Permits issued	130	99	83	85	90
Permit revisions issued	37	24	19	15	10
Building Permit Plan Review					
<i>Objective: privatized contract, for plan review complying with various local, state and federal laws.</i>					
Building permit plan review residential	2,881	2,635	2,663	2,680	2,700
Average review span (days)	4	4	6	4	5
Building permit plan review commercial	330	217	222	250	275
Average review span (days)	6	4	12	4	10

Inspections & Review

Department: Planning and Growth Management **Account:** 07.07.06
Division/Program: Administration **Fund:** Enterprise
Program Administrator: Christina Pompa, Acting Director of Planning Growth Management
<http://www.charlescountymd.gov/pgm>

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$16	\$69,600	\$100,100	\$94,600	\$25,000	35.9%
Fringe Benefits	0	18,100	32,200	20,000	1,900	10.5%
Operating Costs	8,726	70,200	70,000	68,200	(2,000)	-2.8%
Agency Funding	0	19,000	21,700	21,700	2,700	14.2%
Operating Contingency	0	0	3,000	17,500	17,500	N/A
Total Expenditures	\$8,742	\$176,900	\$227,000	\$222,000	\$45,100	25.5%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes a reorganization that was approved at the end of FY2018 and approved salary increases.
- **Operating Costs** decreased due to one time equipment and computer expenses in FY2019.
- **Agency Funding** represents funding to support the County's Other Post-Employment (OPEB) plan.
- **Operating Contingency** covers unanticipated revenue shortfalls or expenditure overruns.

Description

The mission of the Department of Planning and Growth Management (PGM) is: "To provide the citizens of Charles County an effective and economical infrastructure through planning, design and construction of facilities, roadways, water and waste water systems as described in the County's Comprehensive Plan. This shall be accomplished in a timely, efficient and courteous manner with dedication and quality service in cooperation with various departments within Charles County Government". Supporting the mission of PGM are various policies which provide a comprehensive approach to the orderly planning and development of infrastructure within Charles County.

Using these policies, the Administration Division 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>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
Director	0.0	0.0	0.2	0.2	0.2
Deputy Director	0.0	0.0	0.3	0.3	0.3
Project/Program Manager	0.0	0.0	0.2	0.2	0.2
Assistant to the Director	0.0	0.0	0.1	0.1	0.1
Total Full Time	0.0	0.0	0.7	0.7	0.7

Inspections & Review

Department: Planning and Growth Management **Account:** 07.07.31
Division/Program: Codes, Permits & Inspection Svcs\Inspections & Enforcement **Fund:** Enterprise
Program Administrator: Ray Shumaker, Chief of Codes, Permits & Inspection Services

www.charlescountymd.gov/pgm/cpis/inspections

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$1,058,996	\$1,036,800	\$1,158,100	\$1,075,300	\$38,500	3.7%
Fringe Benefits	330,530	347,100	401,100	354,100	7,000	2.0%
Operating Costs	1,359,518	1,354,400	1,365,000	1,302,200	(52,200)	-3.9%
Debt Service	18,056	26,500	35,800	35,800	9,300	35.1%
Operating Contingency	0	25,900	47,700	0	(25,900)	N/A
Total Expenditures	\$2,767,100	\$2,790,700	\$3,007,700	\$2,767,400	(\$23,300)	-0.8%
Revenues	\$2,798,204	\$3,368,300	\$3,337,500	\$3,337,500	(\$30,800)	-0.9%
Surplus/(Deficit)	\$31,104	\$577,600	\$329,800	\$570,100	(\$7,500)	-1.3%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** were adjusted based on the full year impact of FY2019 approved positions, a reallocation of a position based on assigned duties, and approved salary increases.
- The **Operating Costs** decrease is based on trends from previous fiscal years and also due to one time expenses for computers in FY2019.
- The **Debt Service** increase funds the cost to finance three (3) replacement trucks in FY2020.
- **Operating Contingency** is now funded under the Administration Division.
- **Revenues** were adjusted based on current trends.

Description:

The major goals of the Inspection and Enforcement Division is to enforce all the provisions of zoning ordinance and the ICC Building Code and act on any question relative to the mode or manner of construction and materials to be used in the erection, addition to, alteration, repair, removal, demolition, installation of service equipment, and the location, use, and maintenance of all buildings and structures built throughout Charles County except in the Towns of La Plata and Indian Head, which have their own inspection to receive applications, review the submittal, issue permits for the erection and alteration of buildings and structures and inspect the construction to ensure a high quality of construction and safe construction practices.

Inspection & Enforcement also administers, inspects, & enforces the Zoning regulations & Forest Conservation of Charles County. This includes the Homeowners Association Dispute Resolution Board, the Nuisance Board, and investigating various citizen's complaints. Furthermore, Inspections & Enforcement provides inspection services for all subdivisions, building permits, capital improvements, for grading qualitative/quantitative storm water management, road, storm drainage, & water/sewer construction to insure compliance with County ordinance standards.

Inspections & Review

Department:	Planning and Growth Management	Account:	07.07.31
Division\Program:	Codes, Permits & Inspection Svcs\Inspections & Enforcement	Fund:	Enterprise
Program Administrator:	Ray Shumaker, Chief of Codes, Permits & Inspection Services		

<u>Positions:</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Codes, Permits, Inspections	0.5	0.5	0.4	0.4	0.4
Building & Permit & Enforcement Mgr	0.6	0.6	0.0	0.0	0.0
Engineer IV	0.0	0.0	0.3	0.3	0.3
Development Services Manager	0.3	0.3	0.0	0.0	0.0
Utilities Senior Project Manager	0.1	0.1	0.0	0.0	0.0
Citizen Response Coordinator	0.0	0.0	0.2	0.2	0.2
Floodplain Management Engineer	0.0	0.4	0.0	0.0	0.0
Engineer I-III	1.1	0.7	1.1	1.2	1.0
Inspections Superintendent	1.0	1.0	0.7	0.7	0.7
Permits Processing Supervisor	0.4	0.4	0.4	0.4	0.4
Inspections Supervisor	2.0	2.0	1.8	1.8	1.8
Building Code Official	0.8	0.8	0.8	0.8	0.8
Code Inspection & Enforcement Officer	1.0	1.0	1.0	1.0	1.0
Right-of-Way Agent I-II	0.5	0.5	0.0	0.0	0.0
Zoning Inspection Supervisor	0.0	0.0	0.2	0.2	0.2
Assistant to the CPIS	0.0	0.0	0.4	0.4	0.4
Inspectors	2.0	2.0	3.1	5.1	5.1
Right of Way & Bonding Specialist	0.0	0.0	0.5	0.5	0.5
Dev & Bond Specialist	0.5	0.5	0.0	0.0	0.0
Project Administrative Specialist	0.5	0.5	0.5	0.5	0.5
Permit Technician	0.0	0.0	0.3	0.3	0.3
Administrative Associate	1.0	1.0	0.0	0.0	0.0
Permits Specialist	1.0	1.0	1.0	1.0	1.0
PGM Support Specialist	0.0	0.0	0.9	0.9	0.9
Office Associate I - III	1.8	1.8	0.0	0.0	0.0
PGM Receptionist	0.0	0.0	0.6	0.6	0.6
Part Time	0.8	1.3	1.3	1.3	1.3
Total Full Time Equivalent	15.8	16.3	15.4	17.5	17.3

Inspections & Review

Department: Planning and Growth Management **Account:** 07.07.61
Division/Program: Codes, Permits & Inspection Services/Codes and Permits **Fund:** Enterprise
Program Administrator: Ray Shumaker, Chief of Codes, Permits & Inspection Services
www.charlescountymd.gov/pgm/cpis/permits

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$207,336	\$192,900	\$266,900	\$208,500	\$15,600	8.1%
Fringe Benefits	69,358	69,500	101,400	75,400	5,900	8.5%
Operating Costs	425,985	464,100	465,400	447,800	(16,300)	-3.5%
Debt Service	7,674	7,800	0	0	(7,800)	N/A
Operating Contingency	0	0	7,500	0	0	N/A
Total Expenditures	\$710,353	\$734,300	\$841,200	\$731,700	(\$2,600)	-0.4%
Revenues	\$637,407	\$517,100	\$575,000	\$575,000	\$57,900	11.2%
Surplus/(Deficit)	(\$72,946)	(\$217,200)	(\$266,200)	(\$156,700)	\$60,500	-27.9%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** were adjusted based on current staffing levels, the full year impact of FY2019 approved positions, and include approved salary increases.
- The **Operating Costs** budget was adjusted based on current activity.
- **Debt Services** decreased due to debt being paid off in FY2019.
- **Revenues** were adjusted based on anticipated FY2020 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. The services performed by this division include: providing plan review for all subdivisions building permits, capital water/sewer improvements for grading qualitative/quantitative stormwater management roads, storm drainage, & construction to insure compliance with County ordinance standards; grading & drainage plan reviews of the site plans for building permits & responding to citizen's drainage concerns; providing plan reviews for private water & sewer projects as well as technical assistance for private water systems and review designs for new county water and sewer projects.

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

Positions:

<u>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
Chief of Codes, Permits, Inspections	0.1	0.1	0.1	0.1	0.1
Building & Permit & Enforcement Mgr	0.2	0.2	0.0	0.0	0.0
Floodplain Management Engineer	0.0	0.5	0.0	0.0	0.0
Engineer I - III	1.8	1.3	1.8	2.3	2.1
Permits Processing Supervisor	0.1	0.1	0.1	0.1	0.1
Assistant to the Chief of CPIS	0.0	0.0	0.1	0.1	0.1
Permit Technician	0.0	0.0	0.1	0.1	0.1
Office Associate III	0.1	0.1	0.0	0.0	0.0
Total Full Time	2.3	2.3	2.2	2.7	2.5

Inspections & Review

Department: Planning and Growth Management Account: 07.07.19
Division/Program: Planning - Architectural & Cultural Resources Review Fund: Enterprise
Program Administrator: Jason Groth, Planning Director
<http://www.charlescountymd.gov/pgm/planning/planning>

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$44,947	\$32,500	\$32,500	\$35,500	\$3,000	9.2%
Fringe Benefits	1,130	3,100	2,200	2,400	(700)	-22.6%
Operating Costs	922	0	0	0	0	N/A
Operating Contingency	0	17,500	16,300	16,600	(900)	-5.1%
Total Expenditures	\$46,999	\$53,100	\$51,000	\$54,500	\$1,400	2.6%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** were adjusted based on current staffing levels and include approved salary increases and the impact of the minimum wage increase.
- **Operating Contingency** is to cover unanticipated revenue shortfalls or expenditure overruns.

Description:

The Planning Division provides administration of the cultural resources and architectural review programs.

<u>Positions:</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
Title	FTE	FTE	FTE	FTE	FTE
Planner I - III	0.2	0.2	0.2	0.2	0.2
Total Full Time	0.2	0.2	0.2	0.2	0.2

Department: Planning and Growth Management Account: 07.07.19
Division/Program: Planning Support Fund: Enterprise
Program Administrator: Jason Groth, Planning Director
<http://www.charlescountymd.gov/pgm/planning/planning>

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$0	\$143,500	\$143,600	\$147,300	\$3,800	2.6%
Fringe Benefits	0	40,200	42,300	42,900	2,700	6.7%
Operating Contingency	0	0	4,800	0	0	N/A
Total Expenditures	\$0	\$183,700	\$190,700	\$190,200	\$6,500	3.5%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** were adjusted based on current staffing levels and include approved salary increases.

Description:

The Planning Division provides development review of County infrastructure.

<u>Positions:</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
Title	FTE	FTE	FTE	FTE	FTE
Assistant Chief of Planning	0.0	0.0	0.2	0.2	0.2
Planner IV	0.0	0.0	0.3	0.3	0.3
Planner I - III	0.0	0.0	1.2	1.2	1.2
Planning Technician	0.0	0.0	0.5	0.5	0.5
Part Time	0.0	0.0	0.3	0.3	0.3
Total Full Time	0.0	0.0	2.4	2.4	2.4

Inspections & Review

Department: Planning and Growth Management **Account:** 07.07.149
Division/Program: Technology **Fund:** Enterprise
Program Administrator: Christina Pompa, Director of Planning Growth Management

Expenditure Category	FY2018 Actual	FY2019 Budget	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Operating Costs	138,797	110,000	118,400	118,400	8,400	7.6%
Operating Contingency	0	0	31,600	31,600	31,600	N/A
Capital Outlay	295,472	223,000	0	0	(223,000)	N/A
Total Expenditures	\$434,269	\$333,000	\$150,000	\$150,000	(\$183,000)	-55.0%
Revenues	\$434,269	\$333,000	\$150,000	\$150,000	(\$183,000)	-55.0%
Surplus/(Deficit)	\$0	\$0	\$0	\$0	\$0	N/A

Changes and Useful Information:

- **Operating Costs** represents the software maintenance agreement on the new land use, subdivision, code enforcement, and permit activities software. It also includes the cost of one online training class and two tests for EnerGov, the County's permitting software, certification credits. The EnerGov certification credits will provide staff with up-to-date relevant skills and how to get the maximum amount of benefits from the software.
- **Operating Contingency** is to allow for the re-payment of funds to the Inspection Fund. The purchase of the software was forward funded through the Inspection Fund and any surplus will be used to pay the fund back in the upcoming years.
- The **Capital Outlay** budget has been reduced due to the balance of a one time purchase of land use, subdivision, code enforcement, and permit activities software being completed in FY2019.

Description

This department is used to account for the cost associated with the Technology Upgrade.

Positions:

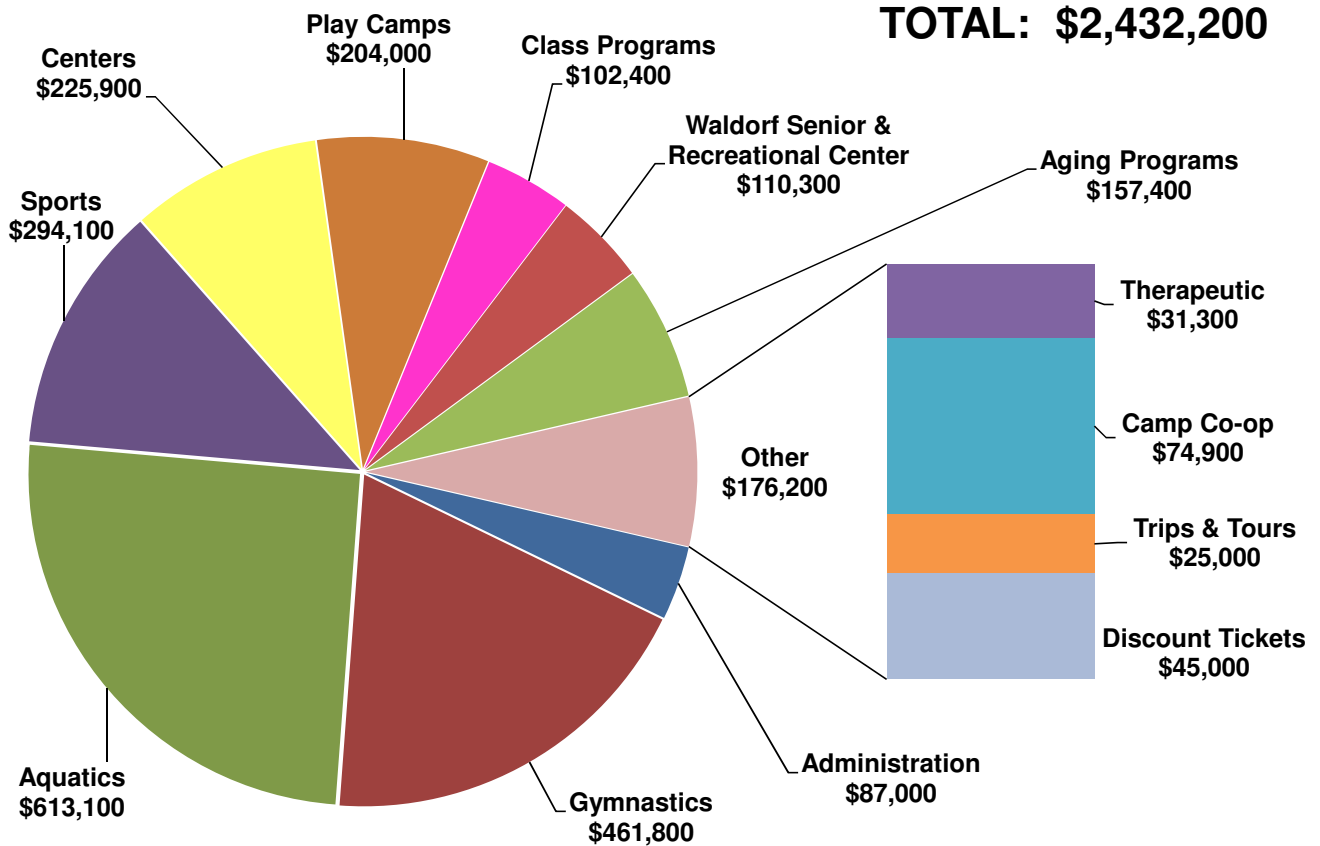
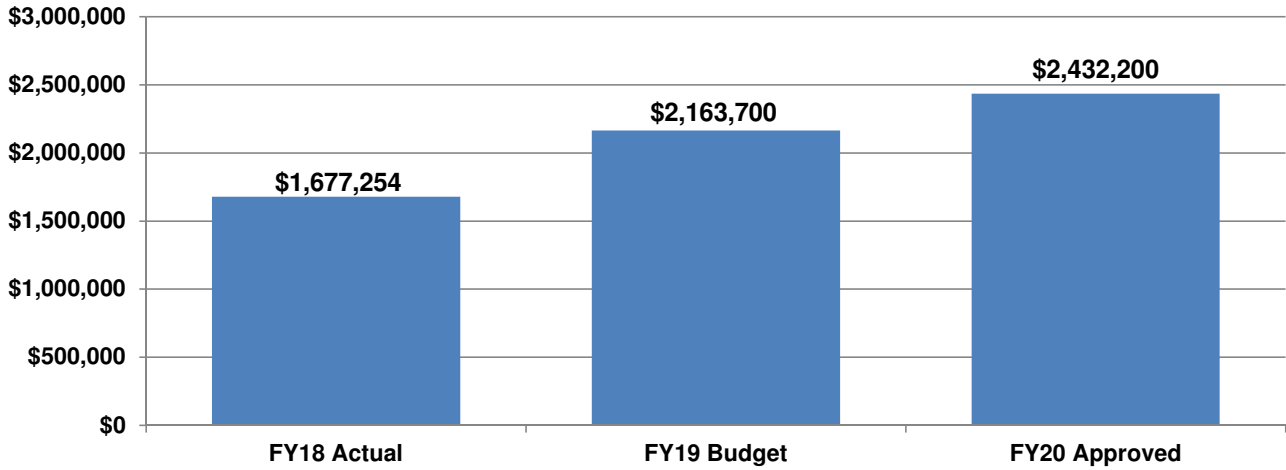
<u>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
Consultant/Director	0.0	0.3	0.0	0.0	0.0
Total Full Time Equivalent	0.0	0.3	0.0	0.0	0.0

Recreation Fund

Eileen B. Minnick, Director of Recreation, Parks, and Tourism
 Address: 8190 Port Tobacco Rd., Port Tobacco, MD 20677
www.charlescountyparks.com

Recreation Programs
 301-932-3470
 8:00 a.m.-4:30 p.m. M-F

Dina Barclay, Director of Community Services
 Address: 8190 Port Tobacco Rd., Port Tobacco, MD 20677
www.charlescountymd.gov/cs/aging/aging-and-senior-programs



Recreation

Department: Recreation, Parks, and Tourism **Account:** 24.30.40
Division/Program: Recreation **Fund:** Enterprise
Program Administrator: Sam Drury, Chief of Recreation
<http://www.charlescountyparks.com/recreation/recreation>

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg.
Personal Services	\$858,310	\$1,020,800	\$1,109,200	\$1,233,400	\$212,600	20.8%
Fringe Benefits	116,650	173,200	166,400	180,800	7,600	4.4%
Operating Costs	590,258	814,100	856,800	856,800	42,700	5.2%
Debt Service	3,302	0	0	0	0	N/A
Operating Contingency	0	3,800	18,300	3,800	0	0.0%
Total Expenditures	\$1,568,520	\$2,011,900	\$2,150,700	\$2,274,800	\$262,900	6.9%
Revenues	\$1,605,837	\$2,011,900	\$2,150,700	\$2,283,400	\$271,500	6.9%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase includes approved salary increases and the full year impact of part time help for the Waldorf Senior and Recreational Center.
- The **Operating Costs** budget increase includes an increase in Class Programs and Aquatics. Class Programs increase is for general supplies due to additional programs. Aquatics increase is to account for additional funds for the McDonough pool renovation based on actual costs from LaPlata and Thomas Stone pools.
- The **Operating Contingency** budget is to cover any revenue shortfall or expenditure overage.
- FY2020 **Revenues** are increasing mainly due to a \$5 increase in swim lessons which went into effect in FY2019, as well as increased admissions costs which will begin September 1, 2019.

Description

The Recreation Division offers a variety of structured and non-structured sports leagues and activities for persons of all ages. All programs are self-supporting, with youth leagues being supplemented by the County for officials and part-time facility supervision.

- Sports programs and leagues include: Youth and Adult Basketball, Youth and Adult Soccer, Youth and Adult Volleyball, Youth and Adult Kickball and Adult Softball.
- Trips and tours are offered for registrants to have the opportunity to participate in variety of experiences.
- Three Indoor Pools are operated year round at Lackey High School, North Point High School, and the Donald M. Wade Aquatic Center at St. Charles High School. Three Outdoor Pools are operated seasonally at La Plata, McDonough, and Thomas Stone High Schools. In addition to daily admission, the pools offer swim lessons, water aerobics, water safety, birthday parties, private rentals, and a variety of other programs and special events.
- Camp CO-OP is an exciting day camp for special education students between the ages of 5 & 21 with moderate to severe disabilities.
- Therapeutic programs are, for the most part, operated under the auspices of the county Special Olympics Program.
- Discount tickets for amusement parks are offered April through August each year. The ticket prices offer a 10-15 percent discount from the regular gate prices.
- The Elite Gymnastics & Recreation Center provides traditional gymnastics and dance classes for beginner to advanced levels for all ages. Pre-competitive and competitive teams are offered under the guidance of the USA Gymnastics Jr. Olympic Program.
- Operation of ten school based Community Centers and Port Tobacco Recreation Center to host a variety of programs, services, activities, sports leagues and recreational opportunities to persons of all ages. They are focal points in each geographic area of Charles County and generate a sense of community through interaction and programs. Community Centers offer drop-in programs, summer camps, middle school afterschool programs and host indoor sports, fitness classes, recreational and leisure programs, and special events. Community Centers programs include: Class programs, Middle School After School program, Drop In programs, Summer Camps, Fitness classes and Special Events.
- Recreational programs will be offered at the Waldorf Senior & Recreation Center and Billingsley Elementary Community Center when they open.

Positions:

Title	FY16 FTE	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE
Sports Program Supervisor	1.0	1.0	1.0	1.0	1.0
Recreation Facility & Program Supervisor	0.0	0.0	1.0	1.0	1.0
Recreation Center Coordinator	1.0	1.0	0.0	0.0	0.0
Assistant Recreation & Leisure Program Specialist	0.8	0.8	1.0	1.0	1.0
Part Time Positions	28.9	28.9	29.3	31.6	32.2
Total Full Time Equivalent	31.7	31.7	32.3	34.6	35.2

Recreation

Department: Community Services Account: 24.06.21.11
Division/Program: Aging & Human Services - Nanjemoy Community Center Fund: Enterprise
Program Administrator: Lisa Furlow, Chief of Aging & Human Services
www.charlescountymd.gov/cs/aging/aging-and-senior-programs

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg
Personal Services	\$2,140	\$8,200	\$8,200	\$9,500	\$1,300	15.9%
Fringe Benefits	279	1,200	1,200	1,300	100	8.3%
Operating Costs	5,426	5,000	4,900	4,800	(200)	-4.0%
Operating Contingency	0	0	100	0	0	N/A
Total Expenditures	\$7,845	\$14,400	\$14,400	\$15,600	\$1,200	8.3%
Revenues	\$7,126	\$14,300	\$14,300	\$14,300	\$0	0.0%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increased due to approved salary increases and the part time minimum wage increase.
- **Operating Costs** were decreased due to recent trends.

Description

Nanjemoy Community Center is a multiservice center offering programs and services for the residents of southwestern Charles County. As a satellite facility, it offers outreach and counseling for benefits. Program opportunities for youth and adults, special community events, and a health clinic are among the programs offered.

All programs and classes are self-supporting.

Positions:	FY16	FY17	FY18	FY19	FY20
Title	FTE	FTE	FTE	FTE	FTE
Part Time Positions	0.3	0.2	0.2	0.2	0.2
Total Full Time Equivalent	0.3	0.2	0.2	0.2	0.2

Department: Community Services Account: 24.06.21
Division/Program: Aging & Human Services - Senior Services Fund: Enterprise
Program Administrator: Lisa Furlow, Chief of Aging & Human Services
www.charlescountymd.gov/cs/aging/aging-and-senior-programs

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg
Personal Services	\$34,413	\$63,700	\$67,200	\$70,200	\$6,500	10.2%
Fringe Benefits	4,265	5,600	5,900	6,300	700	12.5%
Operating Costs	62,211	68,100	60,400	65,300	(2,800)	-4.1%
Operating Contingency	0	0	900	0	0	N/A
Total Expenditures	\$100,889	\$137,400	\$134,400	\$141,800	\$4,400	3.2%
Revenues	\$140,638	\$137,500	\$134,500	\$134,500	(\$3,000)	-2.2%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increased due to approved salary increases and the part time minimum wage increase.
- **Operating Costs** increased due to the net result of the Meals on Wheels program being revised, the increase for design services for The SCOOP (which is the monthly Senior Center News publication) and from reallocating funds from the Senior Plus food/meal account. If a client has an in-home care provider, they must cook a meal and therefore that client is no longer eligible for the Meals on Wheels program.
- **Revenues** were adjusted based on anticipated FY2020 activity.

Description:

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

Positions:	FY16	FY17	FY18	FY19	FY20
Title	FTE	FTE	FTE	FTE	FTE
Senior Center Coordinator	0.1	0.1	0.1	0.1	0.1
Part Time Positions	3.2	2.8	2.8	3.3	3.3
Total Full Time Equivalent	3.3	3.0	3.0	3.4	3.4

Vending Machines

Department: Fiscal Services **Account:** 38
Division\Program: Accounting **Fund:** Enterprise
Program Administrator: William DeAtley, Chief of Accounting

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Adopted	\$ Change from FY2019	% Chg
Operating Costs	\$106,784	\$138,800	\$138,800	\$138,800	\$0	0.0%
Total Expenditures	\$106,784	\$138,800	\$138,800	\$138,800	\$0	0.0%
Revenues	\$164,136	\$138,800	\$138,800	\$138,800	\$0	0.0%

Description

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

Other Governmental Funds

SPECIAL REVENUE FUNDS

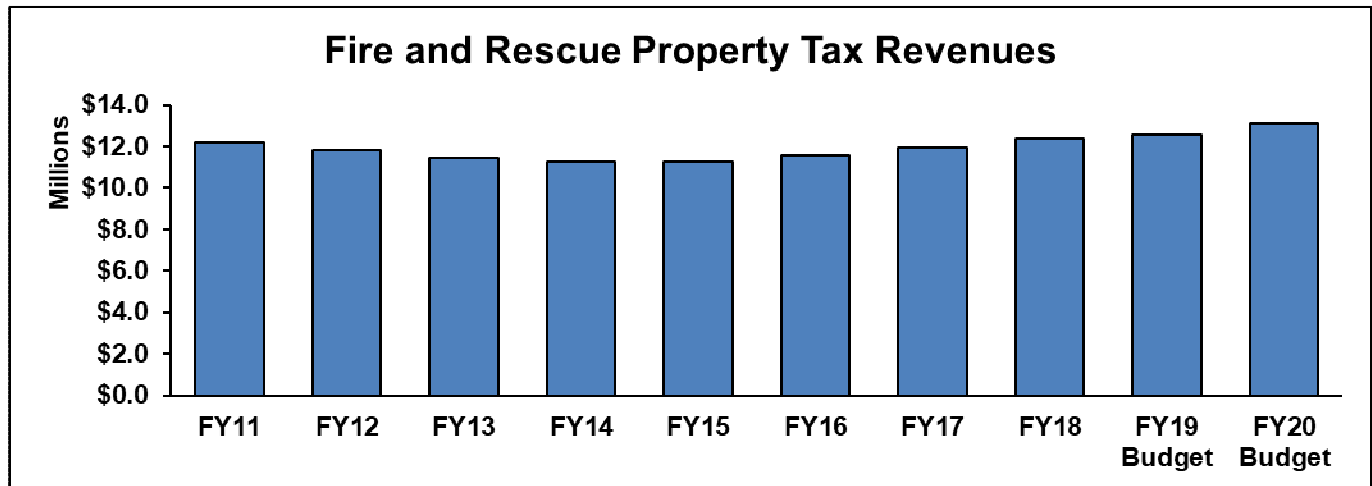
Special Revenue Funds are used to account for revenues that are legally restricted or formally designated for a particular purpose. The best examples of special revenue funds are State and Federal grant awards that have specific requirements associated with eligible program costs.

Trends and Assumptions for Estimates

PROPERTY TAX RELATED FUNDS

Fire & Emergency Medical Services

The largest special revenue fund is financed by a County wide **Fire and Rescue** property tax and a State of Maryland Amoss grant. The tax is levied and collected by the County and distributed to the various volunteer fire stations and rescue squads. A property tax rate is levied as follows: \$0.04 for fire, \$0.02 for emergency medical services, and \$.004 for pension benefits for all Real Property assessments and \$0.10, \$0.05 and \$.01, respectively for all business related assessments. Operating revenue generated from taxes is estimated using the same assumptions as the general fund property taxes (see General Fund property tax section), with the primary information provided by the Maryland Department of Assessments and Taxation. Grant funds are subject to the annual renewal by the State of Maryland and are used for training and equipment.



Agricultural Preservation

An **agricultural transfer tax** is assessed on land that has a change of use from agricultural to residential or commercial. This money is tracked separately and used for future land preservation purposes. An operating revenue estimate is based on minimum changes in land use and amended during the year should a large land acquisition be acquired for preservation. Operating costs primarily represent the purchase of land; budgets are amended once a purchase is approved.

FEDERAL OR STATE GRANT RELATED FUNDS

The following programs have budgets that are derived from specific Federal and/or State grant awards and are often matched with local funding; therefore, budget totals reflect the anticipated grant award. Amended operating budgets reflect actual grant awards and renewals. Revenues supporting these programs are fairly predictable because they follow the scope defined within the Federal & State grants.

- **Housing Assistance Programs**
- **Transportation Programs**
- **Child Support / Judicial Programs**
- **Public Safety Programs**
- **Aging and Senior Programs**
- **Emergency Management Programs**
- **Economic Development Loan Programs**
- **Tourism Programs**
- **Community Development Block Grant Projects**
- **Community Development Administration Projects**
- **Planning Programs and Studies**
- **Human Services Programs for Children, Youth, and Families**

SPECIAL REVENUE FUNDS

Community Services administers the largest single grant awarded to the County, the Housing Choice Voucher Program. This Federal grant, provided by the U.S. Department of Housing and Urban Development (HUD), is for rental unit subsidy for low income residents.

Previously, the Maryland Department of Housing and Community Development provided State funding to the County for a Rental Assistance Program commonly referred to as RAP. The goal of RAP is to provide fixed monthly rental allowance payments for 12 months to approximately seven low-income households that have critical and emergency housing needs with the ultimate goal of moving those individuals or families into self-sufficiency. The County's Community Services Department also administered the Emergency Solutions Grant Program (ESG). This grant is awarded to local agencies. Beginning FY2019, the County no longer oversees these programs as they will flow through one of the sixteen Continuums of Care (CoC) in Maryland.

The **Charles County Advocacy Council for Children, Youth, and Families (CCACCYF)**, Charles County's Local Management Board, receives funding for Human Services Programs at both the Federal and State level. The CCACCYF does not provide human services directly but contracts with various public and private agencies to provide publicly funded human services. The size of the contracts that are entered into annually is determined by the amount of funding made available to the CCACCYF by the Governor's Office for Children, the Maryland State Department of Education, the Maryland Department of Juvenile Services, the Maryland Department of Human Resources, and the U.S. Department of Health and Human Services. The County manages a series of **public transportation** systems designed for the general public, senior citizens, people with physical or mental disabilities who cannot access general public transportation. Operating revenues are primarily supported with Federal and State grants and matching funds from the County. These programs also generate a fair share of program revenue from fees paid for by their ridership and advertising.

Federal and State grants are received for specific new or rehabilitation projects from the **Community Development Block Grant Program** for such things as community centers and public improvement systems, Home Buyers Programs, and Disaster Recovery. These grants are typically awarded on a project by project basis and generally considered capital grant projects. The County also receives funding for **Community Development Administrative Project** grants. These grants tend to be considered operating in nature and support temporary housing initiatives and emergency and transitional homeless shelters. The County does not anticipate receiving these grants in FY2020.

Child Support programs are operated through a combined effort from the Charles County Department of Social Services and the Circuit Court. Child support cases are held to establish paternity, set child support payments, and enforce said support payments. Grant funds are provided to the County from Federal sources passed through the State of MD Department of Health and Human Resources. The Child Support Enforcement grant which is administered by the Sheriff's Office is considered part of the County's Public Safety program for the purpose of processing and serving of summonses, warrants and writs of attachment received from the courts.

The Family Support Services Program (FSSP) and Family Recovery Court (FRC) are the **Judicial Programs** within the Circuit Court for Charles County that are funded through Federal and State Grants. The goal of the FSSP is to provide an effective approach for the early resolution of family conflict. Recognizing that the adversarial process can be destructive for families, the program works to expedite family law cases in a manner designed to enable safety and support for all family members, and to minimize the trauma of litigation. The FRC is a Drug Court program where parents with substance abuse issues who are under the jurisdiction of the court through a Child In Need of Assistance (CINA) case, Termination of Parental Rights (TPR) case, or domestic relations custody case receive timely, intensive treatment and support to solve their addiction issues and provide safe and appropriate care for their children.

Past efforts by the Federal and State Governments to enhance public safety in local communities have added various programs to the County's **Public Safety programs**. Revenue associated with several of these grants has helped to increase the number of Sworn Officers or provided overtime and equipment for much needed programs.

Various **aging grants** and state fees for services agreements support senior housing assistance, health programs, guardianship, referral services, Community Options Waiver, and meal programs for the elderly. These programs promote independence and improve the quality of life for older persons. The major revenues supporting these programs are established with Federal and State grant awards, matched with County funding and are supported with program revenue.

SPECIAL REVENUE FUNDS

Emergency management grant funds are provided to enhance the capacity of local first responders to respond to terrorism incidents involving chemical, biological, nuclear, radiological, incendiary, and explosive devices, for homeland defense, maritime security, and acts of terrorism. These grants are specific to the acquisition of safety equipment, the implementation of a Statewide Domestic Preparedness Strategy by planning and conducting exercises, and training of County personnel in response to acts of terrorism and maritime security.

Planning grants consist of environmental and cultural programs for such things as the Chesapeake Bay Critical Area, Historical Preservation, Scenic Byways, Land Use Studies, and Easement Acquisition.

Tobacco Land Preservation Funds pass through the Southern MD Agriculture Development Commission to the Tri-County Council for Southern Maryland (TCCSM) for all three counties. The TCCSM, then passes those funds down to each respective county in Southern Maryland. Charles County will utilize these funds to purchase conservation easements on rural lands to support the continued transition to new agricultural enterprises in the wake of the tobacco buy-out. These funds fall within the Agricultural Preservation Program.

The **Economic Development Loan Programs** were established to help businesses to relocate into the County and/or expand their capabilities through the Business Development Loan Fund for Women, Minorities, and Veterans or the Targeted Industries Incentive Loan Fund. These programs are not intended to replace commercial bank financing for borrowers who are able to secure bank loans and ultimately, the program will be self-sustaining off repayments and accrued interest.

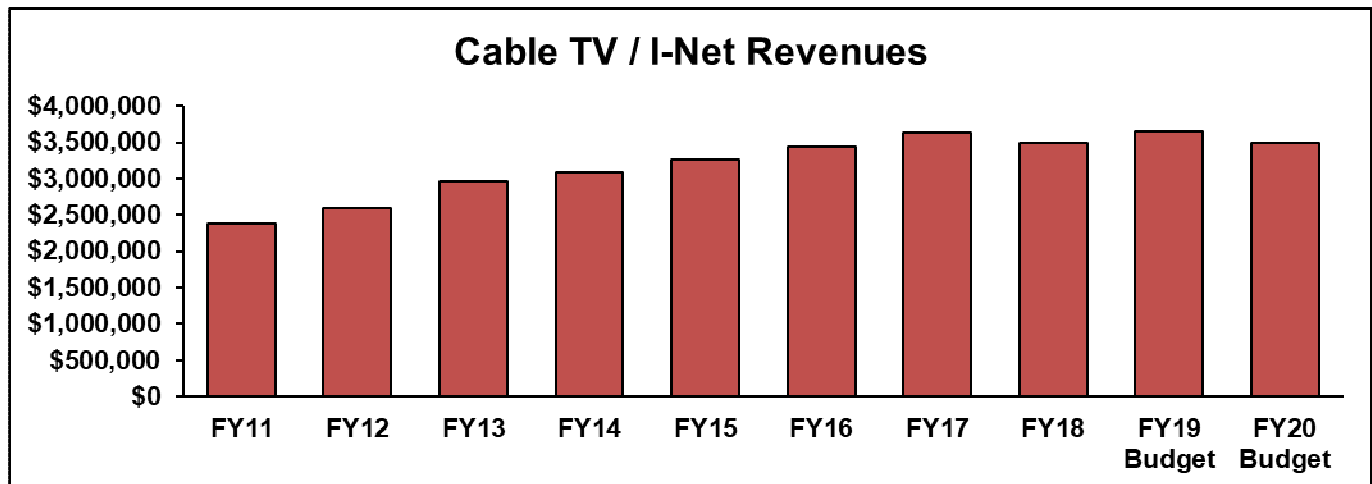
State grant funding provides support of local government efforts in the **Tourism** industry. The grant amount is determined based upon the County's prior year allowable expenditures; growth of prior year allowable expenditures over the same expenditures from the previous year to that year; growth of prior year's Comptroller-determined lodgings sales tax revenues over same tax revenues generated in their jurisdiction in the previous year to that year; and, on estimated impact of international visitation.

SERVICE CHARGE RELATED FUNDS

Certain programs have specific user fees, fines or penalties associated with their operation. These revenues are typically restricted to eligible costs of the associated program. The following is a list of those programs.

- **Cable TV / I Net**
- **Sheriff's Special Programs**
- **Drug Forfeitures**
- **Housing Special Loans Program**
- **Southern MD Criminal Justice Academy**
- **Animal Shelter / Control Programs**
- **Law Library**
- **Nuisance Abatement**

The **Cable TV / I-Net Fund** is a cooperative effort between County Government, the public school system, the local college, and the library system. Government access channels for Charles County are made possible through franchise agreements with local cable TV providers which generate revenue from a franchise fee assessed on monthly cable TV bills. A revenue estimate is based on the number of local subscribers in the area.



SPECIAL REVENUE FUNDS

Sheriff Special Programs include Volunteers in Community Service (VICS) and the Towing Service Permit Program. The VICS program accounts for individuals receiving a court ordered service. These individuals are referred to the VICS program from the court system as part of their rehabilitation process. The source of revenue for this program is from court fines as determined by the ruling judge and is based on recent historical trends. The Towing Service Permit Program allows the Sheriff's office to enforce, per Chapter 287-19 through 287-32, the rules and regulations for the licensing, maintenance and operations of towing companies in Charles County.

The County maintains a **Drug Forfeiture Fund** for revenues collected as a result of law enforcement efforts from drug related offenses. The revenues are difficult to predict because they are related to many variables, including the amount of cases, the success rate of the court actions, the assets involved in each case, etc. The revenue budget is based on historical trends.

With the use of special funding sources in support of housing loans, the County administers a **Housing Special Loans Program** for qualified applicants. Funding is tied to the quantity of loans processed.

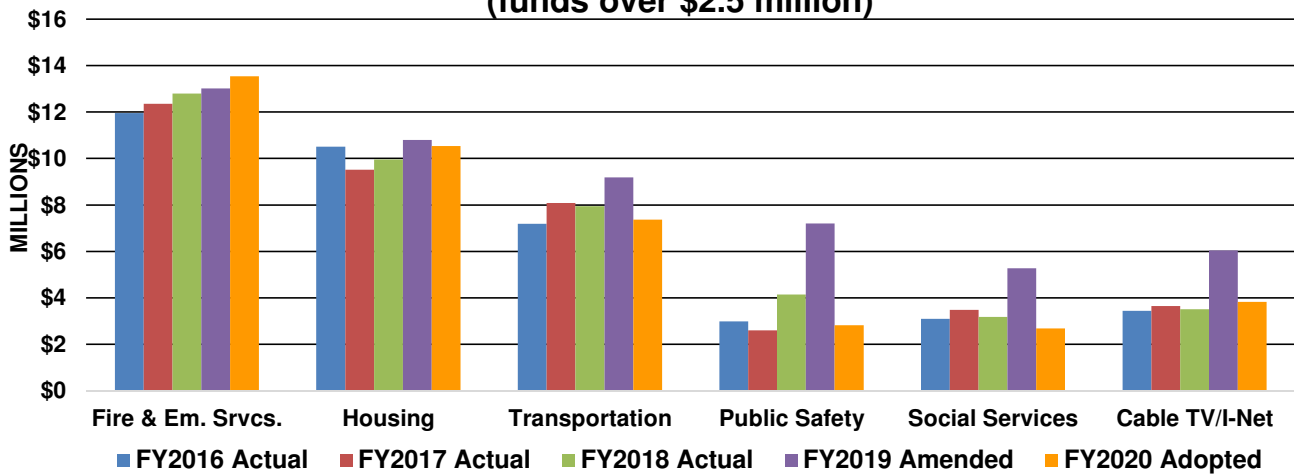
The **Southern Maryland Criminal Justice Academy** is funded by Charles, Calvert, and St. Mary's Counties. Funds from the Sheriff's General Fund budget are transferred to cover the Charles County share. Calvert and St. Mary's are billed for their respective portion of the cost.

Animal Shelter/Control Programs generate revenues primarily from donations and fees as a result of animal adoptions. Revenue estimates are based on trends and the volume of fees.

The **Law Library** generates revenues through appearance fees and other court fines. The basis for predicting these dedicated revenues is primarily from historical trends, however, trends in crime and population will affect the performance of these revenues and is often difficult to predict.

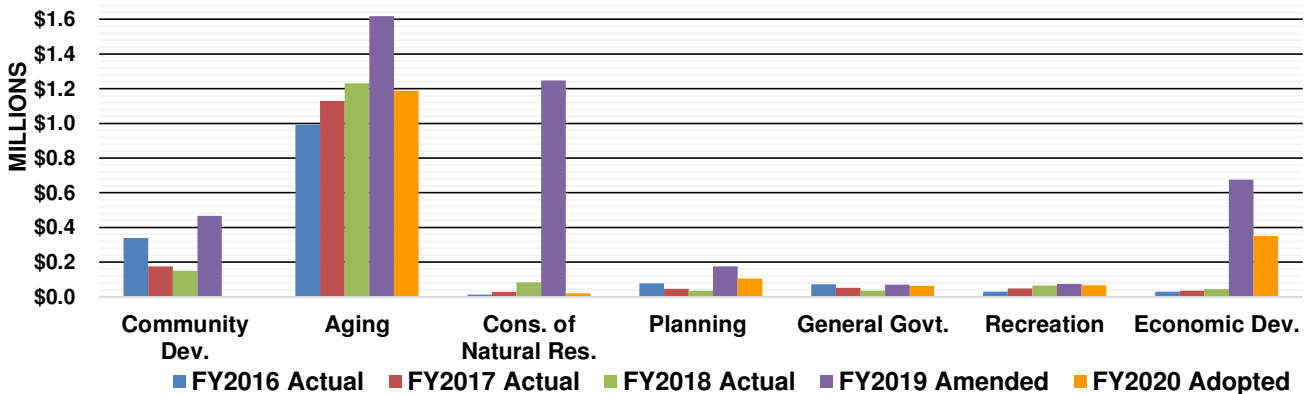
The **Nuisance Abatement Fund** was established to correct violations of Building Code, Nuisance Code or Zoning Ordinance. In those cases where the property owner has not met the requirements of a Court Order or Nuisance Abatement Hearing Board Order, County Code has provisions for the County to clean-up the property and abate the Code violations at the cost to the property owner.

Special Revenue Funds by Account Function (funds over \$2.5 million)



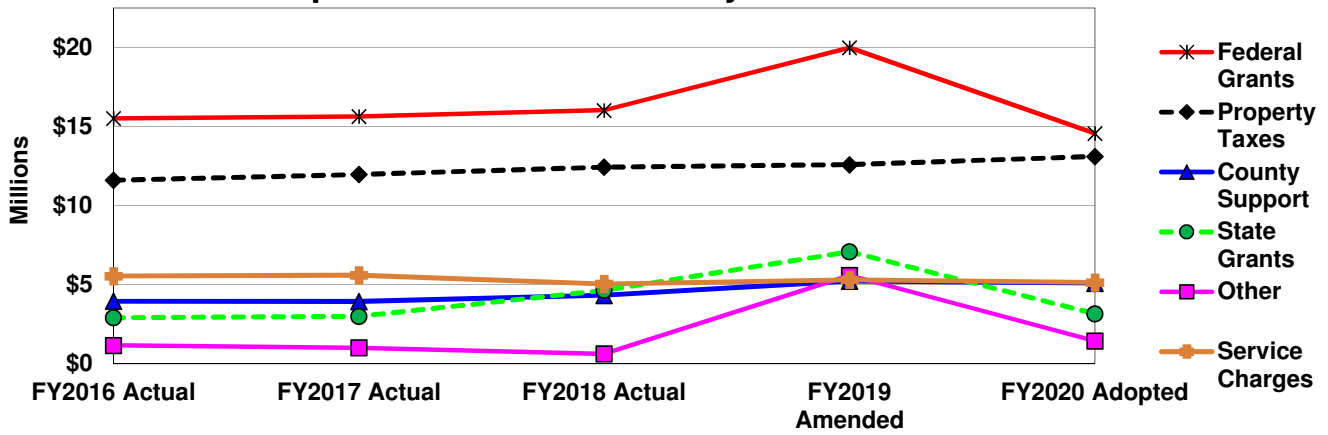
- **Volunteer Fire and Emergency Medical Services** continues to be the largest Special Revenue function. This program is funded primarily by Fire and Rescue Property Tax Revenue and will change based on property assessments.
- **Housing** program budgets fluctuate based on Federal funding and rent requirements.
- The increases in FY2018 to FY2019 for **Transportation** is due to roll over of multi-year capital grant items.
- Reduction in **Public Safety** grants is due to grants budgeted in FY2019 which were one time in nature.
- **Social Services** include Charles County Advocacy Council for Children, Youth, and Families (CCACCYF) and Child Support/Judicial grants. Fluctuations and reduction in FY2020 is the result of multi-year federal grants which are budgeted upon award and then unspent balances are carried over after fiscal year end.
- The additional funding provided in **Cable TV/I-net Fund** in FY2019 is for one time funding from Fund Balance reserves.

Special Revenue Fund by Account Function (Funds under \$2.5 million)



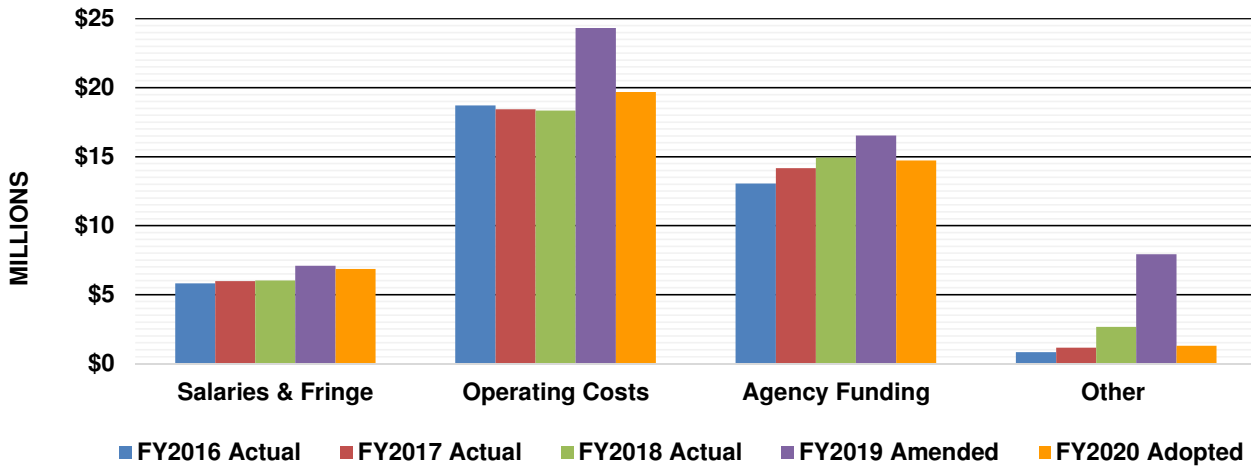
- Variations in **Community Development** are caused by grants which are typically one time in nature and are multi-year federal awards for which unspent balances will be carried over to FY2020.
- Variance in **Aging** grants is caused by Federal grants with a fiscal year end date of 09/30/19 for which unspent balances will be carried over to FY2020.
- The spike in FY2019 for **Conservation of Natural Resources** is to account for land purchases made through the Tobacco Land Preservation Funds. Land purchase budgets are established during the fiscal year with a budget amendment.
- The increase in FY2019 for **Planning Grants** is due to the Community Economic Adjustment Assistance for Compatible Use and Joint Land Use Studies which was multi-year in nature.
- The fluctuation in **Economic Development** is due to loans awarded under the Targeted Industries Incentive Loan Fund and Business Development Loan Fund for Women, Minorities, and Veterans and anticipated balances available for FY2020.

Special Revenue Funds by Revenue Source



- The **Federal Grants** increase in FY2019 is due to grants being budgeted in full for the year of award, but may be multiple year in nature. Carryover balances are established after the fiscal year ends. Programs with significant increases were Housing, Judicial Grants, and Human Services. The FY2020 funds may increase due to mid-year grant awards and carryover balances.
- **Property Tax** revenue is reflective of slightly increased property assessments through FY2019. A slight increase is projected for FY2020.
- **Service Charges** consists mainly of revenues from the Cable TV/I-Net fund, Housing Assistance Portable Vouchers paid through Reciprocal Agreements with other Housing Authorities, and Community Options Waiver Fee for Services.
- **County Support** remains relatively flat for FY2020 as compared to FY2019. Increase from FY2016 to FY2018 is due to relatively flat funding for Judicial Grants, Transportation, and Administrative funding for the Housing Choice Voucher Programs which then required county funding to sustain the programs.
- **State Grant** funding increased in FY2019 due to the budgeting of Tobacco Land Preservation Funds as well as award of one-time Emergency Number Service Board 9-1-1 Trust Fund grants for capital items. Tobacco Land Preservation Funds are reserved upon award and budgeted once property has been identified for purchase.
- Sources of **Other** are other local governments, interest income, fines and forfeitures, transfers from other programs, fund balance, and additional miscellaneous revenue streams.

Special Revenue Funds by Expense Classification



- **Operating Cost** and **Agency Funding** consistently make up the bulk of the Special Revenue expense. The majority of the spike in FY2019 is due to various federal grants which are budgeted upon the year of award, after which unspent balances are carried over upon fiscal year end.
- The four largest grant programs (Housing Assistance, Transportation, and Child Support/Judicial Programs) pay out the majority of the funds as operating costs.
- **Agency Funding** which primarily distributes the collected taxes to the various volunteer fire stations and rescue squads. The Charles County Advocacy Council for Children, Youth, and Families also distributes funds to vendors as Agency Funding and received a multi-year award to establish the Southern Maryland BRIDGE Program which ends in FY2020.
- Increases in FY2018 and FY2019 in **Other** is attributed to one-time capital purchases within the Transportation and Emergency Management Grants Programs.

SPECIAL REVENUE FUNDS

	FY2018 <u>Actual</u>	FY2019 <u>Adopted</u>	FY2019 <u>Amended</u>	FY2020 <u>Adopted</u>	\$ Change from FY19 <u>Amended</u>	% <u>Change</u>
<u>PROPERTY TAX RELATED FUNDS:</u>						
Fire & Rescue						
Revenues						
Property Taxes	\$12,350,764	\$12,571,200	\$12,571,200	\$13,091,300	\$520,100	4.1%
State Grants	381,756	380,892	380,892	380,892	0	0.0%
Interest Income	50,677	28,000	28,000	55,000	27,000	96.4%
Total Operating Revenues	\$12,783,197	\$12,980,092	\$12,980,092	\$13,527,192	\$547,100	4.2%
Transfers	0	0	25,000	0	(25,000)	-100.0%
Total Revenues	\$12,783,197	\$12,980,092	\$13,005,092	\$13,527,192	\$522,100	4.0%
Expenses						
Personal Services	\$15,000	\$15,000	\$15,000	\$15,000	\$0	0.0%
Operating Costs	0	7,800	7,800	7,800	0	0.0%
Agency Funding	12,781,781	12,957,292	12,982,292	13,504,392	522,100	4.0%
Total	\$12,796,781	\$12,980,092	\$13,005,092	\$13,527,192	\$522,100	4.0%
Variance	(\$13,584)	\$0	\$0	\$0		
Beginning Fund Balance	112,069					
Ending Fund Balance	<u>\$98,485</u>					

Agricultural Preservation

Revenues						
Property Taxes	\$81,740	\$18,800	\$18,800	\$18,600	(\$200)	-1.1%
Total Operating Revenues	\$81,740	\$18,800	\$18,800	\$18,600	(\$200)	-1.1%
Fund Balance Appropriation	0	0	1,227,210	0	(1,227,210)	-100.0%
Total Revenues	\$81,740	\$18,800	\$1,246,010	\$18,600	(\$1,227,410)	-98.5%
Expenses						
Personal Services	\$27,743	\$16,600	\$16,600	\$16,600	\$0	0.0%
Operating Costs	2,257	2,200	1,229,410	2,000	(1,227,410)	-99.8%
Total	\$30,000	\$18,800	\$1,246,010	\$18,600	(\$1,227,410)	-98.5%
Variance	\$51,740	\$0	\$0	\$0		
Beginning Fund Balance	1,227,212					
Ending Fund Balance	<u>\$1,278,952</u>					

SPECIAL REVENUE FUNDS

	FY2018 <u>Actual</u>	FY2019 <u>Adopted</u>	FY2019 <u>Amended</u>	FY2020 <u>Adopted</u>	\$ Change from FY19 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Housing Assistance						
Revenues						
Federal Grants	\$9,114,226	\$8,724,007	\$9,862,604	\$9,538,710	(\$323,894)	-3.3%
Service Charges	399,883	422,900	321,261	342,900	21,639	6.7%
Miscellaneous	30,276	25,800	35,098	24,000	(11,098)	-31.6%
Total Operating Revenues	\$9,544,385	\$9,172,707	\$10,218,963	\$9,905,610	(\$313,353)	-3.1%
County Match	182,396	236,853	164,713	215,469	50,756	30.8%
Total Revenues	\$9,726,781	\$9,409,560	\$10,383,676	\$10,121,079	(\$262,597)	-2.5%
Expenses						
Personal Services	\$655,656	\$701,600	\$697,231	\$724,800	\$27,569	4.0%
Fringe Benefits	219,977	224,300	211,483	213,100	1,617	0.8%
Operating Costs	9,020,645	8,483,660	9,474,962	9,179,479	(295,483)	-3.1%
Operating Contingency	0	0	0	3,700	3,700	N/A
Total	\$9,896,277	\$9,409,560	\$10,383,676	\$10,121,079	(\$262,597)	-2.5%
Variance	(\$169,496)	\$0	\$0	\$0		
Beginning Fund Balance	318,415					
Ending Fund Balance	<u>\$148,919</u>					

Transit Programs

Revenues						
Federal Grants	\$3,453,171	\$3,031,250	\$4,054,180	\$2,764,288	(\$1,289,892)	-31.8%
State Grants	571,005	516,884	624,645	480,317	(144,328)	-23.1%
Service Charges	577,340	404,000	404,000	422,000	18,000	4.5%
Fines & Forfeitures	12,343	0	38,500	10,000	(28,500)	-74.0%
Miscellaneous	156,783	155,000	66,700	65,000	(1,700)	-2.5%
Total Operating Revenues	\$4,770,642	\$4,107,134	\$5,188,025	\$3,741,605	(\$1,446,420)	-27.9%
County Match	3,171,482	3,821,049	3,790,639	3,623,264	(167,375)	-4.4%
Fund Balance Appropriation	0	0	203,598	0	(203,598)	-100.0%
Total Revenues	\$7,942,124	\$7,928,183	\$9,182,262	\$7,364,869	(\$1,817,393)	-19.8%
Expenses						
Personal Services	\$362,630	\$368,700	\$368,150	\$321,300	(\$46,850)	-12.7%
Fringe Benefits	110,381	114,500	116,153	114,200	(1,953)	-1.7%
Operating Costs	6,612,911	7,019,883	7,376,680	6,849,769	(526,911)	-7.1%
Transfer Out	0	0	44,400	0	(44,400)	-100.0%
Capital Outlay	859,111	425,100	1,276,879	79,600	(1,197,279)	-93.8%
Total	\$7,945,034	\$7,928,183	\$9,182,262	\$7,364,869	(\$1,817,393)	-19.8%
Variance	(\$2,910)	\$0	\$0	\$0		
Beginning Fund Balance	206,508					
Ending Fund Balance	<u>\$203,598</u>					

SPECIAL REVENUE FUNDS

	FY2018 <u>Actual</u>	FY2019 <u>Adopted</u>	FY2019 <u>Amended</u>	FY2020 <u>Adopted</u>	\$ Change from FY19 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Charles County Advocacy Council for Children, Youth, and Families						
Revenues						
Federal Grants	\$1,104,468	\$1,064,012	\$2,432,998	\$84,113	(\$2,348,885)	-96.5%
State Grants	1,070,011	1,124,120	1,223,783	1,223,783	0	0.0%
Service Charge	78,464	65,812	65,812	77,894	12,082	18.4%
Miscellaneous	5,719	0	0	0	0	N/A
Total Operating Revenues	\$2,258,662	\$2,253,944	\$3,722,593	\$1,385,790	(\$2,336,803)	-62.8%
Fund Balance Appropriation	0	4,603	6,515	12,249	5,734	88.0%
Total Revenues	\$2,258,662	\$2,258,547	\$3,729,108	\$1,398,039	(\$2,331,069)	-62.5%
Expenses						
Personal Services	\$144,451	\$155,918	\$218,767	\$218,989	\$222	0.1%
Fringe Benefits	44,219	47,911	78,856	53,973	(24,883)	-31.6%
Operating Costs	14,727	22,729	33,143	14,557	(18,586)	-56.1%
Operating Contingency	0	0	155,473	17,699	(137,774)	-88.6%
Agency Funding	2,019,370	2,031,989	3,242,869	1,092,821	(2,150,048)	-66.3%
Total	\$2,222,768	\$2,258,547	\$3,729,108	\$1,398,039	(\$2,331,069)	-62.5%
Variance	\$35,894	\$0	\$0	\$0		
Beginning Fund Balance	221,782					
Ending Fund Balance	<u>\$257,676</u>					

Child Support/Judicial Grants

Revenues						
Federal Grants	\$413,455	\$252,578	\$836,238	\$583,896	(\$252,342)	-30.2%
State Grants	408,348	522,147	555,536	554,664	(872)	-0.2%
Miscellaneous	354	0	600	0	(600)	-100.0%
Total Operating Revenues	\$822,157	\$774,725	\$1,392,374	\$1,138,560	(\$253,814)	-18.2%
County Match	92,536	133,939	148,756	135,264	(13,492)	-9.1%
Total Revenues	\$914,693	\$908,664	\$1,541,130	\$1,273,824	(\$267,306)	-17.3%
Expenses						
Personal Services	\$379,631	\$436,558	\$449,406	\$455,371	\$5,965	1.3%
Fringe Benefits	144,631	224,312	251,867	243,287	(8,580)	-3.4%
Operating Costs	354,079	219,232	790,084	559,658	(230,426)	-29.2%
Operating Contingency	0	0	0	12,008	12,008	N/A
Capital Outlay	36,351	28,562	49,773	3,500	(46,273)	-93.0%
Total	\$914,693	\$908,664	\$1,541,130	\$1,273,824	(\$267,306)	-17.3%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

SPECIAL REVENUE FUNDS

	FY2018 <u>Actual</u>	FY2019 <u>Adopted</u>	FY2019 <u>Amended</u>	FY2020 <u>Adopted</u>	\$ Change from FY19 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Public Safety Grants						
Revenues						
Federal Grants	\$792,022	\$802,367	\$1,199,344	\$819,999	(\$379,345)	-31.6%
State Grants	221,372	80,000	282,279	128,487	(153,792)	-54.5%
Miscellaneous	11,584	0	8,570	0	(8,570)	-100.0%
Total Operating Revenues	\$1,024,978	\$882,367	\$1,490,193	\$948,486	(\$541,707)	-36.4%
County Match	697,463	796,389	877,100	900,359	23,259	2.7%
Total Revenues	\$1,722,440	\$1,678,756	\$2,367,293	\$1,848,845	(\$518,448)	-21.9%
Expenses						
Personal Services	\$1,018,698	\$1,018,585	\$1,376,093	\$1,137,667	(\$238,426)	-17.3%
Fringe Benefits	465,738	532,556	596,679	569,766	(26,913)	-4.5%
Operating Costs	155,400	127,615	356,251	109,141	(247,110)	-69.4%
Operating Contingency	0	0	0	71	71	N/A
Capital Outlay	92,787	0	38,270	32,200	(6,070)	-15.9%
Total	\$1,732,623	\$1,678,756	\$2,367,293	\$1,848,845	(\$518,448)	-21.9%
Variance	(\$10,183)	\$0	\$0	\$0		
Beginning Fund Balance	10,183					
Ending Fund Balance	<u>\$0</u>					

Aging Grants

Revenues						
Federal Grants	\$730,690	\$574,857	898,635	\$596,231	(\$302,404)	-33.7%
State Grants	292,503	303,895	358,194	323,645	(34,549)	-9.6%
Service Charge	194,082	188,740	224,985	190,820	(34,165)	-15.2%
Miscellaneous	12,717	54,200	124,371	54,200	(70,171)	-56.4%
Total Operating Revenues	\$1,229,992	\$1,121,692	\$1,606,185	\$1,164,896	(\$441,289)	-27.5%
County Match	0	0	0	11,790	11,790	N/A
Fund Balance Appropriation	0	10,162	10,162	10,162	0	0.0%
Total Revenues	\$1,229,992	\$1,131,854	\$1,616,347	\$1,186,848	(\$429,499)	-26.6%
Expenses						
Personal Services	\$690,585	\$605,069	\$741,576	\$641,752	(\$99,824)	-13.5%
Fringe Benefits	25,899	26,310	30,468	28,320	(2,148)	-7.1%
Operating Costs	510,452	490,313	834,141	506,614	(327,527)	-39.3%
Debt Service	7,551	10,162	10,162	10,162	0	0.0%
Total	\$1,234,488	\$1,131,854	\$1,616,347	\$1,186,848	(\$429,499)	-26.6%
Variance	(\$4,495)	\$0	\$0	\$0		
Beginning Fund Balance	117,670					
Ending Fund Balance	<u>\$113,175</u>					

SPECIAL REVENUE FUNDS

	FY2018 <u>Actual</u>	FY2019 <u>Adopted</u>	FY2019 <u>Amended</u>	FY2020 <u>Adopted</u>	\$ Change from FY19 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Emergency Management Grants						
Revenues						
Federal Grants	\$306,492	\$143,136	\$309,442	\$103,028	(\$206,414)	-66.7%
State Grants	1,488,629	0	3,374,640	0	(3,374,640)	-100.0%
Total Operating Revenues	\$1,795,121	\$143,136	\$3,684,082	\$103,028	(\$3,581,054)	-97.2%
Transfers In	17,735	17,735	17,735	20,960	3,225	18.2%
County Match	85,402	85,401	85,439	82,068	(3,371)	-3.9%
Total Revenues	\$1,898,258	\$246,272	\$3,787,256	\$206,056	(\$3,581,200)	-94.6%
Expenses						
Personal Services	\$184,618	\$170,802	\$198,477	\$164,136	(\$34,341)	-17.3%
Fringe Benefits	1,364	0	849	0	(849)	-100.0%
Operating Costs	309,739	75,470	637,542	41,920	(595,622)	-93.4%
Capital Outlay	1,402,538	0	2,950,388	0	(2,950,388)	-100.0%
Total	\$1,898,258	\$246,272	\$3,787,256	\$206,056	(\$3,581,200)	-94.6%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

Community Development Administration

Revenues						
Federal Grants	\$50,934	\$0	\$3,265	\$0	(\$3,265)	-100.0%
State Grants	97,848	0	20,929	0	(20,929)	-100.0%
Interest	72	0	141	0	(141)	-100.0%
Total Revenues	\$148,854	\$0	\$24,335	\$0	(\$24,335)	-100.0%
Expenses						
Personal Services	\$8,072	\$0	\$608	\$0	(\$608)	-100.0%
Operating Costs	140,782	0	23,727	0	(23,727)	-100.0%
Total	\$148,854	\$0	\$24,335	\$0	(\$24,335)	-100.0%
Variance	\$0	\$0	\$0	\$0	\$0	
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

SPECIAL REVENUE FUNDS

	FY2018 <u>Actual</u>	FY2019 <u>Adopted</u>	FY2019 <u>Amended</u>	FY2020 <u>Adopted</u>	\$ Change from FY19 <u>Amended</u>	% <u>Change</u>
GRANT RELATED FUNDS:						
Community Development Block Grants						
Revenues						
Federal Grants	\$0	\$0	\$309,000	\$0	(\$309,000)	-100.0%
State Grants	0	0	133,333	0	(\$133,333)	-100.0%
Total Revenues	\$0	\$0	\$442,333	\$0	(\$442,333)	-100.0%
Expenses						
Operating Costs	\$0	\$0	\$442,333	\$0	(\$442,333)	-100.0%
Total	\$0	\$0	\$442,333	\$0	(\$442,333)	-100.0%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					
Planning Grants						
Revenues						
Federal Grants	\$18,000	\$0	\$12,000	\$0	(\$12,000)	-100.0%
State Grants	9,000	9,000	9,000	5,000	(4,000)	-44.4%
Total Operating Revenues	\$27,000	\$9,000	\$21,000	\$5,000	(\$16,000)	-76.2%
Fund Balance Appropriation	0	0	1,500	0	(1,500)	-100.0%
Capital Project Fund	0	0	1,500	0	(1,500)	-100.0%
Total Revenues	\$28,500	\$9,000	\$24,000	\$5,000	(\$19,000)	-79.2%
Expenses						
Personal Services	\$6,723	\$6,723	\$6,723	\$3,806	(\$2,917)	-43.4%
Fringe Benefits	2,277	2,277	2,277	1,194	(1,083)	-47.6%
Operating Costs	18,000	0	15,000	0	(15,000)	-100.0%
Total	\$27,000	\$9,000	\$24,000	\$5,000	(\$19,000)	-79.2%
Variance	\$1,500	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$1,500</u>					
Economic Development Loan Programs						
Revenues						
Interest	\$8,362	\$0	\$0	\$0	\$0	N/A
Miscellaneous	35,401	0	0	0	0	N/A
Total Operating Revenues	\$43,764	\$0	\$0	\$0	\$0	N/A
Fund Balance Appropriation	0	675,000	675,000	350,000	(325,000)	-48.1%
Total Revenues	\$43,764	\$675,000	\$675,000	\$350,000	(\$325,000)	-48.1%
Expenses						
Operating Costs	\$153,324	\$675,000	\$675,000	\$350,000	(\$325,000)	-48.1%
Total	\$153,324	\$675,000	\$675,000	\$350,000	(\$325,000)	-48.1%
Variance	(\$109,560)	\$0	\$0	\$0		
Beginning Fund Balance	878,388					
Ending Fund Balance	<u>\$768,828</u>					

SPECIAL REVENUE FUNDS

	FY2018 <u>Actual</u>	FY2019 <u>Adopted</u>	FY2019 <u>Amended</u>	FY2020 <u>Adopted</u>	\$ Change from FY19 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Tourism Grant						
Revenue: State Grants	\$63,022	\$77,500	\$73,191	\$65,600	(\$7,591)	-10.4%
Expense: Operating Costs	\$63,022	\$77,500	\$73,191	\$65,600	(\$7,591)	-10.4%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

SERVICE CHARGE RELATED FUNDS:

Cable TV/I-Net Fund

Revenues

State Grants	\$0	\$0	\$47,000	\$0	(\$47,000)	-100.0%
Service Charges	3,499,712	3,650,700	3,650,700	3,493,000	(157,700)	-4.3%
Total Operating Revenues	<u>\$3,499,712</u>	<u>\$3,650,700</u>	<u>\$3,697,700</u>	<u>\$3,493,000</u>	<u>(\$204,700)</u>	<u>-5.5%</u>
Fund Balance Appropriation	0	2,240,000	2,345,690	324,000	(2,021,690)	-86.2%
Total Revenues	<u>\$3,499,712</u>	<u>\$5,890,700</u>	<u>\$6,043,390</u>	<u>\$3,817,000</u>	<u>(\$2,226,390)</u>	<u>-36.8%</u>

Expenses

Personal Services	\$1,048,125	\$1,147,700	\$1,137,070	\$1,267,200	\$130,130	11.4%
Fringe Benefits	270,818	304,000	304,000	324,000	20,000	6.6%
Operating Costs	484,877	692,000	796,630	696,000	(100,630)	-12.6%
Agency Funding	119,738	288,700	288,700	122,200	(166,500)	-57.7%
Debt Service	0	0	0	4,300	4,300	N/A
Operating Contingency	0	42,600	4,640	252,600	247,960	5344.0%
Transfer Out	137,439	3,157,700	3,157,700	1,017,700	(2,140,000)	-67.8%
Capital Outlay/Maintenance	49,894	204,500	301,150	79,500	(221,650)	-73.6%
Equipment Reserve	53,500	53,500	53,500	53,500	0	0.0%
Total	<u>\$2,164,391</u>	<u>\$5,890,700</u>	<u>\$6,043,390</u>	<u>\$3,817,000</u>	<u>(\$2,226,390)</u>	<u>-36.8%</u>
Variance	\$1,335,321	\$0	\$0	\$0		
Beginning Fund Balance	5,797,325					
Annual Equipment Reserve Contribution	53,500					
Ending Fund Balance	<u>\$7,186,146</u>					

Nuisance Abatement Fund

Revenue: Service Charges	\$5,643	\$150,000	\$150,000	\$100,000	(\$50,000)	-33.3%
Expense: Operating Costs	\$4,725	\$150,000	\$150,000	\$100,000	(\$50,000)	-33.3%
Variance	\$918	\$0	\$0	\$0		
Beginning Fund Balance	12,136					
Ending Fund Balance	<u>\$13,054</u>					

SPECIAL REVENUE FUNDS

	FY2018 <u>Actual</u>	FY2019 <u>Adopted</u>	FY2019 <u>Amended</u>	FY2020 <u>Adopted</u>	\$ Change from FY19 <u>Amended</u>	% <u>Change</u>
<u>SERVICE CHARGE RELATED FUNDS:</u>						
Housing Special Loans						
State Grant	\$41,733	\$0	\$0	\$0	\$0	N/A
Service Charges	178,566	404,500	404,500	404,500	0	0.0%
Total Operating Revenues	\$220,299	\$404,500	\$404,500	\$404,500	\$0	0.0%
County Match	0	500	500	500	0	0.0%
Total Revenues	\$220,299	\$405,000	\$405,000	\$405,000	\$0	0.0%
Expense: Operating Costs	\$132,272	\$405,000	\$405,000	\$405,000		
Variance	\$88,027	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$88,027</u>					
Sheriff's Special Programs						
Revenues						
Licenses	\$750	\$0	\$50,000	\$33,000	(\$17,000)	-34.0%
Fines & Forfeitures	91,402	193,800	203,800	142,700	(61,100)	-30.0%
Miscellaneous	4,600	13,700	13,700	11,000	(2,700)	-19.7%
Total Operating Revenues	\$96,752	\$207,500	\$267,500	\$186,700	(\$80,800)	-30.2%
Fund Balance Appropriation	0	11,200	11,200	32,000	20,800	185.7%
Total Revenues	\$96,752	\$218,700	\$278,700	\$218,700	(\$60,000)	-21.5%
Expenses						
Personal Services	\$133,314	\$155,100	\$180,100	\$150,200	(\$29,900)	-16.6%
Fringe Benefits	35,855	42,000	42,000	35,800	(6,200)	-14.8%
Operating Costs	10,082	21,600	56,600	32,700	(23,900)	-42.2%
Total	\$179,252	\$218,700	\$278,700	\$218,700	(\$60,000)	-21.5%
Variance	(\$82,500)	\$0	\$0	\$0		
Beginning Fund Balance	328,645					
Ending Fund Balance	<u>\$246,145</u>					
Drug Forfeitures						
Revenues						
Federal Grants	\$43,605	\$75,000	\$75,000	\$75,000	\$0	0.0%
Fines & Forfeitures	92,414	94,700	94,700	94,700	0	0.0%
Interest	83	100	100	100	0	0.0%
Miscellaneous	6,400	1,500	1,500	1,500	0	0.0%
Total Operating Revenues	\$142,502	\$171,300	\$171,300	\$171,300	\$0	0.0%
Fund Balance Appropriation	0	7,300	210,300	7,300	(203,000)	-96.5%
Total Revenues	\$142,502	\$178,600	\$381,600	\$178,600	(\$203,000)	-53.2%
Expenses						
Operating Costs	106,210	178,600	374,100	178,600	(195,500)	-52.3%
Capital Outlay	0	0	7,500	0	(7,500)	-100.0%
Total	\$106,210	\$178,600	\$381,600	\$178,600	(\$203,000)	-53.2%
Variance	\$36,291	\$0	\$0	\$0		
Beginning Fund Balance	767,516					
Ending Fund Balance	<u>\$803,807</u>					

SPECIAL REVENUE FUNDS

	FY2018 <u>Actual</u>	FY2019 <u>Adopted</u>	FY2019 <u>Amended</u>	FY2020 <u>Adopted</u>	\$ Change from FY19 <u>Amended</u>	% <u>Change</u>
<u>SERVICE CHARGE RELATED FUNDS:</u>						
Southern Maryland Criminal Justice Academy						
Revenues						
Local Government	\$88,000	\$88,000	\$109,156	\$167,200	\$58,044	53.2%
Service Charges	8,680	8,000	8,000	8,000	0	0.0%
Total Operating Revenues	\$96,680	\$96,000	\$117,156	\$175,200	\$58,044	49.5%
Transfers In	79,499	83,000	83,000	83,000	0	0.0%
Fund Balance Appropriation	0	13,300	56,300	13,300	(43,000)	-76.4%
Total Revenues	\$176,179	\$192,300	\$256,456	\$271,500	\$15,044	5.9%
Expenses						
Personal Services	\$0	\$0	\$10,300	\$90,800	\$80,500	781.6%
Fringe Benefits	0	0	9,234	28,000	18,766	203.2%
Operating Costs	124,816	192,300	215,222	152,700	(62,522)	-29.1%
Capital Outlay	0	0	21,700	0	(21,700)	-100.0%
Total	\$124,816	\$192,300	\$256,456	\$271,500	\$15,044	5.9%
Variance	\$51,363	\$0	\$0	\$0		
Beginning Fund Balance	288,198					
Ending Fund Balance	<u>\$339,561</u>					

Animal Shelter \ Control

Revenues						
Service Charges	\$81,268	\$78,300	\$78,300	\$81,200	\$2,900	3.7%
Miscellaneous	15,271	15,000	15,000	14,800	(200)	-1.3%
Total Operating Revenues	\$96,539	\$93,300	\$93,300	\$96,000	\$2,700	2.9%
Fund Balance Appropriation	0	0	34,500	0	(34,500)	-100.0%
Total Revenues	\$96,539	\$93,300	\$127,800	\$96,000	(\$31,800)	-24.9%
Expenses						
Personal Services	\$10,312	\$15,200	\$15,200	\$17,200	\$2,000	13.2%
Fringe Benefits	1,335	1,900	1,900	2,200	300	15.8%
Operating Costs	55,830	76,200	110,700	76,000	(34,700)	-31.3%
Operating Contingency	0	0	0	600	600	N/A
Total	\$67,477	\$93,300	\$127,800	\$96,000	(\$31,800)	-24.9%
Variance	\$29,062	\$0	\$0	\$0		
Beginning Fund Balance	126,896					
Ending Fund Balance	<u>\$155,958</u>					

SPECIAL REVENUE FUNDS

	FY2018 <u>Actual</u>	FY2019 <u>Adopted</u>	FY2019 <u>Amended</u>	FY2020 <u>Adopted</u>	\$ Change from FY19 <u>Amended</u>	% <u>Change</u>
<u>SERVICE CHARGE RELATED FUNDS:</u>						
Law Library						
Revenues						
Service Charges	\$23,163	\$43,000	\$9,983	\$23,800	\$13,817	138.4%
Fines & Forfeitures	7,706	20,000	16,969	10,600	(6,369)	-37.5%
Miscellaneous	0	1,000	105	0	(105)	-100.0%
Total Operating Revenues	\$30,869	\$64,000	\$27,057	\$34,400	\$7,343	27.1%
Transfers In	3,000	3,000	42,200	28,000	(14,200)	-33.6%
Total Revenues	\$33,869	\$67,000	\$69,257	\$62,400	(\$6,857)	-9.9%
Expenses						
Operating Costs	\$63,269	\$67,000	\$69,257	\$62,400	(\$6,857)	-9.9%
Capital Outlay	14,837	0	0	0	0	N/A
Total	\$78,106	\$67,000	\$69,257	\$62,400	(\$6,857)	-9.9%
Variance	(\$44,237)	\$0	\$0	\$0		
Beginning Fund Balance	60,079					
Ending Fund Balance	<u>\$15,842</u>					

TOTAL SPECIAL REVENUE FUNDS

Total Revenues	\$43,113,522	\$44,517,828	\$55,809,236	\$42,515,152	(\$13,294,084)	-23.8%
Total Expenses	\$41,920,370	\$44,517,828	\$55,809,236	\$42,515,152	(\$13,294,084)	-23.8%
Variance	\$1,193,151	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		
Beginning Fund Balance	10,473,022					
Annual Cable Fund Equipment Reserve Contribution	53,500					
Total Ending Fund Balance	<u>\$11,719,673</u>					

Cable TV/I-Net

Department: Cable TV/I-Net	Account: 48 Fund
Division/Program: Administrative Services	Fund: Special Rev.
Program Administ: Jennifer Harris, Public Information Officer/Chief of Media Services Evelyn Jacobson, Chief of Information Technology	Source: Srvc. Charge

www.charlescountymd.gov/coadmin/ccgtv/ccgtv

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2019 Amended	FY2020 Adopted	\$ Change FY2019 Adopted	% Chg.
Personal Services	\$1,048,124	\$1,147,700	\$1,137,070	\$1,267,200	\$119,500	10.4%
Fringe Benefits	270,819	304,000	304,000	324,000	20,000	6.6%
Operating Costs	484,880	692,000	796,630	696,000	4,000	0.6%
Agency Funding	119,738	288,700	288,700	122,200	(166,500)	-57.7%
Debt Service	0	0	0	4,300	4,300	N/A
Operating Contingency	0	42,600	4,640	252,600	210,000	493.0%
Transfers Out	137,439	3,157,700	3,157,700	1,017,700	(2,140,000)	-67.8%
Capital Outlay/Maintenance	49,894	204,500	301,150	79,500	(125,000)	-61.1%
Equipment Reserve	0	53,500	53,500	53,500	0	0.0%
Total Expenditures	\$2,110,894	\$5,890,700	\$6,043,390	\$3,817,000	(\$2,073,700)	-35.2%
Revenues	\$3,499,712	\$5,890,700	\$5,949,390	\$3,817,000	(\$2,073,700)	-35.2%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** are based on current staffing and include approved salary increases. There is also additional funding for part time personnel and a new Cable and Broadband Manager position. The position will lead the planning and execution of initiatives to further broadband expansion in the rural areas of the County.
- **Operating Costs** include funding to support the new Cable and Broadband Manager position, additional funding for community engagement activities and design services for county promotions, and the cost of the annual maintenance for the website.
- **Debt Service** increased due to the lease cost of replacing a small cargo van for the CCGTV Division.
- **Agency Funding** represents funds provided to the College of Southern Maryland for public TV broadcasts. The Board of Education did not have a request for funds this fiscal year.
- **Operating Contingency** is to cover any revenue shortfalls and/or expenditure overages.
- **Transfers Out** represents the funding for 50% match on the Mass Notification System Grant as well as funding provided to support the General Fund. The funding to the general fund was reduced for FY2020.
- **Capital Outlay** is the associated cost for replacing equipment and the network core switch and other infrastructure. It was decreased due to one time purchases in FY2019 to replace various equipment for the studio.
- **Equipment Reserve** is used for future replacement of the network core switch and other infrastructure.

Description:

The I-Net is a wide area communications network linking over 100 county government, educational & public sites. It provides high capacity, cost effective, voice, video & data applications including video conferencing, distance learning/training, Internet access & security monitoring, and central & expanded communications services.

The maintenance and operation of the I-Net is covered by this fund.

Cable TV/I-Net

Department: Cable TV/I-Net	Account: 48 Fund
Division\Program: Administrative Services	Fund: Special Rev.
Program Administ Jennifer Harris, Public Information Officer/Chief of Media Services Evelyn Jacobson, Chief of Information Technology	Source: Svc. Charge

CCGTV SUPPORT SERVICES

VIDEO PRODUCTION

- Provide installation/maintenance support for Commissioner Room HD Video Cameras.
- Provide installation/maintenance support for Commissioner Room HF Audio system.
- Provide installation/maintenance support for Nonlinear Real-Time Video editing system.
- Provide installation/maintenance support for Video Scheduling/Play Back system.
- Provide installation/maintenance support for Video Server Storage system.
- Provide installation/maintenance support for Real-Time Web Streaming Video system.
- Provide installation/maintenance/production support for Web Media File production of Commissioner's meetings.

VIDEO CAPTIONING

- Create MP3 file for each Commissioner meeting.
- Coordinate Transcription Process.
- Convert Captioned Video for Web Media Format.
- Render Captioned Video for broadcast.
- Archive/Catalog Video Files.

<u>Positions:</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Public Info. Officer /					
Chief of Media Services	1.0	1.0	1.0	1.0	1.0
Station Manager	1.0	1.0	1.0	1.0	1.0
Video Production Specialist	2.0	2.0	2.0	2.0	2.0
Media Specialist	1.0	1.0	1.0	1.0	1.0
Community Engagement Coordinator	0.0	0.0	0.0	1.0	1.0
Assistant Graphics Designer	1.0	1.0	1.0	0.0	0.0
Public Information Specialist	1.0	1.0	1.0	1.0	1.0
Communications Coordinator	1.0	1.0	1.0	1.0	1.0
Chief of Information Technology	0.5	0.5	0.5	0.5	0.5
Network Manager	0.3	0.3	0.3	0.3	0.3
I.T. Security Specialist	1.0	1.0	1.0	1.0	1.0
Cable and Broadband Manager	0.0	0.0	0.0	0.0	1.0
Network Specialist III	1.8	1.8	1.8	1.8	1.8
Telecommunication Specialist	1.0	1.0	1.0	1.0	1.0
Technical Support Specialist	0.7	0.7	0.7	0.7	0.7
Part Time Help	2.6	3.2	3.8	4.6	4.7
Total Full Time Equivalent	16.0	16.6	17.2	18.0	19.1

<u>Objectives & Measurements:</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<i>Objective: To inform the media/press/public, within 5 days of important and relevant County Government events.</i>					
- Number of news/press releases	316	403	302	N/A	N/A
- Number of media Inquiries	106	143	176	N/A	N/A
- Number of Facebook Likes	2,900	2,266	1,071	N/A	N/A
- Number of Twitter Followers	827	701	697	N/A	N/A
- YouTube Video views	N/A	N/A	N/A	1,500,000	2,000,000
- Social Media Reach % increase	N/A	N/A	N/A	25.00%	25.00%
- News Release/Media Pitch Pickup	N/A	N/A	N/A	80.00%	85.00%
- Newsletter Open Rate	N/A	N/A	N/A	21.18%	22.30%

General Government

Department: Circuit Court Account: 33.09.10
Division/Program: Law Library Fund: Special Rev.
Program Administrator: Honorable Amy J. Bragunier Source: Srvc. Charge
<http://www.mdcourts.gov/clerks/charles/lawlibrary.html>

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2019 Amended	FY2020 Adopted	\$ Change FY2019 Amended	% Chg.
Operating Costs	\$63,269	\$67,000	\$69,257	\$62,400	(\$6,857)	-9.9%
Capital Outlay	14,837	0	0	0	0	N/A
Total Expenditures	\$78,106	\$67,000	\$69,257	\$62,400	(\$6,857)	-9.9%

Changes and Useful Information:

- Decrease in **Operating Costs** is due to anticipated contractual services to effectively provide information to users of the Law Library. Additional general fund support was added in FY2019 & FY2020 due to the Justice Reinvestment Act which dictates that a defendant either be incarcerated without bond or released on personal recognizance thereby reducing bond forfeiture revenues that support Law Library operations.

Description:

Pursuant to the provisions of Section 7-204(j) of the Courts and Judicial Proceedings Article of the Code of Maryland, certain fees collected by the Clerk of the Circuit Court shall be placed in a special account to be known as the Charles County Law Library Fund. This Fund shall be used only for the general use of the Circuit Court Law Library for the acquisition of books and other publications, library equipment, and for other necessary expenses, as determined by the County Administrative Judge.

In addition, Sections 7-507(b) and 507(c)(4) of the Courts and Judicial Proceedings Article of the Code of Maryland provide that a portion of the fines imposed by, and recognizances forfeited to, a circuit court shall be used to augment the court law library. Five percent (5%) is retained by the State; 45% is allocated to County Government; and 50% is allocated to the Law Library. These percentages are determined by Statute.

Department: Animal Control Services Account: 21 Fund
Division/Program: Animal Shelter/Animal Control Donations & Adoption Fund: Special Rev.
 Medical Services
Program Administrator: Edward Tucker, Chief of Animal Control Services Source: Srvc. Charge
www.charlescountymd.gov/es/animalcontrol/animal-control

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2019 Amended	FY2020 Adopted	\$ Change FY2019 Amended	% Chg.
Personal Services	\$10,312	\$15,200	\$15,200	\$17,200	\$2,000	13.2%
Fringe Benefits	1,335	1,900	1,900	2,200	300	15.8%
Operating Costs	55,830	76,200	110,700	76,000	(34,700)	-31.3%
Operating Contingency	0	0	0	600	600	NEW
Total Expenditures	\$67,477	\$93,300	\$127,800	\$96,000	(\$31,800)	-24.9%

Changes and Useful Information:

- The majority of the **Operating Costs** decrease is due to use of the fund balance in FY2019 for veterinary expenses for animals adopted out during special promotions as well as for a one time expense. The one time expense was the purchase and installation of additional 6ft chain link fencing with slats in the dog play yard area and also to create an outside paddock area at the livestock barn. Use of fund balance has to receive approval of the shelter advisory committee.
- **Operating Contingency** is to cover any revenue shortfalls and/or expenditure overages.

Public Safety

Department: Animal Control Services Account: 21 Fund
Division/Program: Animal Shelter/Animal Control Donations & Adoption Fund: Special Rev.
 Medical Services
Program Administrator: Edward Tucker, Chief of Animal Control Services Source: Srvc. Charge

Description:

The Tri-County Animal Shelter receives in excess of 7,000 animals a year from Charles and St. Mary's Counties. Every dog and cat that is adopted from the shelter is spayed or neutered by one of the many veterinarians participating in the shelter's program. This program is designed to ensure that 100% percent of the dogs and cats adopted are spayed or neutered before going into their new home.

All citizens adopting an animal pay a flat fee of \$85 per cat and \$150 per dog. Reduced rates are offered through special pet promotions. This adoption fee includes the cost of the spay/neuter surgery, a rabies shot, a first distemper vaccine, deworming (roundworm), microchip, and physical exam by a veterinarian. The fees also include heartworm screening for dogs over 6 months old, and feline leukemia/FIV screening for cats.

The adoption fees collected also supports the cost of a transport van and part time driver that takes the animals to the veterinarian along with other costs associated with the adoption program. Calvert County opened their own shelter facility in 2019. Charles and St. Mary's Counties jointly operated the current shelter.

Positions:

Title	FY16 FTE	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE
Part Time	0.6	0.6	0.6	0.6	0.6
Total Full Time Equivalent	0.6	0.6	0.6	0.6	0.6

Objectives & Measurements:

	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Estimated
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Objective: Tracking of activities allows management to access the effectiveness of the spay/neuter adoption program and determine if changes in fee structures is necessary. Tracking of donation account funds and their use allows management to effectively make requests to charitable organizations for grant monies through support of matching funds.

# of animals adopted	867	940	947	950	955
-% of total received (ARRA's)	11.2%	12.9%	14.8%	14.2%	14.5%
<i>Adoptable, Rescuable, Reclaimable Animals</i>					

Department: Sheriff's Office Account: 12 Fund
Division/Program: Public Safety Grants Fund: Special Rev.
Program Administrator: Troy D. Berry, Sheriff www.ccsso.us Source: Grant

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2019 Amended	FY2020 Adopted	\$ Change FY2019 Amended	% Chg.
Personal Services	\$1,018,698	\$1,018,585	\$1,376,093	\$1,137,667	(\$238,426)	-17.3%
Fringe Benefits	465,738	532,556	596,679	569,766	(26,913)	-4.5%
Operating Costs	155,400	127,615	356,251	109,141	(247,110)	-69.4%
Operating Contingency	0	0	0	71	71	NEW
Capital Outlay	92,787	0	38,270	32,200	(6,070)	-15.9%
Total Expenditures	\$1,732,623	\$1,678,756	\$2,367,293	\$1,848,845	(\$518,448)	-21.9%

Changes and Useful Information:

- Due to the uncertain nature of grant funding, funds are budgeted upon award or carried over as appropriate. Therefore, the FY2020 budget is for the following grant programs: Child Support, Maryland Vehicle Theft, Byrne Justice Assistance, Heroin Coordinator, Sex Offender Compliance and Enforcement, Internet Crimes Against Children, and Community Policing.
- Other grants approved throughout the year are amended accordingly which typically supports officer overtime, officer travel expenses and training, one time programs, and capital expenses.
- **Operating Contingency** is to cover any revenue shortfalls and/or expenditure overages.

Description:

In a cooperative effort, the Charles County Sheriff's Office (CCSO) and the County Commissioners are constantly vigil in their search for State and Federally funded programs. These programs, when funded, enhance the law enforcement effort at a much reduced cost to the citizens of Charles County.

Public Safety

Department:	Sheriff's Office	Account: 12 Fund
Division/Program:	Public Safety Grants	Fund: Special Rev.
Program Administrator:	Troy D. Berry, Sheriff	Source: Grant

Child Support

This grant funding for the CCSO provides services pertaining to the relocation of absent parents/obligators in child support cases which includes the processing and serving of summonses, warrants and writs of attachment received from the courts. Procedures are implemented whereby the program personnel of the Sheriff's Office interacted with officials of the Charles County Department of Social Services, and Child Support Enforcement Administration, the Courts, and the Department of Human Resources.

Auto Theft

Maryland Vehicle Theft Prevention – Receive partial funding for two officers to curtail the rising crimes of auto theft and car jacking.

Heroin Coordinator Grant Program

Partial state grant funds allow the County to hire a full-time heroin coordinator to promote a coordinated law enforcement and investigative strategy to battle the heroin epidemic through cooperation and data sharing.

Internet Crimes Against Children

Funds provide for overtime for detectives to work directly on internet crimes against children and would allow time to be dedicated to work solely on making subpoena requests, writing and executing search warrants, completing knock and talks, and community outreach presentations. Funds provide for overtime and equipment.

Sex Offender and Compliance Enforcement In Maryland (SOCEM)

The CCSO's Monitoring Support Program tracks the compliance of local sex offenders who are required to register/re-register with the Maryland Sex Offender Registry. This program will continue strict enforcement of sex offenders in the area by focusing on registering offenders, performing compliance checks and ensuring employees are knowledgeable on offenders in order to make rapid location of violators possible. Grant funds provide overtime for officers performing compliance checks, technical assistance to process re-registrations, and the Warrant/Fugitive Squad to locate violators as well as travel associated with training needed to effectively manage, track and document offenders.

Public Safety Partnership and Community Policing Grants

Federal funds are provided to advance public safety through community policing by addressing the full-time sworn office needs of state, local and tribal law enforcement agencies to hire new and/or rehire career law enforcement officers, and to increase their community policing capacity and crime prevention. Funds allow the County to hire three (3) new officers and reduce the financial impact to the County during the first three years the officers are employed.

<u>Positions:</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Sworn Officers	6.0	6.3	9.0	9.0	9.0
Child Support Coordinator	1.0	1.0	1.0	1.0	1.0
Child Support Civil Processor	1.0	1.0	1.0	1.0	1.0
Intelligence Specialist	0.0	0.0	0.0	0.0	0.0
Heroin Coordinator	0.0	1.0	1.0	1.0	1.0
Drug Court Coordinator	0.0	0.0	0.3	0.3	0.3
Drug Court Clerk	0.0	0.0	0.0	0.0	0.0
Part Time Positions	1.8	1.8	1.8	1.8	1.8
Total Full Time Equivalent	9.8	11.1	14.1	14.1	14.1

<u>Objectives & Measurements:</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>

Child Support Grant

Serve summonses/show cause/subpoenas and execute writs/warrants/body attachments relative to enforcement of child support program.

# of summonses/show cause/subpoenas to be served	998	895	892	910	925
# of writs/warrant/body attachment to be executed	421	415	299	310	325

Public Safety

Department: Emergency Services Account: 49 Fund
Division/Program: Emergency Management Fund: Special Rev.
Program Administrator: Michelle Lilly, Chief of Emergency Management Source: Grant
www.charlescountymd.gov/es/em/emergency-management

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2019 Amended	FY2020 Adopted	\$ Change FY2019 Amended	% Chg.
Personal Services	\$184,618	\$170,802	\$198,477	\$164,136	(\$34,341)	-17.3%
Fringe Benefits	1,364	0	849	0	(849)	-100.0%
Operating Costs	309,739	75,470	637,542	41,920	(595,622)	-93.4%
Capital Outlay	1,402,538	0	2,950,388	0	(2,950,388)	-100.0%
Total Expenditures	\$1,898,258	\$246,272	\$3,787,256	\$206,056	(\$3,581,200)	-94.6%

Changes and Useful Information:

- The FY2020 budget is for the Emergency Management Performance Grant (EMPG). Budget Amendments are executed for the rollover funds and any mid-year awards which affects **Personal Services** and **Operating Costs**.
- The **Capital Outlay** decrease is due to one-time capital items which are budgeted upon grant award(s).
-The FY2019 Amended includes funding provided by the State of Maryland's Emergency Number System Board (ENSB) which utilizes State funds to enhance the 9-1-1 system to Next Generation 911.
- Other grants approved throughout the year are amended accordingly which typically supports overtime, travel expenses and training, one time programs, and capital expenses.

Description:

Emergency Management Performance Grant (EMPG) Program

EMPG funds are provided to structure emergency management programs based on identified needs and priorities to strengthen their ability to support emergency management mission areas while simultaneously addressing issues of national concern as identified in the National Priorities and Target Capabilities List of the National Preparedness Goal. The EMPG program is designed to assist States and urban areas to enhance and strengthen emergency management capabilities. The building of working partnerships between government, business, volunteer, and community organizations is key to program success and highly encouraged. These funds support the County's Mass Notification System and the personnel within the Emergency Management Division.

Positions:

<u>Title</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>	<u>FY20</u> <u>FTE</u>
Allocation from General Fund	0.9	0.8	0.8	0.8	0.7
Total Full Time Equivalent	0.9	0.8	0.8	0.8	0.7

Public Safety

Department: Volunteer Fire Protection & Emergency Medical Services Account: 26 Fund
Division/Program: Charles Co. Volunteer Fireman's Association (CCVFA) & Fund: Spec. Rev
 Charles Co. Assoc. of Emergency Medical Svcs. (CCAEMS) Source: Prop. Tax
Program Administrator: Rick Bowie, CCVFA President / Lisa Yates, CCAEMS President
www.charlescountymd.gov/maps/volunteer-fire-and-ems

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2019 Amended	FY2020 Adopted	\$ Change FY2019 Amended	% Chg.
Personal Services	\$15,000	\$15,000	\$15,000	\$15,000	\$0	0.0%
Operating Costs	0	7,800	7,800	7,800	0	0.0%
Agency Funding	12,781,781	12,957,292	12,982,292	13,504,392	522,100	4.0%
Total Expenditures	\$12,796,781	\$12,980,092	\$13,005,092	\$13,527,192	\$522,100	4.0%

Changes and Useful Information:

- Increase in **Agency Funding** is the net result of increased property tax revenue and interest earnings allocation for FY2020.

Description:

The Charles County Fire & Emergency Medical Services (EMS) Associations represent 11 volunteer joint Fire/EMS organizations, 2 independent fire companies, and 4 independent volunteer EMS companies. There is also one volunteer independent dive/rescue company to provide service for water related emergencies. These organizations are located in La Plata, Hughesville, Waldorf, Nanjemoy, Benedict, Cobb Island, Potomac Heights, the 10th district, Indian Head, Bel Alton, Bryan's Road, Westlake (Waldorf), Newburg, Ironsides, White Plains, and Dentsville.

The funding source for the expenditure budgets listed are from a County wide fire and rescue property tax and a State of Maryland Amoss grant. The Fire and Rescue Tax is based on \$.064 per assessed value of real property and \$.16 per assessed value of business property. The tax is broken down as follows: 62.50% for fire, 31.25% for EMS and 6.25% for the Length of Service Awards Program (LOSAP). Donations, fundraising and other sources of revenue are reported separately within each organizations financial statements.

The Volunteer Fire and Rescue organizations are independent companies, each operated under an elected body of operational and administrative officers. The business affairs of each organization are managed by the Board of Directors and membership vote. The goals of these Associations include outstanding performance in the following areas: fire protection, fire prevention, volunteer retention and emergency medical services (basic and advanced life support).

Positions:

There are nearly 1,200 active volunteers within the fire and emergency medical services system. Most of these have accumulated Length of Service Award Program Points.

Public Safety

Department: State's Attorney Office\Sheriff\Commissioners Account: 22 Fund
Division\Program: Drug Forfeitures Fund: Special Rev.
Program Administrator: State's Attorney Office\Sheriff\Commissioners Source: Srvc. Charge

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2019 Amended	FY2020 Adopted	\$ Change FY2019 Amended	% Chg.
Operating Costs	106,210	178,600	374,100	178,600	(195,500)	-52.3%
Capital Outlay	0	0	7,500	0	(7,500)	-100.0%
Total Expenditures	\$106,210	\$178,600	\$381,600	\$178,600	(\$203,000)	-53.2%

Changes and Useful Information:

- Decrease in **Operating Costs** are due to one time use of Sheriff's Office drug forfeiture designated reserves in fund balance to procure firearms, AEDs and equipment for the new District II Station in Bryans Road.
- **Capital Outlay** decrease is due to a one time capital purchase in FY2019.

Description:

This budget is used to manage the funds resulting from drug forfeitures. These funds are difficult to budget due to their unpredictability. The State's Attorney Office is designated as the forfeiting agent for drug forfeitures involving personal property, including vehicles, money, and real property.

Federal Asset Forfeiture / Equitable Share Program

The primary purpose of the federal asset forfeiture program is law enforcement: To deter crime by depriving criminals of the profits and proceeds of their illegal activities and to weaken criminal enterprises by removing the instrumentalities of crime.

Shared funding is given to supporting law enforcement operations to result in further seizures and forfeitures, which includes additional training and equipment and part-time salaries, limited to one year, to carry out the operations.

Local and State Asset Forfeiture Program

Per County Commissioners of Charles County, Maryland Resolution No. 98-18, appropriation of funds is split at 30% State Attorney's Office, 20% County Commissioners Office, and 50% Sheriff's Office. Monies can only be spent as outlined in the Code of Charles County, Chapter 164 - Drug Enforcement and Education Special Reserve Fund to finance costs associated with the administration of drug enforcement and education by the Sheriff of Charles County, the State Attorney of Charles County and related agencies. Funds appropriated to the Sheriff of Charles County is for the purpose of drug and crime prevention, education and enforcement programs, investigations and narcotics-related equipment.

Department: Sheriff's Office Account: 18 Fund
Division\Program: Sheriff's Special Programs Fund: Special Rev.
Program Administrator: Troy D. Berry, Sheriff www.ccsq.us Source: Srvc. Charge

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2019 Amended	FY2020 Adopted	\$ Change FY2019 Amended	% Chg.
Personal Services	\$133,314	\$155,100	\$180,100	\$150,200	(\$29,900)	-16.6%
Fringe Benefits	35,855	42,000	42,000	35,800	(6,200)	-14.8%
Operating Costs	10,082	21,600	56,600	32,700	(23,900)	-42.2%
Total Expenditures	\$179,252	\$218,700	\$278,700	\$218,700	(\$60,000)	-21.5%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** decrease is due to full year impact of a FY2019 approved part time Special Deputy for the Towing Service Permit Program which is being offset by a vacant position in the VICS Program that will not be refilled in FY2020.
- **Operating Costs** were decreased due to one time equipment and computer purchases in FY2019 for the part time Special Deputy for the Towing Service Permit Program, as well as spending trends for other operating expenses, and reductions in the VICS program to keep pace with revenue projections.

Description:

Volunteers in Community Service (VICS)

VICS is a court ordered alternative to incarceration in which individuals perform court-ordered community services in lieu of fines, points, or incarceration. Currently, VICS has over 100 participating agencies. These participating agencies consist of State, County, Federal jurisdictions as well as nonprofit organizations.

Public Safety

Department:	Sheriff's Office	Account: 18 Fund
Division\Program:	Sheriff's Special Programs	Fund: Special Rev.
Program Administrator:	Troy D. Berry, Sheriff	Source: Srvc. Charge

Criminal Justice Program/Urinalysis

Urinalysis is a test done at the Charles County Correctional facility. Participants on work release, juveniles, court orders, social services, parole and probation and random in house workers can be tested for the use of drugs and alcohol. The goal of the testing is to ensure that staff safety, facility security and contraband control are not compromised by the use of drugs or alcohol.

Towing Service Permit Program

Per Chapter 287-19 through 287-32, the County added towing regulations to safeguard the public interests against predatory towing by authorizing the County's Sheriff's Office (CCSO) to maintain the Towing Service Permit Program. The CCSO enforces the rules and regulations for the licensing, maintenance and operations of towing companies in Charles County.

<u>Positions:</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
VICS Supervisor	1.0	1.0	1.0	1.0	1.0
VICS Specialist	2.0	2.0	2.0	2.0	1.0
Correctional Officer	0.4	0.4	0.4	0.4	0.4
Towing Program - Officer	0.0	0.0	0.0	0.4	0.4
Part-time positions	0.6	0.6	0.6	0.6	0.6
Total Full Time Equivalent	4.1	4.1	4.0	4.4	3.4

Department:	Sheriff's Office	Account: 44 Fund
Division\Program:	Southern Maryland Criminal Justice Academy	Fund: Special Rev.
Program Administrator:	Troy D. Berry, Sheriff www.ccsso.us	Source: Reimburse

<u>Expenditure Category</u>	<u>FY2018 Actual</u>	<u>FY2019 Adopted</u>	<u>FY2019 Amended</u>	<u>FY2020 Adopted</u>	<u>\$ Change FY2019 Amended</u>	<u>% Chg.</u>
Personal Services	\$0	\$0	\$10,300	\$90,800	\$80,500	781.6%
Fringe Benefits	0	0	9,234	28,000	18,766	203.2%
Operating Costs	124,816	192,300	215,222	152,700	(62,522)	-29.1%
Capital Outlay	0	0	21,700	0	(21,700)	N/A
Total Expenditures	\$124,816	\$192,300	\$256,456	\$271,500	\$15,044	5.9%

Changes and Useful Information:

- Increased **Personal Services** and **Fringe Benefits** is due to the approval to make the Academy's Director a Charles County employee. The previous Director was a Calvert County employee.
- **Operating Costs** were decreased to meet current trends and align budget with revenues.
- Decrease in **Capital Outlay** is due to a one time capital purchase.

Description:

The Southern Maryland Criminal Justice Academy is a cooperative effort between the Sheriff's Offices in Charles, Calvert, & St. Mary's Counties, and its mission is to provide highly-trained and qualified sworn & corrections officers to Southern Maryland. Through skill scenarios, academic testing, physical training, and firearm training, the Academy successfully carries out its mission. The personnel at the academy are comprised of sworn and civilian personnel from all three counties.

In 2018 The Southern Maryland Criminal Justice Academy provided training for many different agencies. The academy instructed two police entry-level classes (PELTP Sessions 44 and 46). PELTP Session 44 graduated 24 recruits (Recruit breakdown of 8 Calvert County, 7 Charles County, 8 St. Mary's County and 1 Cheverly Police Department). PELTP Session 46 graduated 29 recruits (Recruit breakdown of 7 Calvert County, 9 Charles County and 13 St. Mary's County). The also instructed 1 Comparative Compliance Deputy through St. Mary's County (Session 45). The academy instructed one correctional entry-level class (CELTP Session 58). CELTP Session 58 graduated 6 recruits (Recruit Breakdown of 1 Calvert County, 1 Charles County and 4 St. Mary's County).

During 2018 the academy provided in-service for 239 sworn officers. In-service provided for Calvert County – 121, St. Mary's County – 97, Riverdale Park – 20 and Cheverly - 1. The academy also hosted specialized courses such as an Enhanced Instructor's Course, Corrections ERT School, First Line Supervisor School and CPR/Bloodborne Pathogens for St. Mary's County Command Staff.

<u>Positions:</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Director	0.0	0.0	0.0	0.3	1.0
Total Full Time Equivalent	0.0	0.0	0.0	0.3	1.0

Community Services

Department: Community Services Account: 40 fund
Division/Program: Aging & Human Services: Federal Grants Fund: Spec. Rev.
Program Administrator: Lisa Furlow, Chief of Aging & Human Services Source: Grant
www.charlescountymd.gov/cs/aging/aging-and-senior-programs

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2019 Amended	FY2020 Adopted	\$ Change FY2019 Amended	% Chg.
Personal Services	\$404,381	\$332,367	\$428,523	\$351,267	(\$77,256)	-18.0%
Operating Costs	328,089	296,690	596,297	299,164	(297,133)	-49.8%
Debt Service	7,551	5,081	5,081	5,081	0	0.0%
Total Expenditures	\$740,021	\$634,138	\$1,029,901	\$655,512	(\$374,389)	-36.4%

Changes and Useful Information:

- The balance of Federal grants with a fiscal year end date of 09/30/19 or later will be carried over to FY2020. Budget Amendments are executed for the rollover funds.
- Debt Service** is for replacing a vehicle for the Maryland Access Point Program. The vehicle is utilized for site visits with clients, outreach efforts for the program, as well as trainings and meetings associated with the program.

Description:

Federal funds are provided as part of the Older Americans' Act (OAA), under the US Department of Health and Human Services, Administration for Community Living. All OAA programs stipulate that persons who are eligible for services must be at least age 60+ and participants may not be means tested, and services cannot be denied based upon eligible participant's capability or willingness to contribute to the cost of these programs.

Affordable Care Act – Aging and Disability Resource Center: Maryland Access Point (MAP)

MAP is a method of service delivery that enables adults with chronic medical conditions and permanent disabilities to access information and assistance regarding long term care and to receive options counseling and benefits coordination through a single point of entry. This program is utilized to achieve specific goals in the MDoA 5-Year Strategic Plan for MAP. In FY2015, local agencies had to merge existing senior information and assistance programs under MAP to continue program expansion and strategic objectives. Funding supports a designated merit position titled "Aging & Disability Resource Center Manager" to serve as the Charles County MAP Coordinator, an Aging and Disability Resource Center (ADRC) Coordinator and up to five (5) part-time Program Assistants. MAP is a fee for service program under the Federal Financial Participation (FFP) Model from the federal government for costs associated with the "efficient and effective" administration of the Medicaid program. The County has entered into an agreement with the State as the administrator of the program. In order to remain eligible for FFP funds, a non-federal source of funds must be available to support this program on an ongoing basis.

Under the MAP program, staff also help clients transition from an institution, for example a nursing facility, to community living in an apartment, private home, or small group setting. These services which were originally within the Money Follows the Person (MFP) program, were incorporated into MAP in FY2019. MFP initiatives increase outreach to individuals in institutions and decrease barriers to transition. Efforts include enhanced transition assistance, improved information technology, flexible transition funds, and the addition of waiver services.

Title III, Part B - Grants for Supportive Services and Senior Centers

Under Title III, Part B, a state-determined minimum percentage of funds are provided for three designated priority areas: in-home care, legal assistance and access services.

In-home and supportive services are available to frail and disabled persons aged 60 or older, who reside within Charles County. Services include such things as personal care, respite, homemaker, chore, and limited benefits that fill identified gaps in community-based care while clients wait for long-term benefits. All services are coordinated across agencies to ensure that there is no duplication of effort, and to make the best use of limited funds.

Senior Legal Assistance provides legal advice, counseling, and representation to senior citizens under an annual contract with the Legal Aid Bureau (LAB). LAB personnel devote an average of 12 hours/month to the provision of specific legal services described in the contractual agreement. These hours include at least four community education events during the contract year.

Legal services under Title III are limited to settling the following types of claims: Public Benefit Access, Housing, Consumer Protection, Advocacy for institutionalized persons, and Health Care Advanced Directives. The Area Agency on Aging (AAA) may also assist seniors with obtaining low-cost or free legal services not covered under its contract with LAB by coordinating services through the State's Senior Legal Hotline and local attorneys. Access Services include the full scope of services in areas such as Maryland Access Point / Senior Information & Assistance, Community Outreach & Education, Transportation, Assisted Transportation, and support for Senior Centers.

Community Services

Department:	Community Services	Account: 40 fund
Division/Program:	Aging Services: Federal Grants	Fund: Spec. Rev.
Program Administrator:	Lisa Furlow, Chief of Aging & Human Services	Source: Grant

Title III, Part C - Nutrition Services

Charles County Senior Nutrition Programs are responsible for delivery of nutrition services to the elderly through programs supported at the federal, state, and local levels. Staff within the Aging and Senior Programs Division administer the Congregate and Home Delivered Meals programs through the coordination of many partners including: Charles County Public Schools, a large number of community volunteers, and support from the Maryland Department of Aging. Nutritionally balanced menus are written by a Registered Dietician and are required to meet the dietary needs for older adults as described by USDA and State Nutrition Policy guidelines.

With funding provided under Title III, Part C1, the Congregate Meal Program is effective in reducing social isolation and nutritional risk through the provision of nutritionally balanced meals in community settings such as Senior Centers. In compliance with federal grant requirements, the program requests voluntary donations from eligible participants, but may not deny services based upon an individual's willingness or capability to contribute toward the cost of the meal. Meal sites also offer opportunities for seniors to obtain information, access to benefits, nutrition education, physical fitness and health screening.

Funds designated under Title III, Part C2, provide Home Delivered Meals to eligible seniors and their spouses who are homebound and unable to shop for food or prepare nutritious meals for themselves due to increasing frailty. As with Congregate meals, participant contributions toward the cost of the home delivered meals are requested, but not required. Participants receive periodic screening for eligibility redetermination purposes, as well as, to secure additional benefits which facilitate ongoing community-based care.

Title III, Part D - Health Promotion and Disease Prevention

Effective October 1, 2014 the Maryland Department of Aging issued a new program directive (APD 14-14) that restricts the use of Title IIID funds to "highest tier evidence-based programs" which are defined by the US DHHS/Administration for Community Living in its guidance document. This policy change was made in an effort to comply with a new Congressional appropriation requirement for programs funded by Title IIID of the Older Americans Act. Title IIID evidence-based health promotion programs provide adults with techniques and strategies to delay and/or manage chronic health conditions and include activities that promote: improved nutrition, emotional and social well-being, physical fitness and fall prevention.

Title III, Part E - National Family Caregiver Support Programs (NFCSP)

Funded under Title III, Part E, the NFCSP provides respite and supportive services to family caregivers of persons aged 60+, and to grandparents who are the primary caregivers for young children. The NFCSP provides assistance to caregivers in five designated service categories: Information and Access to caregivers about available services; Care Coordination and Case Management for caregivers; Caregiver Training and Support Groups; Respite Care; and, Supplemental Services to compliment the care provided by caregivers. Unique compared to other Title III grants, this program requires a minimum 25% cash match from non-federal sources.

Title VII, Chapter 3 - Prevention of Elder Abuse, Neglect, and Exploitation

Title VII of the Older Americans Act requires the development of programs aimed at identifying and preventing abuse, neglect, and exploitation of older adults, particularly those who reside in institutional settings. The Long Term Care Ombudsman serves as an advocate for residents in licensed long term care facilities (nursing homes and assisted living), to maintain their legal rights, ensure quality of care, and uphold the highest levels of personal dignity.

The Ombudsman mediates concerns when possible, and forwards regulatory deficiencies to the appropriate State agencies and law enforcement units, as needed. Ombudsmen also encourage the formation of active, resident councils and family councils within long term care facilities. Elder Abuse Prevention programs are jointly funded by the State Ombudsman Initiative grant.

Centers for Medicare and Medicaid Services Programs (CMS)

State Health Insurance Program (SHIP) - SHIP is a federal grant supported program which utilizes staff and trained volunteers to provide information and assistance for the elderly in areas such as: preparing and filing health insurance claims; understanding medical bills; and understanding Medigap and long-term care insurance policies. Individual and community education regarding access to health insurance, Medicare and Medicaid policies, options counseling, and enrollment services are ongoing services provided by both paid staff and volunteers.

Community Services

Department:	Community Services	Account: 40 fund
Division\Program:	Aging Services: Federal Grants	Fund: Spec. Rev.
Program Administrator:	Lisa Furlow, Chief of Aging & Human Services	Source: Grant

Volunteers are also trained to identify other needs and to make appropriate referrals. The volume of SHIP services continues to increase steadily with the continuation of Health Care Reform & Medicare Reform at the Federal level and the changes to Medicare Drug Benefit Programs. Recent changes in SHIP policy at the State level have greatly expanded the target population to include persons of any age who are entitled to Medicare as a result of disability or chronic illness. CMS is housed within the Administration for Community Living (ACL).

Medicare Improvements for Patients and Providers Act (MIPPA) - MIPPA grants have been instrumental in helping disadvantaged seniors regain their economic footing and lead healthy, independent lives through funding to help Medicare beneficiaries and apply for Medicare Part D Extra Help/Low Income Subsidy and Medicare Savings Program. MIPPA grantees work to identify low-income older adults throughout Maryland who may be missing out on these programs, and assist them with applying for them and educate vulnerable seniors about how to use and retain these programs.

The Aging and Senior Programs Division utilize these funds for existing MAP and SHIP staff to expand awareness about all Medicare and Medicaid programs to older adults residing in rural and geographically isolated areas and to under-served populations within Charles County. This grant is budgeted upon award.

Senior Medicare Patrol (SMP) - Maryland SMP is a health care fraud prevention project administered by the Maryland Department of Aging through the U.S. Department of Health and Human Services and the Administration on Community Living (ACL). The mission of Maryland SMP is to prevent the escalation of health care costs at the national level by developing programs that teach Medicare and Medicaid beneficiaries how to recognize and report health care fraud, waste, abuse, or error, and to assist beneficiaries with resolving fraudulent healthcare bills and claims.

<u>Positions:</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Aging & Human Services	0.2	0.1	0.1	0.1	0.1
Aging and Disability Resource Center (ADRC) Mgr	0.9	1.0	1.0	1.0	1.0
Centers Administrator	0.1	0.1	0.1	0.1	0.1
ADRC Coordinator	0.3	0.7	0.4	0.4	0.3
Long Term Care Coordinator	0.4	0.4	0.4	0.3	0.4
Nutritionist	0.4	0.4	0.3	0.3	0.3
ADRC Program Specialist	0.4	0.1	0.1	0.4	0.3
Full Time Allocation	0.0	1.2	1.5	2.2	0.9
Part-time positions	2.6	3.1	4.2	3.7	3.3
Total Full Time Equivalent	5.3	7.0	8.2	8.7	6.7

Objectives & Measurements:

See General Fund - Community Services for listing of all Objectives & Measurements regardless of funding source.

Community Services

Department: Community Services Account: 43 fund
Division/Program: Aging & Human Services: State Grants Fund: Spec. Rev.
Program Administrator: Lisa Furlow, Chief of Aging & Human Services Source: Grant
www.charlescountymd.gov/cs/aging/aging-and-senior-programs

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2019 Amended	FY2020 Adopted	\$ Change FY2019 Amended	% Chg.
Personal Services	\$286,204	\$272,702	\$313,053	\$290,485	(\$22,568)	-7.2%
Fringe Benefits	25,899	26,310	30,468	28,320	(2,148)	-7.1%
Operating Costs	182,363	193,623	237,844	207,450	(30,394)	-12.8%
Debt Service	0	5,081	5,081	5,081	0	0.0%
Total Expenditures	\$494,467	\$497,716	\$586,446	\$531,336	(\$55,110)	-9.4%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** decrease is due to the Community Options Waiver Program. The FY2019 budget was amended based on program work and revenue earnings from this fee for service program. The FY2020 budget will be adjusted as needed in FY2020.
- **Operating Costs** were adjusted to meet current trends.
- **Debt Service** is for replacing a vehicle for the Community Options Waiver Program. The vehicle is utilized for site visits with clients.

Description:

The following programs receive state funds through the Maryland Department of Aging:

Senior Information and Assistance (I&A)

The Senior I&A program serves as a "one stop shop" for senior citizens and their families, and provides community outreach and access to many programs and services which benefit the elderly. The Senior I&A Unit is responsible for the administration of a number of programs and services, including the provision of basic information, coordination of public benefits, referral, and assistance for the elderly and their family members. In addition, Senior I&A maintains and distributes a wide variety of resource materials, provides technical assistance to senior citizen clubs, and conducts community outreach efforts through public and private partner organizations.

Mandated under the Older Americans Act, I&A is considered a "core service" in the community and has experienced a steady increase in call and appointment volume, corresponding with the rapid increase in the County's senior citizen population. Services are provided primarily through senior centers and by phone, with special appointments and home visits available as required. Extensive coordination with churches, the private sector, and community service organizations allow this program to assist low-income senior citizens with a variety of emergency services (e.g. food, fuel, prescriptions) as well as eyeglasses, hearing aids, dental services, and medical equipment in the most efficient manner possible.

Senior Care

Senior care is a statewide long-term care service delivery system which coordinates home and community-based care (HCBC) for individuals age 65+ according to their needs. Senior Care is provided through a Joint Care Planning team comprised of staff from Charles County Department of Community Services and the Charles County Department of Health. The purpose of Senior Care is to prevent premature institutionalization of frail elderly who are at risk of nursing home placement, but do not yet qualify for Medicaid benefits.

All Senior Care clients receive a comprehensive, in-home assessment completed by a member of the Charles County Department of Health's Adult Evaluation and Review Services (AERS) team. Following the AERS assessment, the Joint Care Planning team develops a plan of care for the client which is designed to link individuals with all suitable and available resources and services. Senior Care funds are utilized as a "last resort" and are distributed to eligible clients based on a priority of need. Persons determined eligible who are not able to be served due to limited grant funds are placed on a priority-ranked wait list. Wait listed persons shall be re-assessed at least annually for both functional and financial eligibility as well as re-ranking. This grant is budgeted upon award.

Senior Nutrition

In accordance with statewide nutrition programs for the elderly, the County administers a variety of quality nutrition services to senior residents of the County. Programs include: Congregate Meals, Home Delivered Meals, Nutrition Education, Nutritional Risk Assessment, Individualized Nutrition Consultation, and the provision of shelf-stable meals for use in emergency/inclement weather situations. All persons age 60 and older are eligible to participate in Senior Nutrition programs. Spouses and disabled children of eligible seniors may also participate at the Department's discretion. State Nutrition funds are authorized for meals (not operational).

Community Services

Department:	Community Services	Account: 43 fund
Division/Program:	Aging Services: State Grants	Fund: Spec. Rev.
Program Administrator:	Lisa Furlow, Chief of Aging & Human Services	Source: Grant

Senior Assisted Living Group Home Subsidy (SALGHS)

The SALGHS provides a fixed-rate monthly home fee for eligible persons who reside in small, group-home style licensed assisted living facilities. Subsidies available to residents in Charles County are extremely limited, based upon annual grant award total. A maximum of 9% of the total grant award is available for salary administration of the program.

Guardianship

In lieu of a suitable private guardian of person, the Chief of Aging & Human Services, may serve as the court-appointed Public Guardian for persons ages 65 and older who have been declared by Courts to be legally incompetent to make their own decisions. Designated long-term care staff members serve as case managers and authorized legal representatives to the Public Guardian and may be required to determine appropriate living arrangements, oversee the provision of services or consent to medical treatment for wards under their care.

In accordance with the Maryland Estates & Trusts laws, Public Guardianship shall be a last resort. Therefore, the Area Agency on Aging (AAA) shall utilize a portion of its grant funds to engage in activities aimed at avoiding Public Guardianship, as possible.

State Ombudsman

As part of the Maryland Ombudsman Initiative, this program is partially State funded as determined by a formula that is heavily weighted by the number of nursing homes operating within the jurisdiction. The Ombudsman provides professional resident advocacy and complaint resolution services in all licensed long-term care facilities within Charles County. Long-term care facilities include nursing homes, transitional care centers, and licensed Assisted Living programs.

This program may utilize trained volunteers and representatives from family and resident councils within each facility to increase the presence of the resident advocate. Cases involving allegations of resident abuse, neglect, or exploitation are investigated jointly with local law enforcement agencies and reported to appropriate State licensing authorities, as outlined in COMAR. Ombudsman services are Federally mandated under the Older Americans' Act (OAA).

Senior Center Operating Funds (SCOF)

These funds are awarded competitively to Area Agencies on Aging (AAA) for the purpose of enhancing services in Senior Centers throughout the state. In prior years, the Division has been awarded funds to support the health and wellbeing of seniors in a variety of ways through innovative center programs. Some examples include: purchase of new fitness machines and fitness equipment for Senior Center fitness activities; funds to provide patient support & service navigation at the health clinic in Nanjemoy; and most recently to develop a new "farm to table senior nutrition" program providing nutrition education and free vouchers for seniors to receive fresh produce from local farmers at pop-up Senior Center farm markets.

Community Options Waiver

The Community Options Waiver is open to qualified disabled persons of all ages with long term care needs, including children. The purpose of the CO Waiver is to provide long term care via home & community based services to disabled persons who would otherwise warrant placement in a skilled nursing facility. The Waiver allows services that are typically covered by Medicaid only in a nursing facility to be provided to eligible persons in their own homes or in assisted living facilities.

Eligible persons must meet both financial and medical criteria to participate and are periodically reevaluated to determine ongoing eligibility. Administration of the Medicaid Waiver requires comprehensive case management and individualized coordination of community-based care services. The Community Options Waiver operates as a fee-for-service program, where associated personnel must track allowable case management activities and submit a monthly invoice for billable hours. Approved billable hours are subsequently reimbursed by the State at a fixed rate established by Medicaid and administered by DHMH.

Community First Choice (CFC) is also a program under Community Options Waiver. It's fee for service Medicaid, similar to Waiver. The agency is taking an added role in the Community Personal Assistance Services (CPAS). Together these three programs provide a three tiered approach to serving persons with long-term care needs, while re-balancing Maryland's Medicaid Program to greater emphasize home and community based options.

Positions:

<u>Title</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>	<u>FY20</u> <u>FTE</u>
Long Term Care Coordinator	0.2	0.2	0.2	0.3	0.7
Home & Community Based Svcs Supervisor	1.0	1.0	1.0	1.0	1.0
Long Term Care Program Specialist	0.6	0.7	0.6	0.7	0.2
Part-time positions	2.2	2.6	2.6	3.0	3.2
Total Full Time Equivalent	4.0	4.5	4.4	5.1	5.0

Community Services

Department: Community Services Account: 13 Fund
Division\Program: Housing Authority: Community Development Block Grant (CDBG) Fund: Spec. Rev.
Program Administrator: Rita Wood, Chief of Housing Authority Source: Grant
www.charlescountymd.gov/cs/housing/housing-authority

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2019 Amended	FY2020 Adopted	\$ Change FY2019 Amended	% Chg.
Operating Costs	\$0	\$0	\$442,333	\$0	(\$442,333)	-100.0%
Total Expenditures	\$0	\$0	\$442,333	\$0	(\$442,333)	-100.0%

Changes and Useful Information:

- At the end of each fiscal year, the balance of Community Development Block Grant and Community Legacy Grant projects are carried over to the next fiscal year as appropriate. Budget Amendments are executed for the rollover funds. The **FY2019 amended budget** is for the Hughesville Tobacco Warehouse Façade Improvements & Plaza Project and a Community Development Block Grant for the purchase of a home to house victims of domestic violence.

Description:

Community Development Block Grant (CDBG)

The Community Development Block Grant program, designed to assist units of local government with activities directed toward neighborhood and housing revitalization, economic development, and improved community facilities, is authorized under Title I of the Housing and Community Development Act of 1974 and administered by the Maryland Department of Housing & Community Development.

Charles County Government has competed in Community Development Block Grant (CDBG) since 1975 and received awards in 35 of those 44 years for 60 projects and over \$11 million in CDBG funding. Because Charles County is not an entitlement county (one having a population of 200,000 or more), Charles County competes for funding with 134 other non-entitlement jurisdictions in Maryland. The County can apply for a maximum of \$800,000 per grant announcement which can be divided into several projects during an application cycle.

Community Services' responsibilities include assistance to interested groups or organizations wishing to fund projects; submission to the State of the grant application; program administration; administration of funds and reporting responsibilities.

Community Legacy Grant Program

Community Legacy, a program of the Department of Housing & Community Development (DHCD), is designed to assist urban neighborhoods, suburban communities and small towns that are experiencing decline and disinvestment, but have the potential, with modest public and private investment to be vibrant places to live and work. The Community Legacy Areas are often referred to as "at-risk" or "transitional communities".

Community Legacy provides flexible capital and operating resources through annual competitive funding rounds to assist local governments and their nonprofit partners in planning and realizing comprehensive community revitalization initiatives. It is intended to fill key gaps in State support for such efforts.

Community Legacy Grant Program - Hughesville Tobacco Warehouse Façade Improvements & Plaza

This project consists of façade improvements to a historic tobacco warehouse and packing house, and an outdoor plaza with public art and landscaping between the two buildings. Part of the larger Hughesville Tobacco Warehouse Restoration Project, the tobacco buildings are ultimately envisioned to include a performing venue, event/community meeting space, cultural arts center/museum, and farmers market. The improved façade and plaza will contribute to a more attractive village image and thus help advance the implementation of the Hughesville Village Revitalization Plan. The façade improvements will also enable the larger warehouse project to move forward which, once completed, will have many positive impacts on the village by providing a major community amenity and regional destination in Hughesville. Planning and Growth Management will take the lead on this project.

Community Services

Department: Community Services Account: 14 Fund
Division/Program: Housing Authority: Housing Assistance Fund: Spec. Rev.
Program Administrator: Rita Wood, Chief of Housing Authority Source: Grant
www.charlescountymd.gov/cs/housing/housing-choice-voucher-program

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2019 Amended	FY2020 Adopted	\$ Change FY2019 Amended	% Chg.
Personal Services	\$655,656	\$701,600	\$697,231	\$724,800	\$27,569	4.0%
Fringe Benefits	219,977	224,300	211,483	213,100	1,617	0.8%
Operating Costs	9,020,645	8,483,660	9,474,962	9,179,479	(295,483)	-3.1%
Operating Contingency	0	0	0	3,700	3,700	N/A
Total Expenditures	\$9,896,277	\$9,409,560	\$10,383,676	\$10,121,079	(\$262,597)	-2.5%

Changes and Useful Information:

- The County administers 725 Housing Choice Vouchers which accounts for the majority of operating costs in the form of rental payments. **Operating Costs** increase is the result of current trends related to rents paid based on anticipated funding. The budget is adjusted mid-year to accommodate funding award which occurs on a calendar year basis.
- Operating Contingency** is to cover any revenue shortfalls and/or expenditure overages.

Description:

Housing Choice Vouchers

Charles County Government serves as the local Housing Authority for the tenant-based Housing Choice Voucher (HCV) Program. This U.S. Department of Housing and Urban Development (HUD) HCV program allows very-low income persons to choose and lease safe, decent, and affordable rental housing. Some participants may qualify for home purchase through the program as well. Charles County Government serves as the local Housing Authority for this program and approves rental vouchers for low-income county residents.

A rental voucher represents the difference between 30% of the family's adjusted income and the applicable payment standard. During initial lease-up, a family may pay no more than 40% of adjusted income toward housing costs. Any approved rents must be determined reasonable by the Housing Authority. Seventy-five percent of all new admissions to the program must be very-low income (having a household income less than 30% of median).

Reciprocal Agreement

The Reciprocal Agreement allows families to move from jurisdiction to jurisdiction and maintain their housing assistance. Charles County bills the original Housing Authority for payments made on behalf of participants.

Positions:

Title	FY16 FTE	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE
Director of Community Services	0.3	0.3	0.3	0.3	0.3
Chief of Housing Authority	0.9	0.9	0.9	0.9	0.9
Housing Program Supervisor	1.0	1.0	1.0	1.0	1.0
Housing Inspection Supervisor	1.0	1.0	1.0	1.0	1.0
Housing Inspector	1.0	1.0	1.0	1.0	1.0
Occupancy Specialist	4.0	5.0	5.0	5.0	5.0
Administrative Associate	1.0	0.0	0.0	0.0	0.0
Portability Specialist	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	10.2	10.2	10.2	10.2	10.2

Objectives & Measurements:

See General Fund -Community Services for listing of all Objectives & Measurements regardless of funding source.

Community Services

Department: Community Services Account: 15 Fund
Division\Program: Housing Authority: Housing Special Loans Fund: Spec. Rev.
Program Administrator: Rita Wood, Chief of Housing Authority Source: Srvc. Charge
www.charlescountymd.gov/cs/housing/special-loans

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2019 Amended	FY2020 Adopted	\$ Change FY2019 Amended	% Chg.
Operating Costs	\$132,272	\$405,000	\$405,000	\$405,000	0	0.0%
Total Expenditures	\$132,272	\$405,000	\$405,000	\$405,000	\$0	0.0%

Description:

State Special Loans improve owner-occupied homes and small rental properties for low and moderate-income families and individuals and promote community redevelopment. They provide comprehensive rehabilitation to improve the basic livability of properties, increase energy conservation, and meet special housing needs such as lead paint abatement and installation of indoor water and sewer facilities. In extreme cases, complete home replacements may be financed through the State Special Loans Program.

Objectives & Measurements:

See General Fund -Community Services for listing of all Objectives & Measurements regardless of funding source.

Department: Community Services Account: 19 Fund
Division\Program: Housing Authority: Community Development Administration Fund: Spec. Rev.
Program Administrator: Rita Wood, Chief of Housing Authority Source: Grant
www.charlescountymd.gov/cs/housing/housing-authority

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2019 Amended	FY2020 Adopted	\$ Change FY2019 Amended	% Chg.
Personal Services	\$8,072	\$0	\$608	\$0	(\$608)	-100.0%
Operating Costs	140,782	0	23,727	0	(23,727)	-100.0%
Total Expenditures	\$148,854	\$0	\$24,335	\$0	(\$24,335)	-100.0%

Changes and Useful Information:

- At the end of each fiscal year, the balance of unspent multi-year federally funded grant projects are carried over to the next fiscal year as appropriate. Budget Amendments are executed for the rollover funds. The County does not anticipate renewal of these programs in FY2020.

Description:

Effective July 1, 2017, four (4) homeless grant programs and the Interagency Council on Ending Homelessness, formerly administered by the Maryland Department of Human Services (DHS), moved to the Department of Housing and Community Development (DHCD). The first change is the move to consolidate six, discrete programs into a single Homeless Solutions Program (HSP) grant, two of which are the Rental Assistance Program (RAP) and the Emergency Solutions Grant (ESG). Currently, each grant program is administered and awarded as a separate grant. As of State fiscal year (FY) 2019, applicants will submit one application to apply for all HSP funds. The second significant change is the way funds will be distributed to applicants and service providers. Effective FY2019, HSP funds will largely flow through the 16 Continuums of Care (CoC). Therefore, the County will no longer handle new funding under the RAP or ESG programs effective FY2019.

Rental Allowance Program (RAP)

In FY2019, the Rental Allowance Program provided fixed monthly rental allowance payments to approximately six (6) low-income households that have critical and emergency housing needs. Any given household is limited to twelve (12) months participation in RAP therefore, the FY2018 grant program was carried over to FY2019 and closed out in January FY2019.

Emergency Solutions Grant, Formerly the Emergency Shelter Grant, (ESG) Program

The ESG program provides funding for homeless prevention activities and funding for emergency and transitional homeless shelters that supply supportive services to their clients. In prior fiscal years, Charles County applied for funding on behalf of local sub recipients and administered the grants when received. For FY2019, spending was the balance of funds available for carryover from FY2018 on behalf of LifeStyles of Maryland Foundation, Inc. This grant is now administered by the Continuums of Care and therefore not budgeted for FY2020.

Social Services

Department: Circuit Court **Account:** 5 Fund
Division/Program: Child Support/Judicial Grants **Fund:** Special Rev.
Program Administrator: Amy J. Bragunier, Circuit Court **Source:** Grant

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2019 Amended	FY2020 Adopted	\$ Change FY2019 Amended	% Chg.
Personal Services	\$379,631	\$436,558	\$449,406	\$455,371	\$5,965	1.3%
Fringe Benefits	144,631	224,312	251,867	243,287	(8,580)	-3.4%
Operating Costs	354,079	219,232	790,084	559,658	(230,426)	-29.2%
Operating Contingency	0	0	0	12,008	12,008	N/A
Capital Outlay	36,351	28,562	49,773	3,500	(46,273)	-93.0%
Total Expenditures	\$914,693	\$908,664	\$1,541,130	\$1,273,824	(\$267,306)	-17.3%

Changes and Useful Information:

- Reduction in **Operating Costs** is due to one time grants awarded in FY2019 that are not budgeted in FY2020. At the end of each fiscal year, the balance of unspent multi-year federally funded grant projects are carried over to the next fiscal year as appropriate. Budget Amendments are executed for the rollover funds.
- **Operating Contingency** is to cover any revenue shortfalls and/or expenditure overages.
- Decrease in **Capital Outlay** is due to one-time FY2019 award for security improvements at the Courthouse and under the Family Support Services Program (FSSP) Grant one-time capital improvements to the Law Library to serve self-represented litigants.

Description:

Child Support - Circuit Court

Family Magistrates are appointed by the Administrative Judge of the Circuit Court for Charles County pursuant to Maryland Rule 2-541. Operating pursuant to a cooperative agreement with the MD Department of Human Resources Child Support Enforcement Administration, the Family Magistrates conduct court hearings in Title IV-D cases pertaining to establishing paternity and child support orders, in addition to the modification and enforcement of child and medical support obligations filed by the Charles County Department of Social Services (DSS).

Family Support Services Program (FSSP) - Circuit Court

The goal of the state funded Family Support Services Program (FSSP) within the Circuit Court for Charles County is to provide an effective approach for the early resolution of family conflict. Recognizing that the adversarial process can be destructive for families, the FSSP works to expedite family law cases in a manner designed to enable safety and support for all family members, and to minimize the trauma of litigation. Families are given opportunities, through court orders, to participate in co-parenting educational programs and alternative dispute resolution programs to make parenting decisions for themselves and their families. FSSP also offers a Fee Waiver program for litigants who cannot afford court-ordered family services.

Funding also provides for the Child Dependency Mediation Program. Child dependency mediation is a strategy for more efficient and effective placement of children who have been removed from their home due to neglect and abuse. The main goal of this program is to assist children in finding a permanent solution to their home situation within twelve (12) months. Other goals include shared ownership and development of case plans, reduction of the time from removal to permanency, reduction in the number of court hearings, and increased satisfaction of all disputing parties.

On January 1, 2018, amendments to Title 10 of the Maryland Rules took effect that changed how courts manage guardianships under Title 13 of the Estates and Trusts Article. These changes reflect the Judiciary's ongoing efforts to ensure the personal and financial well-being of vulnerable Marylanders. In FY19, the court implemented a cohesive guardianship monitoring initiative as a component of its Family Support Services Program. The initiative included intensive case management components for both adult guardianship and guardianship of a minor cases. Key aspects of the Guardianship Monitoring Program include: ensuring eligibility requirements for attorneys appointed to represent subjects of proceedings to establish guardianships are met; implementing orientations and executing training requirements for guardians of the person and property; linking potential and appointed guardians with community resources; monitoring compliance with annual reporting requirements; performing case file management duties to ensure timely case disposition; etc.

In FY20, the FSSP will strive to improve services to self-represented litigants. Specifically, the CharlesCounty Circuit Court seeks to provide an attorney-staffed legal clinic Monday through Friday and co-locate it with the Law Library. This clinic will create a one stop shop for self-represented litigants seeking court process information, access to legal resources, and assistance with their case.

Social Services

Department:	Circuit Court	Account:	5 Fund
Division/Program:	Child Support/Judicial Grants	Fund:	Special Rev.
Program Administrator:	Amy J. Bragunier, Circuit Court	Source:	Grant

Office of Problem Solving Courts Discretionary Grant (OPSCDG)

The OPSCDG is a state funded program that assists problem solving courts to develop and maintain a judicial led, collaborative, therapeutic system for individuals struggling with alcohol or drug related issues and who have an active court case. Grant funding may be used to support Judiciary staff assigned to problem solving courts, contracts and contractual employees, and any eligible ancillary services that will be utilized by and for the betterment of the community members served by this court program. In Charles County, this grant currently supports the Family Recovery Court (FRC). In FY20, grant funds are designated to support a full-time Drug Court Coordinator who oversees local drug court programs, the Family Resource Specialist who works with FRC clients, and services to program participants. Parents with substance abuse issues who are under the jurisdiction of the court through a Child In Need of Assistance (CINA) case, Termination of Parental Rights (TPR) case, or domestic relations case are eligible for the program. The mission of the Charles County FRC is to build strong and healthy families by offering timely, intensive treatment and support for parents with substance abuse problems that prevent them from providing safe and appropriate care for their children. The FRC utilizes a holistic approach to support parents and families, with consistent monitoring, intensive treatment, ancillary services, and collaborative community efforts. Court sessions are scheduled bimonthly for a total of twenty-four sessions held in each calendar year. Since its inception, thirty four (34) clients have successfully completed and graduated from the program.

Substance Abuse and Mental Health Services Administration Projects of Regional and National Significance (SAMHSA) - Family Recovery Court (FRC)

The Charles County Circuit Court was awarded a five (5) year, SAMHSA grant that started in September 2018, to continue its coordinated, multi-system approach for individuals engaging in the FRC. Project goals are to increase the capacity of the FRC; improve access to mental health assessments; increase commitment/retention in the FRC program through certified trauma informed care; provide ongoing trauma-informed care training to FRC staff and community partners; augment existing treatment services available to participants via Medically Assisted Treatment (MAT) interventions; enhance parenting skills and positive family interactions through a parenting education program; offer aftercare services to participants who have graduated from the FRC program or been administratively discharged; and implement programs geared towards positively enhancing parent-child interactions. Funds support the cost of an Assistant Case Manager, 10% of the Drug Court Coordinator, and contract services for substance abuse treatment, inpatient treatment, MAT, transportation for clients, parenting education programs, parent-child focused programs, and a performance evaluation with data collection. This grant ends September 29, 2023.

<u>Positions:</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Drug Court Coordinator	0.8	1.0	0.8	0.8	0.8
Domestic Violence Coordinator	0.0	0.0	0.0	0.0	0.0
Director of Family Programs	1.0	1.0	1.0	1.0	1.0
Guardianship Monitor	0.0	1.0	1.0	1.0	1.0
Family Resource Specialist	1.0	1.0	1.0	1.0	1.0
Assistant Case Manager	1.0	1.0	1.0	1.0	1.0
Secretary	1.0	1.0	1.0	1.0	1.0
Case Manager	1.0	1.0	1.0	1.0	1.0
Juvenile Drug Court Case Manager	1.0	0.0	0.0	0.0	0.0
Courtroom Clerk	2.0	2.0	2.0	2.0	1.0
Family Law Support Specialist	0.0	0.0	0.0	0.0	1.0
Total Full time Equivalent	8.8	9.0	8.8	8.8	8.8

<u>Objectives & Measurements:</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
Child Support					
<i>Objective: Establishment and enforcement of paternity and support orders.</i>					
Family Magistrates Office					
% to be dispositioned for cases scheduled	96%	97%	98%	98%	98%

Social Services

Department: Community Services Account: 46 Fund
Division/Program: Charles County Advocacy Council for Children, Youth, & Families Fund: Special Rev.
Program Administrator: Kathy Young, Financial Support Administrator Source: Grant
<http://www.charlescountymd.gov/local-management-board/charles-county-advocacy-council-children-youth-and-families-local-management>

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2019 Amended	FY2020 Adopted	\$ Change FY2019 Amended	% Chg.
Personal Services	\$144,451	\$155,918	\$218,767	\$218,989	\$222	0.1%
Fringe Benefits	44,219	47,911	78,856	53,973	(24,883)	-31.6%
Operating Costs	14,727	22,729	33,143	14,557	(18,586)	-56.1%
Agency Funding	2,019,370	2,031,989	3,242,869	1,092,821	(2,150,048)	-66.3%
Operating Contingency	0		155,473	17,699	(137,774)	-88.6%
Total Expenditures	\$2,222,768	\$2,258,547	\$3,729,108	\$1,398,039	(\$2,331,069)	-62.5%

Changes and Useful Information:

- The decrease in **Operating Costs** and **Agency Funding** is due to a Federal grant with a fiscal year end date of 09/29/19 that will be carried over to FY2020. Budget Amendments are executed for the rollover funds.
- Operating Contingency** is to cover any revenue shortfalls and/or expenditure overages.

Description:

The Charles County Advocacy Council for Children, Youth, and Families (CCACCYF), the County's Local Management Board (LMB), plans, manages, and evaluates services to families and children. The CCACCYF is responsible for developing a comprehensive array of human services for all of Charles County's children, youth, and families as well as monitoring and evaluating contracts for services, outcomes and results provided by the county and private human services.

Except for advocacy and information & referral services, the CCACCYF does not provide human services directly, but contracts with public and private agencies to provide a variety of services for which the CCACCYF has received funding. It also provides technical assistance to interested human service agencies to help them incorporate best practices in their ongoing work and to evaluate the results achieved.

Positions:

Title	FY16 FTE	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE
Director of Community Services	0.0	0.1	0.1	0.1	0.1
Chief of Transit	0.1	0.0	0.0	0.0	0.0
CCACCYF Coordinator	1.0	1.0	1.0	1.0	1.0
Financial Support Administrator	0.3	0.2	0.2	0.2	0.2
Community Services Specialist	0.3	0.3	0.3	0.3	0.3
LMB Program Specialist	0.8	0.8	0.8	1.0	1.0
Local Care Team Coordinator	0.0	0.0	0.5	1.0	1.0
Total Full Time Equivalent	2.5	2.4	2.9	3.6	3.6

Objectives & Measurements:

	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Estimated
<i>Objective: In accordance with the CCACCYF Strategic Plan, continually monitor progress in implementing developed programs.</i>					
Grant/funding applications submitted	5	5	5	5	4
Grant/funding applications approved	5	5	5	5	4
Vendor / Subrecipient contracts executed	9	14	14	14	9
Program improvement plans reviewed	2	1	0	2	2

Planning and Growth Management

Department: Planning and Growth Management Account: 6 Fund
Division/Program: Transit Fund: Spec. Rev.
Program Administrator: Jeffrey Barnett, Chief of Transit Source: Grant
<http://www.charlescountymd.gov/pgm/vango/vango>

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2019 Amended	FY2020 Adopted	\$ Change FY2019 Amended	% Chg.
Personal Services	\$362,630	\$368,700	\$368,150	\$321,300	(\$46,850)	-12.7%
Fringe Benefits	110,381	114,500	116,153	114,200	(1,953)	-1.7%
Operating Costs	6,612,911	7,019,883	7,376,680	6,849,769	(526,911)	-7.1%
Transfers Out	0	0	44,400	0	(44,400)	-100.0%
Capital Outlay	859,111	425,100	1,276,879	79,600	(1,197,279)	-93.8%
Total Expenditures	\$7,945,034	\$7,928,183	\$9,182,262	\$7,364,869	(\$1,817,393)	-19.8%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** decrease is due to staff turnover.
- **Operating Costs** decrease is the net result of FY2019 contract spending analysis and conditions as stipulated within the multi-year contract with the transit vendor.
- **Transfer Out** decrease is one time support of high resolution security camera capital grant within the Security Cameras Park and Ride Capital Project.
- **Capital Outlay** includes replacement of a paratransit bus and engine/transmission replacement on two buses which will extend their useful life by three additional years. Capital grant purchases vary from year to year and budgets are adjusted upon award.

Description:

All services defined below are coordinated and combine to form VanGO Transportation.

Public Transportation: VanGO or Rural Public Transportation Program (RPTP)

The Urban program provides the fixed-route services in La Plata and Waldorf. The Rural program provides deviated-fixed route services in Nanjemoy and Newburg, which connect with the other fixed-route services in the county.

Statewide Special Transportation Assistance Program (SSTAP)

Specialized transportation is offered through SSTAP funding to senior citizens and disabled individuals who cannot access the general public transportation. SSTAP services are demand-response and supplement other VanGO services.

Job Access and Department of Social Services (DSS) Transportation

The Job Access program expands VanGO services into the evening hours. Extended evening service is available on the 16 primary routes which serve the Waldorf, La Plata, Indian Head, St. Charles, and Pinefield areas as well as the Charlotte Hall route that connects with St. Mary's Transit. In support of the Department of Social Services' (DSS) welfare reform initiatives, the Department of Planning and Growth Management (PGM) has entered into a cooperative agreement to provide transportation services to DSS clients receiving job training and education classes as well as transportation to other services related to gaining or maintaining employment. DSS purchases VanGO fare booklets for distribution to clients, who can then access a combination (based on specific client needs) of VanGO public transportation and specialized/demand-response transportation services.

American Disabilities Act (ADA) Program

Complementary paratransit service is provided through the ADA program for individuals with disabilities who live in fixed-route areas but are unable to access these routes.

Dialysis/Senior Center Plus (SC+) Subscriptions

In combination with SSTAP, the dialysis/SC+ subscription service provides service area routes to the three (3) dialysis centers in Charles County and to the SC+ location.

Transportation - VanGO Capital Grant

Capital grants provide funds for the undertaking of public transportation capital improvement/acquisition projects and therefore are multi-year in nature. Unspent grant fund are carried over at the end of each fiscal year. Budget Amendments are executed for the rollover funds. The County's FY2020 Capital Grant request includes replacement of a paratransit bus and engine/transmission replacement on two buses which will extend their useful life by three additional years.

Positions:	FY16	FY17	FY18	FY19	FY20
Title	FTE	FTE	FTE	FTE	FTE
Chief of Transit	0.9	1.0	1.0	1.0	1.0
Transit Development Administrator	1.0	1.0	1.0	1.0	1.0
Fiscal Specialist	0.2	0.0	0.0	0.0	0.0
Transit Specialist	2.0	2.0	2.0	2.0	2.0
Total Full Time Equivalent	4.1	4.0	4.0	4.0	4.0

Planning and Growth Management

Department:	Planning and Growth Management	Account:	23.07.19
Division\Program:	Planning/Agricultural Preservation	Fund:	Special Rev.
Program Administrator:	Charles Rice, Environmental Review Program Manager	Source:	Prop. Tax
	www.charlescountymd.gov/pgm/planning/planning		

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2019 Amended	FY2020 Adopted	\$ Change FY2019 Amended	% Chg.
Personal Services	\$27,743	\$16,600	\$16,600	\$16,600	\$0	0.0%
Operating Costs	2,257	2,200	1,229,410	2,000	(1,227,410)	-99.8%
Total Expenditures	\$30,000	\$18,800	\$1,246,010	\$18,600	(\$1,227,410)	-98.5%

Changes and Useful Information:

- Decrease in **Operating Costs** is due to one time purchase of conservation easements with Tobacco Land Preservation Funds in FY2019. FY2020 budget is for the annual audit required by the Annotated Code of Maryland, Tax-Property Article, Sections 13.

Description:

The State of Maryland imposes an agricultural land transfer tax on an instrument of writing that transfers title to agricultural land. As a county with a non-certified agricultural land preservation program, Charles County, Maryland (the County) is allowed to retain 33% of the agricultural land transfer tax collected for farmland. The County remits 67% of the agricultural land transfer tax collected for farmland and 100% of the agricultural land transfer tax for woodland to the State of Maryland. Section 13-303 of the Annotated Code of Maryland was updated in 2009 to include a surcharge equal to 25% of the tax imposed on a transfer.

The funds retained by the County from the agricultural land transfer tax must be used as prescribed by the Annotated Code of Maryland, Tax-Property Article, Section 13-306. Funds that are not committed or expended within three years from the date of deposit must be remitted to the State of Maryland for deposit in the Maryland Agricultural Land Preservation Fund. Administrative expenses cannot exceed 10% of the net agricultural land transfer revenue or \$30,000, whichever is greater.

Tobacco Land Preservation Funds

Starting in FY2015, additional funding from the MALPF passes through the Southern MD Agriculture Development Commission to the Tri-County Council for Southern Maryland (TCCSM) for all three counties. The TCCSM, then passes those funds down to each respective county in Southern Maryland. Charles County will utilize these funds to purchase conservation easements on rural lands to support the continued transition to new agricultural enterprises in the wake of the tobacco buy-out. Funds are reserved for future use and budgeted once property has been identified for purchase.

Positions:

<u>Title</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>	<u>FY20</u> <u>FTE</u>
Agricultural Planner IV	0.1	0.2	0.2	0.1	0.1
Total Full Time Equivalent	0.1	0.2	0.2	0.1	0.1

Planning and Growth Management

Department: Planning and Growth Management Accounts: 4 Fund
Division/Program: Planning Grants Fund: Special Rev.
Program Administrator: Jason Groth, Planning Director Source: Grant

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2019 Amended	FY2020 Adopted	\$ Change FY2019 Amended	% Chg.
Personal Services	\$6,723	\$6,723	\$6,723	\$3,806	(\$2,917)	-43.4%
Fringe Benefits	2,277	2,277	2,277	1,194	(1,083)	-47.6%
Operating Costs	18,000	0	15,000	0	(15,000)	-100.0%
Total Expenditures	\$27,000	\$9,000	\$24,000	\$5,000	(\$19,000)	-79.2%

Changes and Useful Information:

- Decrease in **Personal Services** and **Fringe Benefits** is due to reduction in FY2020 CBCA grant award.
- The decrease in **Operating Costs** is due to reduced funding of the Critical Area Program and one-time grants which if appropriated are carried over to the next fiscal year. Budget Amendments are executed for the rollover funds.

Description:

Charles County Critical Area Program

www.charlescountymd.gov/pgm/planning/chesapeake-bay-critical-area-program

This State mandated program is partially funded by the Chesapeake Bay Critical Area (CBCA) Commission. The law governing the Program requires that development projects within 1,000 feet of the tidal influence of the Chesapeake Bay meet standards designed to mitigate adverse effects on water quality, fish, plant and wildlife habitat. The County reviews development projects located in the Critical Area to ensure compliance with the program.

Staff also reviews, updates, and incorporates new legislation into the zoning ordinance, subdivision regulations, and Comprehensive Plan. This may include enforcement of local Critical Area regulations by performing site visits, responding to complaints, issuing citations, "Stop Work" orders, and following up on mitigation and remediation efforts. The County also uses these funds to educate the public and provide general assistance to property owners.

Historic Preservation Fund Grants-In-Aid (FY2019)

This grant funds landscape studies on recent public land acquisitions in the Port Tobacco Historic District including ground-penetrating radar, magnetometry, high-resolution aerial drone imaging and archaeological testing. These investigations offer a non-invasive way to better understand the historic village and preserve key features while planning for future enhancements.

Positions:

Title	FY16 FTE	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE
Planners Hours	0.1	0.1	0.1	0.1	0.1
Total Full Time Equivalent	0.1	0.1	0.1	0.1	0.1

Department: Planning and Growth Management Accounts: 3 Fund
Division/Program: Codes, Permits & Inspection Services\Inspections & Enforcement- Nuisance Abatement Program Fund: Special Rev.
Program Administrator: Ray Shumaker, Chief of Codes, Permits, and Inspection Services Source: Srvc. Charge

www.charlescountymd.gov/pgm/cpis/inspections

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2019 Amended	FY2020 Adopted	\$ Change FY2019 Amended	% Chg.
Operating Costs	\$4,725	\$150,000	\$150,000	\$100,000	(\$50,000)	-33.3%
Total Expenditures	\$4,725	\$150,000	\$150,000	\$100,000	(\$50,000)	-33.3%

- The decrease in **Operating Costs** is due to trend in spending.

Description:

Nuisance Abatement Fund

The Nuisance Abatement Fund is required to implement Charles County efforts to correct violations of Building Code, Nuisance Code or Zoning Ordinance. In those cases where the property owner has not met the requirements of a Court Order or Nuisance Abatement Hearing Board Order, County Code has provisions for the County to clean-up the property and abate the Code violations at the cost to the property owner. Clean & Lien provisions have been included in appropriate County regulations in order for the required costs to abate the found violations to be affixed on the violators property tax bill as a lien. The account enables the County to hire qualified contractors to abate the eyesore properties in those cases where violators have not met their legally required responsibility prior to payments being finalized by the violators.

Recreation, Parks, and Tourism

Department: Department of Recreation, Parks, and Tourism Account: 39 Fund
Division/Program: Tourism Fund: Special Rev.
Program Administrator: Eileen Minnick, Director of Recreation, Parks and Tourism Source: Grant
<http://www.charlescountymd.gov/tourism/tourism-office>

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2019 Amended	FY2020 Adopted	\$ Change FY2019 Amended	% Chg.
Operating Costs	\$63,022	\$77,500	\$73,191	\$65,600	(\$7,591)	-10.4%
Total Expenditures	\$63,022	\$77,500	\$73,191	\$65,600	(\$7,591)	-10.4%

Changes and Useful Information:

- **Operating Costs** is for the destination Marketing Organization Grant Program. Funds were awarded on a calendar basis but starting in FY2020 are awarded on a fiscal year basis. Budgets are adjusted upon award. FY2020 award is based on January to June 2019 award converted to a full year estimate.

Description:

MD Department of Commerce - MD Tourism Development Board (MTBD) - Destination Marketing Organization Grant Agreement

The purpose of this grant is to undertake activities consistent with Section 4-215, 4-213 and 4-214 of the Economic Development Article of the Maryland Code, which establishes as MTBD's mission: "To guide, stimulate, and promote the coordinated, efficient, and beneficial development of travel and tourism in the State so that the State can derive the economic, social, and cultural benefits of travel and tourism to the fullest extent possible." Grants are awarded annually in response to the opportunities provided by Senate Bill 458. Grants are allocated based on the Grantee's prior year allowable expenditures; growth of prior year allowable expenditures over the same expenditures from the previous year to that year; growth of prior year's Comptroller-determined lodgings sales tax revenues over same tax revenues generated in their jurisdiction in the previous year to that year; and, on estimated impact of international visitation. Grant funds may only be used in the manner set forth in the County's Destination Marketing Organization Grant Marketing Plan. Grant funds are awarded on a calendar year basis. Any unspent funds are carried over at fiscal year end.

Economic Development

Department: Economic Development Account: 09 Fund
Division/Program: Economic Development Loan Programs Fund: Special Rev.
Program Administrator: Darrell Brown, Director of Economic Development Source: Grant
www.meetcharlescounty.com

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2019 Amended	FY2020 Adopted	\$ Change FY2019 Amended	% Chg.
Operating Costs	\$153,324	\$675,000	\$675,000	\$350,000	(\$325,000)	-48.1%
Total Expenditures	\$153,324	\$675,000	\$675,000	\$350,000	(\$325,000)	-48.1%

Changes and Useful Information:

- **Operating Costs** for FY2020 is based on deferred revenue for the Targeted Industries Incentive Loan Fund. Business Development Loan Fund for Women, Minorities, and Veterans is budgeted upon Loan approval by the Commissioners appointed committee.

Description:

Targeted Industries Incentive Loan Fund

The purpose of this grant through the MD Department of Business and Economic Development is to serve as gap financing for businesses looking to expand or relocate into the County resulting in additional job creation. Eligible firms must be an established company, have at least 50% of project financing in hand at the time of financial request, and qualify as an identified targeted industry. All loans will be supported by an economic impact analysis. Ultimately, the program will be a self-sustaining Revolving Loan Fund.

Business Development Loan Fund for Women, Minorities, and Veterans

The intent of this fund is to help businesses grow or enhance their productivity or profitability. The applicant's primary business location must be in Charles County, must also qualify as a disadvantaged business either as a Minority, Women, or Veteran owned business enterprise, and meet the criteria of a Small Local Business Enterprise Program. Loan proceeds can be utilized as working capital, for inventory, staffing, and/or purchase of new or used equipment/machinery with the maximum loan value at \$35,000. The program is not intended to replace commercial bank financing for borrowers who are able to secure bank loans. Loan applications are reviewed for approval by a Commissioners' appointed committee.

<http://www.meetcharlescounty.com/incentives/financing/>

Debt Service Fund

Fund Description:

The Debt Service Fund is used to account for the annual payment of long-term debt (bond issues) which have a specific or legally binding revenue source. This revenue source is dedicated to the retirement of the principal outstanding on long-term debt and the annual interest expense. Charles County utilizes this fund to account for bonds issued on behalf of a local nursing home, a local hospital, a children learning center at the College of Southern Maryland, developer infrastructure bonds, and new school construction bonds.

Long-term note receivables provide the County with a funding source for the nursing home, hospital, developer, and college bond issues. The Nursing Home pre-paid their note in FY2010 and fund balance will be used to make debt service payments until these bonds are paid in full in FY2021. The County's Excise Tax is used to finance the debt service for bond issues sold for school construction. Starting in FY2019 the County accounts for capital lease proceeds and purchases within the Debt Service Fund. Prior to FY2019 these funds were accounted for in the General Fund.

	FY18 Actual	FY19 Budget	FY20 Budget	\$ Change from FY19	% Change
<i>University of Maryland Charles Regional Medical Center</i>					
Revenues: Interest Income	\$118,887	\$25,300	\$0	(\$25,300)	N/A
Miscellaneous	1,128,347	1,103,600	0	(1,103,600)	N/A
Total Revenues	\$1,247,234	\$1,128,900	\$0	(\$1,128,900)	N/A
Expenses: Debt Service	\$1,133,499	\$1,128,900	\$0	(\$1,128,900)	N/A
Variance	\$113,735	\$0	\$0	\$0	
<i>Nursing Home</i>					
Revenues:					
Fund Balance Appropriation	\$0	\$44,700	\$46,700	\$2,000	4.5%
Total Revenues	\$0	\$44,700	\$46,700	\$2,000	4.5%
Expenses: Debt Service	\$58,141	\$44,700	\$46,700	\$2,000	4.5%
Variance	(\$58,141)	\$0	\$0	\$0	
<i>School Construction Excise Tax</i>					
Revenues: Interest Income	\$1,009,339	\$1,134,200	\$1,131,600	(\$2,600)	-0.2%
Miscellaneous	8,537,934	8,966,500	9,351,100	384,600	4.3%
Total Revenues	\$9,547,273	\$10,100,700	\$10,482,700	\$382,000	3.8%
Expenses: Debt Service	\$6,212,146	\$8,740,800	\$10,482,700	\$1,741,900	19.9%
Contingency	0	1,359,900	0	(1,359,900)	N/A
Total Expenses	\$6,212,146	\$10,100,700	\$10,482,700	\$382,000	3.8%
Variance	\$3,335,127	\$0	\$0	\$0	

Debt Service Fund

	FY18 Actual	FY19 Budget	FY20 Budget	\$ Change from FY19	% Change
<i>College of Southern Maryland (Children Learning Center)</i>					
Revenues: Interest Income	\$7,473	\$5,900	\$2,100	(\$3,800)	-64.4%
Miscellaneous	79,318	81,900	106,600	24,700	30.2%
Total Revenues	\$86,791	\$87,800	\$108,700	\$20,900	23.8%
Expenses: Debt Service	\$84,084	\$87,800	\$108,700	\$20,900	23.8%
Variance	\$2,707	\$0	\$0	\$0	
<i>The St. Charles Companies</i>					
Revenues: Interest Income	\$806,860	\$695,400	\$538,900	(\$156,500)	-22.5%
Miscellaneous	3,430,795	3,507,900	2,920,000	(587,900)	-16.8%
Total Revenues	\$4,237,655	\$4,203,300	\$3,458,900	(\$744,400)	-17.7%
Expenses: Debt Service	\$4,218,060	\$4,203,300	\$3,458,900	(\$744,400)	-17.7%
Variance	\$19,595	\$0	\$0	\$0	
<i>Capital Lease Purchases</i>					
Revenues:					
Proceeds from Leases	\$0	\$2,918,800	\$2,843,000	(\$75,800)	-2.6%
Total Revenues	\$0	\$2,918,800	\$2,843,000	(\$75,800)	-2.6%
Expenses: Capital Outlay	\$0	\$2,918,800	\$2,843,000	(\$75,800)	-2.6%
Variance	\$0	\$0	\$0	\$0	
<i>Miscellaneous</i>					
Revenues: Interest Income	\$170	\$0	\$0	\$0	N/A
Miscellaneous	397	0	0	0	N/A
Total Revenues	\$567	\$0	\$0	\$0	N/A
Expenses: Debt Service	\$0	\$0	\$0	\$0	N/A
Variance	\$567	\$0	\$0	\$0	
TOTAL DEBT SERVICE FUND					
Total Revenues	\$15,119,520	\$18,484,200	\$16,940,000	(\$1,544,200)	-8.4%
Total Expenses	\$11,705,930	\$18,484,200	\$16,940,000	(\$1,544,200)	-8.4%
Variance	\$3,413,590	\$0	\$0	\$0	
Less Non-Spendable Fund Balance reduction	(\$3,175,045)				
Net change in Fund Balance	\$238,545				

Personnel

PERSONNEL/SERVICE LEVEL CHANGES

The following graph presents the personnel history for Charles County Government from Fiscal Year 2016 through Fiscal Year 2020. A detail personnel listing by department/division follows. The personnel list is based on the number of full time and part time positions. Positions working less than full time have been converted to full time equivalents based on the number of hours worked. The information includes all county government departments that either currently follow or previously have followed the County Commissioner's personnel policy such as: Community Services, County Administrator's Office, County Commissioner's Office, Economic Development, Emergency Services, Fiscal and Administrative Services, Human Resources, Planning and Growth Management, Public Works, and Recreation, Parks, and Tourism. Information presented also includes county agencies which follow their own form of personnel policies, such as: Sheriff's Office, State's Attorney's Office, Circuit Court, and Soil Conservation. Agencies such as the Charles County Board of Education, Public Library, College of Southern Maryland, Health Department, Election Board and Department of Social Services are not included since these organizations make decisions independent of the county regarding personnel.

Starting in Fiscal Year 2016, the authorized strength began to increase in order to improve service levels in targeted areas of county government such as Public Safety. The authorized strength has risen by 147.2 full time equivalent positions since the end of Fiscal Year 2016.

The Fiscal Year 2020 authorized strength for all departments is 1,695.0 full time equivalent positions. Compared to the previous fiscal year, the authorized strength increased by a net full time equivalency of 46.7 which includes 14.0 new full time equivalent positions for public safety. Public safety continues to be one of the Commissioners' higher priorities.

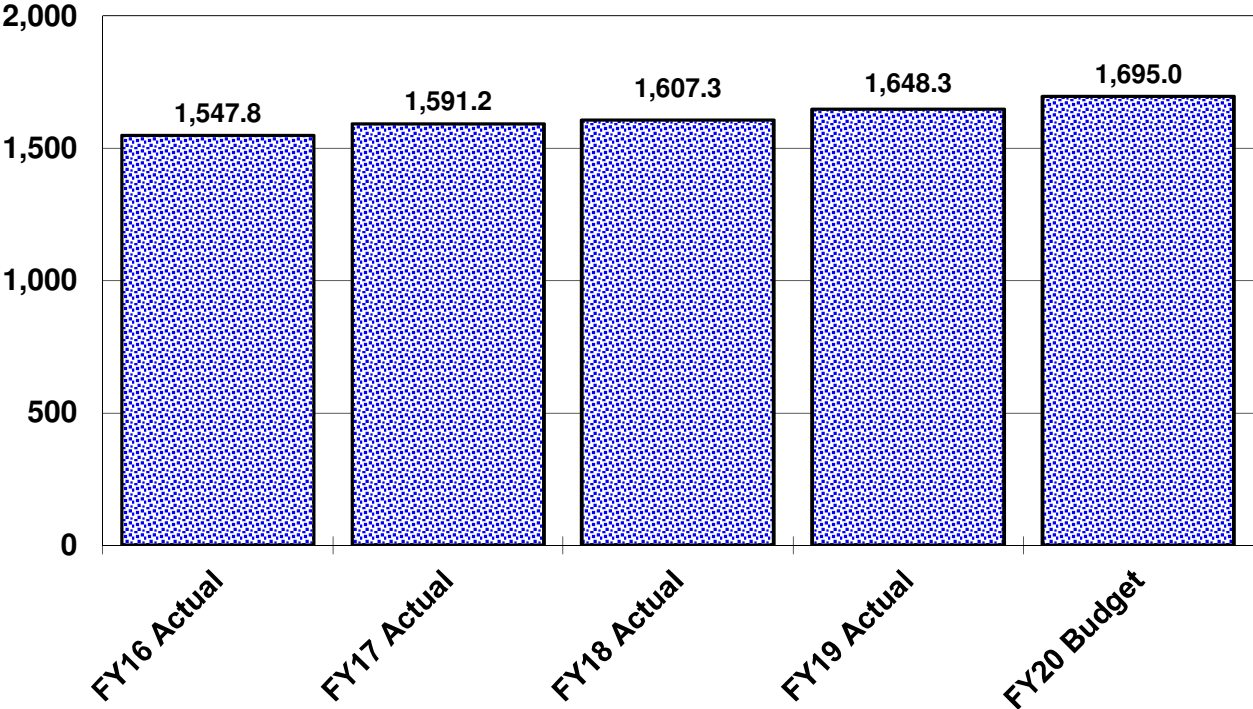
New positions were added in Fiscal Year 2020 as follows:

- Two School Resource Officers, two Forensic Science Unit Lab Technicians, a Court Security Deputy, a Vehicle Technology Specialist, and a MIS PC Support Specialist were approved. These positions will provide steady and consistent investment in public safety to help reduce crime and ensure a safer community for everyone who works, lives, and visits the County.
- The FY2020 budget provides the State's Attorney's Office with two new Assistant State's Attorney positions to assist with the workload.
- An Associate County Attorney II to meet the work demands related to water and sewer issues as well as issues related to stormwater.
- To provide better security by relieving the Security Officer from mail duties, a Mail Clerk was included for the Central Services Division.
- Fourteen new positions were approved for the Department of Emergency Services. A Program Manager to support mobile data terminals was approved. Four Public Safety Dispatchers were included to meet minimum staffing levels and to handle the increase in 9-1-1 calls to the call center. To assist with the numerous administrative tasks required to operate an efficient and responsive public safety agency, an EMS Specialist was approved. Also, four Paramedics, and four EMTs were approved. These positions will help in meeting coverage demands due to vacancies and employees that are on leave.
- To assist with the Billingsley Elementary School Community Center, a full time Multi-Center Coordinator and part time help was approved for the Department of Recreation, Parks, and Tourism.

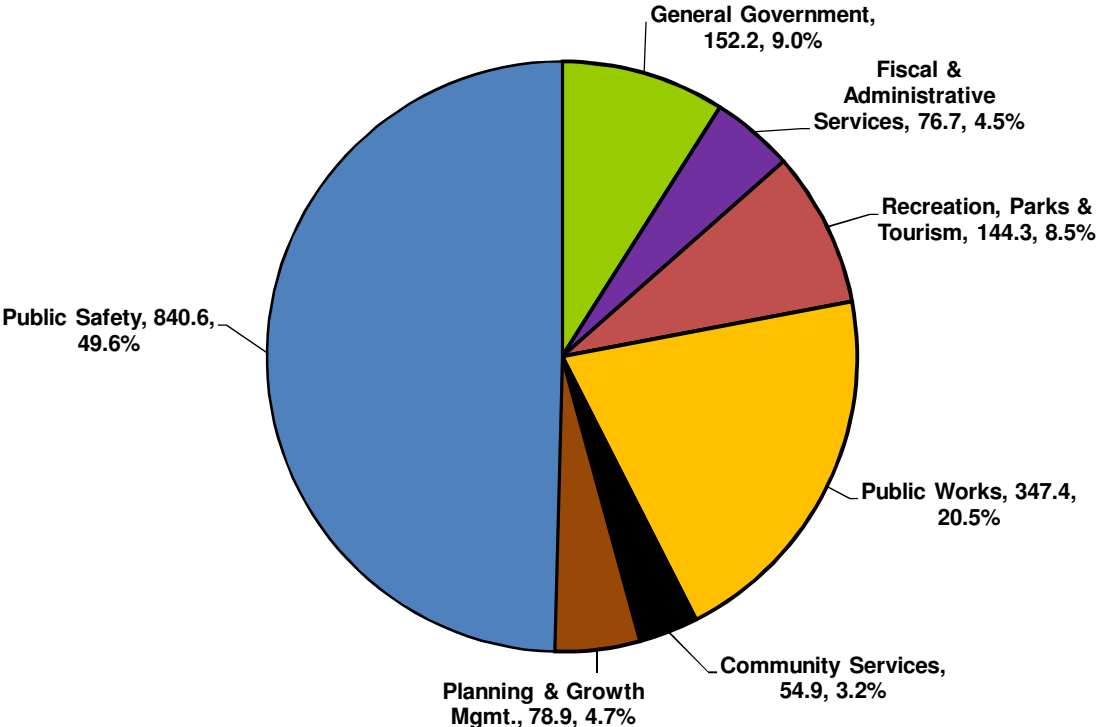
PERSONNEL/SERVICE LEVEL CHANGES

- Under the Department of Fiscal and Administrative Services, Water and Sewer Billing upgraded a part time position to full time, and the Information Technology Division received funding for two part time positions to assist with the number of help desk calls as well as the number of work request received. A part time Payroll Associate was approved to assist with the daily functions of the Payroll Office. A Cable and Broadband Manager for Information Technology was approved to lead the planning and execution of initiative to further broadband expansion in the rural areas of the County.
- Planning and Growth Management received funding for an Inspector (Building Code) to assist with the growing demands for inspections. Also approved, were an Engineer, two Inspectors, a PGM Support Specialist, and an Engineer (Stormwater). These are to assist the department in meeting Clean Water Act requirements.
- An Automation Equipment Technician, two Line Maintenance Workers, an Equipment Maintenance Technician, an Environmental Operator Trainee, an Utilities Plan Reviewer, and a Project Manager were approved for the Department of Public Works – Utilities. These positions will help to meet the demands of a growing and aging water and sewer system.
- To provide better customer service, a Weigh Clerk, a Solid Waste Worker, and an Office Associate were approved for the Department of Public Works – Facilities to support their Landfill operation.
- A Project Manager was approved for Department of Public Works – Capital Services to assist with the growing number of projects mainly dealing with the National Pollutant Discharge Elimination System (NPDES).

TOTAL PERSONNEL



FY20 PERSONNEL BY FUNCTION



CHARLES COUNTY GOVERNMENT PERSONNEL LISTING- FULL TIME EQUIVALENT

	FY16 YEAR END	FY17 YEAR END	FY18 YEAR END	FY19 YEAR END	FY20 APPROVED
TOTAL PERSONNEL					
Total Full Time Personnel	1,383.0	1,421.8	1,433.8	1,474.6	1,519.6
Total Part Time Personnel	164.8	169.3	173.5	173.7	175.4
TOTAL PERSONNEL	1,547.8	1,591.2	1,607.3	1,648.3	1,695.0

COUNTY DEPARTMENTS

COMMUNITY SERVICES					
Administration	8.1	5.3	4.5	6.1	6.1
Aging and Senior Programs	31.9	30.6	30.6	35.4	35.4
Housing Authority	14.4	14.2	14.0	13.4	13.4
	54.5	50.0	49.0	54.9	54.9
COUNTY ADMINISTRATOR'S OFFICE					
County Administrator	3.0	4.0	4.0	4.0	4.0
Internal Audit	0.0	2.0	2.0	2.0	2.0
Security	3.9	3.9	4.8	0.0	0.0
Commissioner Office Administration	6.6	6.6	6.6	6.6	6.6
Central Services	0.0	0.0	1.0	6.8	7.8
Media	8.3	8.9	8.9	9.7	9.7
	21.9	25.5	27.4	29.1	30.1
COUNTY ATTORNEY'S OFFICE					
	9.6	10.0	10.0	10.0	11.0
COUNTY COMMISSIONERS					
	5.0	5.0	5.0	5.0	5.0
ECONOMIC DEVELOPMENT					
	9.3	9.0	10.6	10.6	10.0
EMERGENCY SERVICES					
Administration	3.3	3.3	4.3	4.3	5.3
Animal Shelter	13.8	17.8	17.8	17.8	17.8
Animal Control	6.0	6.0	6.0	6.0	6.0
Fire/EMS Communications	31.7	31.7	31.7	31.7	35.7
Emergency Management	2.0	2.0	2.0	2.0	2.0
Emergency Medical Services	81.1	87.1	92.1	92.1	101.1
False Alarm Reduction Unit	2.0	2.0	2.0	2.0	2.0
Special Operations	1.7	1.7	1.7	1.7	1.7
	141.7	151.7	157.7	157.7	171.7
FISCAL & ADMINISTRATIVE SERVICES					
Administration	2.0	2.0	2.0	2.2	2.2
Accounting/Payroll	11.8	12.8	11.8	10.8	11.5
Budget and Financial Planning	5.0	5.0	5.0	5.5	5.5
Information Technology	24.7	24.7	25.2	25.2	27.8
Purchasing	6.0	6.0	6.0	7.0	7.0
Treasury	14.0	13.5	13.5	13.5	13.5
Water & Sewer Billing	8.3	8.3	8.3	8.9	9.3
	71.7	72.2	71.7	73.0	76.7

CHARLES COUNTY GOVERNMENT PERSONNEL LISTING- FULL TIME EQUIVALENT

	FY16 YEAR END	FY17 YEAR END	FY18 YEAR END	FY19 YEAR END	FY20 APPROVED
HUMAN RESOURCES					
Administration	8.0	8.9	8.4	9.4	9.4
Summer Intern Program	0.0	1.5	3.1	3.1	3.1
	8.0	10.4	11.5	12.5	12.5
PLANNING & GROWTH MANAGEMENT					
Administration	3.6	4.1	5.9	5.9	5.9
Codes, Permits & Inspections Services	31.8	33.3	31.5	34.5	39.5
Transit	5.1	5.0	5.0	5.0	5.0
Planning	25.7	26.5	27.5	27.5	28.5
	66.2	69.0	69.9	72.9	78.9
PUBLIC WORKS					
<u>Facilities:</u>					
Administration	12.0	11.0	11.0	11.0	11.0
Building & Trades	56.8	56.8	58.9	62.9	62.9
Landfill Operations	32.2	32.2	32.7	33.0	36.0
Roads	39.7	41.0	41.0	41.0	41.0
Recycling Operations	25.1	26.7	28.2	28.2	28.2
Vehicle & Equipment Maintenance	11.6	11.6	11.4	10.8	10.8
Subtotal Facilities	177.3	179.3	183.2	186.8	189.8
<u>Capital Services</u>	17.3	17.3	17.3	17.2	18.2
<u>Utilities</u>					
Water	37.1	38.9	40.6	41.3	42.6
Sewer	44.9	46.8	47.2	45.6	50.6
Mattawoman	30.4	31.8	35.7	36.7	36.3
Capital Projects	0.0	0.8	0.8	1.8	2.8
Meters	6.1	6.1	7.1	7.1	7.1
Subtotal Utilities	118.5	124.3	131.3	132.4	139.4
Public Works Grand Total	313.1	320.8	331.7	336.4	347.4
RECREATION, PARKS, & TOURISM					
Administration	0.0	5.5	7.5	7.5	6.5
Recreation	58.8	59.8	61.3	69.2	71.9
Parks and Grounds	57.5	57.7	57.4	58.4	58.4
Tourism	8.5	8.5	7.5	7.5	7.5
	124.8	131.5	133.8	142.7	144.3
 Total Full Time Personnel	 690.0	 715.0	 732.7	 751.7	 787.7
Total Part Time Personnel	135.7	140.1	145.5	153.0	154.7
TOTAL COUNTY DEPARTMENTS	825.7	855.1	878.2	904.7	942.4

CHARLES COUNTY GOVERNMENT PERSONNEL LISTING- FULL TIME EQUIVALENT

	FY16 YEAR END	FY17 YEAR END	FY18 YEAR END	FY19 YEAR END	FY20 APPROVED
OUTSIDE AGENCIES					
CIRCUIT COURT	22.2	25.2	25.2	26.2	26.2
STATE'S ATTORNEY OFFICE	54.2	57.8	48.4	50.4	52.4
SHERIFF					
<u>Sheriff's Office:</u>					
Sheriff	1.0	1.0	1.0	1.0	1.0
Uniformed Officers	301.0	306.0	307.0	313.0	315.0
Office of the Sheriff	6.0	7.0	7.0	6.0	6.0
Executive Services Division	6.0	6.0	6.0	6.6	6.6
Administrative Services Division	17.0	16.7	16.7	17.5	17.5
Criminal Investigations Division	12.2	13.2	15.2	16.2	18.2
Communications	20.9	20.9	20.9	20.9	20.9
Station Clerks	22.0	22.0	22.0	22.0	22.0
Records Management	11.6	11.6	11.6	11.6	11.6
Management Information System	11.6	11.0	11.0	11.0	13.0
Patrol Division	2.0	2.0	2.0	1.0	1.0
Special Operations Division	10.7	11.7	11.1	10.8	10.8
Court Security	21.0	22.0	22.0	24.0	25.0
Judicial Services	21.8	21.8	21.8	20.8	20.8
Property Management	12.6	12.6	12.6	13.1	13.1
Training Division	7.7	7.1	7.1	6.8	6.8
Subtotal Sheriff's Office	485.1	492.6	495.0	502.4	509.4
<u>Detention Center</u>					
Administration	2.0	2.0	2.0	2.0	2.0
Correctional Officers	141.0	141.0	141.0	145.0	145.0
Classified Personnel	12.6	12.6	12.6	12.6	12.6
Subtotal Detention Center	155.6	155.6	155.6	159.6	159.6
Sheriff Grand Total	640.7	648.2	650.5	661.9	668.9
SOIL CONSERVATION	5.0	5.0	5.0	5.0	5.0
Total Full Time Personnel	693.0	706.8	701.0	722.8	731.8
Total Part Time Personnel	29.1	29.3	28.1	20.7	20.7
TOTAL OUTSIDE AGENCIES	722.1	736.1	729.1	743.5	752.5

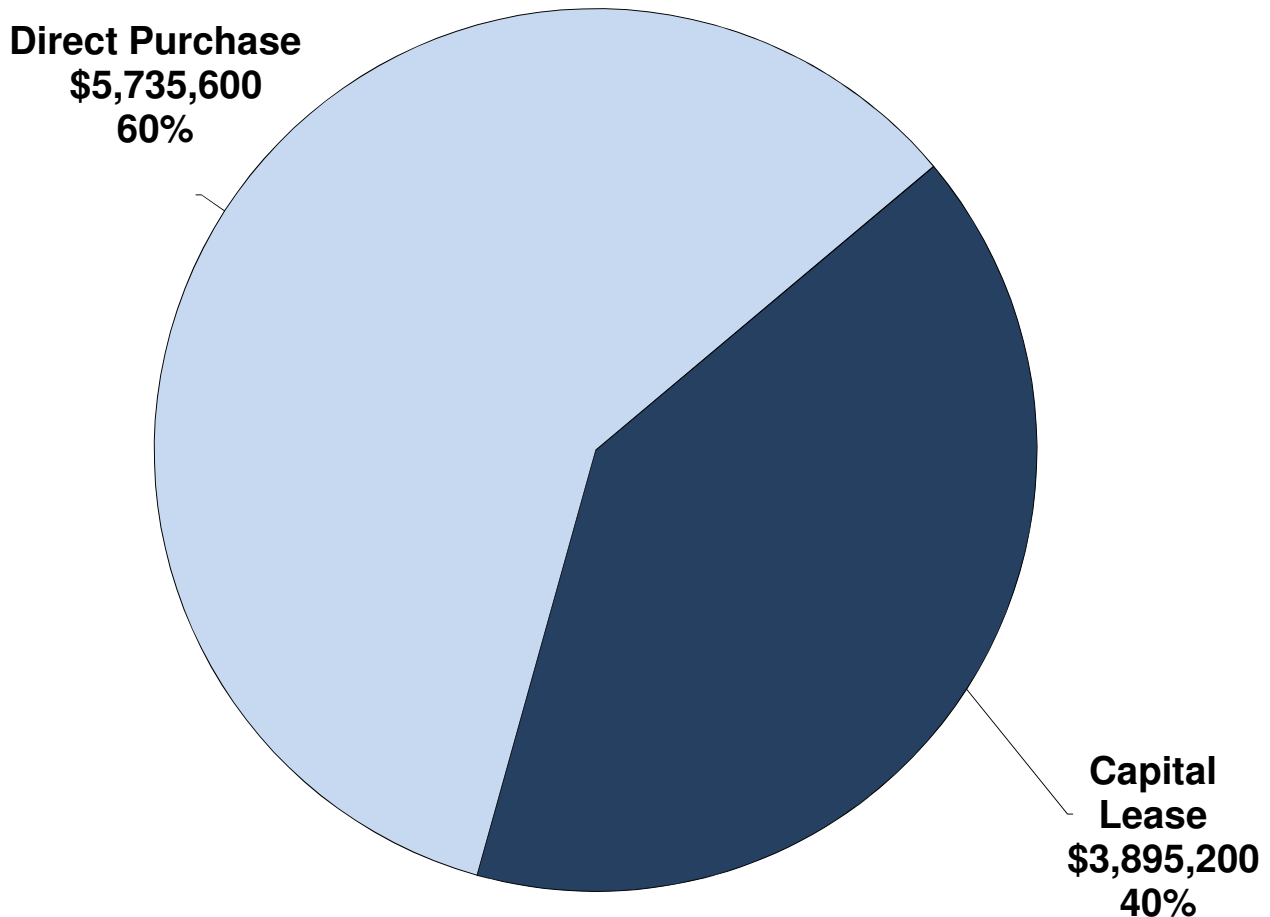
Vehicles & Equipment

FY 2020 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
Total General Fund	\$6,769,000	\$3,926,000	\$621,100
Total Transportation Fund	79,600	79,600	0
Total Judicial Grants	3,500	3,500	0
Total Inspection Services	182,500	0	40,000
Total Solid Waste	1,203,000	1,073,000	28,400
Total Water & Sewer Operations	628,200	55,500	124,900
Total Environmental Services Operations Fund	653,000	598,000	12,000
Total Cable TV/I-Net Fund	39,000	0	8,500
Total Watershed Restoration & Protection Fund	73,000	0	16,000
Total All Funds	\$9,630,800	\$5,735,600	\$850,900

Capital Lease Vs. Direct Purchase

The County Commissioners recognize the need for good equipment, and that new and improved equipment greatly assists staff with the completion of a growing list of tasks. To this end, the County has turned to capital leasing as an alternative to match equipment needs with financial limitations.



FY 2020 VEHICLE AND EQUIPMENT LISTING

<u>Item Description</u>	<u>Asset Value of Request</u>	<u>Direct Purchase</u>	<u>Annual Lease</u>
<u>General Fund</u>			
<u>Public Works - Facilities</u>			
<u>Building & Trades</u>			
3/4 Ton Van <i>Replacing B-07 1999 Van with 138,000 miles.</i>	38,000		8,300
Utility Body <i>Replacing B-06 2003 Utility Body with 109,000 miles.</i>	36,000		7,900
Utility Body <i>Replacing B-19 2001 Utility Body with 139,000 miles.</i>	36,000		7,900
3/4 Ton Van <i>Replacing B-53 2003 with 119,554 miles.</i>	38,000		8,300
3/4 Ton Van <i>Replacing B-54 2003 with 108,010 miles.</i>	38,000		8,300
3/4 Ton Van <i>Replacing B-57 2003 with 165,045 miles.</i>	38,000		8,300
<i>Total Building and Trades</i>	224,000	0	49,000
<u>Vehicle Maintenance</u>			
Small SUV <i>Replacing VM-08. Vehicle is beyond its life cycle, 16 years old.</i>	30,000		6,600
Small Cargo Van <i>Replacing VM07, 2003 with 70,000 miles. Vehicle is beyond its life cycle, 15 years old.</i>	28,000		6,100
Cargo Van <i>Replacing VM31, 2003 with 70,000 miles. Vehicle is beyond its life cycle, 15 years old.</i>	39,000		8,500
4x4 3/4 Ton Truck <i>Replacing VM01, 2006 with 115,000 miles. Vehicle is beyond its life cycle, 12 years old.</i>	34,000		7,400
Crew Cab Pickup <i>Replacing VM23, 1997 with 89,000 miles. Vehicle is beyond its life cycle. 21 years old.</i>	34,000		7,400
Crew Cab Pickup <i>Replacing VM25, 1997 with 113,000 miles. Vehicle is beyond its life cycle. 21 years old.</i>	34,000		7,400
Small SUV <i>Replacing VM32, 2007 with 68,000 miles. Vehicle is beyond its life cycle. 11 years old.</i>	30,000		6,600

FY 2020 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
Crew Cab Pickup <i>Replacing VM50, 2000 with 59,000 miles. Vehicle is beyond its life cycle. 18 years old.</i>	31,000		6,800
Small SUV <i>Replacing VM51, 1998 with 92,000 miles. Vehicle is beyond its life cycle, 20 years old.</i>	27,000		5,900
Total Vehicle Maintenance	287,000	0	62,700
<u>Roads</u>			
Excavator <i>Replacing R56 2004 with 70,127 miles. This piece of equipment is used in daily maintenance activities as well as a first response vehicle for storm clean-up.</i>	450,000		98,300
Tri Axle Dump Truck w/ Snow Equipment <i>Replacing R100 2006 Kenworth with 55,000 miles. This dump truck is a key vehicle used for snow removal in the development district's arterial roadways.</i>	212,000		46,300
Variable Message Sign <i>Replacing R126, 2007. This sign is used to notify the public and motorist of road closures, emergency situations (flooding), detours, road work, pavement operations, etc.</i>	19,000		4,200
Variable Message Sign <i>Replacing R141, 2007. This sign is used to notify the public and motorist of road closures, emergency situations (flooding), detours, road work, pavement operations, etc.</i>	19,000		4,200
Total Roads	700,000	0	153,000
Total Public Works - Facilities	1,211,000	0	264,700
<u>Recreation, Parks, and Tourism</u>			
<u>Turkey Hill Park</u>			
4x4 Pickup Truck <i>Replacing P-33, 2005 with 135,000 miles.</i>	39,000		8,500
14' Aluminum Deckover Trailer <i>Replacing PTR-39, 2007.</i>	10,900		2,400
<u>Parks and Grounds</u>			
3/4 Ton 4x4 Pickup Truck <i>Replacing P-39, 2003 with 123,322 miles.</i>	38,000		8,300
Dump Truck <i>Replacing P-35, 2000 with 72,060 miles.</i>	78,000		17,000

FY 2020 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
Wide Area Mower <i>Replacing PM-10, 2002, 1,957 hrs. PBW-8, 2013.</i>	66,500		14,500
Reel Mower <i>Replacing PTC-18, 1999, broken hour meter.</i>	36,000		7,900
Mower with 72" Deck with Snow Blade <i>Replacing PTC-3, 2001, 2,625 hrs.</i>	24,000		5,200
Hydro Seeder <i>Replacing seeder and straw blower over 30 years old.</i>	33,500		7,300
Low Profile Tractor <i>Replacing PM-08, 1978.</i>	48,000		10,500
Mower with 72" Deck with Snow Blade <i>Replacing PTC-26, 2001, 2,054 hrs.</i>	24,000		5,200
15 Ton Deckover Trailer <i>Replacing PTR-20, 1987.</i>	26,500		5,800
Utility Vehicle with Snow Blade <i>2003, 487 hrs.</i>	24,200		5,300
<u>White Plains Golf Course</u>			
Aerator <i>Replacing pull behind Aerator, 1990.</i>	16,000		3,500
Gas Utility Cart <i>Replacing work horse cart, 1989.</i>	7,500		1,600
HVAC Replacement <i>Replace aging propane heating system. The current system is 32 years old.</i>	9,000		2,000
<u>Laurel Springs Park</u>			
3/4 Ton 4x4 Pickup Truck <i>Replacing P-46, 2006, 124,320 miles.</i>	38,000		8,300
<u>Stethem Park</u>			
Traditional Utility Vehicle <i>Replacing PUV-17, 2,626 hrs.</i>	7,400		1,600

FY 2020 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
<u>Bryantown Soccer</u>			
Traditional Utility Vehicle <i>Replacing PUV-16, 2,125 hrs.</i>	7,400		1,600
<u>Oakridge Park</u>			
Utility Tractor <i>Replacing PM-04, 2007, 1,708 hrs.</i>	40,000		8,700
<u>Friendship Farm Park</u>			
Front Deck 4x4 Mower <i>Replacing PTC-36, 2011, 2,218 hrs.</i>	24,000		5,200
Total Parks and Grounds	597,900	0	130,400
Total Recreation, Parks, and Tourism	597,900	0	130,400
<u>Planning and Growth Management</u>			
<u>Codes & Permits</u>			
Truck <i>Vehicle for new Inspector (Building Code).</i>	36,500		8,000
Total Codes & Permits	36,500	0	8,000
<u>Transit</u>			
Light Duty Paratransit Bus <i>Replacing T87. It is a paratransit bus used to transport ADA clients.</i>	63,600	63,600	
Engine/Transmission Replacement <i>T1708 is projected to have accumulated 250,000 miles and four years of service by 6/30/20.</i>	8,000	8,000	
Total Transit	71,600	71,600	0
Total Planning & Growth Management	108,100	71,600	8,000
<u>Circuit Court</u>			
CourtSmart Equipment - Mixers (3) <i>Three additional courtroom mixers need to be replaced.</i>	27,500	27,500	
Audio/Visual Courtroom Presentation Equipment <i>A high-tech courtroom enhances the display of exhibits, witness testimony, juror engagement, etc. Components of "smart courtrooms" include: video displays; attorney, witness, and juror monitors; remote witness testimony and video conferencing; etc. The court seeks to incrementally install this technology in all 8 courtrooms, with its jury courtrooms being the first priority.</i>	68,600	68,600	
Total Circuit Court	96,100	96,100	0

FY 2020 VEHICLE AND EQUIPMENT LISTING

<u>Item Description</u>	Asset Value of Request	Direct Purchase	Annual Lease
<u>Central Services</u>			
Cameras Licenses <i>Camera license support through 12/2022. 50 new cameras.</i>	2,300	2,300	
New and Replacement Cameras <i>(20) Network fixed cameras, (20) discreet outdoor, (3) continuous 360 pan, (5) network cameras. Quite a few of our cameras are nearly 8 years old. New camera system going on line at the Waldorf Senior and Recreational Center.</i>	23,000	23,000	
Video Storage <i>(1) Video storage. (14) 8TB hard drives for video storage. With the additional cameras at the Senior Center, estimates are 40-50 cameras.</i>	5,700	5,700	
Miscellaneous Security Needs	4,000	4,000	
Total Central Services	35,000	35,000	0
<u>Emergency Services</u>			
<u>Animal Control</u>			
Super Duty 4WD crew cab pickup <i>Replacing AC3, 2006 Dually 4WD crew cab. Vehicle is 13 years old with 82,000 miles. Truck is used for towing trailers and equipment.</i>	79,100		17,300
Super Duty 4WD crew cab pickup <i>AC6, 2005 4WD crew cab. Vehicle is 14 years old with 192,000 miles. Truck is used for towing trailers and equipment.</i>	69,500		15,200
Total Animal Control	148,600	0	32,500
<u>Special Operations</u>			
Command Unit <i>Replaces ES-32, 2008.</i>	65,000		14,200
Mobile Signage Board <i>Replaces ES-45, 2011.</i>	17,000		3,700
Mobile Signage Board <i>Replaces ES-46, 2011.</i>	17,000		3,700
Patient Transport ATV <i>Replaces ES-36, 2009 with 292 running hours, 10 years old.</i>	25,000		5,500
Total Special Operations	124,000	0	27,100

FY 2020 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
Career EMS			
Medical Duty Officer Truck <i>Replaces ES-58, 2014 with 118,000 miles.</i>	70,000		15,300
Medical Duty Officer Truck <i>Replaces ES-59, 2014 with 118,500 miles.</i>	70,000		15,300
Car <i>Replaces ES-63, 2007 with 170,398 miles.</i>	35,000		7,600
Ambulance <i>Replaces ES-29, 2007 with 88,701 miles.</i>	320,000		69,900
Operations SUV <i>Replaces ES-38, 2009 with 105,000 miles.</i>	65,000		14,200
Operations SUV <i>Replaces ES-39, 2009 with 131,000 miles.</i>	65,000		14,200
Tactical EMS Truck <i>Replaces ES-35, 2009 with 116,743 miles.</i>	100,000		21,900
CPR Device Hard Cases (9) <i>Replace the soft protective equipment case with hard cases.</i>	7,200	7,200	
Automated External Defibrillators (8) <i>Replace 8 AED's that have reached the end of their service life.</i>	12,000	12,000	
Cardiac Monitor Modems (30) <i>Cardiac monitor modems are used to transmit patient data and EKG's to receiving hospitals and the patient's electronic patient care report.</i>	45,000	45,000	
Mobile Data Terminals (7) <i>Mobile data terminals (MDT's) provide real time integration with the County's computer aided dispatch (CAD) system and the State's electronic patient care report records system.</i>	24,500	24,500	
Total Career EMS	813,700	88,700	158,400
Total Emergency Services	1,086,300	88,700	218,000
Total Cost of Items to be Leased	\$997,600		

FY 2020 VEHICLE AND EQUIPMENT LISTING

<u>Item Description</u>	<u>Asset Value of Request</u>	<u>Direct Purchase</u>	<u>Annual Lease</u>
<u>Sheriff's Office</u>			
<u>Sheriff's Office</u>			
(67) Vehicles	2,313,100	2,313,100	
(8) Radios for New Officers approved in FY19	52,000	52,000	
(2) Mobile Data Terminals for New Officers	21,600	21,600	
(2) CCTV Camera Trailer Systems	110,000	110,000	
Transit Cargo Van	30,000	30,000	
Trailer at the Outdoor Firing Range	120,000	120,000	
Furniture for the Trailer at Outdoor Firing Range	10,000	10,000	
Sworn Security Officer- Portable Radio	6,500	6,500	
Replacement K-9's	15,000	15,000	
Battery Pack for District III Station	60,000	60,000	
(2) Establish Server Redundancy with Vmware Server	40,000	40,000	
VDI Desktop Platform	480,000	480,000	
Security Cameras	50,000	50,000	
Vehicle Tag Reader	149,100	149,100	
<i>Total Sheriff's Capital</i>	<i>3,457,300</i>	<i>3,457,300</i>	<i>0</i>
<u>Detention Center</u>			
Video Recording System for all 7 Transport Vehicles	108,300	108,300	
IP Cameras	39,000	39,000	
Classification Furniture	30,000	30,000	
<i>Total Detention Center - Capital</i>	<i>177,300</i>	<i>177,300</i>	<i>0</i>
Total Sheriff's Operations	3,634,600	3,634,600	0
General Fund Total	\$6,769,000	\$3,926,000	\$621,100
Total Cost of Items to Be Leased	\$2,843,000		

FY 2020 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
Judicial Grants			
<u>Circuit Court</u>			
CourtSmart Equipment - Mixers (3) <i>Three additional courtroom mixers need to be replaced.</i>	3,500	3,500	
Total Judicial Grants	\$3,500	\$3,500	\$0
<u>Transportation Grants Fund</u>			
<u>Planning and Growth Management</u>			
<u>Transportation (Capital)- Specialized Vehicles</u>			
Light Duty Paratransit Bus <i>Replacing T82. It is a paratransit bus used to transport ADA clients. It was placed in service 5/6/2013 and is projected to have 304,000 miles at time of replacement on 6/30/20.</i>	63,600	63,600	
Engine/Transmission Replacement <i>Replacing T83. It is projected to have accumulated 301,000 miles and seven years of service by 6/30/20.</i>	8,000	8,000	
Engine/Transmission Replacement <i>Replacing T85. It is projected to have accumulated 290,000 miles and seven years of service by 6/30/20.</i>	8,000	8,000	
Total Transportation Fund <i>*contingent on grant funds</i>	\$79,600	\$79,600	\$0
<u>Inspection and Review Fund</u>			
<u>Planning and Growth Management</u>			
4 Wheel Truck <i>Replacing PGM - 24, 2006 with 200,000 miles, 13 years old.</i>	36,500		8,000
4 Wheel Truck <i>Replacing PGM - 21, 2003 with 160,000 miles, 16 years old.</i>	36,500		8,000
4 Wheel Truck <i>Replacing PGM - 19, 1999 with 250,000 miles, 20 years old.</i>	36,500		8,000
4 Wheel Truck <i>Replacing PGM - 5, 1998 with 200,000 miles, 21 years old.</i>	36,500		8,000
4 Wheel SUV <i>Replacing PGM - 25, 2007 with 120,000 miles, 12 years old.</i>	36,500		8,000
Total Inspection & Review Fund	\$182,500	\$0	40,000
Total Cost of Items to be Leased	\$182,500		

FY 2020 VEHICLE AND EQUIPMENT LISTING

<u>Item Description</u>	<u>Asset Value of Request</u>	<u>Direct Purchase</u>	<u>Annual Lease</u>
<u>Landfill</u>			
<u>Public Works - Facilities</u>			
Shop Maintenance Truck <i>Replacing S-08 2003 Shop Truck, 15 years old.</i>	130,000		28,400
Landfill Compactor <i>Replacing S-62 2011, 12,000 hours.</i>	850,000	850,000	
Utility Tractor <i>Replacing S-57 1994 Utility Tractor, 24 years old.</i>	55,000	55,000	
Pickup Truck <i>Replacing S-13 2002 Pickup Truck, 16 years old.</i>	45,000	45,000	
Tarp Deployment System <i>Replaces use of soil auto fluff for landfill daily cover.</i>	50,000	50,000	
Litter Fence <i>Minimizes the blowing of trash at the working face of the landfill.</i>	23,000	23,000	
Straw Blower <i>For distribution of straw on landfill slopes to help prevent erosion.</i>	11,000	11,000	
Hot Water Pressure Washer <i>To clean landfill equipment.</i>	19,000	19,000	
Lawn Mower <i>For grass cutting at the landfill.</i>	20,000	20,000	
Total Landfill	\$1,203,000	\$1,073,000	\$28,400
Total Cost of Items to be Leased	\$130,000		
<u>Water and Sewer Operation Fund</u>			
<u>Public Works - Utilities</u>			
Van <i>Replacing U03, 2005 with 170,000 miles , 13 years old.</i>	27,500		6,000
Four (4) Trimble Ranger Handheld Units <i>Replacing four units for meter reading with associated transceiver modules to read from existing meters (ME) and new meters (CE) and compatibility with new application software.</i>	36,800	36,800	
Truck <i>Replacing U26, 2006 with 200,000 miles, 13 years old.</i>	45,000		9,800

FY 2020 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
Truck <i>Replacing U27, 2008 with 186,846 miles, 10 years old.</i>	42,300		9,200
Truck <i>Replacing U31, 2008 with 167,521 miles, 10 years old.</i>	42,300		9,200
Truck <i>Replacing U51, 2008 with 138,667 miles, 10 years old.</i>	37,200		8,100
Small Dump Truck <i>Replacing U13, 2004 with 121,755 miles, 14 years old.</i>	65,000		14,200
Van <i>Replacing U04, 2009 with 172,169 miles, 10 years old.</i>	32,200		7,000
Truck <i>Truck for new Automation Equipment Technician.</i>	40,000		8,700
Truck <i>Truck for new Equipment Maintenance Technician I.</i>	40,000		8,700
Truck <i>Truck for new Environmental Operator Trainee.</i>	40,000		8,700
Push Sewer Camera <i>Camera needed to look at sewer house services when a stoppage occurs.</i>	25,000		5,500
Sewer Camera System with Tractor Camera <i>Needed to inspect sewer main lines.</i>	74,000		16,200
4 wheel drive utility vehicle with 2 bench seats <i>Utility vehicle needed to carry 3-4 person crews for inspections and repairs to man holes off road along the sewer interceptors. This is an off-road vehicle only.</i>	18,700	18,700	
SUV <i>Replacing U36, 2006 w/61,582 miles, 12 years old.</i>	32,200		7,000
Sedan Vehicle <i>New vehicle for the Chief of Operations for site visits and off site meetings.</i>	30,000		6,600
Total Water & Sewer Fund	\$628,200	\$55,500	\$124,900
Total Cost of Items to be Leased	\$572,700		

FY 2020 VEHICLE AND EQUIPMENT LISTING

<u>Item Description</u>	<u>Asset Value of Request</u>	<u>Direct Purchase</u>	<u>Annual Lease</u>
<u>Environmental Services Program Fund</u>			
<u>Public Works - Facilities</u>			
Pickup Truck <i>Replacing S-9 2003 Pickup, 15 years old.</i>	43,000	43,000	
Lowboy Tractor <i>Replacing S-28 2001 Lowboy Tractor, 17 years old.</i>	146,000	146,000	
Roll Off Collection Truck <i>Replacing S-30 2002 Roll Off Truck 227,975 miles, 16 years old.</i>	189,000	189,000	
Recycling Carts <i>1,500 new recycling carts for replacement and expansion of curbside recycling program.</i>	100,000	100,000	
Utility Tractor <i>Tractor is needed to assist with the daily operation of the Pisgah closed landfill.</i>	55,000		12,000
30 Yard Open Top Dumpsters (4) <i>For the collection of recyclables. Different types of dumpsters are used for different applications of recycling.</i>	40,000	40,000	
40 Yard Open Top Dumpsters (4) <i>For the collection of recyclables. Different types of dumpsters are used for different applications of recycling.</i>	40,000	40,000	
40 Yard Compactor & Closed Top Dumpsters (4) <i>For the collection of recyclables. Different types of dumpsters are used for different applications of recycling.</i>	40,000	40,000	
Total Environmental Srv. Fund	\$653,000	\$598,000	\$12,000
Total Cost of Items to be Leased	\$55,000		

FY 2020 VEHICLE AND EQUIPMENT LISTING

<u>Item Description</u>	<u>Asset Value of Request</u>	<u>Direct Purchase</u>	<u>Annual Lease</u>
<u>Cable TV/I-Net Fund</u>			
Media Services - CCGTV			
Small Cargo Van <i>VM03, 1998 w/61,000 miles, 20 years old.</i>	39,000		8,500
Total Cable TV/I-Net Fund	\$39,000	\$0	8,500
Total Cost of Items to be Leased	\$39,000		
<u>Watershed Protection & Restoration Fund</u>			
<u>Planning & Growth Management</u>			
Truck <i>Truck for new Inspector.</i>	36,500		8,000
Truck <i>Truck for new Inspector.</i>	36,500		8,000
Watershed Protection & Restoration Fund	\$73,000	\$0	\$16,000
Total Cost of Items to be Leased	\$73,000		
TOTAL ALL FUNDS	\$9,530,800	\$5,635,600	\$850,900
TOTAL COST OF ALL ITEMS TO BE LEASED	\$3,895,200		

Capital Budgets

CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Program (CIP)

The CIP is a long-term planning and budget process which is reviewed annually to assist County Officials with the task of planning, constructing, and financing public infrastructure. The CIP consists of a number of capital projects and is categorized as: Board of Education, College of Southern Maryland, General Government, Parks, Transportation, Sewer, Water, Watershed Protection and Restoration, Environmental Services, and Solid Waste. These projects are planned for over a five-year increment. Budget funds are appropriated by the County Commissioners for the most current fiscal year of the CIP. The "out years" (years following the approved fiscal year) are adopted for planning purposes only. Project costs in the "out years" are adjusted to reflect the anticipated consumer price index. A forward-looking CIP prepares the County to meet its obligation for the needs of the community and the financial resources available to fund those needs.

A capital project is defined as a project of a non-recurring nature and involves purchasing land, constructing a new facility, renovating, or expanding an existing facility, and equipping new facilities. Although there are many definitions of what constitutes a capital project, the County considers projects that exceed \$15,000 and have a service life of 10 years or more as a capital project. This definition is intended to exclude routine maintenance costs, such as painting, which would be budgeted within the operating budget.

The CIP program is divided into two categories, **Governmental Projects** and **Enterprise Fund Projects**. Governmental projects include Board of Education, College of Southern Maryland, General Government, Parks, and Transportation. These projects are funded directly through general obligation bonds, new school capacity construction bonds, operating revenues, loans, state or federal grants, donations, and developer contributions. Project budgets and the accounting of these projects are tracked in a separate Capital Project Fund. Debt payments associated with the financing for these projects are recovered by the taxing authority of the County and accounted for in the General Fund Operating Budget. Debt payments for new school capacity construction bonds are accounted for in the Debt Service Fund and funded by excise tax revenue from new homes.

Enterprise Fund projects include Sewer, Water, Watershed Protection and Restoration, Environmental Services, and Solid Waste projects. Financing for these projects are provided from revenue bonds, operating revenue, and federal or state grants. Project revenue and expenditures are accounted for in their respective Enterprise Funds. User fees are adjusted annually to support the associated capital or debt service costs associated with the CIP.

Capital Project Fund

The Capital Project Fund is used to account for the acquisition and construction of major capital facilities other than those financed by Enterprise Funds. The Capital Project Fund budget represents the approved current year of governmental fund type projects.

Capital Project Revenues

There are several types of revenues supporting the CIP. Customary revenue sources for the CIP include: Operating transfers (Pay-go), developer contributions, grants from Federal or State agencies, private sector donations, operating revenues, and long-term debt instruments such as loans or bond issues.

Pay-Go funding provides revenue for a project from current operating revenues, such as tax revenue, user fees, etc. The County typically uses this type of financing for projects that are relatively low in cost, have short life spans, or as a supplement to long-term financing. The advantage of Pay-go financing is that interest expense is not added to the cost of the project. One disadvantage of Pay-go financing is that tax rate, fees, or other revenue sources may have to be increased significantly to provide the revenues. Additionally, the cost of the asset is fully paid for by the taxpayers in one year, although the asset will benefit future taxpayers. The FY2020 budget was appropriated using Pay-Go funding of \$2,720,000 from the General Fund. Majority of these funds are being used to support transportation projects.

The primary source of funds available to local governments is long-term financing, typically done through bond issues. Long-term financing is similar to a home mortgage. Cost to construct is spread over many years with an interest cost so as to make the acquisition affordable. General Obligation bonds are legally binding agreements to pay a specified sum of money, at specified dates in the future, together with periodic interest at a specified rate. These bonds are backed by the full faith and credit of the government. The financial impact of payments for general obligation bonds on taxpayers is much easier to manage than the burden of Pay-go financing of a capital project. A disadvantage of long-term financing is that the total cost of financing a project is greater due to the related interest expense.

CAPITAL IMPROVEMENT PROGRAM

To ease the burden on both operating revenues and the amount of long-term debt being issued by local governments, many counties have initiated a program with developers to accept developer contributions to assist in financing projects related to new growth. Charles County has adopted fees for water & sewer facilities for new capacity.

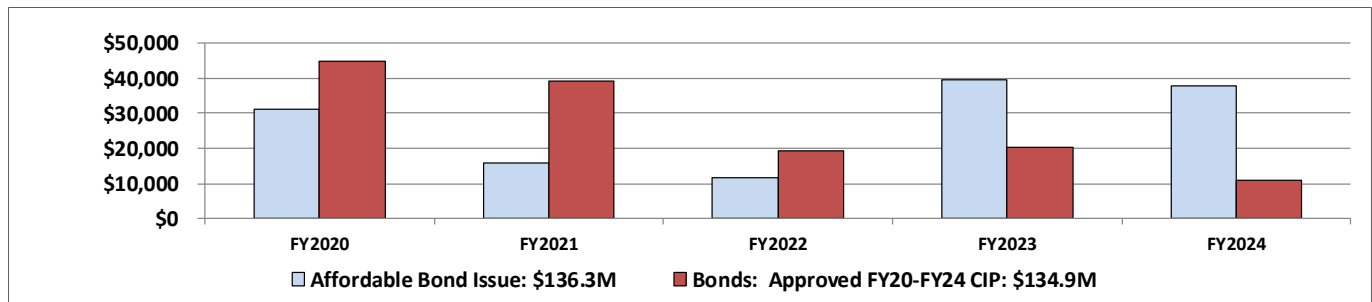
The County Commissioners, by virtue of Article 24, Section 9-10B-01, of the Annotated Code of Maryland, can issue bonds necessary for school construction related to additional capacity. The revised legislation allows the County to assess and collect an excise tax on new home starts to pay for the debt service associated with the new bond authority. These regulations are adopted for the purpose of promoting the health, safety and general welfare of the residents of Charles County by:

- A. Requiring new residential development to pay its proportionate fair share of the capital facilities or funds necessary to accommodate new residential development impacts on public schools.
- B. Complementing the subdivision and zoning regulations of the Charles County Code by requiring that new residential development within the county be assessed an excise tax for its share of costs attributable to the development for its impacts on public school facilities as well as satisfying any other applicable requirements.
- C. Implementing the County Comprehensive Plan to help ensure that adequate school facilities are available in a timely and well-planned manner.

Other sources of funding from outside organizations include: individual communities, state, federal, and corporate sources. Finally, the Commissioners could choose to make an appropriation from fund balance or retained earnings within a fund. Fund balance is the difference between fund assets and fund liabilities of governmental and would be similar to a personal savings account. The FY2020-FY2024 CIP fund balance use is utilizing funding received from a developer, as well as, utilizing bond premium from the 2018 bond issue. The Capital Project Operating Revenues in FY2020 is utilizing project funding that will be received from a developer to help support the program.

Trends and Assumptions for Estimates

On an annual basis the County develops five-year operating and capital budgets to measure the costs associated with required financing. To determine the amount of long-term debt, each project is reviewed for estimated useful life, dollar amount, and other revenue sources. Other revenue sources are subtracted from the project cost leaving the net cost to be financed with long-term debt. General fund revenues are estimated over a five-year period to determine the amount of revenue to be dedicated to fund additional long-term debt without creating an undue burden on the fund. Per the County's Debt Policy, the General Fund debt service will not exceed 8% of the operating budget.



New water and sewer connection fees are estimated from a combination of historical trends and planning estimates and are applied to the debt service needed to construct central water and sewer systems. Historical trends in solid waste trash tons at the County-owned landfill are reviewed and trends are developed to project future revenue available for future landfill construction.

These revenue trends can often be sporadic. The operating transfer or "pay-go" funding is certain and fixed at the time of adoption. These funds are transferred during the beginning of each fiscal year. The other sources of revenue are not always received as planned. For example, many of the grant oriented projects are on a reimbursement basis; therefore revenues are received parallel to the construction schedule. The construction schedule can be subject to changes in the weather, land acquisition, right-of-way, changes in federal and state regulations, and occasionally contract disputes with contractors. These changes in construction timelines impact the bond funding decisions due to changes in the cashflow requirements.

CAPITAL IMPROVEMENT PROGRAM

The amount of excise tax bonds to be issued in order to fund new school construction is dependent upon the amount of revenues that are expected from the excise tax levy. The excise tax levied for school construction is based on the number of new home starts within the County. The tax is adopted annually and the rate is as follows:

Dwelling Type	FY20 Excise Tax
Single Family Detached	\$17,244
Townhouse	\$17,399
Multi-Family	\$14,651

The number of new starts is estimated based on both historical and assumed future construction. These changing trends and compounding variables are the main reason for capital project planning on a five-year basis.

Project costs are estimated by the Board of Education, College of Southern Maryland, County Departments of Planning & Growth Management, Public Works, Recreation, Parks, and Tourism, Emergency Services, and Fiscal & Administrative Services. Instead of adding inflationary costs to each individual project that is submitted by the project managers, a separate consolidated "Contingency- Inflation" account has been established. The account will be used as a reserve when needed to add additional funds to a project if/when inflation occurs. This method allows us to financially plan for cost inflation while at the same time present projects in today's dollars. Costs will be revised during each CIP cycle and the Contingency- Inflation account will be adjusted as needed.

Planning Commission

The purpose and functions of the Charles County Planning Commission are stated in the Land Use Article of the Annotated Code of Maryland, in the Charles County Code of Public Law, and the Charles County Zoning Ordinance. Primary functions of the Planning Commission are to prepare and recommend a comprehensive land use plan for the jurisdiction, as well as provide a framework for land use, economic development, water and sewerage facilities, and transportation infrastructure within the County. The Planning Commission reviews and approves development proposals against the County Comprehensive Plan, the County Zoning Ordinance and the Subdivision Regulations. As part of the formal review process for new Capital Budgets, the Planning Commission also reviews the CIP requests and provides a report as to its consistency with the goals and objectives of the Comprehensive Plan. The comments made by the Planning Commission are noted on each project page.

During this year's review, emphasis was placed on projects that promote the County's land use and growth management policies, as well as projects that support the County's economic development efforts. The following criteria was used: (1) review of the Adequate Public Facilities (APF) inadequacies that have been identified; (2) review of new and previous CIP requests which were not funded; (3) projects which will implement the goals of the Comprehensive Plan; and (4) identification of any projects found to be inconsistent with the Comprehensive Plan. All projects were found to be consistent with the Charles County Comprehensive Plan or are routine upgrades or maintenance projects.

Comprehensive Plan

Implementation of the 2016 Comprehensive Plan started in FY2017. The Department of Planning and Growth Management is developing a revised work program for Comprehensive Plan implementation, which included a Comprehensive Zoning Code update that not only implements the Plan, but overhauls the zoning regulations to meet more efficient practices. The overhaul is expected to take two to three years to complete and will include public participation.

CAPITAL IMPROVEMENT PROGRAM

Deferred Capital Improvement Projects

The following is a list of projects that were either deferred, removed, did not require additional funding, or the scope of the project was substantially reduced from the prior approved FY19 – FY23 program.

General Government

- Blue Crabs Stadium Seating Area Cover/
Roofing Systems Renovations

Water and Sewer

- Waldorf Fire House Water Tower Replacement
- Chapel Point/Bel Alton Water System and Tank

Parks

- La Plata Farm Park Development, Phase I

All projects were scrutinized, and some projects were delayed while remaining part of the adopted FY20-FY24 Capital Improvement Program.

Capital Project Impacts on Operating Budget

The major operating budgets and capital budgets are tied directly together with the use of five-year financial plans. A plan is developed for each of the major funds involving capital construction: general and enterprise. These plans are then reviewed prior to the capital budget request. Once the level of debt is established and the scope of construction is planned, then the operating impacts are reviewed a second time. Additional infrastructure usually results in more operating costs. These costs include, staff, maintenance, additional debt for lease payments, and other expenses. Occasionally additional infrastructure generates operational savings.

The County recognizes the need to link capital and operating budgets together; therefore, each project request is required to have an estimate of the costs to operate the completed project or in some cases a project may actually generate cost savings. The estimates can be seen on the bottom of each project page in the Capital Project section of this book. Each request is reviewed and included in the CIP, as well as, factored into other five-year financial models relating to the operating budgets. By so doing, the County Commissioners can visualize the operating impact of the CIP on such things as water and sewer user fee rates and tax rate changes.

The cumulative operating impacts of Capital Projects are included in this section and incorporated into the 5-Year Plans in the Financial Planning portion of this book. By the end of FY24, the current FY20-FY24 CIP would result in the need to add an additional \$2.4 million to the General Fund budget for operating cost related to the various Government building, parks and for the Radio Communications System Upgrade project, and \$186,600 for the College of Southern Maryland for the Healthcare Training Facility. For planning purposes an estimate for Elementary School #23 is provided. These costs will be modified closer to the opening of the elementary school which is not scheduled until beyond FY2024. The Board of Education estimate for Elementary School #23 is the estimated full cost and will be reduced for staff transferred from other schools. Additionally, the Board of Education receives other revenues from other sources which could help support the new school. Cost estimates are reviewed and updated annually.

CUMULATIVE CIP OPERATING IMPACTS

FY2020-FY2024 CAPITAL IMPROVEMENT PROGRAM

(\$ in thousands)

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Beyond FY 2024	PERSONNEL
GOVERNMENTAL OPERATIONS							
BOARD OF EDUCATION							
Elementary School #23							
No. of Personnel	0.00	0.00	0.00	0.00	0.00	57.60	Administrative Staff 2.0
Personnel Costs	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$4,487.4	Support Staff 16.8
Operating	0.0	0.0	0.0	0.0	0.0	502.1	Teachers/Asst 38.8
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$4,989.5	
Total Board of Education	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$4,989.5	
COLLEGE OF SOUTHERN MARYLAND							
Healthcare Training Facility							
No. of Personnel	0.00	5.00	5.00	5.00	5.00	5.00	Facilities & Grounds
Personnel Costs	\$0.0	\$234.5	\$234.5	\$234.5	\$234.5	\$234.5	Technicians 2.5
Operating	0.0	443.1	443.1	443.1	443.1	443.1	Public Safety 2.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	HVAC position p/t 0.5
Total Operating	\$0.0	\$677.6	\$677.6	\$677.6	\$677.6	\$677.6	
Total College of So. MD	\$0.0	\$677.6	\$677.6	\$677.6	\$677.6	\$677.6	
less: other funding	0.0	(491.0)	(491.0)	(491.0)	(491.0)	(491.0)	
Estimated County Cost	\$0.0	\$186.6	\$186.6	\$186.6	\$186.6	\$186.6	
COUNTY GOVERNMENTAL OPERATIONS							
Lighting Retrofit							
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	
Personnel Costs	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	
Operating	0.0	(3.9)	(3.9)	(4.0)	(4.1)	(4.1)	
Total Operating	\$0.0	(\$3.9)	(\$3.9)	(\$4.0)	(\$4.1)	(\$4.1)	
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	
Total Impact	\$0.0	(\$3.9)	(\$3.9)	(\$4.0)	(\$4.1)	(\$4.1)	
Generator Replacement Program							
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	
Personnel Costs	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	
Operating	0.0	(1.1)	(2.3)	(3.4)	(4.7)	(4.7)	
Total Operating	\$0.0	(\$1.1)	(\$2.3)	(\$3.4)	(\$4.7)	(\$4.7)	
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	
Total Impact	\$0.0	(\$1.1)	(\$2.3)	(\$3.4)	(\$4.7)	(\$4.7)	
Replacement of County Financial Software Program							
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	
Personnel Costs	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	
Operating	0.0	284.1	289.8	295.6	301.5	304.4	
Total Operating	\$0.0	\$284.1	\$289.8	\$295.6	\$301.5	\$304.4	
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	
Total Impact	\$0.0	\$284.1	\$289.8	\$295.6	\$301.5	\$304.4	
La Plata Library Relocation							
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	
Personnel Costs	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	
Operating	0.0	0.0	0.0	34.8	35.5	35.8	
Total Operating	\$0.0	\$0.0	\$0.0	\$34.8	\$35.5	\$35.8	
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	
Total Impact	\$0.0	\$0.0	\$0.0	\$34.8	\$35.5	\$35.8	
Charles County Animal Shelter							
No. of Personnel	0.00	0.00	0.00	1.60	1.60	1.60	Facilities Maintenance
Personnel Costs	\$0.0	\$0.0	\$0.0	\$81.6	\$84.9	\$84.9	Technician II 1.0
Operating	0.0	0.0	0.0	101.0	103.0	104.0	Part Time 0.6
Total Operating	\$0.0	\$0.0	\$0.0	\$182.6	\$187.9	\$188.9	
Vehicle & Equipment Lease	0.0	0.0	0.0	2.7	5.4	10.7	
Total Impact	\$0.0	\$0.0	\$0.0	\$185.3	\$193.3	\$199.6	

CUMULATIVE CIP OPERATING IMPACTS

FY2020-FY2024 CAPITAL IMPROVEMENT PROGRAM

(\$ in thousands)

FY 2020
FY 2021
FY 2022
FY 2023
FY 2024
Beyond
FY 2024
PERSONNEL

COUNTY GOVERNMENTAL OPERATIONS

Radio Communications System Upgrade

No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Operating	0.0	0.0	0.0	493.7	503.5	508.5
Total Operating	\$0.0	\$0.0	\$0.0	\$493.7	\$503.5	\$508.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$493.7	\$503.5	\$508.5

Detention Center Intake Area

No. of Personnel	0.00	12.00	12.00	12.00	12.00	12.00
Personnel Costs	\$0.0	\$794.6	\$893.8	\$929.5	\$966.7	\$966.7
Operating	0.0	177.6	112.2	114.4	116.7	117.8
Total Operating	\$0.0	\$972.2	\$1,006.0	\$1,043.9	\$1,083.4	\$1,084.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$972.2	\$1,006.0	\$1,043.9	\$1,083.4	\$1,084.5

Correctional Officers 12.0

Waldorf Park Development PH I

No. of Personnel	0.00	0.00	0.00	3.30	3.30	3.30
Personnel Costs	\$0.0	\$0.0	\$0.0	\$172.1	\$178.9	\$178.9
Operating	0.0	0.0	0.0	53.0	54.0	54.5
Total Operating	\$0.0	\$0.0	\$0.0	\$225.1	\$232.9	\$233.4
Vehicle & Equipment Lease	0.0	0.0	0.0	16.5	33.1	33.1
Total Impact	\$0.0	\$0.0	\$0.0	\$241.6	\$266.0	\$266.5

Park Manager 1.0
 Grounds Maint. Worker 1.0
 Part Time 1.3

Total Governmental Operations	\$0.0	\$1,251.3	\$1,289.6	\$2,287.5	\$2,374.4	\$2,390.5
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TOTAL GOVERNMENTAL IMPACT

No. of Personnel						
Board of Education	0.00	0.00	0.00	0.00	0.00	57.60
College of Southern Maryland	0.00	5.00	5.00	5.00	5.00	5.00
Governmental Operations	0.00	12.00	12.00	16.90	16.90	16.90
Total Personnel	0.00	17.00	17.00	21.90	21.90	79.50
Personnel Costs						
Board of Education	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$4,989.5
College of Southern Maryland	0.0	186.6	186.6	186.6	186.6	186.6
Governmental Operations	0.0	1,251.3	1,289.6	2,287.5	2,374.4	2,390.5
Total Impact	\$0.0	\$1,437.9	\$1,476.2	\$2,474.1	\$2,561.0	\$7,566.6

Understanding a Capital Improvement Project Budget Form

Please refer to the blank capital budget form on the following page.
(all amounts are listed in thousands)

1. The Project Name is listed.
2. Represents how a water and/or sewer project is funded. The percentages listed here indicate the percentage of the project that is funded by Connection Fees or by User Fees as well as if the project is split between Water and Sewer.
3. Requested by: indicates the requesting Department which will be the Project Manager.
4. The Project Number is the internal number used for project tracking.
5. The Planning Commission reviews all projects annually and provides a report to the Commissioners and the Maryland Department of Planning to satisfy State Reporting requirements. The Planning Commission identifies Priority projects that support and promote the goals and objectives of the County's Comprehensive Plan. The Planning Commission's comments and priority indication are provided.
6. Expense Budget: lists the Approved FY2020 and tentatively approved FY2021-FY2024 expenditure budgets by category.
7. Prior Appropriation thru FY19 lists the amounts approved for this project to date.
8. Beyond FY2024 lists the future cost for the project that is outside the five-year planning model.
9. Project Total: the total cost of the project, including prior appropriations, amount being requested in the current five-year Capital Improvement Program, as well as any future cost (beyond FY24).
10. Financing Sources: lists the Approved FY2020 and tentatively approved FY2021-FY2024 revenue budgets by account classification; a subtotal of County Funding is provided.
11. It is necessary to provide an Operating Impact for Capital Improvement Projects in order to prepare for the completion of these projects. Some projects such as maintenance related projects do not have operating impacts and in some instances actually provide operating savings through the efficiency of replacing worn out equipment. Other projects related to constructing new buildings or parks will have an impact on future operating budgets upon completion.
12. Number of Personnel that will be required to staff the new facility or park.
13. The incremental impact in dollars for Personnel, Operating, and Start-up costs, when appropriate.
14. The amount of future debt service payments associated with the Bond funding of the project.
15. Vehicle & Equipment Lease Payments: payments are associated with required equipment that has a value of more than \$5K and a life expectancy of more than 5 years.
16. The Location section provides information as to where in the County the project is going to occur.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:		Requested By: 3.
1.	2.	Project #: 4.
5.		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total 20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering									
Land & ROW									
Construction									
Equipment									
Administration			6.				7.	8.	9.
Inspection									
Miscellaneous									
Contingency									
Total Outlay									

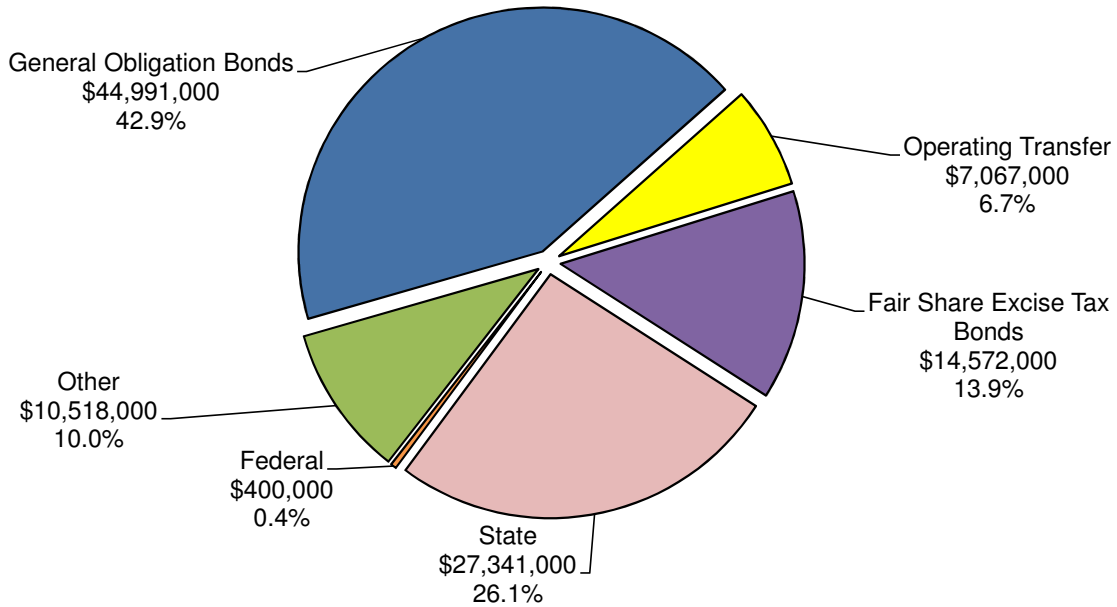
FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total 20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds									
Fund Balance Appropriation									
Operating Transfer									
Total County Funding									
Federal			10.				7.	8.	9.
State									
Other:									
Total Funding									

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel 11.							
Personnel Costs 12.							
Operating Start-Up Cost 13.						7.	8.
Total Operating 14.							
Debt Service: Bonds 14.							
Vehicle & Equipment Lease 15.							
Total Impact							

LOCATION:	16.
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FY20 Governmental Projects by Funding Source

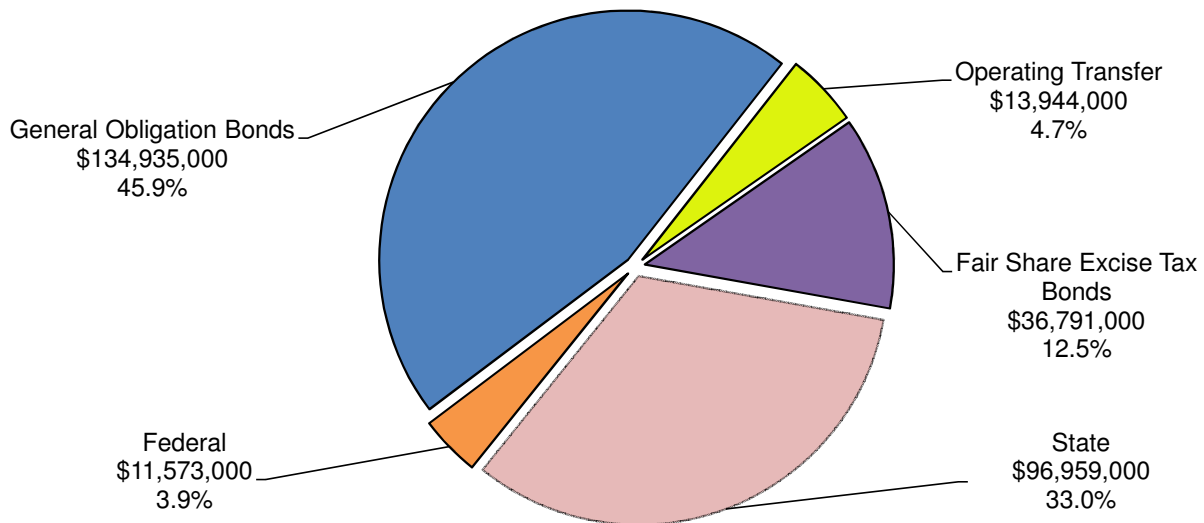
Total: \$104,889,000



Due to cashflow issues, the County may need to forward fund \$10,518,000 the State's share of the construction funding for various Board of Education projects in FY2020 and is projected to receive the reimbursement in FY2021. The above graph does not include the forward funding.

FY20-FY24 Governmental Projects by Funding Source

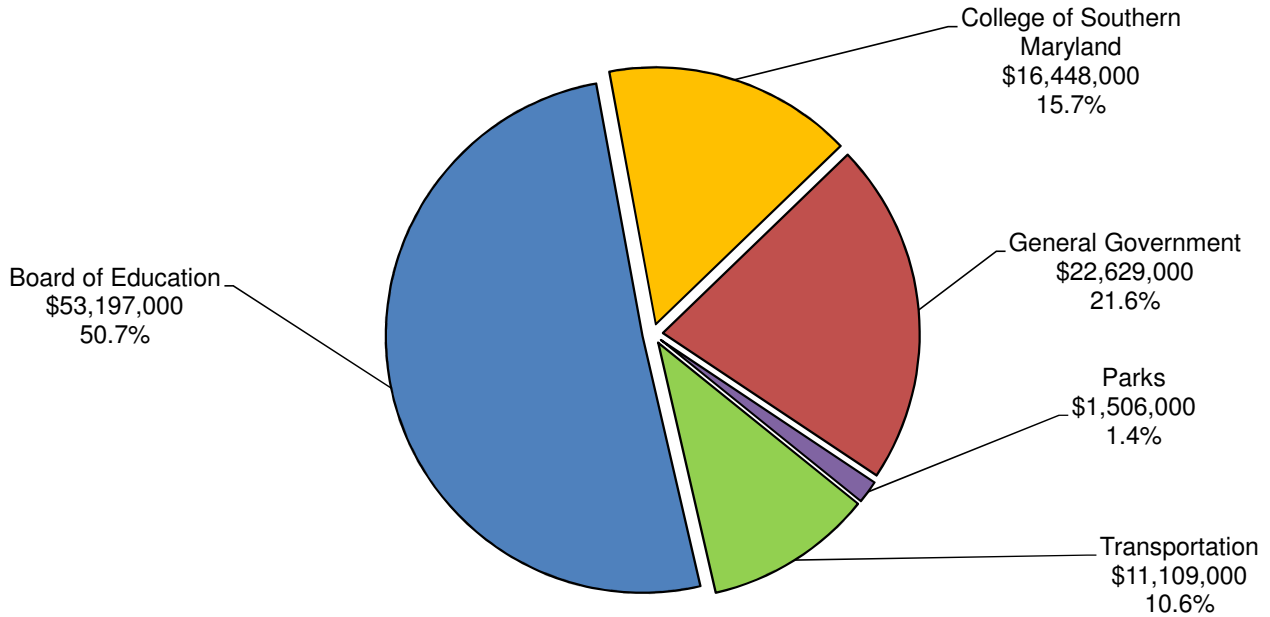
Total: \$294,202,000



After utilizing grant funds and other funding sources, the County typically bonds projects that will last more than 15 years. Operating transfers from the general fund are used for smaller projects and projects with shorter useful life. The County's share of funding school construction projects associated with adding new capacity to the Board of Education system is funded by fair share excise tax bonds. The debt service associated with these bonds are funded by a school construction excise tax.

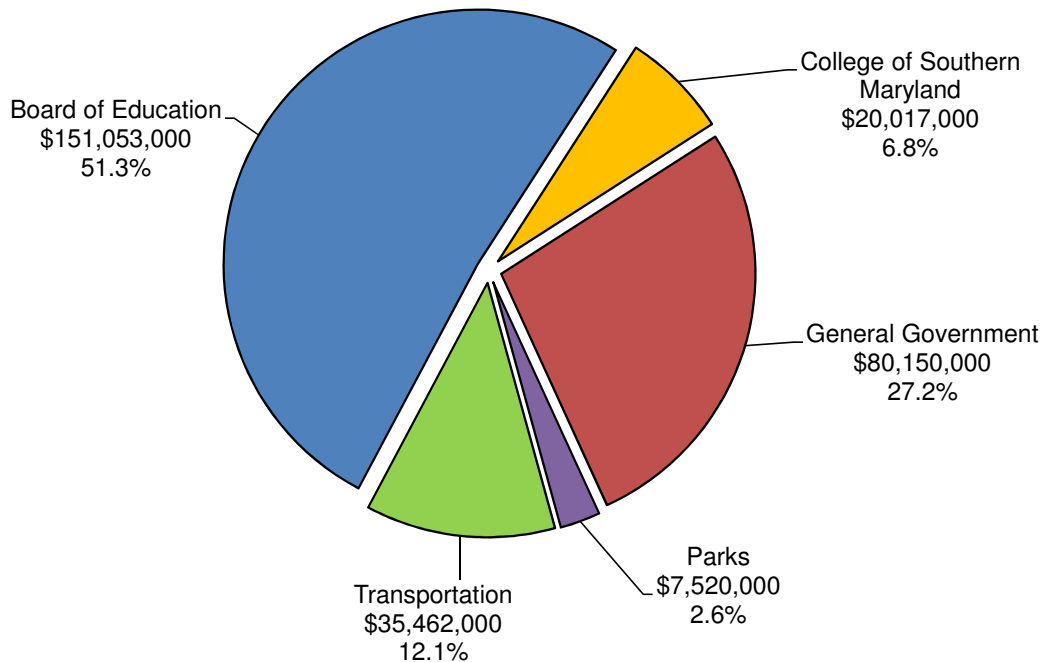
FY20 Governmental Projects by Type

Total: \$104,889,000



FY20-FY24 Governmental Projects by Type

Total: \$294,202,000



- The majority of the funding for the Board of Education represents renovations at Eva Turner Elementary School and at Benjamin Stoddert Middle School. It also includes funding to provide security enhancements at various schools.
- College of Southern Maryland projects are contingent on State funding which funds 75% of the costs.
- General Government includes upgrading the radio communications system, land preservation programs, replacing the Animal Shelter, relocating the La Plata Public Library, constructing the Charles County VanGo Maintenance Facility, as well as maintenance/renovations on various facilities.

CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020 APPROVED CAPITAL PROJECT BUDGET FY2020-FY2024 CAPITAL IMPROVEMENT PROGRAM

(\$ in thousands)	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Prior Approp. thru FY19	Beyond FY 2024	Project Total
Governmental Projects									
CAPITAL COSTS									
Board of Education	\$53,197	\$47,279	\$28,038	\$15,539	\$7,000	\$151,053	\$12,345	\$80,198	\$243,596
College of Southern Maryland.....	16,448	0	0	248	3,321	20,017	16,051	0	36,068
General Government.....	22,629	15,270	11,660	19,930	10,661	80,150	28,040	3,856	112,046
Parks.....	1,506	644	3,505	1,535	330	7,520	80	423	8,023
Transportation.....	11,109	10,116	4,739	4,749	4,749	35,462	26,191	5,058	66,711
Total Governmental	\$104,889	\$73,309	\$47,942	\$42,001	\$26,061	\$294,202	\$82,708	\$89,535	\$466,444
FINANCE SOURCES									
General Obligation Bonds.....	\$44,991	\$39,190	\$19,414	\$20,343	\$10,997	\$134,935	\$59,395	\$23,835	\$218,165
Fair Share Excise Tax Bonds.....	14,572	6,301	8,249	4,301	3,368	36,791	4,037	23,922	64,750
Capital Project Fund - Fund Balance.....	3,135	0	0	0	0	3,135	3,452	0	6,587
General Fund Operating Transfer.....	2,720	2,315	1,864	1,369	1,329	9,597	2,335	881	12,814
Capital Project Operating Revenues.....	1,212	0	0	0	0	1,212	0	0	1,212
Total County Funding	\$66,630	\$47,806	\$29,527	\$26,013	\$15,694	\$185,670	\$69,220	\$48,639	\$303,528
Federal.....	400	400	0	5,262	5,511	11,573	40	0	11,613
State.....	27,341	35,621	18,415	10,726	4,856	96,959	10,633	40,896	148,488
Other: Forward funding State Share.....	10,518	(10,518)	0	0	0	0	0	0	0
Total Governmental	\$104,889	\$73,309	\$47,942	\$42,001	\$26,061	\$294,202	\$82,708	\$89,535	\$466,444
Enterprise Fund Projects									
CAPITAL COSTS									
Water.....	\$7,988	\$11,867	\$4,040	\$1,777	\$8,712	\$34,384	\$30,306	\$5,622	\$70,311
Sewer.....	27,656	35,601	44,540	28,169	10,587	146,552	69,753	13,398	229,703
Solid Waste (Landfill).....	4,722	4,139	0	0	0	8,861	3,328	0	12,189
Watershed Protection & Restoration.....	11,017	11,888	12,317	12,868	13,471	61,561	34,754	14,088	110,403
Environmental Service.....	36	738	0	0	0	774	0	0	774
Total Enterprise Funds	\$51,419	\$64,233	\$60,897	\$42,814	\$32,770	\$252,133	\$138,141	\$33,108	\$423,380
FINANCE SOURCES									
Water Bonds.....	\$7,746	\$11,769	\$3,942	\$1,679	\$8,614	\$33,750	\$29,456	\$5,524	\$68,729
Sewer Bonds.....	26,827	33,491	40,744	25,090	9,775	135,927	63,239	12,220	211,385
Solid Waste Fund Bonds.....	1,583	0	0	0	0	1,583	1,438	0	3,021
Watershed Protection & Restoration Bonds.....	10,950	11,816	12,317	12,868	13,471	61,422	34,508	14,088	110,018
Environmental Service Bonds.....	36	738	0	0	0	774	0	0	774
Enterprise Fund Operating Transfers.....	345	383	201	201	201	1,331	1,844	201	3,376
Watershed Protection & Restoration Fund Balance.....	67	72	0	0	0	139	246	0	385
Solid Waste Capital Reserve.....	3,139	4,139	0	0	0	7,278	1,890	0	9,168
Total County Funding	\$50,693	\$62,408	\$57,204	\$39,838	\$32,061	\$242,204	\$132,621	\$32,033	\$406,856
State.....	0	453	0	0	0	453	350	0	803
Other: WSSC.....	726	1,372	3,693	2,976	709	9,476	5,170	1,075	15,721
Total Enterprise Funds	\$51,419	\$64,233	\$60,897	\$42,814	\$32,770	\$252,133	\$138,141	\$33,108	\$423,380
TOTAL PROJECTS	\$156,308	\$137,542	\$108,839	\$84,815	\$58,831	\$546,335	\$220,849	\$122,643	\$889,824

**CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2020 APPROVED CAPITAL PROJECT BUDGET
FY2020-FY2024 CAPITAL IMPROVEMENT PROGRAM**

<i>(\$ in thousands)</i>	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Prior Approp. thru FY19	Beyond FY 2024	Project Total
<u>GOVERNMENTAL PROJECTS</u>									
<u>BOARD OF EDUCATION</u>									
Benjamin Stoddert Middle School - Modernization/Addition	\$28,260	\$11,779	\$11,778	\$0	\$0	\$51,817	\$4,053	\$0	\$55,870
Eva Turner Elementary School - Modernization/Addition	11,632	12,796	0	0	0	24,428	2,953	0	27,381
McDonough High School Renovation Study / Security Enhancements & Performing Arts	501	13,386	0	0	0	13,887	1,102	0	14,989
Westlake H.S. Roof Replacement	70	2,880	0	0	0	2,950	393	0	3,343
Indian Head E.S. Boiler Replacement	0	1,197	0	0	0	1,197	129	0	1,326
Smallwood M.S. Roof/Chiller/H&V/UV Replacement	0	478	3,950	0	0	4,428	0	0	4,428
Elementary Schools - Playground Replacement	266	0	0	0	0	266	0	0	266
BOE: Various Maintenance Projects	400	400	400	400	400	2,000	0	400	2,400
Local Portable Classrooms - Various Schools	200	200	200	200	200	1,000	0	200	1,200
Full Day Kindergarten Addition: J.P. Ryon E.S.	3,695	0	0	0	0	3,695	400	0	4,095
Full Day Kindergarten Addition: Malcolm E.S.	3,390	0	0	0	0	3,390	389	0	3,779
Security Enhancements - Various Schools	2,926	0	0	0	0	2,926	2,926	0	5,852
Open Space Enclosure: Dr. Gustavus Brown E.S.	0	0	0	4,400	0	4,400	0	0	4,400
T.C. Martin Elementary School Study/Renovation/Addition	0	0	0	251	2,326	2,577	0	27,557	30,134
Piccowaxen M.S. Boiler Replacement	0	0	0	71	689	760	0	0	760
Elementary School #23	0	0	0	0	2,400	2,400	0	34,000	36,400
Full Day Kindergarten Addition: Walter J. Mitchell E.:	100	350	4,050	0	0	4,500	0	0	4,500
Full Day Kindergarten Addition: J.C. Parks E.S.	0	400	3,800	0	0	4,200	0	0	4,200
Full Day Kindergarten Addition: Wade E.S.	0	0	400	4,300	0	4,700	0	0	4,700
Full Day Kindergarten Addition: Dr. Higdon E.S.	0	0	425	3,750	0	4,175	0	0	4,175
Total without inflation	\$51,440	\$43,866	\$25,003	\$13,372	\$6,015	\$139,696	\$12,345	\$62,157	214,198
Contingency- Inflation	1,757	3,413	3,035	2,167	985	11,357		18,041	29,398
Total Board of Education	\$53,197	\$47,279	\$28,038	\$15,539	\$7,000	\$151,053	\$12,345	\$80,198	\$243,596
<u>COLLEGE OF SOUTHERN MARYLAND</u>									
Healthcare Training Facility	\$16,448	\$0	\$0	\$0	\$0	\$16,448	\$16,051	\$0	\$32,499
Health Technology Renovation	0	0	0	211	2,791	3,002	0	0	3,002
Total without inflation	\$16,448	\$0	\$0	\$211	\$2,791	\$19,450	\$16,051	\$0	\$35,501
Contingency- Inflation	0	0	0	37	530	567		0	567
Total College Southern Maryland	\$16,448	\$0	\$0	\$248	\$3,321	\$20,017	\$16,051	\$0	\$36,068

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2020 APPROVED CAPITAL PROJECT BUDGET
FY2020-FY2024 CAPITAL IMPROVEMENT PROGRAM

<i>(\$ in thousands)</i>	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Prior Approp. thru FY19	Beyond FY 2024	Project Total
<u>GENERAL GOVERNMENT</u>									
Rural Legacy Program	\$1,409	\$1,409	\$1,409	\$1,409	\$1,409	\$7,045	\$0	\$1,409	\$8,454
Agricultural Preservation	503	503	503	503	503	2,515	0	503	3,018
Purchase of Developments Rights (PDR) Program	653	653	653	653	653	3,265	969	653	4,887
Various Maintenance Projects	418	418	418	418	418	2,090	0	418	2,508
Lighting Retrofit	53	0	0	0	0	53	477	0	530
Courthouse Renovation	79	0	0	0	0	79	79	0	158
Generator Replacement Program	113	113	113	113	0	452	379	0	831
Uninterrupted Power Supply (UPS) Replacement Program	58	0	0	0	0	58	116	0	174
Countywide Building Re-Keying/Access Controls	157	0	0	0	0	157	157	0	314
Charles County Courthouse HVAC Improvements	651	1,299	0	0	0	1,950	890	0	2,840
Detention Center Roof Replacement	1,424	0	0	0	0	1,424	1,346	0	2,770
Detention Center Annex Roof and Walls Improvements	527	0	0	0	0	527	470	0	997
Detention Center and Detention Center Annex Improvements	85	0	0	0	0	85	381	0	466
Detention Center Pump Station Rehabilitations	0	187	0	0	0	187	867	0	1,054
Replacement of County Financial Software Program	703	0	0	0	0	703	3,011	0	3,714
Charles County Animal Shelter	0	2,261	2,261	0	0	4,522	7,350	0	11,872
Radio Communications System Upgrade	10,697	5,575	4,525	10,603	0	31,400	3,275	0	34,675
Charles County VanGo Maintenance Facility	525	525	0	5,303	6,240	12,593	0	0	12,593
Charles County Welcome Signage	138	0	0	0	0	138	123	0	261
Detention Center Intake Area	3,202	0	0	0	0	3,202	2,833	0	6,035
Public Facilities Vehicle Wash Bay Roof Retrofit	65	0	0	0	0	65	0	0	65
Capital Clubhouse Improvements	313	333	0	0	0	646	0	0	646
Elite Gymnastics and Recreation Center Improvements	151	152	0	0	0	303	0	0	303
La Plata Library Relocation	0	1,500	1,500	0	0	3,000	5,318	0	8,318
Readiness and Environmental Protection Integration (REPI) Program	460	0	0	0	0	460	0	0	460
Total without inflation	\$22,383	\$14,929	\$11,382	\$19,002	\$9,223	\$76,919	\$28,040	\$2,983	\$107,942
Contingency- Inflation	246	342	278	928	1,438	3,231		873	4,104
Total General Government	\$22,629	\$15,270	\$11,660	\$19,930	\$10,661	\$80,150	\$28,040	\$3,856	\$112,046
<u>PARKS</u>									
Park Repair & Maintenance Projects	\$250	\$250	\$250	\$250	\$250	\$1,250	\$0	\$250	\$1,500
Various Pedestrian & Bicycle Facilities	80	80	80	170	80	490	80	80	650
Popes Creek Waterfront Phase II	59	119	831	959	0	1,968	0	0	1,968
Waldorf Park Development PH I	0	172	2,000	0	0	2,172	0	0	2,172
Gilbert Run Boardwalk Replacement	240	0	0	0	0	240	0	0	240
Playground Revitalization Program	300	0	0	0	0	300	0	0	300
Hamilton Road Sidewalk Improvements	575	0	0	0	0	575	0	0	575
Total without inflation	\$1,504	\$621	\$3,161	\$1,379	\$330	\$6,995	\$80	\$330	\$7,405
Contingency- Inflation	2	23	344	156	0	525		93	618
Total Parks	\$1,506	\$644	\$3,505	\$1,535	\$330	\$7,520	\$80	\$423	\$8,023

**CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2020 APPROVED CAPITAL PROJECT BUDGET
FY2020-FY2024 CAPITAL IMPROVEMENT PROGRAM**

<i>(\$ in thousands)</i>	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Prior Approp. thru FY19	Beyond FY 2024	Project Total
TRANSPORTATION									
Road Overlay Program	\$3,578	\$3,578	\$3,578	\$3,578	\$3,578	\$17,890	\$0	\$3,178	\$21,068
County Drainage Systems Improvement Program	1,100	100	100	100	100	1,500	1,590	100	3,190
Safety Improvement Program- Existing Roadways	200	200	200	200	200	1,000	418	200	1,618
Traffic Signal Program	285	285	285	285	285	1,425	850	285	2,560
Sidewalk Improvement Program	153	153	153	153	153	765	0	153	918
Billingsley Road Safety Improvements	178	178	178	178	178	890	3,843	0	4,733
Old Washington Road Reconstruction	3,000	3,884	0	0	0	6,884	6,373	0	13,257
Washington Ave.- Various Intersection Improvements	305	0	0	0	0	305	1,013	0	1,318
Western Parkway Road Improvements Phase 3	1,349	1,317	0	0	0	2,666	12,089	0	14,755
St. Charles Parkway at Duncannon Rd./ St. Andrews Dr. Traffic Signal	750	0	0	0	0	750	15	0	765
Total without inflation	\$10,898	\$9,695	\$4,494	\$4,494	\$4,494	\$34,075	\$26,191	\$3,916	\$64,182
Contingency- Inflation	211	421	245	255	255	1,387		1,142	2,529
Total Transportation	\$11,109	\$10,116	\$4,739	\$4,749	\$4,749	\$35,462	\$26,191	\$5,058	\$66,711
Total Governmental	\$104,889	\$73,309	\$47,942	\$42,001	\$26,061	\$294,202	\$82,708	\$89,535	\$466,444

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2020 APPROVED CAPITAL PROJECT BUDGET
FY2020-FY2024 CAPITAL IMPROVEMENT PROGRAM

(\$ in thousands)	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Prior Approp. thru FY19	Beyond FY 2024	Project Total
FINANCING SOURCES:									
GOVERNMENTAL OPERATIONS:									
<u>BOARD OF EDUCATION</u>									
Bonds	\$12,453	\$16,794	\$4,312	\$3,198	\$3,117	\$39,874	\$5,382	\$16,877	\$62,133
Fund Balance Appropriation	1,714	0	0	0	0	1,714	926	0	2,640
Operating Transfer- General Fund	37	501	535	40	0	1,113	2,000	0	3,113
Operating Transfer - Other	1,212	0	0	0	0	1,212	0	0	1,212
Fair Share Excise Tax Bonds	14,572	6,301	8,249	4,301	3,368	36,791	4,037	23,922	64,750
Total County Funding	29,988	23,596	13,096	7,539	6,485	80,704	12,345	40,799	133,848
State	12,691	34,201	14,942	8,000	515	70,349	0	39,399	109,748
Other: Forward Funding	10,518	(10,518)	0	0	0	0	0	0	0
Total Funding	\$53,197	\$47,279	\$28,038	\$15,539	\$7,000	\$151,053	\$12,345	\$80,198	\$243,596
<u>COLLEGE OF SOUTHERN MARYLAND</u>									
Bonds	\$3,459	\$0	\$0	\$62	\$831	\$4,352	\$5,418	\$0	\$9,770
Total County Funding	3,459	0	0	62	831	4,352	5,418	0	9,770
State	12,989	0	0	186	2,490	15,665	10,633	0	26,298
Total Funding	\$16,448	\$0	\$0	\$248	\$3,321	\$20,017	\$16,051	\$0	\$36,068
<u>GENERAL GOVERNMENT</u>									
Bonds	\$18,608	\$13,335	\$10,660	\$13,010	\$3,461	\$59,074	\$22,419	\$2,567	\$84,060
Fund Balance Appropriation	1,352	0	0	0	0	1,352	2,526	0	3,878
Operating Transfer- General Fund	1,219	485	0	0	0	1,704	280	0	1,984
Total County Funding	21,179	13,820	10,660	13,010	3,461	62,130	25,225	2,567	89,922
Federal	400	400	0	5,262	5,511	11,573	0	0	11,573
State	1,050	1,050	1,000	1,658	1,689	6,447	0	1,289	7,736
Other:	0	0	0	0	0	0	2,815	0	2,815
Total Funding	\$22,629	\$15,270	\$11,660	\$19,930	\$10,661	\$80,150	\$28,040	\$3,856	\$112,046
<u>PARKS</u>									
Bonds	\$672	\$186	\$944	\$565	\$80	\$2,447	\$80	\$173	\$2,700
Operating Transfer- General Fund	385	250	250	250	250	1,385	0	250	1,635
Total County Funding	1,057	436	1,194	815	330	3,832	80	423	4,335
State	449	208	2,311	720	0	3,688	0	0	3,688
Total Funding	\$1,506	\$644	\$3,505	\$1,535	\$330	\$7,520	\$80	\$423	\$8,023
<u>TRANSPORTATION</u>									
Bonds	\$9,799	\$8,875	\$3,498	\$3,508	\$3,508	\$29,188	\$26,096	\$4,218	\$59,502
Fund Balance Appropriation	69	0	0	0	0	69	0	0	69
Operating Transfer- General Fund	1,079	1,079	1,079	1,079	1,079	5,395	55	631	6,081
Total County Funding	10,947	9,954	4,577	4,587	4,587	34,652	26,151	4,849	65,653
Federal	0	0	0	0	0	0	40	0	40
State	162	162	162	162	162	810	0	209	1,019
Total Funding	\$11,109	\$10,116	\$4,739	\$4,749	\$4,749	\$35,462	\$26,191	\$5,058	\$66,711
Total Governmental	\$104,889	\$73,309	\$47,942	\$42,001	\$26,061	\$294,202	\$82,708	\$89,535	\$466,444

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2020 APPROVED CAPITAL PROJECT BUDGET
FY2020-FY2024 CAPITAL IMPROVEMENT PROGRAM

<i>(\$ in thousands)</i>	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Prior Approp. thru FY19	Beyond FY 2024	Project Total
ENTERPRISE FUND OPERATIONS									
WATER & SEWER									
Automation & Technology Master Plan	0	2,008	2,008	0	0	4,016	15,383	0	19,399
Underground Infrastructure Repairs	0	718	718	718	718	2,872	2,097	718	5,687
Water Model Update	98	98	98	98	98	490	757	98	1,345
South County Water Transmission Main	0	0	0	0	5,900	5,900	2,611	2,825	11,335
Satellite Water Facility Upgrades	140	1,783	1,783	711	711	5,128	1,621	711	7,460
Pinefield Water Tower Rehabilitation	997	0	0	0	0	997	658	0	1,655
Gleneagles 2MG Water Tower	0	1,849	0	0	0	1,849	4,413	0	6,262
Settle Woods Water Tower Rehabilitation	309	0	0	0	0	309	376	0	685
Bryans Road 2MG Water Tower	2,000	3,494	0	0	0	5,494	350	0	5,844
Hughesville Water Line	0	2,061	0	0	0	2,061	2,734	0	4,795
Waldorf Water Tower #6	1,515	0	0	0	0	1,515	4,345	0	5,860
Cliffton Water System Improvements	1,444	0	0	0	0	1,444	2,688	0	4,132
Waldorf Fire House Tower Demolition	144	0	0	0	0	144	0	0	144
Bensville Area Water Service Interloop Project	707	0	0	0	0	707	0	0	707
Chapel Point Reverse Osmosis Waste Water Storage Tank Replacement	354	0	0	0	0	354	0	0	354
MWWTP Electrical System Replacement	0	2,348	2,381	0	0	4,729	5,639	0	10,368
MWWTP Flow Equalization	0	490	8,188	5,365	1,940	15,983	14,876	5,558	36,417
Mattawoman Infiltration and Inflow	5,260	3,974	3,207	3,207	3,207	18,855	3,238	3,207	25,300
Mattawoman WWTP Automation	663	663	0	0	0	1,326	4,845	0	6,171
Pump Station Rehabs and Replacements	5,074	3,671	2,426	1,106	923	13,200	948	963	15,111
Satellite Wastewater Facility Upgrades	1,125	541	541	541	541	3,289	2,780	541	6,610
MWWTP Clarifier and Thickener Repairs	1,610	2,707	2,707	2,707	0	9,731	5,152	0	14,883
MWWTP Utility Water System Evaluation & Improvement	750	750	0	0	0	1,500	1,920	0	3,420
Sewer Model Update	103	103	103	103	103	515	836	103	1,454
Zekiah Pump Station Upgrade	598	598	598	0	0	1,794	819	0	2,613
Zekiah Pump Station Forcemain	598	1,143	0	0	0	1,741	1,266	0	3,007
Zekiah Interceptor Sewer Upgrades	799	0	0	0	0	799	2,814	0	3,613
Cliffton WWTP Improvements	2,075	2,075	0	0	0	4,150	3,246	0	7,396
MWWTP Primary Clarifiers #1-4 Demolition	0	0	0	190	1,900	2,090	0	0	2,090
Hughesville Sewer System	0	0	2,139	2,139	0	4,278	842	0	5,120
MWWTP Septage Receiving Facility Improvements	0	268	508	0	0	776	127	0	903
Swan Pt. WWTP Electrical and Control System Improvements	258	0	0	0	0	258	1,184	0	1,442
Post Office Road Sewer Capacity Improvements	1,250	1,250	0	0	0	2,500	618	0	3,118
Sewer Easement Study & Acquisition	140	0	0	0	0	140	334	0	474
Sewer Pump Station Capacity Study	0	169	0	0	0	169	0	0	169
Piney Branch Interceptor Sewer Capacity Upgrades - Phase II	1,545	1,545	0	0	0	3,090	6,823	0	9,913
Cobb Island Septic Tank Effluent Pump (STEP) Station Rehabs	1,440	120	0	0	0	1,560	600	0	2,160
MWWTP Effluent Filters #7-#12	0	1,515	8,615	8,615	0	18,745	0	0	18,745
MWWTP Final Filter Rehab	1,641	0	0	0	0	1,641	3,121	0	4,762
Southerland Septic Connection	586	873	0	0	0	1,459	0	0	1,459
MWWTP Reclaimed Water Filtration Facility	1,143	7,193	7,193	0	0	15,529	0	0	15,529
Total without inflation	\$34,366	\$44,007	\$43,213	\$25,500	\$16,041	\$163,127	\$100,059	\$14,724	\$277,909
Contingency-inflation	1,279	3,461	5,366	4,446	3,258	17,809	0	4,296	22,105
Total WATER & SEWER	\$35,644	\$47,468	\$48,579	\$29,946	\$19,299	\$180,936	\$100,059	\$19,020	\$300,014
Water	7,988	11,867	4,040	1,777	8,712	34,384	30,306	5,622	70,311
Sewer	27,656	35,601	44,540	28,169	10,587	146,552	69,753	13,398	229,703
Total WATER & SEWER	\$35,644	\$47,468	\$48,579	\$29,946	\$19,299	\$180,936	\$100,059	\$19,020	\$300,014

**CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2020 APPROVED CAPITAL PROJECT BUDGET
FY2020-FY2024 CAPITAL IMPROVEMENT PROGRAM**

<i>(\$ in thousands)</i>	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Prior Approp. thru FY19	Beyond FY 2024	Project Total
SOLID WASTE FUND									
Landfill Cell No. 4A Expansion	1,288	0	0	0	0	1,288	1,554	0	2,842
Waste Transfer Station	0	2,753	0	0	0	2,753	336	0	3,089
Scale House Expansion	295	0	0	0	0	295	173	0	468
Landfill Convenience Center Relocation	0	1,083	0	0	0	1,083	0	0	1,083
Landfill Transfer Station Property Acquisition	1,803	0	0	0	0	1,803	0	0	1,803
Landfill Storm Water Management Ponds	1,231	0	0	0	0	1,231	1,265	0	2,496
Total without inflation	\$4,617	\$3,836	\$0	\$0	\$0	\$8,453	\$3,328	\$0	\$11,781
Contingency-inflation	105	303	0	0	0	408	0	0	408
Total SOLID WASTE FUND	\$4,722	\$4,139	\$0	\$0	\$0	\$8,861	\$3,328	\$0	\$12,189
WATERSHED PROTECTION & RESTORATION FUND (WPRF)									
NPDES Retrofit Projects	\$10,950	\$10,950	\$10,950	\$10,950	\$10,950	\$54,750	\$34,508	\$10,950	\$100,208
Floodplain Analysis Studies	67	67	0	0	0	134	246	0	380
Total without inflation	\$11,017	\$11,017	\$10,950	\$10,950	\$10,950	\$54,884	\$34,754	\$10,950	\$100,588
Contingency-inflation	0	871	1,367	1,918	2,521	6,677	0	3,138	9,815
Total WPRF	\$11,017	\$11,888	\$12,317	\$12,868	\$13,471	\$61,561	\$34,754	\$14,088	\$110,403
ENVIRONMENTAL SERVICE FUND									
County Mulching Facility Relocation	\$35	\$685	\$0	\$0	\$0	\$720	\$0	\$0	\$720
Total without inflation	\$35	\$685	\$0	\$0	\$0	\$720	\$0	\$0	\$720
Contingency-inflation	1	53	0	0	0	54	0	0	54
Total ENVIRONMENTAL SERVICE FUND	\$36	\$738	\$0	\$0	\$0	\$774	\$0	\$0	\$774
TOTAL ENTERPRISE FUNDS	\$51,419	\$64,233	\$60,897	\$42,814	\$32,770	\$252,133	\$138,141	\$33,109	\$423,380
TOTAL ALL PROJECTS	\$156,308	\$137,542	\$108,839	\$84,815	\$58,831	\$546,335	\$220,849	\$122,643	\$889,824

FINANCING SOURCES									
ENTERPRISE FUND OPERATIONS:									
WATER AND SEWER FUND									
Water Projects									
Bonds	\$7,746	\$11,769	\$3,942	\$1,679	\$8,614	\$33,750	\$29,456	\$5,524	\$68,729
Operating Transfer	\$242	98	98	98	98	634	825	98	1,557
Total County Funding	\$7,988	11,867	4,040	1,777	8,712	34,384	\$30,281	\$5,622	\$70,286
State	\$0	0	0	0	0	0	25	0	25
Total Funding	\$7,988	\$11,867	\$4,040	\$1,777	\$8,712	\$34,384	\$30,306	\$5,622	\$70,311
Sewer Projects									
Bonds	\$26,827	\$33,491	\$40,744	\$25,090	\$9,775	\$135,927	\$63,239	\$12,220	\$211,386
Operating Transfer	\$103	285	103	103	103	697	1,019	103	1,819
Total County Funding	\$26,930	\$33,776	\$40,847	\$25,193	\$9,878	\$136,624	\$64,258	\$12,323	\$213,205
State	\$0	453	0	0	0	453	325	0	778
Other: WSSC	\$726	1,372	3,693	2,976	709	9,475	5,170	1,075	15,721
Total Funding	\$27,656	\$35,601	\$44,540	\$28,169	\$10,587	\$146,552	\$69,753	\$13,398	\$229,704
SOLID WASTE FUND									
Bonds	\$1,583	\$0	\$0	\$0	\$0	\$1,583	\$1,438	\$0	\$3,021
Capital Budget Reserve	3,139	4,139	0	0	0	7,278	1,890	0	9,168
Total County Funding	\$4,722	\$4,139	\$0	\$0	\$0	\$8,861	\$3,328	\$0	\$12,189
WATERSHED PROTECTION & RESTORATION FUND (WPRF)									
Bonds	\$10,950	\$11,816	\$12,317	\$12,868	\$13,471	\$61,422	\$34,508	\$14,088	\$110,018
Fund Balance Appropriation	\$67	72	0	0	0	139	246	0	385
Total Funding	\$11,017	\$11,888	\$12,317	\$12,868	\$13,471	\$61,561	\$34,754	\$14,088	\$110,403
ENVIRONMENTAL SERVICE FUND									
Bonds	\$36	\$738	\$0	\$0	\$0	\$774	\$0	\$0	\$774
Total Funding	\$36	\$738	\$0	\$0	\$0	\$774	\$0	\$0	\$774
TOTAL ENTERPRISE FUNDS	\$51,419	\$64,233	\$60,897	\$42,814	\$32,770	\$252,132	\$138,141	\$33,108	\$423,381
TOTAL ALL PROJECTS	\$156,308	\$137,542	\$108,839	\$84,815	\$58,831	\$546,334	\$220,849	\$122,643	\$889,827

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

BOARD OF EDUCATION SUMMARY

State, County & Municipal governments are required to provide adequate school facilities for public education. School construction providing additional capacity or major renovations are typically approved at the State level. These projects are shared in cost by State funding, local County bonds, and County Fair Share Excise Tax Bonds; and are managed by the Charles County Board of Education Project Managers. Maintenance projects are 100% the responsibility of local governments.

The State of Maryland funds Charles County construction cost at a 61% share, with the other 39% of the construction, as well as, 100% design, equipment, and miscellaneous costs funded by the County.

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$366	\$1,361	\$964	\$513	\$5,591	\$8,795	\$8,257	\$49	\$17,101
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	49,720	40,490	24,104	13,751	1,279	129,344	3,602	72,686	205,632
Equipment	560	4,060	1,929	459	16	7,024	248	5,321	12,593
Administration	0	0	1	0	0	1	0	0	1
Administration - FAS	10	10	7	7	5	39	13	8	60
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	894	98	100	125	15	1,232	125	558	1,915
Contingency	1,647	1,260	933	684	94	4,618	100	1,576	6,294
Total Outlay	\$53,197	\$47,279	\$28,038	\$15,539	\$7,000	\$151,053	\$12,345	\$80,198	\$243,596

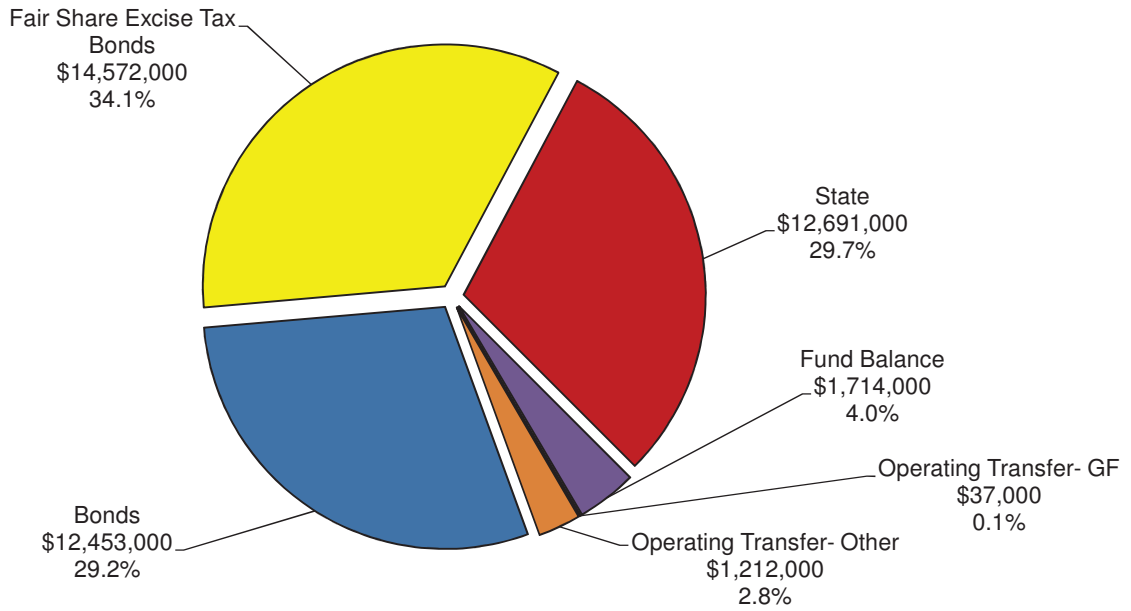
FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$12,453	\$16,794	\$4,312	\$3,198	\$3,117	\$39,874	\$5,382	\$16,877	\$62,133
Fund Balance Appropriation	1,714	0	0	0	0	1,714	926	0	2,640
Operating Transfer General Fund	37	501	535	40	0	1,113	2,000	0	3,113
Operating Transfer CIP	1,212	0	0	0	0	1,212	0	0	1,212
Fair Share Excise Tax Bonds	14,572	6,301	8,249	4,301	3,368	36,791	4,037	23,922	64,750
Total County Funding	\$29,988	\$23,596	\$13,096	\$7,539	\$6,485	\$80,704	\$12,345	\$40,799	\$133,848
Federal	0	0	0	0	0	0	0	0	0
State	12,691	34,201	14,942	8,000	515	70,349	0	39,399	109,748
Other: Forward Fund State Share	10,518	(10,518)	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Other: Board of Education	0	0	0	0	0	0	0	0	0
Total Funding	\$53,197	\$47,279	\$28,038	\$15,539	\$7,000	\$151,053	\$12,345	\$80,198	\$243,596

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	57.60
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	4,487.4
Operating	0.0	0.0	0.0	0.0	0.0	0.0	502.1
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$4,989.5
Debt Service: Bonds	484.1	1,542.9	2,941.4	3,302.1	3,568.7	484.1	4,956.7
Debt Service: Excise Tax Bonds	497.7	2,291.1	3,046.1	3,996.7	4,472.3	497.7	7,257.1
Total Impact	\$981.8	\$3,834.0	\$5,987.5	\$7,298.9	\$8,041.0	\$981.8	\$17,203.3

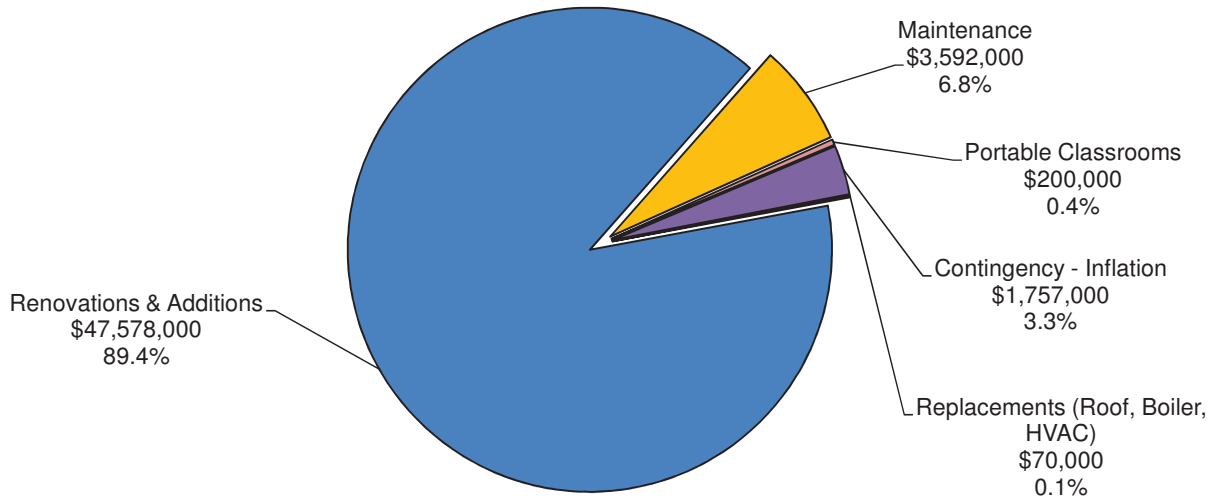
Projects with Future Operating Impacts:

PROJECT	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Beyond FY 2024	FTE
Elementary School #23	0.0	0.0	0.0	0.0	0.0	4,989.5	57.60
Total	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$4,989.5	57.60

**FY20 Board of Education Financing Sources
Total \$53,197,000**

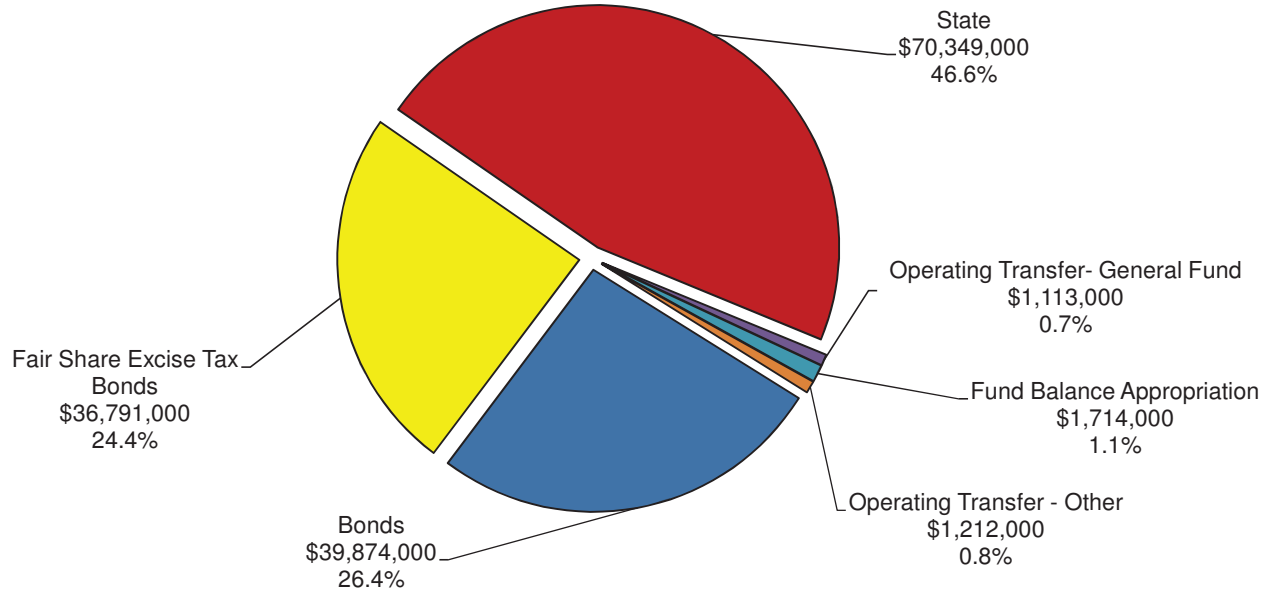


**FY20 Board of Education by Project Type
Total \$53,197,000**



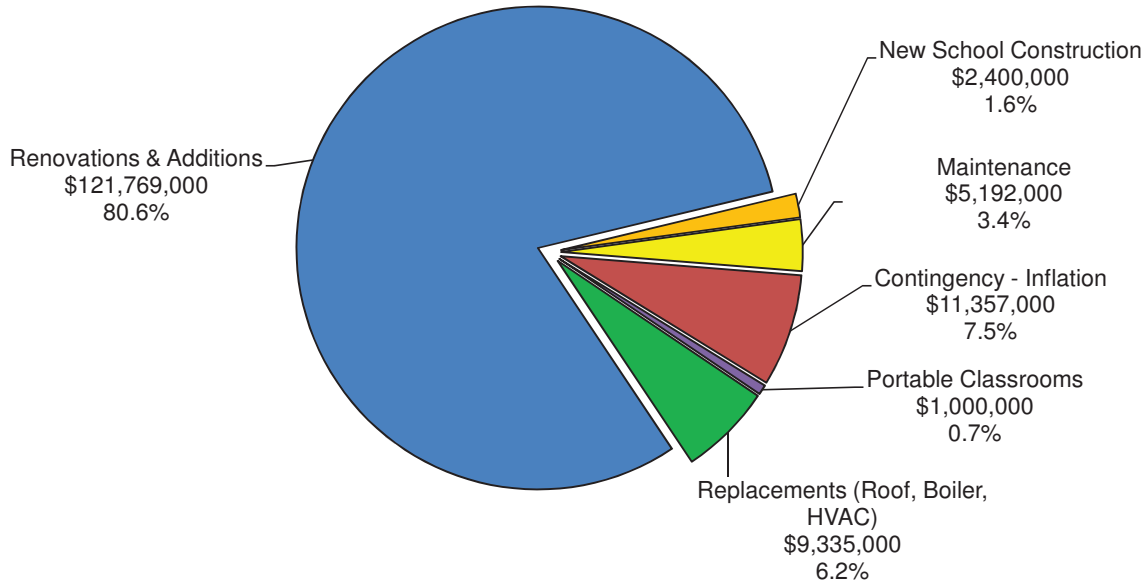
Due to cashflow issues, the County may need to forward fund \$10,518,000 the State's share of the construction funding for various Board of Education projects in FY2020 and is projected to receive the reimbursement in FY2021. The above graph does not include the forward funding. Renovations & Additions include funds to modernize and expand Benjamin Stoddert Middle School and Eva Turner Elementary School.

FY20-FY24 Board of Education Financing Sources Total \$151,053,000



Funding is being utilized for Benjamin Stoddert Middle School, McDonough High School and Eva Turner Elementary School renovations and to help fund roof and boiler replacements at various schools, as well as, full-day kindergarten additions. Due to cashflow issues, the County may need to forward fund \$10,518,000 of the State's share of the construction funding for various Board of Education projects in FY2020 and is projected to receive the reimbursement in FY2021. The above graph does not include the forward funding.

FY20-FY24 Board of Education by Project Type Total \$151,053,000



Funds provided for renovations and additions are to renovate Eva Turner Elementary, Benjamin Stoddert Middle, and McDonough High School, accommodate full-day kindergarten additions at various schools throughout the county, and for the extension of County water to Matthew Henson Middle School. Funding for new school construction includes architectural and engineering funding in FY2024 for a new elementary school. Maintenance funding includes security enhancements at various schools.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME: Benjamin Stoddert Middle School - Modernization/Addition	Existing Capacity 41% New Capacity 59%	Requested By: BOE Project #: 5143
<p>The need is for middle school renovations. The subject middle school is aged and major building systems have reached the end of their useful life. The renovation will upgrade the mechanical and electrical systems to meet current standards and codes. All existing spaces will be modernized and modified to meet current educational program requirements. Programmatic spaces will be included in the project to enhance the instructional program and expansion to address capacity needs.</p>		
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1) PRIORITY</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$3,300	\$0	\$3,300
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	27,000	10,261	10,260	0	0	47,521	650	0	48,171
Equipment	0	1,400	1,400	0	0	2,800	0	0	2,800
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	1	1	0	0	3	3	0	6
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	459	0	0	0	0	459	50	0	509
Contingency	800	117	117	0	0	1,034	50	0	1,084
Total Outlay	\$28,260	\$11,779	\$11,778	\$0	\$0	\$51,817	\$4,053	\$0	\$55,870

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$6,235	\$2,154	\$1,658	\$0	\$0	\$10,047	\$1,661	\$0	\$11,708
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	0	0	495	0	0	495	0	0	495
Fair Share Excise Tax Bonds	8,972	3,099	3,099	0	0	15,170	2,392	0	17,562
Total County Funding	\$15,207	\$5,253	\$5,252	\$0	\$0	\$25,712	\$4,053	\$0	\$29,765
Federal	0	0	0	0	0	0	0	0	0
State	11,848	7,731	6,526	0	0	26,105	0	0	26,105
Other: Forward Fund State Share	1,205	(1,205)	0	0	0	0	0	0	0
Total Funding	\$28,260	\$11,779	\$11,778	\$0	\$0	\$51,817	\$4,053	\$0	\$55,870

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	149.4	730.3	931.6	1,087.2	1,087.2	149.4	1,087.2
Debt Service: Excise Tax Bonds	294.9	1,452.3	1,853.1	2,254.8	2,254.8	294.9	2,254.8
Total Impact	\$444.3	\$2,182.6	\$2,784.7	\$3,341.9	\$3,341.9	\$444.3	\$3,341.9

LOCATION: Benjamin Stoddert Middle School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Existing Capacity 71%	Requested By: BOE
Eva Turner Elementary School - Modernization/Addition	New Capacity 29%	Project #: 5142
<p>The need is for elementary school renovations. The subject elementary school is aged and major building systems have reached the end of their useful life. The renovation will upgrade the mechanical and electrical systems to meet current standards and codes. All existing spaces will be modernized and modified to meet current educational program requirements. Other programmatic spaces will be included in the project to enhance the instructional program. The school received a full-day kindergarten addition in 2011 and this addition will not be impacted as part of the renovation project.</p>		
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>		
PRIORITY		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$2,350	\$0	\$2,350
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	11,008	10,508	0	0	0	21,516	500	0	22,016
Equipment	0	2,000	0	0	0	2,000	0	0	2,000
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	1	0	0	0	2	3	0	5
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	260	0	0	0	0	260	50	0	310
Contingency	363	287	0	0	0	650	50	0	700
Total Outlay	\$11,632	\$12,796	\$0	\$0	\$0	\$24,428	\$2,953	\$0	\$27,381

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$4,043	\$4,370	\$0	\$0	\$0	\$8,413	\$2,097	\$0	\$10,510
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	0	501	0	0	0	501	0	0	501
Fair Share Excise Tax Bonds	1,652	1,989	0	0	0	3,641	856	0	4,497
Total County Funding	\$5,695	\$6,860	\$0	\$0	\$0	\$12,555	\$2,953	\$0	\$15,508
Federal	0	0	0	0	0	0	0	0	0
State	843	11,030	0	0	0	11,873	0	0	11,873
Other: Forward Fund State Share	5,094	(5,094)	0	0	0	0	0	0	0
Total Funding	\$11,632	\$12,796	\$0	\$0	\$0	\$24,428	\$2,953	\$0	\$27,381

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	188.6	565.3	973.8	973.8	973.8	188.6	973.8
Debt Service: Excise Tax Bonds	105.5	318.6	575.9	575.9	575.9	105.5	575.9
Total Impact	\$294.1	\$883.9	\$1,549.6	\$1,549.6	\$1,549.6	\$294.1	\$1,549.6

LOCATION:
Eva Turner Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Existing Capacity 95%	Requested By: BOE
McDonough High School Renovation Study / Security Enhancements & Performing Arts	New Capacity 5%	Project #: 5144
<p>Preparation of a feasibility study to review rehabilitation of existing school to ensure facility in existing neighborhoods are equal to new schools. First desire is to renovate with addition to meet 21st century educational requirements and challenges. Maurice J. McDonough High School was built in 1977 and major building systems have reached the end of their useful life. The proposed Phase I will include; an elevator, stair modifications, improved accessibility, new secure building entrance and administrative office, renovations to convert the existing administrative spaces to program spaces, and enhancements to the performing arts area.</p>		
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p>PRIORITY</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100	\$0	\$1,100
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	400	12,489	0	0	0	12,889	0	0	12,889
Equipment	0	348	0	0	0	348	0	0	348
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	1	0	0	0	2	2	0	4
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	50	98	0	0	0	148	0	0	148
Contingency	50	450	0	0	0	500	0	0	500
Total Outlay	\$501	\$13,386	\$0	\$0	\$0	\$13,887	\$1,102	\$0	\$14,989

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$151	\$5,737	\$0	\$0	\$0	\$5,888	\$1,102	\$0	\$6,990
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Fair Share Excise Tax Bonds	350	0	0	0	0	350	0	0	350
Total County Funding	\$501	\$5,737	\$0	\$0	\$0	\$6,238	\$1,102	\$0	\$7,340
Federal	0	0	0	0	0	0	0	0	0
State	0	7,649	0	0	0	7,649	0	0	7,649
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$501	\$13,386	\$0	\$0	\$0	\$13,887	\$1,102	\$0	\$14,989

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	99.1	113.2	649.5	649.5	649.5	99.1	649.5
Debt Service: Excise Tax Bonds	0.0	45.1	45.1	45.1	45.1	0.0	45.1
Total Impact	\$99.1	\$158.3	\$694.6	\$694.6	\$694.6	\$99.1	\$694.6

LOCATION:
McDonough High School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME: Westlake H.S. Roof Replacement	Existing Capacity 100% New Capacity	Requested By: BOE Project #: 5161
<p>The need is for a systemic renovation at Westlake High School, which opened in 1992 and is located in Westlake Village in St. Charles. The original roof will have reached the end of its expected life by FY2012. It is proposed that a four-ply, built-up roof with positive drainage or other acceptable roofing system be installed. A full roof and building envelope investigation will be performed by our consultant prior to design to address any unseen problems.</p>		
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$392	\$0	\$392
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	70	2,679	0	0	0	2,749	0	0	2,749
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	1	0	0	0	1	1	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	200	0	0	0	200	0	0	200
Total Outlay	\$70	\$2,880	\$0	\$0	\$0	\$2,950	\$393	\$0	\$3,343

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$70	\$1,132	\$0	\$0	\$0	\$1,202	\$393	\$0	\$1,595
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Fair Share Excise Tax Bonds	0	0	0	0	0	0	0	0	0
Total County Funding	\$70	\$1,132	\$0	\$0	\$0	\$1,202	\$393	\$0	\$1,595
Federal	0	0	0	0	0	0	0	0	0
State	0	1,748	0	0	0	1,748	0	0	1,748
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$70	\$2,880	\$0	\$0	\$0	\$2,950	\$393	\$0	\$3,343

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	35.3	41.9	147.7	147.7	147.7	35.3	147.7
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$35.3	\$41.9	\$147.7	\$147.7	\$147.7	\$35.3	\$147.7

LOCATION:	Westlake High School
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APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME: Indian Head E.S. Boiler Replacement	Existing Capacity 100% New Capacity	Requested By: BOE Project #: 5162
<p>The need is for a systemic renovation at Indian Head Elementary School, which opened in 1976, and is located in the town of Indian Head. The two boilers and pump systems are over 35 years old and have outlived their expected usefulness. Installation of new units is proposed to increase overall efficiency of the heating system and reduce operating costs. Charles County Public Schools recently commissioned a team of consultants to provide a budget and scope analysis for mechanical, electrical, and plumbing. Their evaluation of the project and scope of work showed the need to increase the budget.</p>		
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$128	\$0	\$128
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	1,096	0	0	0	1,096	0	0	1,096
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	1	0	0	0	1	1	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	100	0	0	0	100	0	0	100
Total Outlay	\$0	\$1,197	\$0	\$0	\$0	\$1,197	\$129	\$0	\$1,326

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$489	\$0	\$0	\$0	\$489	\$129	\$0	\$618
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Fair Share Excise Tax Bonds	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$489	\$0	\$0	\$0	\$489	\$129	\$0	\$618
Federal	0	0	0	0	0	0	0	0	0
State	0	708	0	0	0	708	0	0	708
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$1,197	\$0	\$0	\$0	\$1,197	\$129	\$0	\$1,326

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	11.6	11.6	57.3	57.3	57.3	11.6	57.3
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$11.6	\$11.6	\$57.3	\$57.3	\$57.3	\$11.6	\$57.3

LOCATION:	Indian Head Elementary School
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APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME: Smallwood M.S. Roof/Chiller/H&V/UV Replacement	Existing Capacity 100% New Capacity	Requested By: BOE Project #:
<p>The need is for a systemic renovation at Smallwood Middle School, which was renovated in 1979 and serves a portion of the development district. The roof, two heating and ventilating units, chiller and classroom unit ventilators were installed when the building was renovated in 1979 and are approaching the end of their useful life. Approximately 40 unit ventilators, fan-coil units, & convention units have been replaced as part of the FY 2013 & FY 2014 Aging Schools Program (ASP) at the school. The majority of the second floor units have been replaced and select areas on the first floor have been replaced. The installation of a four-ply, built-up roof with positive drainage or other approved roofing system is proposed. A full roof and building envelope investigation will be performed by our consultant prior to design to address any unseen problems. The installation of new efficient units is proposed, which are environmentally friendly, and will increase the overall efficiency of the heating cooling systems and reduce the operating costs. Charles County Public Schools recently commissioned a team of consultants to provide a budget and scope analysis for mechanical, electrical, and plumbing. Their evaluation of the project and scope of work showed the need to increase the budget.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$477	\$0	\$0	\$0	\$477	\$0	\$0	\$477
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	3,649	0	0	3,649	0	0	3,649
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	1	1	0	0	2	0	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	300	0	0	300	0	0	300
Total Outlay	\$0	\$478	\$3,950	\$0	\$0	\$4,428	\$0	\$0	\$4,428

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$478	\$1,587	\$0	\$0	\$2,065	\$0	\$0	\$2,065
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Fair Share Excise Tax Bonds	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$478	\$1,587	\$0	\$0	\$2,065	\$0	\$0	\$2,065
Federal	0	0	0	0	0	0	0	0	0
State	0	0	2,363	0	0	2,363	0	0	2,363
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$478	\$3,950	\$0	\$0	\$4,428	\$0	\$0	\$4,428

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. Beyond	
						thru FY19	FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	44.7	193.6	193.6	0.0	193.6
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$44.7	\$193.6	\$193.6	\$0.0	\$193.6

LOCATION: General Smallwood Middle School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Existing Capacity 100%	Requested By: BOE
Elementary Schools - Playground Replacement	New Capacity	Project #: 5176
Program - Various Locations		
This project is a multi-year program to replace outdated, non-ADA compliant playground equipment at 15 schools and install new ADA playground equipment in the existing locations. These schools include: Wade, Jenifer, Higdon, Barnhart, Gale-Bailey, Malcolm, Parks, Martin, Berry, Dr. Craik, Matula, Mt. Hope/Nanjemoy, Ryon, Mitchell, and Dr. Brown.		
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$25	\$0	\$0	\$0	\$0	\$25	\$0	\$0	\$25
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	240	0	0	0	0	240	0	0	240
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	0	0	0	0	1	0	0	1
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$266	\$0	\$0	\$0	\$0	\$266	\$0	\$0	\$266

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$266	\$0	\$0	\$0	\$0	\$266	\$0	\$0	\$266
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Fair Share Excise Tax Bonds	0	0	0	0	0	0	0	0	0
Total County Funding	\$266	\$0	\$0	\$0	\$0	\$266	\$0	\$0	\$266
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$266	\$0	\$0	\$0	\$0	\$266	\$0	\$0	\$266

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	24.8	24.8	24.8	24.8	0.0	24.8
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$24.8	\$24.8	\$24.8	\$24.8	\$0.0	\$24.8

LOCATION:
Various schools throughout the County

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Existing Capacity	Requested By: BOE
BOE: Various Maintenance Projects	New Capacity	Project #: 5173
These projects include the next phase of paving parking lots, interior replacements including carpet and tile, general site improvements, and are all smaller systemic renovations (under \$100,000) not eligible for state funding.		
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$15	\$15	\$15	\$15	\$15	\$75	\$0	\$15	\$90
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	384	384	384	384	384	1,920	0	384	2,304
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	1	1	1	1	5	0	1	6
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$400	\$400	\$400	\$400	\$400	\$2,000	\$0	\$400	\$2,400

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$400	\$400	\$400	\$400	\$400	\$2,000	\$0	\$400	\$2,400
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Fair Share Excise Tax Bonds	0	0	0	0	0	0	0	0	0
Total County Funding	\$400	\$400	\$400	\$400	\$400	\$2,000	\$0	\$400	\$2,400
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$400	\$400	\$400	\$400	\$400	\$2,000	\$0	\$400	\$2,400

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	37.3	74.7	112.2	149.8	0.0	225.1
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$37.3	\$74.7	\$112.2	\$149.8	\$0.0	\$225.1

LOCATION:	Various schools throughout the County
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APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Existing Capacity 100%	Requested By: BOE
Local Portable Classrooms - Various Schools	New Capacity	Project #: 5174
<p>This project requests funds for the design and purchase of new or relocation of existing locally-owned relocatable classrooms to meet the changes in attendance patterns, and to provide temporary capacity until a new school can be built. The exact number of new relocatable classrooms or the identification of specific local relocatables available for relocation are based on actual enrollment patterns and needs of the individual schools. Additional maintenance of locally-owned relocatable classrooms for longevity and efficiency of the unit.</p>		
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>		
PRIORITY		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$23	\$23	\$23	\$23	\$23	\$115	\$0	\$23	\$138
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	146	146	146	146	146	730	0	146	876
Equipment	16	16	16	16	16	80	0	16	96
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	1	1	1	1	5	0	1	6
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	14	14	14	14	14	70	0	14	84
Total Outlay	\$200	\$200	\$200	\$200	\$200	\$1,000	\$0	\$200	\$1,200

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$200	\$200	\$200	\$200	\$200	\$1,000	\$0	\$200	\$1,200
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Fair Share Excise Tax Bonds	0	0	0	0	0	0	0	0	0
Total County Funding	\$200	\$200	\$200	\$200	\$200	\$1,000	\$0	\$200	\$1,200
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$200	\$200	\$200	\$200	\$200	\$1,000	\$0	\$200	\$1,200

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	18.6	37.3	56.1	74.9	0.0	112.6
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$18.6	\$37.3	\$56.1	\$74.9	\$0.0	\$112.6

LOCATION:
Various schools

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Existing Capacity	Requested By: BOE
Full Day Kindergarten Addition: J.P. Ryon E.S.	New Capacity 100%	Project #: 5165
<p>There is need for permanent space to support pre-kindergarten programs at J.P. Ryon Elementary School in Waldorf. The building opened in 1969 and was renovated in 2001, with a classroom addition in 2001. The school was constructed with two kindergarten classrooms and one pre-kindergarten classroom as part of the renovation in 2001. Additional spaces have been appropriated for kindergarten over the years by displacing higher grades to portable classrooms. J.P. Ryon currently houses five kindergarten classes and three all day pre-kindergarten classes. An addition is proposed that would contain three kindergarten classrooms. In addition, two classrooms will be renovated to house the kindergarten program with inclusion provisions. Charles County Public Schools now uses an inclusion model for providing services to pre-kindergarten and kindergarten aged, special education students. This requires one classroom at both the kindergarten and pre-kindergarten levels to be increased in size to house an additional seven students, a special education teacher and an aide.</p>		
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>		
<p>PRIORITY</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$399	\$0	\$399
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	3,294	0	0	0	0	3,294	0	0	3,294
Equipment	150	0	0	0	0	150	0	0	150
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	0	0	0	0	1	1	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	50	0	0	0	0	50	0	0	50
Contingency	200	0	0	0	0	200	0	0	200
Total Outlay	\$3,695	\$0	\$0	\$0	\$0	\$3,695	\$400	\$0	\$4,095

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	17	0	0	0	0	17	0	0	17
Fair Share Excise Tax Bonds	1,478	0	0	0	0	1,478	400	0	1,878
Total County Funding	\$1,495	\$0	\$0	\$0	\$0	\$1,495	\$400	\$0	\$1,895
Federal	0	0	0	0	0	0	0	0	0
State	0	2,200	0	0	0	2,200	0	0	2,200
Other: Forward Fund State Share	2,200	(2,200)	0	0	0	0	0	0	0
Total Funding	\$3,695	\$0	\$0	\$0	\$0	\$3,695	\$400	\$0	\$4,095

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. Beyond	
						thru FY19	FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Debt Service: Excise Tax Bonds	49.3	240.0	240.0	240.0	240.0	49.3	240.0
Total Impact	\$49.3	\$240.0	\$240.0	\$240.0	\$240.0	\$49.3	\$240.0

LOCATION:
J.P. Ryon Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Existing Capacity	Requested By: BOE
Full Day Kindergarten Addition: Malcolm E.S.	New Capacity 100%	Project #: 5166
<p>There is a need for permanent space to support pre-kindergarten and full-day kindergarten programs at Malcolm Elementary School in Waldorf. This school originally opened in 1955 and was renovated in 1984 after a classroom addition in 1963. A pre-kindergarten classroom was added in 1995. Additional spaces have been appropriated for kindergarten over the years by displacing higher grades to portable classrooms. Malcolm currently houses four kindergarten classes and one pre-k class. An addition containing four kindergarten classrooms and an activity area is proposed. Charles County Public Schools now uses an inclusion model for providing services to pre-kindergarten and kindergarten-aged, special education students. This requires that one classroom at both the kindergarten and pre-kindergarten levels be increased in size to house an additional seven students, a special education teacher and an aide. The existing kindergarten classrooms will be converted to regular classrooms.</p>		
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>		
PRIORITY		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$388	\$0	\$388
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	3,044	0	0	0	0	3,044	0	0	3,044
Equipment	135	0	0	0	0	135	0	0	135
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	0	0	0	0	1	1	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	50	0	0	0	0	50	0	0	50
Contingency	160	0	0	0	0	160	0	0	160
Total Outlay	\$3,390	\$0	\$0	\$0	\$0	\$3,390	\$389	\$0	\$3,779

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	20	0	0	0	0	20	0	0	20
Fair Share Excise Tax Bonds	1,351	0	0	0	0	1,351	389	0	1,740
Total County Funding	\$1,371	\$0	\$0	\$0	\$0	\$1,371	\$389	\$0	\$1,760
Federal	0	0	0	0	0	0	0	0	0
State	0	2,019	0	0	0	2,019	0	0	2,019
Other: Forward Fund State Share	2,019	(2,019)	0	0	0	0	0	0	0
Total Funding	\$3,390	\$0	\$0	\$0	\$0	\$3,390	\$389	\$0	\$3,779

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. Beyond	
						thru FY19	FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Debt Service: Excise Tax Bonds	48.0	222.2	222.2	222.2	222.2	48.0	222.2
Total Impact	\$48.0	\$222.2	\$222.2	\$222.2	\$222.2	\$48.0	\$222.2

LOCATION:
Malcolm Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Existing Capacity 100%	Requested By: BOE
Security Enhancements - Various Schools	New Capacity	Project #: 5167
<p>This project is a multi-year program to improve school security at various schools and educational centers throughout the County. Examples of improvements include but are not limited to: security vestibules and adjustment/relocation of main office (\$3,500,000), revisions to open space areas and/or interior doors (\$1,200,000), and fencing playgrounds (\$940,000).</p>		
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>		
PRIORITY		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$200	\$0	\$0	\$0	\$0	\$200	\$200	\$0	\$400
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	2,452	0	0	0	0	2,452	2,452	0	4,904
Equipment	248	0	0	0	0	248	248	0	496
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	0	0	0	0	1	1	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	25	0	0	0	0	25	25	0	50
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$2,926	\$0	\$0	\$0	\$0	\$2,926	\$2,926	\$0	\$5,852

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	1,714	0	0	0	0	1,714	926	0	2,640
Operating Transfer General Fund	0	0	0	0	0	0	2,000	0	2,000
Operating Transfer CIP	1,212	0	0	0	0	1,212	0	0	1,212
Fair Share Excise Tax Bonds	0	0	0	0	0	0	0	0	0
Total County Funding	\$2,926	\$0	\$0	\$0	\$0	\$2,926	\$2,926	\$0	\$5,852
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: Board of Education	0	0	0	0	0	0	0	0	0
Total Funding	\$2,926	\$0	\$0	\$0	\$0	\$2,926	\$2,926	\$0	\$5,852

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. Beyond	
						thru FY19	FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

LOCATION:
Various schools throughout the County

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Existing Capacity 100%	Requested By: BOE
Open Space Enclosure: Dr. Gustavus Brown E.S.	New Capacity	Project #:
<p>There is a need for permanent enclosed classrooms at Dr. Gustavus Brown Elementary School in Waldorf, Maryland. The school originally opened in 1974 with open-space learning environment. The open-space learning has had two primary obstacles, one is the added space and the other is noise carrying from learning center to learning center. As the trend for open-space learning declined in the Charles County, in favor of traditional classrooms, many of the open-space schools received acoustical cubical style partitions to create enclosing spaces for the feel of traditional educational classrooms. The result has been classroom space with partially demising cubical partitions, but without doors, and short walls which allows noise and light to pass from space to space.</p> <p>This project will convert this open-space floorplan to permanently enclosed classrooms with full height walls and all necessary adjustments to the HVAC and electrical systems. The rooftop units, vav's, and boilers were replaced in 2014 and that work resulted in considerable insight on the HVAC system. There is substantial growth in close proximity to the school and the open-space enclosure would create classrooms spaces that function at current educational requirements.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$84	\$0	\$84	\$0	\$0	\$84
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	4,000	0	4,000	0	0	4,000
Equipment	0	0	0	90	0	90	0	0	90
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	0	0	1	0	1	0	0	1
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	25	0	25	0	0	25
Contingency	0	0	0	200	0	200	0	0	200
Total Outlay	\$0	\$0	\$0	\$4,400	\$0	\$4,400	\$0	\$0	\$4,400

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$1,960	\$0	\$1,960	\$0	\$0	\$1,960
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Fair Share Excise Tax Bonds	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$0	\$0	\$1,960	\$0	\$1,960	\$0	\$0	\$1,960
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	2,440	0	2,440	0	0	2,440
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$0	\$4,400	\$0	\$4,400	\$0	\$0	\$4,400

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	184.5	0.0	184.5
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$184.5	\$0.0	\$184.5

LOCATION:
Dr. Brown E.S.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Existing Capacity 80%	Requested By: BOE
T.C. Martin Elementary School	New Capacity 20%	Project #:
Study/Renovation/Addition		
<p>The need is for renovation and addition at T.C. Martin Elementary School, which opened in 1967 and located in Bryantown. The major building systems have exceeded their normal life and will be replaced as part of the renovation. The building will be modernized and expanded for increased enrollment and to meet current educational program requirements. The school received a full-day kindergarten addition in 2009 that will not be renovated.</p>		
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$250	\$2,325	\$2,575	\$0	\$0	\$2,575
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	25,090	25,090
Equipment	0	0	0	0	0	0	0	2,000	2,000
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	0	0	1	1	2	0	2	4
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	178	178
Contingency	0	0	0	0	0	0	0	287	287
Total Outlay	\$0	\$0	\$0	\$251	\$2,326	\$2,577	\$0	\$27,557	\$30,134

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$201	\$1,861	\$2,062	\$0	\$11,416	\$13,478
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	500	500
Fair Share Excise Tax Bonds	0	0	0	50	465	515	0	2,065	2,580
Total County Funding	\$0	\$0	\$0	\$251	\$2,326	\$2,577	\$0	\$13,981	\$16,558
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	13,576	13,576
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$0	\$251	\$2,326	\$2,577	\$0	\$27,557	\$30,134

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	18.9	0.0	1,268.6
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	6.5	0.0	335.3
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$25.4	\$0.0	\$1,603.9

LOCATION:
T.C. Martin E.S.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Existing Capacity 100%	Requested By: BOE
Piccowaxen M.S. Boiler Replacement	New Capacity	Project #:
<p>The need is for a systemic renovation at Piccowaxen Middle School, which opened in 1977. The boiler and pump systems are over 30 years old and will have outlived their expected usefulness. The installation of new efficient units is proposed to increase the overall efficiency of the heating system and reduce operating cost.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$70	\$0	\$70	\$0	\$0	\$70
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	608	608	0	0	608
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	0	0	1	1	2	0	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	15	15	0	0	15
Contingency	0	0	0	0	65	65	0	0	65
Total Outlay	\$0	\$0	\$0	\$71	\$689	\$760	\$0	\$0	\$760

FINANCING SOURCES		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
							Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds		\$0	\$0	\$0	\$71	\$269	\$340	\$0	\$0	\$340
Fund Balance Appropriation		0	0	0	0	0	0	0	0	0
Operating Transfer		0	0	0	0	0	0	0	0	0
Fair Share Excise Tax Bonds		0	0	0	0	0	0	0	0	0
Total County Funding		\$0	\$0	\$0	\$71	\$269	\$340	\$0	\$0	\$340
Federal		0	0	0	0	0	0	0	0	0
State		0	0	0	0	420	420	0	0	420
Other:		0	0	0	0	0	0	0	0	0
Total Funding		\$0	\$0	\$0	\$71	\$689	\$760	\$0	\$0	\$760

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. Beyond	
						thru FY19	FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	6.7	0.0	32.0
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$6.7	\$0.0	\$32.0

LOCATION:
Piccowaxen M.S.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Existing Capacity	Requested By: BOE
Elementary School #23	New Capacity 100%	Project #:
<p>The need is for additional school capacity in the La Plata or Waldorf areas. Continued development in the incorporated town, both east and west of route 301, will cause enrollment at the elementary level to exceed the capacity of the existing schools serving that area. The school will serve a population that includes students with special needs, students with low English proficiency, and children eligible to participate in the free and reduced meal program. A school with a rated capacity of 766 is requested.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$2,399	\$2,399	\$0	\$0	\$2,399
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	30,600	30,600
Equipment	0	0	0	0	0	0	0	2,100	2,100
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	0	0	0	1	1	0	2	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	380	380
Contingency	0	0	0	0	0	0	0	918	918
Total Outlay	\$0	\$0	\$0	\$0	\$2,400	\$2,400	\$0	\$34,000	\$36,400

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	500	500
Fair Share Excise Tax Bonds	0	0	0	0	2,400	2,400	0	16,500	18,900
Total County Funding	\$0	\$0	\$0	\$0	\$2,400	\$2,400	\$0	\$17,000	\$19,400
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	17,000	17,000
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$0	\$0	\$2,400	\$2,400	\$0	\$34,000	\$36,400

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	57.60
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	4,487.4
Operating	0.0	0.0	0.0	0.0	0.0	0.0	502.1
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$4,989.5
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	2,456.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$7,445.5

LOCATION:
TBD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Existing Capacity	Requested By: BOE
Full Day Kindergarten Addition: Walter J. Mitchell E.S.	New Capacity 100%	Project #: 5175
<p>There is a need for permanent space to support pre-kindergarten and full-day kindergarten programs at Walter J. Mitchell Elementary School in La Plata, which opened in 1965. Spaces have been appropriated for kindergarten over the years by displacing higher grades to portable classrooms. Mitchell currently houses four kindergarten classes and one pre-k class. An addition containing four kindergarten classrooms and an activity area is proposed. Charles County Public Schools now uses an inclusion model for providing services to pre-kindergarten and kindergarten-aged, special education students. This requires that one classroom at both the kindergarten and pre-kindergarten levels be increased in size to house an additional seven students, a special education teacher and an aide. The existing kindergarten classrooms will be converted to regular classrooms.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$99	\$349	\$0	\$0	\$0	\$448	\$0	\$0	\$448
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	3,649	0	0	3,649	0	0	3,649
Equipment	0	0	150	0	0	150	0	0	150
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	1	1	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	50	0	0	50	0	0	50
Contingency	0	0	200	0	0	200	0	0	200
Total Outlay	\$100	\$350	\$4,050	\$0	\$0	\$4,500	\$0	\$0	\$4,500

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	0	0	20	0	0	20	0	0	20
Fair Share Excise Tax Bonds	100	350	1,730	0	0	2,180	0	0	2,180
Total County Funding	\$100	\$350	\$1,750	\$0	\$0	\$2,200	\$0	\$0	\$2,200
Federal	0	0	0	0	0	0	0	0	0
State	0	0	2,300	0	0	2,300	0	0	2,300
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$100	\$350	\$4,050	\$0	\$0	\$4,500	\$0	\$0	\$4,500

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Debt Service: Excise Tax Bonds	0.0	12.9	58.2	282.4	282.4	0.0	282.4
Total Impact	\$0.0	\$12.9	\$58.2	\$282.4	\$282.4	\$0.0	\$282.4

LOCATION:
Walter J. Mitchell Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Existing Capacity	Requested By: BOE
Full Day Kindergarten Addition: J.C. Parks E.S.	New Capacity 100%	Project #:
<p>There is a need for permanent space to support pre-kindergarten and full-day kindergarten programs at J.C. Parks Elementary School in Bryans Road, which opened in 1967 and was renovated in 1997. The building contains 2 kindergarten classrooms and 1 pre-kindergarten classroom. Additional spaces have been appropriated for kindergarten over the years by displacing higher grades to portable classrooms. J.C. Parks currently houses five kindergarten classes and one pre-k class. An addition containing four kindergarten classrooms and an activity area is proposed. Charles County Public Schools now uses an inclusion model for providing services to pre-kindergarten and kindergarten-aged, special education students. This requires that one classroom at both the kindergarten and pre-kindergarten levels be increased in size to house an additional seven students, a special education teacher and an aide. The existing kindergarten classrooms will be converted to regular classrooms.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$399	\$0	\$0	\$0	\$399	\$0	\$0	\$399
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	3,399	0	0	3,399	0	0	3,399
Equipment	0	0	150	0	0	150	0	0	150
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	1	1	0	0	2	0	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	50	0	0	50	0	0	50
Contingency	0	0	200	0	0	200	0	0	200
Total Outlay	\$0	\$400	\$3,800	\$0	\$0	\$4,200	\$0	\$0	\$4,200

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	0	0	20	0	0	20	0	0	20
Fair Share Excise Tax Bonds	0	400	1,680	0	0	2,080	0	0	2,080
Total County Funding	\$0	\$400	\$1,700	\$0	\$0	\$2,100	\$0	\$0	\$2,100
Federal	0	0	0	0	0	0	0	0	0
State	0	0	2,100	0	0	2,100	0	0	2,100
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$400	\$3,800	\$0	\$0	\$4,200	\$0	\$0	\$4,200

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Debt Service: Excise Tax Bonds	0.0	0.0	51.7	269.5	269.5	0.0	269.5
Total Impact	\$0.0	\$0.0	\$51.7	\$269.5	\$269.5	\$0.0	\$269.5

LOCATION:
J. C. Parks Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Existing Capacity	Requested By: BOE
Full Day Kindergarten Addition: Wade E.S.	New Capacity 100%	Project #:
<p>There is a need for permanent space to support pre-kindergarten and full-day kindergarten programs at William B. Wade Elementary School in Waldorf. Opened in 1989, this school had a classroom addition in 2002. The school was originally constructed with two kindergarten classrooms and one pre-kindergarten classroom added in 2002. Additional spaces were appropriated for kindergarten over the years by displacing higher grades to portable classrooms. Wade currently houses five kindergarten classes and one pre-kindergarten class. An addition is proposed that would contain four kindergarten classrooms and an activity area. The fifth kindergarten class will use the pre-kindergarten classroom in the 2002 addition. In addition, the current two kindergarten classrooms will be renovated to house the pre-kindergarten program with inclusion provisions. Charles County Public Schools now uses an inclusion model for providing services to pre-kindergarten and kindergarten-aged, special education students. This requires one classroom at both the kindergarten and pre-kindergarten levels be increased in size to house an additional seven students, a special education teacher and an aide. Planning was granted in FY2009, but rescinded in FY2014 because of the lack of local construction programming. Design was put on hold.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$399	\$0	\$0	\$399	\$0	\$0	\$399
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	3,898	0	3,898	0	0	3,898
Equipment	0	0	0	151	0	151	0	0	151
Administration	0	0	1	0	0	1	0	0	1
Administration - FAS	0	0	0	1	0	1	0	0	1
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	50	0	50	0	0	50
Contingency	0	0	0	200	0	200	0	0	200
Total Outlay	\$0	\$0	\$400	\$4,300	\$0	\$4,700	\$0	\$0	\$4,700

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	0	0	0	20	0	20	0	0	20
Fair Share Excise Tax Bonds	0	0	400	1,880	0	2,280	0	0	2,280
Total County Funding	\$0	\$0	\$400	\$1,900	\$0	\$2,300	\$0	\$0	\$2,300
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	2,400	0	2,400	0	0	2,400
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$400	\$4,300	\$0	\$4,700	\$0	\$0	\$4,700

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	51.9	296.1	0.0	296.1
Total Impact	\$0.0	\$0.0	\$0.0	\$51.9	\$296.1	\$0.0	\$296.1

LOCATION:
William B. Wade Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Existing Capacity	Requested By: BOE
Full Day Kindergarten Addition: Dr. Higdon E.S.	New Capacity 100%	Project #:
<p>There is a need for permanent space to support pre-kindergarten and full-day kindergarten programs at Dr. Thomas L. Higdon Elementary School in Newburg. Opened in 1951, this school had a classroom addition in 1965, and was renovated in 1988. The school currently has one kindergarten classroom and one pre-kindergarten classroom. Higdon currently houses three kindergarten classes and one pre-kindergarten class. An addition is proposed that would contain two kindergarten classrooms and an activity area. Charles County Public Schools now uses an inclusion model for providing services to pre-kindergarten and kindergarten-aged, special education students. This requires one classroom at both the kindergarten and pre-kindergarten levels be increased in size to house an additional seven students, a special education teacher and an aide.</p>		
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$424	\$0	\$0	\$424	\$0	\$0	\$424
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	3,349	0	3,349	0	0	3,349
Equipment	0	0	0	150	0	150	0	0	150
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	0	1	1	0	2	0	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	50	0	50	0	0	50
Contingency	0	0	0	200	0	200	0	0	200
Total Outlay	\$0	\$0	\$425	\$3,750	\$0	\$4,175	\$0	\$0	\$4,175

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	0	0	0	20	0	20	0	0	20
Fair Share Excise Tax Bonds	0	0	425	1,730	0	2,155	0	0	2,155
Total County Funding	\$0	\$0	\$425	\$1,750	\$0	\$2,175	\$0	\$0	\$2,175
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	2,000	0	2,000	0	0	2,000
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$425	\$3,750	\$0	\$4,175	\$0	\$0	\$4,175

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. Beyond	
						thru FY19	FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	55.1	279.9	0.0	279.9
Total Impact	\$0.0	\$0.0	\$0.0	\$55.1	\$279.9	\$0.0	\$279.9

LOCATION:
Dr. Thomas L. Higdon Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

COLLEGE OF SOUTHERN MARYLAND SUMMARY

The College of Southern Maryland is a regionally accredited two-year public institution which occupies a 173 acre campus in La Plata and enrolls over 10,000 students. The college operates branch campuses in Calvert and St. Mary's Counties. The college has entered into a partnership with University of Maryland, University College for providing four-year degrees in selected programs at the CSM-UMUC Waldorf Center. Campus infrastructure, construction and renovation is the shared responsibility of State and local governments. Projects are managed by college personnel.

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$29	\$0	\$0	\$247	\$0	\$276	\$2,199	\$0	\$2,475
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	12,918	0	0	0	2,820	15,738	13,850	0	29,588
Equipment	3,500	0	0	0	500	4,000	0	0	4,000
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	0	0	1	1	3	2	0	5
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$16,448	\$0	\$0	\$248	\$3,321	\$20,017	\$16,051	\$0	\$36,068

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$3,459	\$0	\$0	\$62	\$831	\$4,352	\$5,418	\$0	\$9,770
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$3,459	\$0	\$0	\$62	\$831	\$4,352	\$5,418	\$0	\$9,770
Federal	0	0	0	0	0	0	0	0	0
State	12,989	0	0	186	2,490	15,665	10,633	0	26,298
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$16,448	\$0	\$0	\$248	\$3,321	\$20,017	\$16,051	\$0	\$36,068

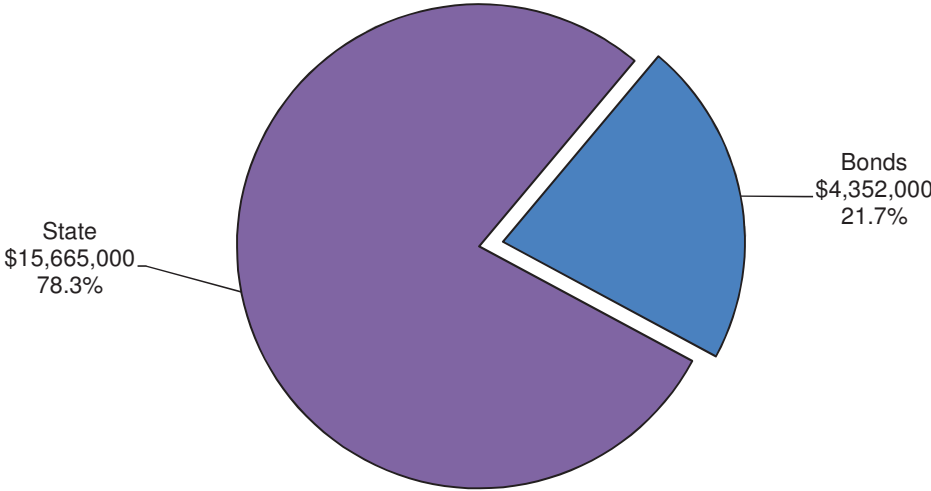
Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	5.00	5.00	5.00	5.00	0.00	5.00
Personnel Costs	0.0	234.5	234.5	234.5	234.5	0.0	234.5
Operating	0.0	443.1	443.1	443.1	443.1	0.0	443.1
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$677.6	\$677.6	\$677.6	\$677.6	\$0.0	\$677.6
Debt Service: Bonds	487.3	809.6	809.6	809.6	814.5	487.3	814.5
Total Impact	\$487.3	\$1,487.2	\$1,487.2	\$1,487.2	\$1,492.1	\$487.3	\$1,492.1

Projects with Future Operating Impacts:

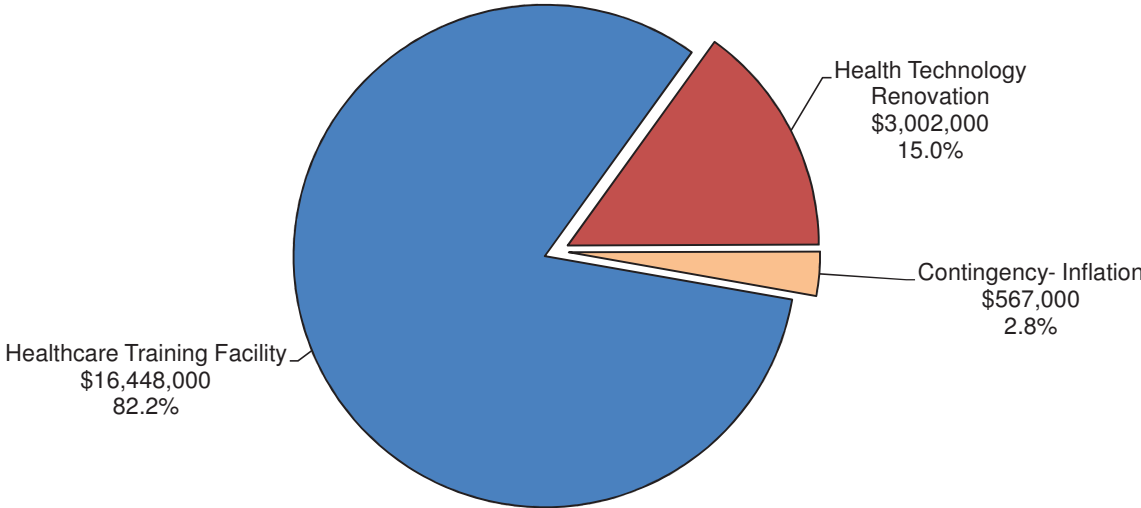
PROJECT	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Beyond FY 2024	FTE
Healthcare Training Facility *	0.0	677.6	677.6	677.6	677.6	677.6	5.00
Total	0.0	677.6	677.6	677.6	677.6	677.6	5.00

* Operating Impact represents the estimated full cost of a new Healthcare Training Facility. This impact will be shared between Calvert, Charles and Saint Mary's Counties. Charles County's share is approximately \$186,100.

**FY20-FY24 College of Southern Maryland Financing Sources
Total \$20,017,000**



**FY20-FY24 College of Southern Maryland by Project
Total \$20,017,000**



For FY2020, the CIP provides construction and equipment funding for the Health Training Facility at the Regional Campus in Hughesville. The FY2023-FY2024 CIP includes funding for renovations to the Health Technology building at the LaPlata Campus.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:

Healthcare Training Facility

Requested By: CSM

Project #: 1027

Allied health programs are some of the most expensive programs offered by the College. The substantial cost for these programs makes it difficult for the college to offer these programs on all campuses; therefore students are substantially burdened to attend classes at a campus not in their county. This building will provide learning space specifically designed for allied health programs and at a convenient centralized location.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

PRIORITY

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year	Approp. thru FY19	Beyond FY 2024	Project Total
						Total '20-'24			
Architectural & Engineering	\$29	\$0	\$0	\$0	\$0	\$29	\$2,199	\$0	\$2,228
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	12,918	0	0	0	0	12,918	13,850	0	26,768
Equipment	3,500	0	0	0	0	3,500	0	0	3,500
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	0	0	0	0	1	2	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$16,448	\$0	\$0	\$0	\$0	\$16,448	\$16,051	\$0	\$32,499

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$3,459	\$0	\$0	\$0	\$0	\$3,459	\$5,418	\$0	\$8,877
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$3,459	\$0	\$0	\$0	\$0	\$3,459	\$5,418	\$0	\$8,877
Federal	0	0	0	0	0	0	0	0	0
State	12,989	0	0	0	0	12,989	10,633	0	23,622
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$16,448	\$0	\$0	\$0	\$0	\$16,448	\$16,051	\$0	\$32,499

Operating Budget Impact*	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	5.00	5.00	5.00	5.00	0.00	5.00
Personnel Costs	0.0	234.5	234.5	234.5	234.5	0.0	234.5
Operating	0.0	443.1	443.1	443.1	443.1	0.0	443.1
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$677.6	\$677.6	\$677.6	\$677.6	\$0.0	\$677.6
Debt Service: Bonds	487.3	809.6	809.6	809.6	809.6	487.3	809.6
Total Impact	\$487.3	\$1,487.2	\$1,487.2	\$1,487.2	\$1,487.2	\$487.3	\$1,487.2

* Operating Impact represents the estimated full cost of a new Healthcare Training Facility. This impact will be shared between Calvert, Charles and Saint Mary's Counties. Charles County's share is approximately \$186,100.

LOCATION:

Regional Campus

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME: Health Technology Renovation	Requested By: CSM Project #: Goal:
<p>With the construction of the Center for Health Sciences (CHS) at the Regional Campus, the programs that were housed in the Health Technology (HT) building will now relocate to the CHS. The HT building was designed for allied health labs, classrooms, and accompanying office spaces. This space will be renovated and repurposed as either classroom, student services, or other administrative space. As this is a renovation, there are no new positions listed for operating budget impact.</p>	
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year	Approp.	Beyond	Project
						Total	thru FY19	FY 2024	Total
						'20-'24			
Architectural & Engineering	\$0	\$0	\$0	\$210	\$0	\$210	\$0	\$0	\$210
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	2,290	2,290	0	0	2,290
Equipment	0	0	0	0	500	500	0	0	500
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	0	0	1	1	2	0	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$0	\$0	\$0	\$211	\$2,791	\$3,002	\$0	\$0	\$3,002

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024				
Bonds	\$0	\$0	\$0	\$53	\$698	\$751	\$0	\$0	\$751
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$0	\$0	\$53	\$698	\$751	\$0	\$0	\$751
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	158	2,093	2,251	0	0	2,251
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$0	\$211	\$2,791	\$3,002	\$0	\$0	\$3,002

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	5.0	5.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$5.0	\$5.0

LOCATION: La Plata Campus

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

GENERAL GOVERNMENT SUMMARY

General Government projects include infrastructure that supports public services for a variety of purposes, financed by the County's General Fund Operating Budget, and are not associated with specific program revenue, such as water, sewer, or landfill operations. In most cases, the projects are managed by Charles County Government employees.

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$739	\$1,722	\$1,201	\$6,044	\$308	\$10,014	\$4,557	\$0	\$14,571
Land & ROW	3,013	2,556	2,556	2,556	2,556	13,237	1,779	3,305	18,321
Construction	9,357	7,152	5,121	7,515	5,916	35,061	14,282	485	49,828
Equipment	8,001	2,500	1,600	600	1,154	13,855	4,554	0	18,409
Administration	447	205	101	117	122	992	702	0	1,694
Administration - FAS	66	39	28	24	18	175	93	15	283
Inspection	308	185	111	128	131	862	442	51	1,355
Miscellaneous	(141)	39	30	25	25	(22)	319	0	297
Contingency	839	873	912	2,921	431	5,976	1,312	0	7,288
Total Outlay	\$22,629	\$15,270	\$11,660	\$19,930	\$10,661	\$80,150	\$28,040	\$3,856	\$112,046

FINANCING SOURCES		FY 2020		FY 2021		FY 2022		FY 2023		FY 2024		5-Year			
												Total '20-'24	Beyond FY 2024		
Bonds		\$18,608	\$13,335	\$10,660	\$13,010	\$3,461						\$59,074	\$22,419	\$2,567	\$84,060
Fund Balance Appropriation		1,352	0	0	0	0						1,352	2,526	0	3,878
Operating Transfer	General Fund	1,219	485	0	0	0						1,704	280	0	1,984
Total County Funding		\$21,179	\$13,820	\$10,660	\$13,010	\$3,461						\$62,130	\$25,225	\$2,567	\$89,922
Federal		400	400	0	5,262	5,511						11,573	0	0	11,573
State		1,050	1,050	1,000	1,658	1,689						6,447	0	1,289	7,736
Other		0	0	0	0	0						0	2,815	0	2,815
Total Funding		\$22,629	\$15,270	\$11,660	\$19,930	\$10,661						\$80,150	\$28,040	\$3,856	\$112,046

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
No. of Personnel	0.00	12.00	12.00	13.60	13.60
Personnel Costs	0.0	794.6	893.8	1,011.1	1,051.6
Operating	0.0	456.7	395.8	1,032.1	1,051.4
Total Operating	\$0.0	\$1,251.3	\$1,289.6	\$2,043.2	\$2,103.0
Debt Service: Bonds	2,016.4	3,727.1	4,941.8	5,915.7	7,135.7
Vehicle & Equipment Lease	0.0	0.0	0.0	2.7	5.4
Total Impact	\$2,016.4	\$4,978.4	\$6,231.4	\$7,961.6	\$9,244.1

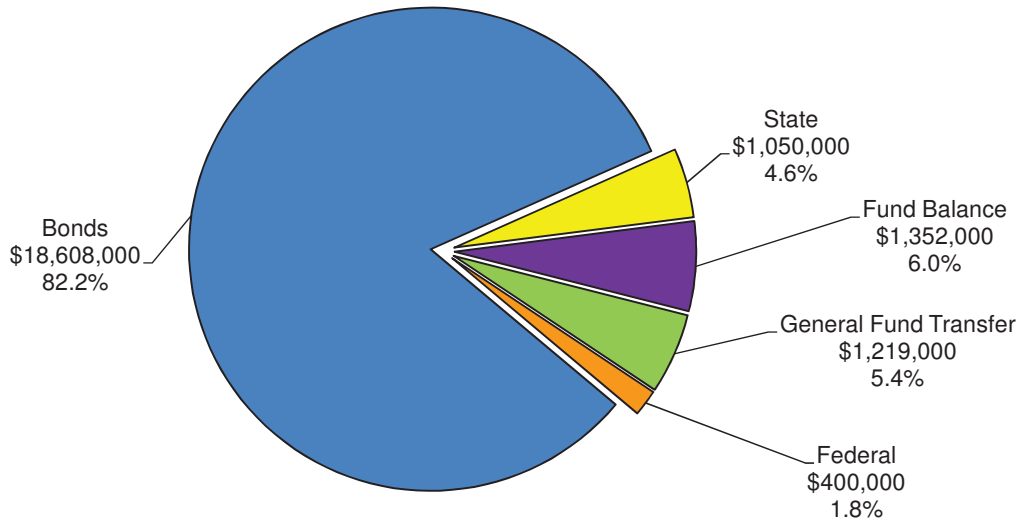
Approp. thru FY19	Beyond FY 2024
0.00	13.60
0.0	1,051.6
0.0	1,061.7
\$0.0	\$2,113.3
2,016.4	7,622.0
0.0	10.7
\$2,016.4	\$9,746.0

Projects with Future Operating Impacts:

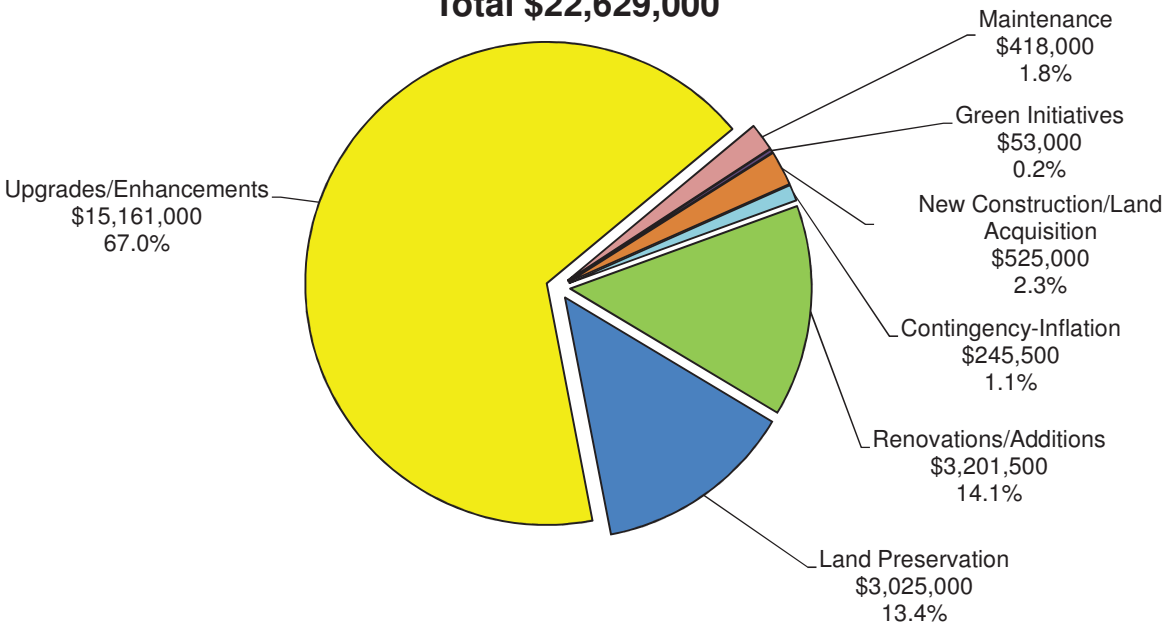
PROJECT	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Lighting Retrofit	0.0	(3.9)	(3.9)	(4.0)	(4.1)
Generator Replacement Program	0.0	(1.1)	(2.3)	(3.4)	(4.7)
Financial Software Replacement	0.0	284.1	289.8	295.6	301.5
La Plata Library Relocation	0.0	0.0	0.0	34.8	35.5
Animal Shelter	0.0	0.0	0.0	182.6	187.9
Radio Communications System Upgrade	0.0	0.0	0.0	493.7	503.5
Detention Center Intake	0.0	972.2	1,006.0	1,043.9	1,083.4
Subtotal	0.0	1,251.3	1,289.6	2,043.2	2,103.0
Vehicle & Equipment Lease	0.0	0.0	0.0	2.7	5.4
Total Impact	0.0	1,251.3	1,289.6	2,045.9	2,108.4

Beyond FY 2024	FTE
(4.1)	0.0
(4.7)	0.0
304.4	0.0
0.0	0.0
188.9	1.6
508.5	0.0
1,084.5	12.00
9,055.6	13.6
10.7	
9,066.3	13.6

FY20 General Government Financing Sources
Total \$22,629,000

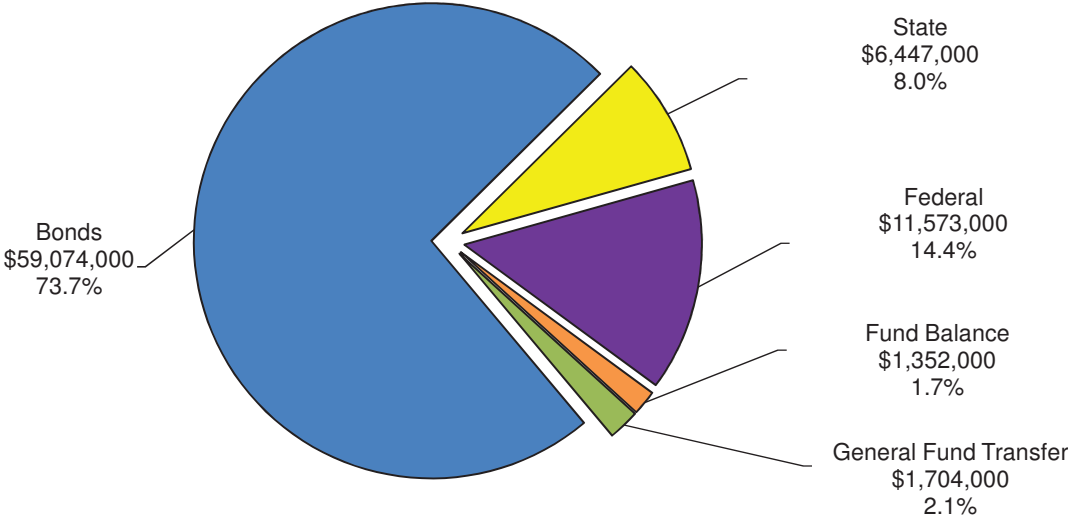


FY20 General Government by Project Type
Total \$22,629,000

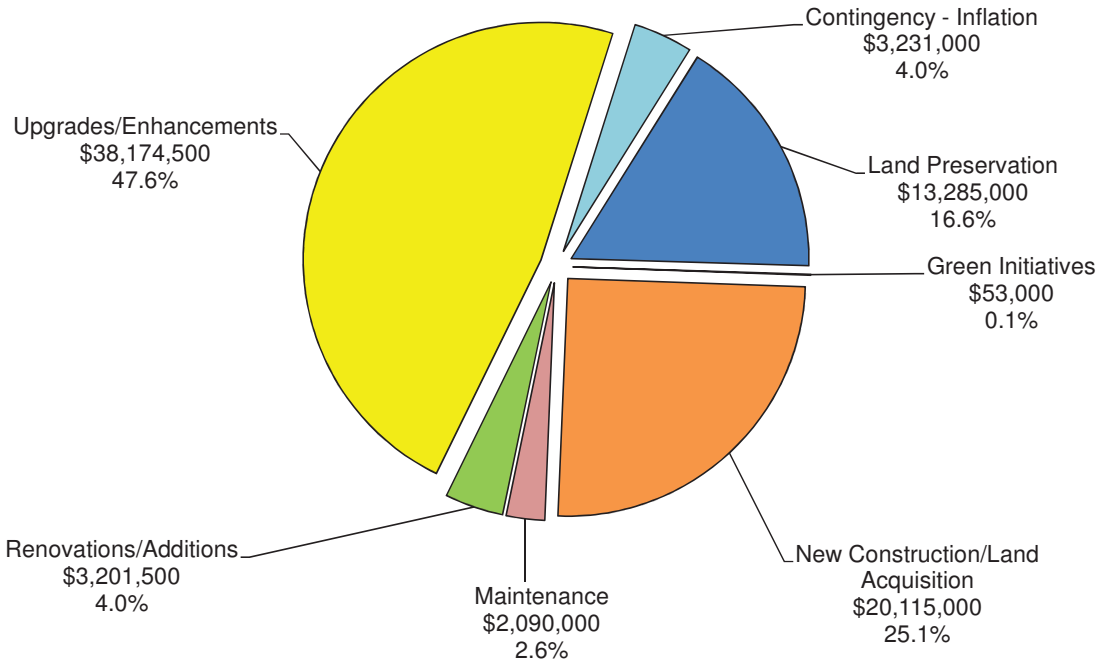


New Construction/Land Acquisition includes the La Plata Library Relocation, funding to replace the Animal Shelter and funding to begin the VanGo Maintenance Facility. Various improvements to the Detention Center and Government Buildings, the Radio Communications System Upgrade, Capital Clubhouse Improvements, Elite Gymnastics and Recreation Center Improvements as well as, the funding to replace the County Financial Software Program are listed under Upgrades/Enhancements. Included in Land Preservation is funding for the continuance of the Rural Legacy, Agricultural Preservation, Purchase of Development Rights programs, and the Readiness and Environmental Protection Integration (REPI) Program. Renovations/Additions include various renovations to the Detention Center Intake Area and Courthouse building.

FY20-FY24 General Government Financing Sources
Total \$80,150,000



FY20-FY24 General Government by Project Type
Total \$80,150,000



Upgrades/Enhancements includes funding to improve various County operated buildings, the Detention Center, Capital Clubhouse Improvements, Elite Gymnastics and Recreation Center Improvements, upgrade the radio communications system for Emergency Services, and to replace the County financial software program. New Construction/Land Acquisition includes La Plata Library Relocation, replacing the Animal Shelter, and building a VanGO Maintenance Facility. Included in Land Preservation is funding for the continuance of the Rural Legacy, Agricultural Preservation, Purchase of Development Rights programs, and the Readiness and Environmental Protection Integration (REPI) Program. These projects are aimed at protecting the County's rural areas and natural resources.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME: Rural Legacy Program	Requested By: PGM Project #: 3263
<p>This project will continue funding for an existing project allowing the purchase conservation easements on productive farm and forest land within the Zekiah Watershed Rural Legacy Area. This funding is also used to leverage additional funding from the State.</p>	
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>	
PRIORITY	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	1,406	1,406	1,406	1,406	1,406	7,030	0	1,406	8,436
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	3	3	3	15	0	3	18
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$1,409	\$1,409	\$1,409	\$1,409	\$1,409	\$7,045	\$0	\$1,409	\$8,454

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$409	\$409	\$409	\$409	\$409	\$2,045	\$0	\$409	\$2,454
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$409	\$409	\$409	\$409	\$409	\$2,045	\$0	\$409	\$2,454
Federal	0	0	0	0	0	0	0	0	0
State	1,000	1,000	1,000	1,000	1,000	5,000	0	1,000	6,000
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$1,409	\$1,409	\$1,409	\$1,409	\$1,409	\$7,045	\$0	\$1,409	\$8,454

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	38.1	76.3	114.7	153.2	230.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$38.1	\$76.3	\$114.7	\$153.2	\$230.2

LOCATION:
Zekiah Watershed Rural Legacy Area which runs north to south through Charles County. The boundary is Md. State Route 6.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME: Agricultural Preservation	Requested By: PGM Project #: 3264
<p>This project will continue funding for an existing project allowing the purchase of conservation easements on productive farm and forest land. This funding is also used to leverage the additional funding from the State at a ratio of \$1.00 of County funding for every \$1.50 of state funding.</p>	
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>	
PRIORITY	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	500	500	500	500	500	2,500	0	500	3,000
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	3	3	3	15	0	3	18
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$503	\$503	\$503	\$503	\$503	\$2,515	\$0	\$503	\$3,018

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$503	\$503	\$503	\$503	\$503	\$2,515	\$0	\$503	\$3,018
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$503	\$503	\$503	\$503	\$503	\$2,515	\$0	\$503	\$3,018
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$503	\$503	\$503	\$503	\$503	\$2,515	\$0	\$503	\$3,018
<i>State will match \$1.50 for every \$1 of County funds:</i>	<i>\$755</i>	<i>\$755</i>	<i>\$755</i>	<i>\$755</i>	<i>\$755</i>	<i>\$3,773</i>			

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	46.9	93.9	141.1	188.4	283.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$46.9	\$93.9	\$141.1	\$188.4	\$283.1

LOCATION: Primarily for agricultural and forestry lands with productive soils within rural areas of the County.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME:	Requested By: PGM
Purchase of Developments Rights (PDR) Program	Project #: 3265
<p>This Program would allow for the continued purchase of Transferrable Development Rights (TDR) and would create some stability to the County's TDR market. Funding this program has been a recommendation of several reports and studies, including the Report of the Charles County Rural Commission, the Assessment of the County's TDR Program, and the Land Preservation Parks and Recreation Plan.</p>	
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>	
PRIORITY	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	650	650	650	650	650	3,250	953	650	4,853
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	9	0	9
Administration - FAS	3	3	3	3	3	15	6	3	24
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	1	0	1
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$653	\$653	\$653	\$653	\$653	\$3,265	\$969	\$653	\$4,887

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$653	\$653	\$653	\$653	\$653	\$3,265	\$969	\$653	\$4,887
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$653	\$653	\$653	\$653	\$653	\$3,265	\$969	\$653	\$4,887
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$653	\$653	\$653	\$653	\$653	\$3,265	\$969	\$653	\$4,887

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	87.1	148.0	209.0	270.3	331.7	87.1	454.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$87.1	\$148.0	\$209.0	\$270.3	\$331.7	\$87.1	\$454.7

LOCATION: Targeted to farm and forest lands in rural areas of Charles County.

**APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)**

PROJECT NAME:	Requested By: DPW
Various Maintenance Projects	Project #: 3266
<p>Funding is necessary for various maintenance projects, such as, roof repairs, HVAC repairs/upgrades, gutters, soffits, windows and various renovation projects. This project would also allow a funding mechanism for items that suffer catastrophic failures, such as, boilers, compressors and other major equipment that is not funded in the operating budget.</p>	
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	375	375	375	375	375	1,875	0	375	2,250
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	3	3	3	15	0	3	18
Inspection	40	40	40	40	40	200	0	40	240
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$418	\$418	\$418	\$418	\$418	\$2,090	\$0	\$418	\$2,508

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$418	\$418	\$418	\$418	\$1,672	\$0	\$418	\$2,090
Fund Balance Appropriation	418	0	0	0	0	418	0	0	418
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$418	\$418	\$418	\$418	\$418	\$2,090	\$0	\$418	\$2,508
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$418	\$418	\$418	\$418	\$418	\$2,090	\$0	\$418	\$2,508

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	39.1	78.3	117.6	196.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$39.1	\$78.3	\$117.6	\$196.3

LOCATION:
Various County Facilities

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME: Lighting Retrofit	Requested By: DPW Project #: 3195
This project includes replacing T12 light fixtures throughout County owned facilities to T8 lighting fixtures, which are more energy efficient. T12 lighting fixtures will be phased out of production starting July 2012.	
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	6	0	0	0	0	6	58	0	64
Equipment	41	0	0	0	0	41	369	0	410
Administration	0	0	0	0	0	0	6	0	6
Administration - FAS	3	0	0	0	0	3	9	0	12
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	3	0	0	0	0	3	35	0	38
Total Outlay	\$53	\$0	\$0	\$0	\$0	\$53	\$477	\$0	\$530

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$477	\$0	\$477
Fund Balance Appropriation	53	0	0	0	0	53	0	0	53
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$53	\$0	\$0	\$0	\$0	\$53	\$477	\$0	\$530
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$53	\$0	\$0	\$0	\$0	\$53	\$477	\$0	\$530

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	(3.9)	(3.9)	(4.0)	(4.1)	0.0	(4.1)
Total Operating	\$0.0	(\$3.9)	(\$3.9)	(\$4.0)	(\$4.1)	\$0.0	(\$4.1)
Debt Service: Bonds	42.9	42.9	42.9	42.9	42.9	42.9	42.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$42.9	\$39.0	\$39.0	\$38.9	\$38.8	\$42.9	\$38.8

LOCATION: Various County Facilities

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME: Courthouse Renovation	Requested By: DPW Project #: 3258
<p>Renovations will be performed to enable the Circuit Court to use this space after the District Court relocates to the new building. This project will provide enhanced courtrooms, ADA upgrade compliances, upgrading mechanical and electrical systems and renovating space to accommodate the needs of the Circuit Court. The project will utilize "swing space" for occupants during renovations and will allow for twelve phases of construction, including renovation of existing bathrooms to meet ADA compliance.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$10	\$0	\$0	\$0	\$0	\$10	\$10	\$0	\$20
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	60	0	0	0	0	60	60	0	120
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	0	0	0	0	3	3	0	6
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	6	0	0	0	0	6	6	0	12
Total Outlay	\$79	\$0	\$0	\$0	\$0	\$79	\$79	\$0	\$158

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$79	\$0	\$0	\$0	\$0	\$79	\$79	\$0	\$158
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$79	\$0	\$0	\$0	\$0	\$79	\$79	\$0	\$158
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$79	\$0	\$0	\$0	\$0	\$79	\$79	\$0	\$158

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	7.1	14.5	14.5	14.5	14.5	7.1	14.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$7.1	\$14.5	\$14.5	\$14.5	\$14.5	\$7.1	\$14.5

LOCATION: Charles County Courthouse; La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Generator Replacement Program	Project #: 3208
Replace aging generators at various facilities that have exceeded their life cycle, have high repairs costs and/or are deemed unreliable.	
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total 15-'19	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	100	100	100	100	0	400	340	0	740
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	3	3	0	12	9	0	21
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	10	10	10	10	0	40	30	0	70
Total Outlay	\$113	\$113	\$113	\$113	\$0	\$452	\$379	\$0	\$831

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total 15-'19	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$113	\$113	\$113	\$0	\$339	\$379	\$0	\$718
Fund Balance Appropriation	113	0	0	0	0	113	0	0	113
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$113	\$113	\$113	\$113	\$0	\$452	\$379	\$0	\$831
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$113	\$113	\$113	\$113	\$0	\$452	\$379	\$0	\$831

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	(1.1)	(2.3)	(3.4)	(4.7)	0.0	(4.7)
Total Operating	\$0.0	(\$1.1)	(\$2.3)	(\$3.4)	(\$4.7)	\$0.0	(\$4.7)
Debt Service: Bonds	34.1	34.1	44.7	55.3	65.9	34.1	65.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$34.1	\$33.0	\$42.4	\$51.9	\$61.2	\$34.1	\$61.2

LOCATION:
Various County facilities

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Uninterrupted Power Supply (UPS) Replacement Program	Project #: 3236
Replace existing Uninterrupted Power Supply (UPS) systems at various County facilities.	
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	50	0	0	0	0	50	100	0	150
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	0	0	0	0	3	6	0	9
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	5	0	0	0	0	5	10	0	15
Total Outlay	\$58	\$0	\$0	\$0	\$0	\$58	\$116	\$0	\$174

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$58	\$0	\$0	\$0	\$0	\$58	\$116	\$0	\$174
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$58	\$0	\$0	\$0	\$0	\$58	\$116	\$0	\$174
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$58	\$0	\$0	\$0	\$0	\$58	\$116	\$0	\$174

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	10.4	15.8	15.8	15.8	15.8	10.4	15.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$10.4	\$15.8	\$15.8	\$15.8	\$15.8	\$10.4	\$15.8

LOCATION:
Various County facilities

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME: **Countywide Building Re-Keying/Access Controls** Requested By: DPW
Project #: 3254

Convert all County buildings to a new (Best) key system with interchangeable cores, to include installation of magnetic door releases and card readers. This will enhance the overall consistency and security of all County facilities.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	40	0	0	0	0	40	40	0	80
Equipment	100	0	0	0	0	100	100	0	200
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	0	0	0	0	3	3	0	6
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	14	0	0	0	0	14	14	0	28
Total Outlay	\$157	\$0	\$0	\$0	\$0	\$157	\$157	\$0	\$314

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	157	0	0	0	0	157	157	0	314
Total County Funding	\$157	\$0	\$0	\$0	\$0	\$157	\$157	\$0	\$314
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$157	\$0	\$0	\$0	\$0	\$157	\$157	\$0	\$314

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

LOCATION:
Various County Buildings

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Charles County Courthouse HVAC Improvements	Project #: 3237
<p>A study to identify existing conditions and deficiencies of the Charles County Courthouse's HVAC systems recommended improvements to the air handling system, air cooled chillers, fuel oil fired boiler system, hydronic pumping systems, building exhaust systems, and the energy management system.</p>	
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$220	\$0	\$220
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	550	1,100	0	0	0	1,650	550	0	2,200
Equipment	0	0	0	0	0	0	0	0	0
Administration	26	52	0	0	0	78	37	0	115
Administration - FAS	3	3	0	0	0	6	6	0	12
Inspection	13	25	0	0	0	38	13	0	51
Miscellaneous	4	9	0	0	0	13	9	0	22
Contingency	55	110	0	0	0	165	55	0	220
Total Outlay	\$651	\$1,299	\$0	\$0	\$0	\$1,950	\$890	\$0	\$2,840

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$651	\$1,299	\$0	\$0	\$0	\$1,950	\$890	\$0	\$2,840
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$651	\$1,299	\$0	\$0	\$0	\$1,950	\$890	\$0	\$2,840
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$651	\$1,299	\$0	\$0	\$0	\$1,950	\$890	\$0	\$2,840

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	80.0	140.7	262.1	262.1	262.1	80.0	262.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$80.0	\$140.7	\$262.1	\$262.1	\$262.1	\$80.0	\$262.1

LOCATION:
La Plata, MD

**APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)**

PROJECT NAME: Detention Center Roof Replacement	Requested By: DPW Project #: 3239
<p>An evaluation of the existing flat roof for the Detention Center looked at the existing condition of the flat membrane roof to determine the approximate remaining service life and provided recommendations for repair or replacement. Additionally, the roofing system was reviewed for Code implications to determine if the flat roof drainage capacity met the requirement for a 100 year storm event. Based on the findings of the study, replacement of the roof was recommended.</p>	
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$190	\$0	\$190
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	1,200	0	0	0	0	1,200	950	0	2,150
Equipment	0	0	0	0	0	0	0	0	0
Administration	60	0	0	0	0	60	54	0	114
Administration - FAS	3	0	0	0	0	3	3	0	6
Inspection	30	0	0	0	0	30	24	0	54
Miscellaneous	11	0	0	0	0	11	11	0	22
Contingency	120	0	0	0	0	120	114	0	234
Total Outlay	\$1,424	\$0	\$0	\$0	\$0	\$1,424	\$1,346	\$0	\$2,770

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$1,424	\$0	\$0	\$0	\$0	\$1,424	\$1,346	\$0	\$2,770
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$1,424	\$0	\$0	\$0	\$0	\$1,424	\$1,346	\$0	\$2,770
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$1,424	\$0	\$0	\$0	\$0	\$1,424	\$1,346	\$0	\$2,770

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	121.1	253.7	253.7	253.7	253.7	121.1	253.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$121.1	\$253.7	\$253.7	\$253.7	\$253.7	\$121.1	\$253.7

LOCATION:
La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Detention Center Annex Roof and Walls Improvements	Project #: 3240
<p>An evaluation of the existing roof and exterior walls found that a replacement of the flat roof along with various general repairs to the walls were recommended.</p>	
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$67	\$0	\$67
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	445	0	0	0	0	445	335	0	780
Equipment	0	0	0	0	0	0	0	0	0
Administration	22	0	0	0	0	22	17	0	39
Administration - FAS	3	0	0	0	0	3	3	0	6
Inspection	10	0	0	0	0	10	10	0	20
Miscellaneous	3	0	0	0	0	3	4	0	7
Contingency	44	0	0	0	0	44	34	0	78
Total Outlay	\$527	\$0	\$0	\$0	\$0	\$527	\$470	\$0	\$997

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$527	\$0	\$0	\$0	\$0	\$527	\$470	\$0	\$997
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$527	\$0	\$0	\$0	\$0	\$527	\$470	\$0	\$997
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$527	\$0	\$0	\$0	\$0	\$527	\$470	\$0	\$997

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	42.3	91.4	91.4	91.4	91.4	42.3	91.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$42.3	\$91.4	\$91.4	\$91.4	\$91.4	\$42.3	\$91.4

LOCATION:
La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Detention Center and Detention Center Annex Improvements	Project #: 3241
Project consists of various improvements to include, flooring repairs, rebuild gating system, add personnel gate, intercom system replacement, upgrade sprinkler system, install hand rails, kitchen upgrades for Health Department compliance and various A&E studies for compliance issues.	
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$3	\$0	\$0	\$0	\$0	\$3	\$33	\$0	\$36
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	75	0	0	0	0	75	341	0	416
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	0	0	0	0	3	3	0	6
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	4	0	0	0	0	4	4	0	8
Total Outlay	\$85	\$0	\$0	\$0	\$0	\$85	\$381	\$0	\$466

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$85	\$0	\$0	\$0	\$0	\$85	\$381	\$0	\$466
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$85	\$0	\$0	\$0	\$0	\$85	\$381	\$0	\$466
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$85	\$0	\$0	\$0	\$0	\$85	\$381	\$0	\$466

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	34.3	42.2	42.2	42.2	42.2	34.3	42.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$34.3	\$42.2	\$42.2	\$42.2	\$42.2	\$34.3	\$42.2

LOCATION:
Charles County Detention Center

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Detention Center Pump Station Rehabilitations	Project #: 3226
<p>The existing pump stations are aged and in need of rehabilitation. In addition, the pump stations experience heavy debris that causes routine cleaning and de-ragging of pumps. This project will evaluate the pump stations and implement the necessary improvements to improve system performance and reliability.</p>	
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$195	\$0	\$195
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	140	0	0	0	140	510	0	650
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	6	0	6
Administration - FAS	0	3	0	0	0	3	9	0	12
Inspection	0	30	0	0	0	30	95	0	125
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	14	0	0	0	14	52	0	66
Total Outlay	\$0	\$187	\$0	\$0	\$0	\$187	\$867	\$0	\$1,054

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$187	\$0	\$0	\$0	\$187	\$867	\$0	\$1,054
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$187	\$0	\$0	\$0	\$187	\$867	\$0	\$1,054
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$187	\$0	\$0	\$0	\$187	\$867	\$0	\$1,054

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	78.0	78.0	95.5	95.5	95.5	78.0	95.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$78.0	\$78.0	\$95.5	\$95.5	\$95.5	\$78.0	\$95.5

LOCATION: Charles County Detention Center

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME:	Requested By: FAS
Replacement of County Financial Software Program	Project #: 3227
<p>Replacement of software and conversion of existing data. This includes all financial applications (General Ledger, Accounts Payable, Accounts Receivable, Procurement, Budget, Project/Grant Accounting, Revenue Accounting, and Asset Tracking). This also includes Payroll Processing, Tax Billing/Collections, and Utility Billing. Current software was acquired in early '90s and is at end of life. The current software program is being purchased by another vendor and there is no guarantee as to how long this software will be supported.</p>	
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	500	0	0	0	0	500	3,002	0	3,502
Administration	200	0	0	0	0	200	0	0	200
Administration - FAS	3	0	0	0	0	3	9	0	12
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$703	\$0	\$0	\$0	\$0	\$703	\$3,011	\$0	\$3,714

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	703	0	0	0	0	703	2,526	0	3,229
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$703	\$0	\$0	\$0	\$0	\$703	\$2,526	\$0	\$3,229
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: Other Funds	0	0	0	0	0	0	485	0	485
Total Funding	\$703	\$0	\$0	\$0	\$0	\$703	\$3,011	\$0	\$3,714

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	284.1	289.8	295.6	301.5	0.0	304.4
Total Operating	\$0.0	\$284.1	\$289.8	\$295.6	\$301.5	\$0.0	\$304.4
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$284.1	\$289.8	\$295.6	\$301.5	\$0.0	\$304.4

LOCATION: La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME: Charles County Animal Shelter	Requested By: DPW Project #: 3245
<p>Charles County currently shares the Tri-County Animal Shelter with St. Mary's County and Calvert County. As each County has decided to branch off and build separate facilities for their respective counties, a feasibility commissioned to evaluate various options for an animal shelter that would serve only Charles County, and to develop facility requirements based on program needs. The study findings resulted in a recommendation for a new facility consisting of 18,400 square feet. A site that is currently owned by the County has been selected for the new facility.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$90	\$90	\$0	\$0	\$180	\$460	\$0	\$640
Land & ROW	0	0	0	0	0	0	100	0	100
Construction	0	1,802	1,802	0	0	3,604	5,143	0	8,747
Equipment	0	0	0	0	0	0	692	0	692
Administration	0	90	90	0	0	180	280	0	460
Administration - FAS	0	6	6	0	0	12	6	0	18
Inspection	0	63	63	0	0	126	178	0	304
Miscellaneous	0	30	30	0	0	60	25	0	85
Contingency	0	180	180	0	0	360	466	0	826
Total Outlay	\$0	\$2,261	\$2,261	\$0	\$0	\$4,522	\$7,350	\$0	\$11,872

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$2,261	\$2,261	\$0	\$0	\$4,522	\$7,350	\$0	\$11,872
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$2,261	\$2,261	\$0	\$0	\$4,522	\$7,350	\$0	\$11,872
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$2,261	\$2,261	\$0	\$0	\$4,522	\$7,350	\$0	\$11,872

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	1.60	1.60	0.00	1.60
Personnel Costs	0.0	0.0	0.0	81.6	84.9	0.0	84.9
Operating	0.0	0.0	0.0	101.0	103.0	0.0	104.0
Total Operating	\$0.0	\$0.0	\$0.0	\$182.6	\$187.9	\$0.0	\$188.9
Debt Service: Bonds	661.0	661.0	872.4	1,084.5	1,084.5	661.0	1,084.5
Vehicle & Equipment Lease	0.0	0.0	0.0	2.7	5.4	0.0	10.7
Total Impact	\$661.0	\$661.0	\$872.4	\$1,269.8	\$1,277.8	\$661.0	\$1,284.1

LOCATION: Piney Church Road, Waldorf, Maryland
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APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME:

Radio Communications System Upgrade

Requested By: DES

Project #: 3220

This project will replace the County's technically obsolescent Motorola 4.1 800 MHz Smartzone radio system with an industry-standard P25 platform. The County replaced 80% of the critical portable and mobile radios by Sept 2015. The infrastructure and the remaining 20% of subscribers must be replaced. In Maryland, Charles County is one of the only two remaining counties (Charles, Somerset) that have not committed to the replacement of their outdated 911 radio communication systems.

Deficiencies: Obsolescence, Radio Coverage, Channel Capacity

Since this project was initially forecasted to CIP in FY15, the County secured the expertise of a public safety communications consultant firm and their recently completed Assessment identified more significant deficiencies in performance than those which were known in 2014 (see Altairis Assessment Report Sept 2017).

Critical Technical Support has dwindled. Motorola can no longer guarantee technical support or restoration response times for this critical communication system and the current maintenance and support contract has assigned Charles County to their "Best Efforts" support. This includes parts, technical expertise on outdated software and firmware, as well as our 24 x 7 x 365 network monitoring service. Nearly all of the critical components of the system are no longer supported and our service provider has to search with third party vendors such as eBay to attempt to find replacements.

Significant radio coverage complaints were revealed during critical user surveys and interviews. The Assessment revealed significant coverage deficiencies in several areas of the County (Benedict, Port Tobacco Valley, Marshall Hall, Bryans Road, Maryland Point, Waldorf) including the identification of 365 critical buildings, 108 of which are designated Critical 1 Buildings that require mandatory 95% coverage throughout.

Additionally, the County suffers from insufficient channel capacity issues due to the increased number of radio system users (more than 2,000) and their operational requirements. Adding more frequencies and/or moving to a spectrum efficient (TDMA) technology to correct our capacity issues is also not possible with the current system.

Enhancements: Interoperability, Mobile Data and Encryption

A P25 radio system would allow the County to improve our interoperability with regional partners. Replacing the portables and mobiles resolved a significant portion of the past interoperability deficiencies by allowing direct and instant communications with adjacent and neighboring agencies that have replaced their systems, the most significant being Fairfax, St. Mary's, Calvert and the State of Maryland.

The P25 radio system will allow such mobile data services such as location for emergency personnel (APL/AVL/GPS) which will identify the position of personnel and emergency apparatus, wireless subscriber programming (Over-the-Air-Programming) which eliminates the costly need to manually re-program radios in the field which in turn disrupts the day-to-day operations of our public safety personnel, wireless subscriber re-keying (Over-the-Air-Rekeying) which allows remote reprogramming of encryption keys for instant changes to communications security.

While the new subscriber radios will now allow County users to operate on the most current encryption technology on other agency systems when supporting them in a mutual aid mode, the County does not have this capability when operating within County borders.

Upgrading the Public Safety radio system directly impacts the safety and security of the County's citizens, visitors, and first responders.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

PRIORITY

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	0	972	1,100	5,750	0	\$7,822	\$2,900	\$0	\$10,722
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	3,600	1,600	1,122	1,750	0	8,072	0	0	8,072
Equipment	7,160	2,500	1,600	600	0	11,860	0	0	11,860
Administration	(66)	0	0	0	0	(66)	66	0	0
Administration - FAS	3	3	3	3	0	12	9	0	21
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	(200)	0	0	0	0	(200)	200	0	0
Contingency	200	500	700	2,500	0	3,900	100	0	4,000
Total Outlay	\$10,697	\$5,575	\$4,525	\$10,603	\$0	\$31,400	\$3,275	\$0	\$34,675

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$10,697	\$5,575	\$4,525	\$10,603	\$0	\$31,400	\$3,275	\$0	\$34,675
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$10,697	\$5,575	\$4,525	\$10,603	\$0	\$31,400	\$3,275	\$0	\$34,675
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$10,697	\$5,575	\$4,525	\$10,603	\$0	\$31,400	\$3,275	\$0	\$34,675

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	493.7	503.5	0.0	508.5
Total Operating	\$0.0	\$0.0	\$0.0	\$493.7	\$503.5	\$0.0	\$508.5
Debt Service: Bonds	294.6	1,291.1	1,812.3	2,236.8	3,234.8	294.6	3,234.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$294.6	\$1,291.1	\$1,812.3	\$2,730.5	\$3,738.3	\$294.6	\$3,743.3

LOCATION:

N/A

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Charles County VanGo Maintenance Facility	Project #: 3267
Design and construct a 180,000 s.f. Maintenance and Operations Facility for the VanGo Bus Program. The facility will house 50 buses and provide approximately 20,000 s.f. of administration, operations, and maintenance services, and 82,000 s.f. commuter bus parking spaces.	
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$500	\$500	\$0	\$250	\$250	\$1,500	\$0	\$0	\$1,500
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	4,500	4,500	9,000	0	0	9,000
Equipment	0	0	0	0	937	937	0	0	937
Administration	22	22	0	100	100	244	0	0	244
Administration - FAS	3	3	0	3	3	12	0	0	12
Inspection	0	0	0	75	75	150	0	0	150
Miscellaneous	0	0	0	25	25	50	0	0	50
Contingency	0	0	0	350	350	700	0	0	700
Total Outlay	\$525	\$525	\$0	\$5,303	\$6,240	\$12,593	\$0	\$0	\$12,593

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$75	\$75	\$0	\$263	\$1,200	\$1,613	\$0	\$0	\$1,613
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$75	\$75	\$0	\$263	\$1,200	\$1,613	\$0	\$0	\$1,613
Federal	400	400	0	4,480	4,480	9,760	0	0	9,760
State	50	50	0	560	560	1,220	0	0	1,220
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$525	\$525	\$0	\$5,303	\$6,240	\$12,593	\$0	\$0	\$12,593

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	7.0	14.0	14.0	38.8	0.0	151.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$7.0	\$14.0	\$14.0	\$38.8	\$0.0	\$151.7

LOCATION:
Piney Church Road, Waldorf, Maryland

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME: Charles County Welcome Signage	Requested By: DPW Project #: 3257
<p>The Department of Public Works/Facilities Division is currently researching locations for seven (7) additional welcome signs throughout Charles County. Right-of-way acquisitions will be required to facilitate the project signs once their exact locations are determined.</p>	
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$30	\$0	\$30
Land & ROW	0	0	0	0	0	0	70	0	70
Construction	105	0	0	0	0	105	0	0	105
Equipment	0	0	0	0	0	0	0	0	0
Administration	10	0	0	0	0	10	10	0	20
Administration - FAS	3	0	0	0	0	3	3	0	6
Inspection	10	0	0	0	0	10	10	0	20
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	10	0	0	0	0	10	0	0	10
Total Outlay	\$138	\$0	\$0	\$0	\$0	\$138	\$123	\$0	\$261

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	138	0	0	0	0	138	123	0	261
Total County Funding	\$138	\$0	\$0	\$0	\$0	\$138	\$123	\$0	\$261
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$138	\$0	\$0	\$0	\$0	\$138	\$123	\$0	\$261

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

LOCATION: Various locations throughout the county

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME: **Detention Center Intake Area** **Requested By:** DPW
Project #: 3136

Goal:

To design and construct an approximate 6,000 square foot addition to serve as a centralized intake and booking area whose functions will include: Sally Port, Gun Lockers, Metal Detector, Pat Down Area, Breath Test Area, Fingerprint and Photograph Area, Holding Cells, Open Bench Area, Strip Search Room, ADA Compliance Cell, Medical Area, Shower, Storage Area, Correctional Officers Work Area, Commissioner's Room, and Staff Bathroom.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$162	\$0	\$0	\$0	\$0	\$162	\$166	\$0	\$328
Land & ROW	0	0	0	0	0	0	6	0	6
Construction	2,166	0	0	0	0	2,166	1,995	0	4,161
Equipment	193	0	0	0	0	193	391	0	584
Administration	150	0	0	0	0	150	80	0	230
Administration - FAS	6	0	0	0	0	6	0	0	6
Inspection	178	0	0	0	0	178	40	0	218
Miscellaneous	39	0	0	0	0	39	49	0	88
Contingency	308	0	0	0	0	308	106	0	414
Total Outlay	\$3,202	\$0	\$0	\$0	\$0	\$3,202	\$2,833	\$0	\$6,035

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$3,202	\$0	\$0	\$0	\$0	\$3,202	\$2,833	\$0	\$6,035
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$3,202	\$0	\$0	\$0	\$0	\$3,202	\$2,833	\$0	\$6,035
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$3,202	\$0	\$0	\$0	\$0	\$3,202	\$2,833	\$0	\$6,035

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	12.00	12.00	12.00	12.00	0.00	12.00
Personnel Costs	0.0	794.6	893.8	929.5	966.7	0.0	966.7
Operating	0.0	177.6	112.2	114.4	116.7	0.0	117.8
Total Operating	\$0.0	\$972.2	\$1,006.0	\$1,043.9	\$1,083.4	\$0.0	\$1,084.5
Debt Service: Bonds	254.8	553.1	553.1	553.1	553.1	254.8	553.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$254.8	\$1,525.3	\$1,559.1	\$1,597.0	\$1,636.5	\$254.8	\$1,637.6

LOCATION: Charles County Detention Center

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME:

Public Facilities Vehicle Wash Bay Roof Retrofit

Requested By: DPW

Project #: 3268

The vehicle wash bays are experiencing excessive volumes of water due to rain events which adversely affects the sediment handling capability of the wash bays. The installation of a roofing system will reduce the water discharge to volumes that can be handled by, and therefore connected to the sanitary sewer system.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$5	\$0	\$0	\$0	\$0	\$5	\$0	\$0	\$5
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	45	0	0	0	0	45	0	0	45
Equipment	0	0	0	0	0	0	0	0	0
Administration	5	0	0	0	0	5	0	0	5
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	2	0	0	0	0	2	0	0	2
Contingency	5	0	0	0	0	5	0	0	5
Total Outlay	\$65	\$0	\$0	\$0	\$0	\$65	\$0	\$0	\$65

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	65	0	0	0	0	65	0	0	65
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$65	\$0	\$0	\$0	\$0	\$65	\$0	\$0	\$65
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$65	\$0	\$0	\$0	\$0	\$65	\$0	\$0	\$65

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

LOCATION:

LaPlata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Capital Clubhouse Improvements	Project #: 3269
<p>To provide the following capital improvements for the Capital Clubhouse:</p> <ul style="list-style-type: none"> - Replace hot water heaters and install additional unit upstairs - LED Lighting replacement - HVAC Replacement to update from r-22 and include building automation - Parking Lot – Resurface, line stripe - Building sign replacement and electronic sign - Dasher board replacement - Replace Condenser Tower (end of lifecycle), Dehumidification, Ice Compressors <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$25	\$25	\$0	\$0	\$0	\$50	\$0	\$0	\$50
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	250	250	0	0	0	500	0	0	500
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	21	0	0	0	21	0	0	21
Administration - FAS	0	0	0	0	0	0	0	0	0
Inspection	13	13	0	0	0	25	0	0	25
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	25	25	0	0	0	50	0	0	50
Total Outlay	\$313	\$333	\$0	\$0	\$0	\$646	\$0	\$0	\$646

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024					
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0	0
Operating Transfer	313	333	0	0	0	646	0	0	646	
Total County Funding	\$313	\$333	\$0	\$0	\$0	\$646	\$0	\$0	\$646	
Federal	0	0	0	0	0	0	0	0	0	
State	0	0	0	0	0	0	0	0	0	
Other:	0	0	0	0	0	0	0	0	0	
Total Funding	\$313	\$333	\$0	\$0	\$0	\$646	\$0	\$0	\$646	

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. Beyond thru FY19 FY 2024	
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

LOCATION: Capital Clubhouse

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME:

Elite Gymnastics and Recreation Center Improvements

Requested By: DPW

Project #: 3270

To provide the following improvements to the Elite Gymnastics and Recreation Center:

- LED Lighting replacement
- Interior/Exterior Painting
- Replace Flooring (Carpet in Gym Area, LVT in upper and lower rooms)
- Renovation of Restroom
- Front Parking Lot – Drainage issues, resurface, striping
- Replace Electronic Sign along Old Washington Ave.
- Replace Building sign (current sign reads Community Services)

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$25	\$25	\$0	\$0	\$0	\$50	\$0	\$0	\$50
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	100	100	0	0	0	200	0	0	200
Equipment	0	0	0	0	0	0	0	0	0
Administration	8	9	0	0	0	17	0	0	17
Administration - FAS	3	3	0	0	0	6	0	0	6
Inspection	5	5	0	0	0	10	0	0	10
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	10	10	0	0	0	20	0	0	20
Total Outlay	\$151	\$152	\$0	\$0	\$0	\$303	\$0	\$0	\$303

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	151	152	0	0	0	303	0	0	303
Total County Funding	\$151	\$152	\$0	\$0	\$0	\$303	\$0	\$0	\$303
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$151	\$152	\$0	\$0	\$0	\$303	\$0	\$0	\$303

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

LOCATION:

Elite Gym

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME:	Requested By: DPW
La Plata Library Relocation	Project #: 3242
Goal:	
To relocate the current La Plata Library that was built in 1967 to a new location. The current building contains 12,889 square feet used as a library and an additional 3,158 square feet of basement/mechanical storage room space. The La Plata's future site and size to be determined at a later date.	
Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)	
PRIORITY	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$97	\$0	\$0	\$0	\$97	\$286	\$0	\$383
Land & ROW	0	0	0	0	0	0	650	0	650
Construction	0	1,400	1,497	0	0	2,897	3,860	0	6,757
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	138	0	138
Administration - FAS	0	3	3	0	0	6	6	0	12
Inspection	0	0	0	0	0	0	72	0	72
Miscellaneous	0	0	0	0	0	0	20	0	20
Contingency	0	0	0	0	0	0	286	0	286
Total Outlay	\$0	\$1,500	\$1,500	\$0	\$0	\$3,000	\$5,318	\$0	\$8,318

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$1,500	\$1,500	\$0	\$0	\$3,000	\$2,988	\$0	\$5,988
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$1,500	\$1,500	\$0	\$0	\$3,000	\$2,988	\$0	\$5,988
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	2,330	0	2,330
Total Funding	\$0	\$1,500	\$1,500	\$0	\$0	\$3,000	\$5,318	\$0	\$8,318

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	34.8	35.5	0.0	35.8
Total Operating	\$0.0	\$0.0	\$0.0	\$34.8	\$35.5	\$0.0	\$35.8
Debt Service: Bonds	268.7	268.7	409.0	549.7	549.7	268.7	549.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$268.7	\$268.7	\$409.0	\$584.5	\$585.2	\$268.7	\$585.5

LOCATION:
LaPlata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME:

Readiness and Environmental Protection Integration (REPI) Program

Requested By: **PGM**

Project #: **3271**

REPI is a Department of Defense program that partners with private conservation organizations, and state and local governments to share the cost of acquisition of conservation easements from willing sellers to preserve compatible land uses and natural habitats near military installations.

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year	Approp. thru FY19	Beyond FY 2024	Project Total
						Total '20-'24			
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	457	0	0	0	0	457	0	0	457
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$460	\$0	\$0	\$0	\$0	\$460	\$0	\$0	\$460

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	460	0	0	0	0	460	0	0	460
Total County Funding	\$460	\$0	\$0	\$0	\$0	\$460	\$0	\$0	\$460
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$460	\$0	\$0	\$0	\$0	\$460	\$0	\$0	\$460

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

LOCATION:

Various locations throughout Charles County

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PARKS SUMMARY

The County owns and operates over thirty parks, located throughout the county, for public use. In conjunction with land use plans and a growing population, the County plans for and constructs with State aid from Program Open Space (POS), new park facilities and expansion of existing parks.

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$102	\$264	\$5	\$5	\$5	\$381	\$5	\$6	\$392
Land & ROW	37	0	0	0	0	37	0	0	37
Construction	646	53	3,030	1,011	53	4,793	53	69	4,915
Equipment	300	0	0	0	0	300	0	0	300
Administration	36	20	57	75	3	191	3	4	198
Administration - FAS	15	12	12	13	6	58	3	8	69
Inspection	25	5	5	5	5	45	5	6	56
Miscellaneous	261	261	317	332	252	1,423	5	322	1,750
Contingency	84	29	79	94	6	292	6	8	306
Total Outlay	\$1,506	\$644	\$3,505	\$1,535	\$330	\$7,520	\$80	\$423	\$8,023

FINANCING SOURCES		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
							Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds		\$672	\$186	\$944	\$565	\$80	\$2,447	\$80	\$173	\$2,700
Operating Transfer	General Fund	385	250	250	250	250	1,385	0	250	1,635
Total County Funding		\$1,057	\$436	\$1,194	\$815	\$330	\$3,832	\$80	\$423	\$4,335
Federal		0	0	0	0	0	0	0	0	0
State		449	208	2,311	720	0	3,688	0	0	3,688
Other:		0	0	0	0	0	0	0	0	0
Total Funding		\$1,506	\$644	\$3,505	\$1,535	\$330	\$7,520	\$80	\$423	\$8,023

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. Beyond	
						thru FY19	FY 2024
No. of Personnel	0.00	0.00	0.00	3.30	3.30	0.00	3.30
Personnel Costs	0.0	0.0	0.0	172.1	178.9	0.0	178.9
Operating	0.0	0.0	0.0	53.0	54.0	0.0	54.5
Total Operating	\$0.0	\$0.0	\$0.0	\$225.1	\$232.9	\$0.0	\$233.4
Debt Service: Bonds	7.2	69.6	85.9	159.7	198.2	7.2	213.3
Vehicle & Equipment Lease	0.0	0.0	0.0	16.5	33.1	0.0	33.1
Total Impact	\$7.2	\$69.6	\$85.9	\$401.3	\$464.2	\$7.2	\$479.8

Projects with Future Operating Impacts:

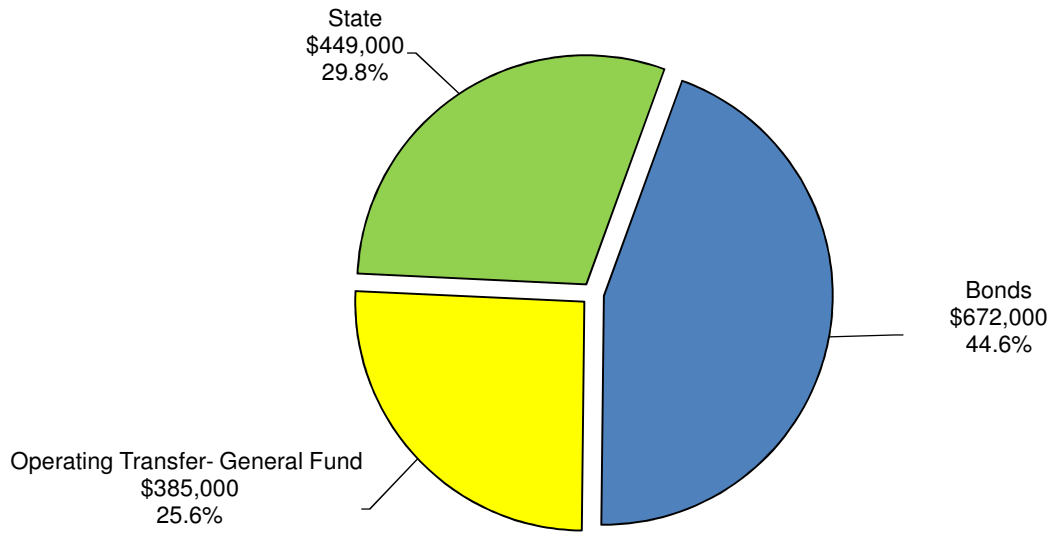
PROJECT	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Waldorf Park Development, Phase I	\$0.0	\$0.0	\$0.0	\$225.1	\$232.9
Vehicle & Equipment Lease	0.0	0.0	0.0	16.5	33.1
Total	\$0.0	\$0.0	\$0.0	\$241.6	\$266.0

Beyond FY 2024	FTE
\$233.4	3.30
33.1	
\$266.5	3.30

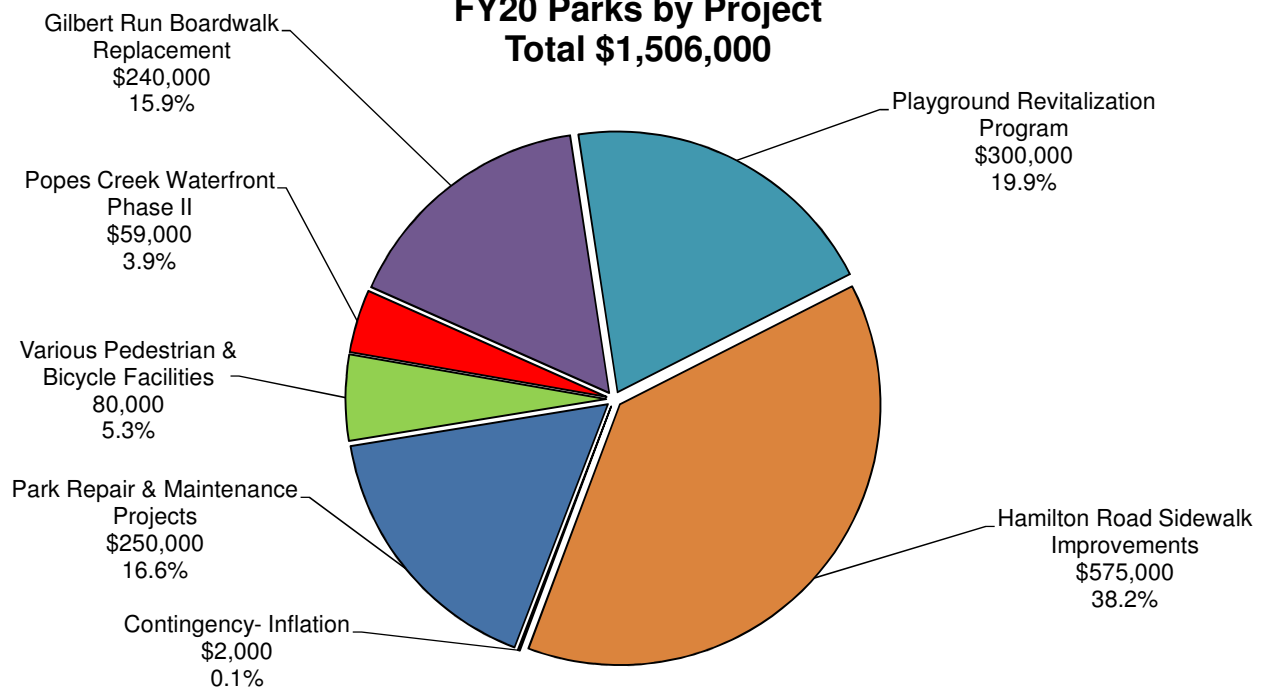
STATE-PROGRAM OPEN SPACE: (\$ in '000's)

PROJECT	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	'20-'24
Popes Creek Waterfront Ph II	\$44	\$68	\$624	\$720	\$0	\$1,456
Waldorf Park Development, Phase I	0	129	1,500	0	0	1,629
Gilbert Run Boardwalk Replacement	180	0	0	0	0	180
Playground Revitalization Program	225	0	0	0	0	225
Contingency	0	11	187	0	0	198
Total	\$449	\$208	\$2,311	\$720	\$0	\$3,688

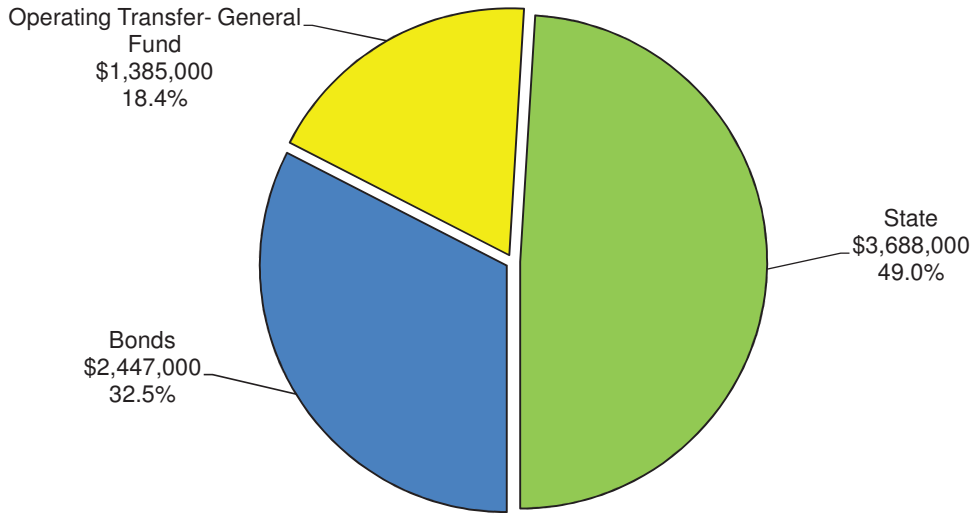
FY20 Parks Financing Sources Total \$1,506,000



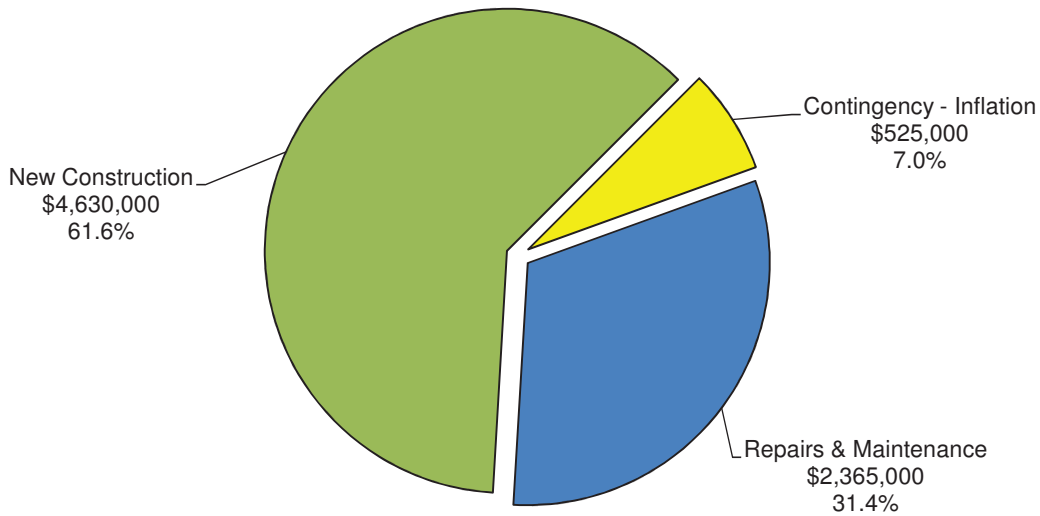
FY20 Parks by Project Total \$1,506,000



FY20-FY24 Parks Financing Sources
Total \$7,520,000



FY20-FY24 Parks by Project Type
Total \$7,520,000



New construction includes funds for the Various Pedestrian and Bicycle Facilities, the Waldorf Park Development Phase I, and the Popes Creek Waterfront Phase II projects. Repairs & Maintenance includes funding for minor repairs at the various parks, which includes the Gilbert Run Boardwalk Replacement, Hamilton Road Sidewalk Improvements and the Playground Revitalization Program.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

PROJECT NAME:	Requested By: RPT
Park Repair & Maintenance Projects	Project #: 4115
<p>Ongoing renovation and improvement of community athletic fields and tennis facilities used exclusively by the public and the purchase of bleachers, benches, picnic tables and infield mix on a Countywide basis. Other capital maintenance projects include such work as the repair and replacement of fences, backstops, restroom facilities, 20+ year-old playground equipment and field lighting equipment that has deteriorated and become a safety concern.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	3	3	3	15	0	3	18
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	247	247	247	247	247	1,235	0	247	1,482
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$250	\$250	\$250	\$250	\$250	\$1,250	\$0	\$250	\$1,500

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	250	250	250	250	250	1,250	0	250	1,500
Total County Funding	\$250	\$250	\$250	\$250	\$250	\$1,250	\$0	\$250	\$1,500
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$250	\$250	\$250	\$250	\$250	\$1,250	\$0	\$250	\$1,500

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

LOCATION:
 County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Various Pedestrian & Bicycle Facilities	Project #: 4107

To provide a network of pedestrian & bicycle facilities within the Development District & to provide amenities such as park & walk/bike lots & rest stops as part of the linear trails being constructed with the Enhanced Transportation program. If a project is located on a State road, then project is eligible for State funding. The following projects are currently being considered:

<ol style="list-style-type: none"> 1. Smallwood Drive from Route 301 eastward to St. Charles Parkway. 2. Route 210 from Route 227 to Ruth B. Swann Drive. 3. Route 227 from Billingsley Rd. to Route 210 northward to trail tie-in. 4. Chapel Point Road from Causeway Dr. to Commerce Street. 5. From intersection of Route 227 and Route 210 northward on Route 210 approximately 300 lf and westward on Route 227 to Matthews Road. 	<ol style="list-style-type: none"> 6. Route 227 from Food Lion entrance eastward to Matthews Road and northward on Matthews Road to auxiliary road eastward to Route 210. 7. Route 227 westward to Matthews Road southward to Shopping Center Entrance. 8. BUS 5 from Burnt Store Road to Bypass - North & South. 9. BUS 5 from 231 to Bypass - South. 10. Lexington Drive (Berry Valley Neighborhood).
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Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$5	\$5	\$5	\$5	\$5	\$25	\$5	\$5	\$35
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	53	53	53	129	53	341	53	53	447
Equipment	0	0	0	0	0	0	0	0	0
Administration	3	3	3	9	3	21	3	3	27
Administration - FAS	3	3	3	6	3	18	3	3	24
Inspection	5	5	5	5	5	25	5	5	35
Miscellaneous	5	5	5	10	5	30	5	5	40
Contingency	6	6	6	6	6	30	6	6	42
Total Outlay	\$80	\$80	\$80	\$170	\$80	\$490	\$80	\$80	\$650

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$80	\$80	\$80	\$170	\$80	\$490	\$80	\$80	\$650
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$80	\$80	\$80	\$170	\$80	\$490	\$80	\$80	\$650
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$80	\$80	\$80	\$170	\$80	\$490	\$80	\$80	\$650

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	7.2	14.6	22.1	29.6	45.6	7.2	60.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$7.2	\$14.6	\$22.1	\$29.6	\$45.6	\$7.2	\$60.7

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Requested By: RPT
Popes Creek Waterfront Phase II	Project #: 4116
<p>DRPT anticipates the acquisition of a 2 acre parcel of waterfront property including a restaurant building and parking area w/easement to adjacent county park property in late FY18 or early FY19. This property will provide a critical parking area for the Popes Creek Rail Trail and the Popes Creek Waterfront Park. Plans for the building include a waterman's heritage museum, crabbing/fishing pier, kayak rentals and concession stand, conference center, retail stalls, and a summer camp venue.</p>	
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>	
PRIORITY	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '14-'18	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$45	\$90	\$0	\$0	\$0	\$135	\$0	\$0	\$135
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	650	750	0	1,400	0	0	1,400
Equipment	0	0	0	0	0	0	0	0	0
Administration	3	8	48	56	0	115	0	0	115
Administration - FAS	3	3	3	3	0	12	0	0	12
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	4	9	65	75	0	153	0	0	153
Contingency	4	9	65	75	0	153	0	0	153
Total Outlay	\$59	\$119	\$831	\$959	\$0	\$1,968	\$0	\$0	\$1,968

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '14-'18	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$15	\$51	\$207	\$239	\$0	\$512	\$0	\$0	\$512
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$15	\$51	\$207	\$239	\$0	\$512	\$0	\$0	\$512
Federal	0	0	0	0	0	0	0	0	0
State	44	68	624	720	0	1,456	0	0	1,456
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$59	\$119	\$831	\$959	\$0	\$1,968	\$0	\$0	\$1,968

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	1.4	6.2	25.6	48.1	48.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$1.4	\$6.2	\$25.6	\$48.1	\$48.1

LOCATION:
Newburg, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Requested By: RPT
Waldorf Park Development PH I	Project #:

Development of this park is a priority to meet the active and passive outdoor recreational needs of one of the fastest growing areas in the county. Planned amenities include lighted football and soccer fields for games and practice, basketball and tennis courts, a large playground with adaptive (special needs) features, group picnic pavilions, nature and fitness trails and more. Phase I will include all excavation, grading and site work, including storm water management; construction and improvements to two entrance/exit points, ballfield construction to include lighting, fencing, bleachers, and installation of Bermuda turf; parking lot construction; utilities (electric and water); and basic site prep for all other park amenities.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

PRIORITY

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$150	\$0	\$0	\$0	\$150	\$0	\$0	\$150
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	1,997	0	0	1,997	0	0	1,997
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	7	0	0	0	7	0	0	7
Administration - FAS	0	3	3	0	0	6	0	0	6
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	12	0	0	0	12	0	0	12
Total Outlay	\$0	\$172	\$2,000	\$0	\$0	\$2,172	\$0	\$0	\$2,172

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$43	\$500	\$0	\$0	\$543	\$0	\$0	\$543
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$43	\$500	\$0	\$0	\$543	\$0	\$0	\$543
Federal	0	0	0	0	0	0	0	0	0
State	0	129	1,500	0	0	1,629	0	0	1,629
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$172	\$2,000	\$0	\$0	\$2,172	\$0	\$0	\$2,172

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	3.30	3.30	3.30
Personnel Costs	0.0	0.0	0.0	172.1	178.9	178.9
Operating	0.0	0.0	0.0	53.0	54.0	54.5
Total Operating	\$0.0	\$0.0	\$0.0	\$225.1	\$232.9	\$233.4
Debt Service: Bonds	0.0	0.0	4.0	50.9	50.9	50.9
Vehicle & Equipment Lease	0.0	0.0	0.0	16.5	33.1	33.1
Total Impact	\$0.0	\$0.0	\$4.0	\$292.5	\$316.9	\$317.4

LOCATION:
To be determined

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Requested By: RPT
Gilbert Run Boardwalk Replacement	Project #: 4117
<p>The 2.5 mile nature trail and boardwalk network at Gilbert Run Park is a popular amenity and destination for county residents. These 30 year old boardwalks are in poor shape and need to be replaced according to industry standards. The design and permitting phase of this project is underway (using POS and local park repair and maintenance CIP funding) and should be completed by June, 2019.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$10	\$0	\$0	\$0	\$0	\$10	\$0	\$0	\$10
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	193	0	0	0	0	193	0	0	193
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	34	0	0	0	0	34	0	0	34
Total Outlay	\$240	\$0	\$0	\$0	\$0	\$240	\$0	\$0	\$240

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	60	0	0	0	0	60	0	0	60
Total County Funding	\$60	\$0	\$0	\$0	\$0	\$60	\$0	\$0	\$60
Federal	0	0	0	0	0	0	0	0	0
State	180	0	0	0	0	180	0	0	180
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$240	\$0	\$0	\$0	\$0	\$240	\$0	\$0	\$240

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

LOCATION:
Gilbert Run Park

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Requested By: RPT
Playground Revitalization Program	Project #: 4118
<p>Funding requested to replace aging playground equipment at various county park locations. Funding will be used as county share for available grant funding with a potential of up to \$300,000 in total funding for these much needed playground upgrades. It is anticipated that this will be a recurring fund utilized on an annual basis.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p> <p>PRIORITY</p>	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	300	0	0	0	0	300	0	0	300
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	0	0	0	0	0	0	0	0
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$300	\$0	\$0	\$0	\$0	\$300	\$0	\$0	\$300

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	75	0	0	0	0	75	0	0	75
Total County Funding	\$75	\$0	\$0	\$0	\$0	\$75	\$0	\$0	\$75
Federal	0	0	0	0	0	0	0	0	0
State	225	0	0	0	0	225	0	0	225
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$300	\$0	\$0	\$0	\$0	\$300	\$0	\$0	\$300

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

LOCATION:
Various locations

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Hamilton Road Sidewalk Improvements	Project #: 4119
Install approximately 4,500 linear feet of 5-foot wide sidewalk along Hamilton Road from 500 linear feet south of Moran Drive to Acton Lane. Work shall include right-of-way acquisition and/or curb and gutter with new storm drain.	
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$40	\$0	\$0	\$0	\$0	\$40	\$0	\$0	\$40
Land & ROW	37	0	0	0	0	37	0	0	37
Construction	400	0	0	0	0	400	0	0	400
Equipment	0	0	0	0	0	0	0	0	0
Administration	30	0	0	0	0	30	0	0	30
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	20	0	0	0	0	20	0	0	20
Miscellaneous	5	0	0	0	0	5	0	0	5
Contingency	40	0	0	0	0	40	0	0	40
Total Outlay	\$575	\$0	\$0	\$0	\$0	\$575	\$0	\$0	\$575

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$575	\$0	\$0	\$0	\$0	\$575	\$0	\$0	\$575
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$575	\$0	\$0	\$0	\$0	\$575	\$0	\$0	\$575
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$575	\$0	\$0	\$0	\$0	\$575	\$0	\$0	\$575

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	53.6	53.6	53.6	53.6	0.0	53.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$53.6	\$53.6	\$53.6	\$53.6	\$0.0	\$53.6

LOCATION:
Hamilton Road, Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

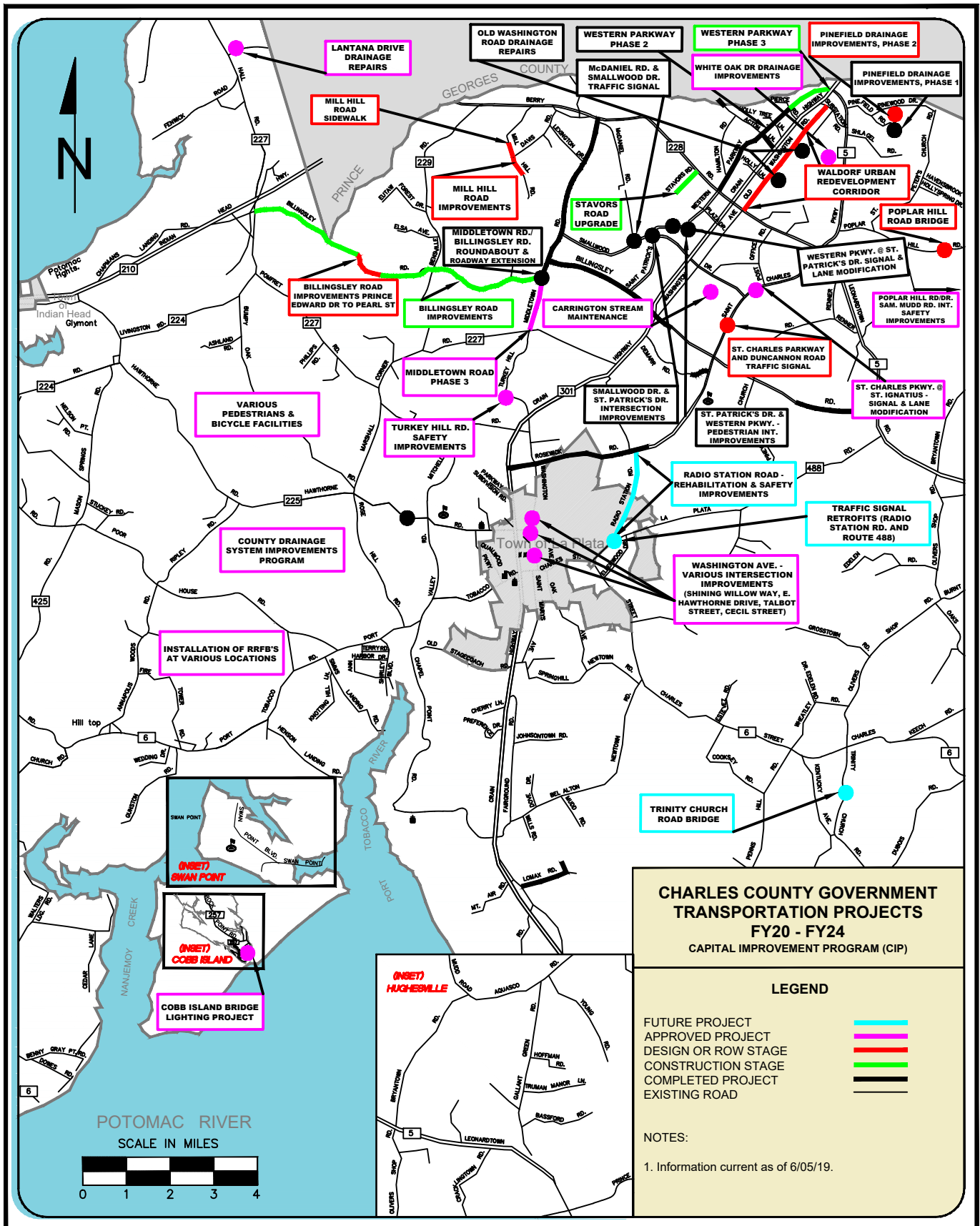
TRANSPORTATION SUMMARY

The County is responsible for new and existing local road infrastructure. The Public Works Roads Division maintains lane miles of existing roadway providing a variety of services including patching, overlay, and storm drain repair and replacement. New local road construction is primarily financed by local governments and occasionally with State or Federal grants. The County does receive tax revenue from gasoline sales, distributed by the State and in part applied to debt service from local bonds. Road projects are designed in accordance with the overall planning concept and are managed by Charles County Government employees.

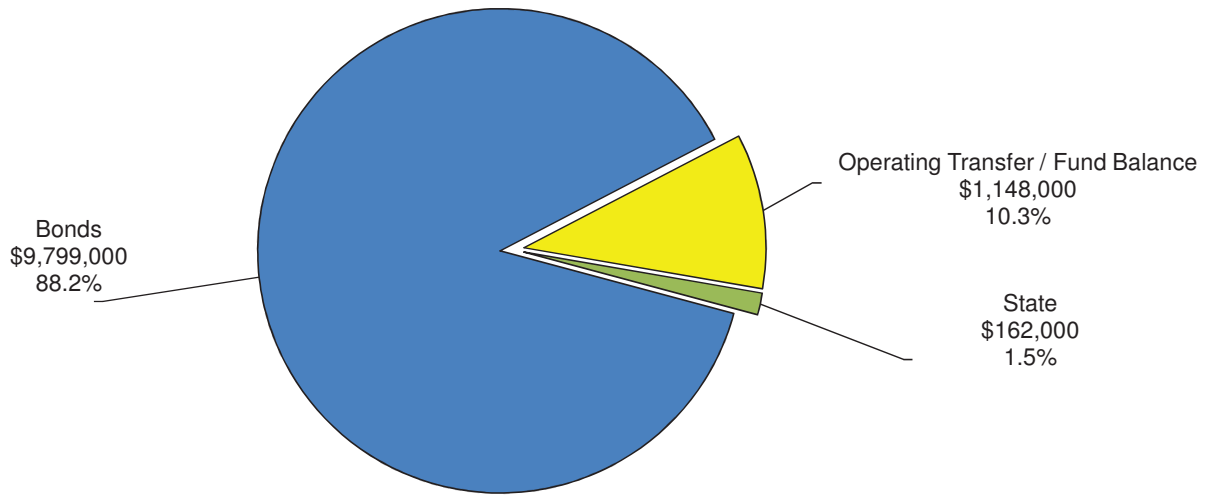
EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$228	\$122	\$125	\$129	\$129	\$733	\$2,525	\$53	\$3,311
Land & ROW	3,223	2,206	49	50	50	5,578	6,899	27	12,504
Construction	6,761	6,666	4,283	4,283	4,283	26,276	13,843	4,729	44,848
Equipment	0	0	0	0	0	0	0	0	0
Administration	140	110	52	53	53	408	704	38	1,150
Administration - FAS	27	24	18	19	19	107	37	19	163
Inspection	172	265	125	126	126	814	706	132	1,652
Miscellaneous	21	78	11	11	11	132	509	8	649
Contingency	537	645	76	78	78	1,414	968	52	2,434
Total Outlay	\$11,109	\$10,116	\$4,739	\$4,749	\$4,749	\$35,462	\$26,191	\$5,058	\$66,711

FINANCING SOURCES		FY 2020		FY 2021		FY 2022		FY 2023		FY 2024		5-Year	
												Total '20-'24	Beyond FY 2024
Bonds		\$9,799	\$8,875	\$3,498	\$3,508	\$3,508						\$29,188	\$4,218
Fund Balance Appropriation		69	0	0	0	0						69	0
Operating Transfer	General Fund	1,079	1,079	1,079	1,079	1,079						5,395	631
Total County Funding		\$10,947	\$9,954	\$4,577	\$4,587	\$4,587						\$34,652	\$4,849
Federal		0	0	0	0	0						0	0
State		162	162	162	162	162						810	209
Total Funding		\$11,109	\$10,116	\$4,739	\$4,749	\$4,749						\$35,462	\$5,058

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. Beyond	
						thru FY19	FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	1,259.8	2,046.4	2,748.5	3,049.8	3,352.1	1,259.8	3,946.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$1,259.8	\$2,046.4	\$2,748.5	\$3,049.8	\$3,352.1	\$1,259.8	\$3,946.7

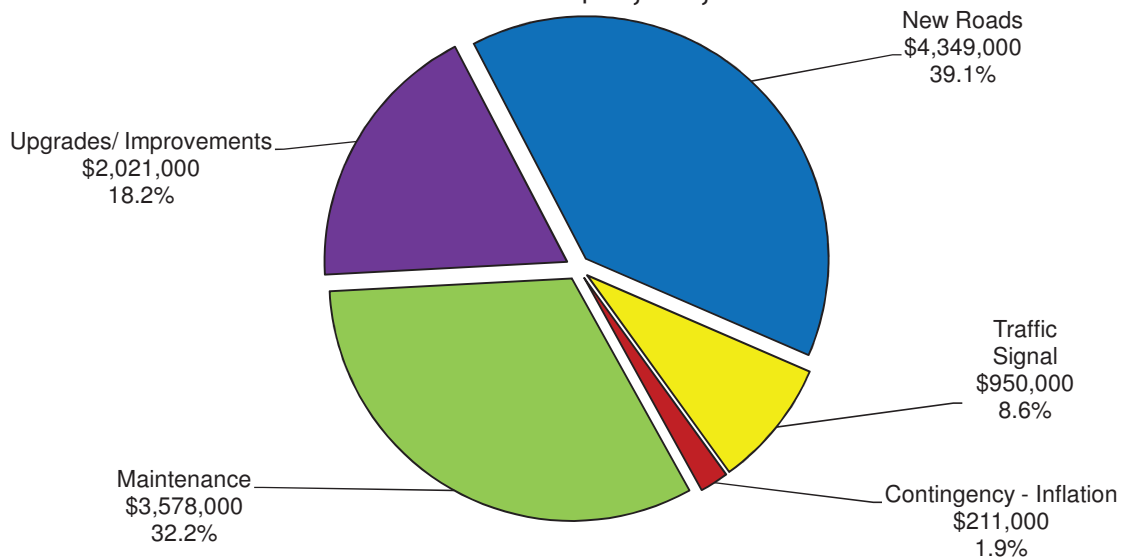


FY20 Transportation Financing Sources Total \$11,109,000



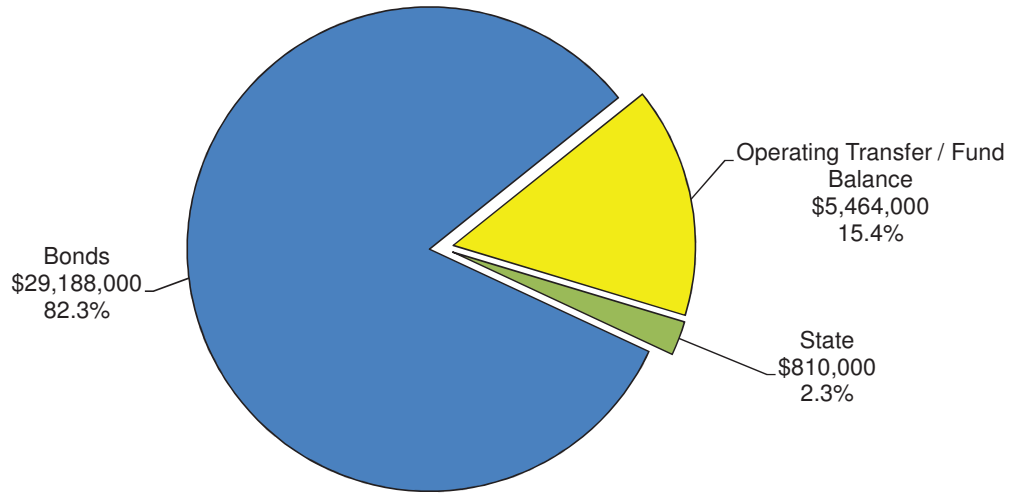
Bonds are the major source of financing for the transportation projects.

FY20 Transportation by Project Type Total \$11,109,000



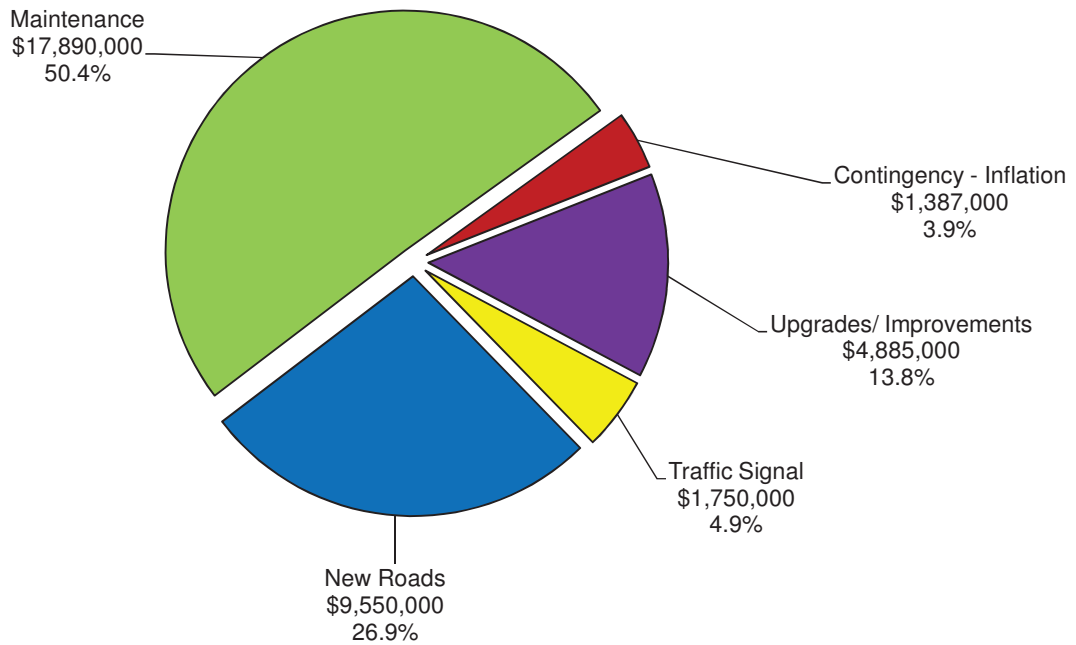
The Capital Budget for transportation/roads includes improving the existing road systems and expanding for the future. Included are funds to improve drainage, safety, sidewalks and traffic intersection(s). Upgrade/Improvements includes funding for drainage improvements throughout the County, safety improvements on Billingsley Road and various intersection improvements on Washington Avenue. Maintenance includes the Road Overlay Program which treats various roads throughout the county. New Roads includes funding for Western Parkway Phase III and Old Washington Road Reconstruction. The traffic signal includes funding a traffic signal on St. Charles Parkway at Duncannon Road/St. Andrews Drive.

FY20-FY24 Transportation Financing Sources
Total \$35,462,000



The County's Debt Affordability Plan provides for sufficient funds to pay the annual debt service on the necessary General Obligation Bonds.

FY20-FY24 Transportation by Project Type
Total \$35,462,000



The majority of the Transportation program is for maintenance, upgrades, and improvements to the existing roads. New Roads includes funding for Western Parkway and Old Washington Road Reconstruction.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Road Overlay Program	Project #: 2248
Highway Maintenance Program to complete asphalt overlay, modified seal, slurry seal, crack seal, line striping, deep patching, pavement markings, and repairs on various roads in the county. Roads for treatment to be determined.	
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	3,500	3,500	3,500	3,500	3,500	17,500	0	3,100	20,600
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	3	3	3	15	0	3	18
Inspection	75	75	75	75	75	375	0	75	450
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$3,578	\$3,578	\$3,578	\$3,578	\$3,578	\$17,890	\$0	\$3,178	\$21,068

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (15 year)	\$3,016	\$3,016	\$3,016	\$3,016	\$3,016	\$15,080	\$0	\$3,016	\$18,096
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer - General Fund	400	400	400	400	400	2,000	0	0	2,000
Total County Funding	\$3,416	\$3,416	\$3,416	\$3,416	\$3,416	\$17,080	\$0	\$3,016	\$20,096
Federal	0	0	0	0	0	0	0	0	0
State	162	162	162	162	162	810	0	162	972
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$3,578	\$3,578	\$3,578	\$3,578	\$3,578	\$17,890	\$0	\$3,178	\$21,068

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	281.0	562.9	845.8	1,129.7	1,697.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$281.0	\$562.9	\$845.8	\$1,129.7	\$1,697.5

LOCATION:
Roads throughout Charles County

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Requested By: DPW
County Drainage Systems Improvement Program	Project #: 2161

Provide drainage improvements at various locations that have been recorded as experiencing serious drainage problems:

A study was conducted by the US Army Corp. of Engineers (USACE) for which the County contributed \$104K representing 40% of the cost for the study on Pinefield, Halley Estates, Strawberry Hills, and Acton Village Phase 2. The following projects resulted from the USACE study:

- (1) Pinefield Drainage Phase 2 – Design and construct medium priority areas as described in USACE study. A/E and construction costs estimated at 1.4 million.
- (2) Pinefield Drive Sinkhole Repairs – est. cost: \$140,000.
- (3) Marbella Drainage Pipe Upgrades – est. cost: \$261,000.
- (4) Pinefield Drive Sink Hole Repairs - est. cost: \$140,000.
- (5) Spring Hill-Newtown Road @ Glen Albin Road – Install drainage ditches, and culvert pipe crossings for run-off to minimize flooding.
- (6) Cobb Island - This older community has many inadequate pipes, ditches, etc. that need improvement. Estimated costs: \$25,000.
- (7) Miscellaneous storm drainage pipe replacement County wide on a case-by-case basis.
- (8) Chapel Point Woods Drainage Improvements - Address drainage issues in the front of private properties on west side of Twinberry Drive. Discharge exceeds capacity of driveway culverts causing yard flooding. Estimated Costs: \$10,000 (A/E), and \$100,000 (const.).

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$12	\$12	\$12	\$12	\$12	\$60	\$181	\$12	\$253
Land & ROW	0	0	0	0	0	0	47	0	47
Construction	1,070	70	70	70	70	1,350	1,041	70	2,461
Equipment	0	0	0	0	0	0	0	0	0
Administration	6	6	6	6	6	30	12	6	48
Administration - FAS	3	3	3	3	3	15	3	3	21
Inspection	0	0	0	0	0	0	3	0	3
Miscellaneous	2	2	2	2	2	10	32	2	44
Contingency	7	7	7	7	7	35	271	7	313
Total Outlay	\$1,100	\$100	\$100	\$100	\$100	\$1,500	\$1,590	\$100	\$3,190

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (20 year)	\$1,000	\$0	\$0	\$0	\$0	\$1,000	\$1,550	\$0	\$2,550
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	100	100	100	100	100	500	0	100	600
Total County Funding	\$1,100	\$100	\$100	\$100	\$100	\$1,500	\$1,550	\$100	\$3,150
Federal	0	0	0	0	0	0	40	0	40
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$1,100	\$100	\$100	\$100	\$100	\$1,500	\$1,590	\$100	\$3,190

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	139.4	216.3	216.3	216.3	216.3	139.4	216.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$139.4	\$216.3	\$216.3	\$216.3	\$216.3	\$139.4	\$216.3

LOCATION:
Various Sites throughout County. (See description above.)

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Safety Improvement Program- Existing Roadways	Project #: 2177
<p>Design and construct various roadway safety improvements/upgrades as recommended by the Charles County Safety Committee:</p> <ol style="list-style-type: none"> 1.) Turkey Hill Rd. (eliminate 90 degree bend). 2.) RRFB's – St. Ignatius Dr. @ Village Street. 3.) RRFB's – St. Thomas Dr. @ Benjamin Stoddart Middle School. 4.) RRFB's – Bannister Circle – 3 locations. 5.) Berry Hills Rd. east of Marshall Hall Rd. (drainage improvements). 6.) Ripley Rd. & Poorhouse Rd. (sight distance improvements). <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$13	\$13	\$13	\$13	\$13	\$65	\$107	\$13	\$185
Land & ROW	11	11	11	11	11	55	56	11	122
Construction	138	138	138	138	138	690	103	138	931
Equipment	0	0	0	0	0	0	0	0	0
Administration	11	11	11	11	11	55	32	11	98
Administration - FAS	3	3	3	3	3	15	4	3	22
Inspection	10	10	10	10	10	50	60	10	120
Miscellaneous	1	1	1	1	1	5	12	1	18
Contingency	13	13	13	13	13	65	45	13	123
Total Outlay	\$200	\$200	\$200	\$200	\$200	\$1,000	\$418	\$200	\$1,618

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (20 year)	\$59	\$59	\$59	\$59	\$59	\$295	\$418	\$107	\$820
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	141	141	141	141	141	705	0	93	798
Total County Funding	\$200	\$200	\$200	\$200	\$200	\$1,000	\$418	\$200	\$1,618
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$200	\$200	\$200	\$200	\$200	\$1,000	\$418	\$200	\$1,618

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	37.6	42.2	46.7	51.3	55.9	37.6	68.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$37.6	\$42.2	\$46.7	\$51.3	\$55.9	\$37.6	\$68.8

LOCATION: Various Sites throughout County

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Traffic Signal Program	Project #: 2156
Install new traffic signal at various locations throughout the county in conjunction with the Maryland State Highway Administration. 1) Western Prkwy @ St. Patrick's Dr. - Signal & lane modifications 2) St. Charles Prkwy @ St. Ignatius - Signal & lane modifications 3) Washington Rd. and Heritage Green Parkway	
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$16	\$16	\$16	\$16	\$16	\$80	\$25	\$16	\$121
Land & ROW	10	10	10	10	10	50	46	10	106
Construction	200	200	200	200	200	1,000	682	200	1,882
Equipment	0	0	0	0	0	0	0	0	0
Administration	13	13	13	13	13	65	17	13	95
Administration - FAS	3	3	3	3	3	15	3	3	21
Inspection	18	18	18	18	18	90	52	18	160
Miscellaneous	5	5	5	5	5	25	0	5	30
Contingency	20	20	20	20	20	100	27	20	147
Total Outlay	\$285	\$285	\$285	\$285	\$285	\$1,425	\$650	\$285	\$2,560

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (20 year)	\$0	\$0	\$0	\$0	\$0	\$0	\$810	\$0	\$810
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	285	285	285	285	285	1,425	40	285	1,750
Total County Funding	\$285	\$285	\$285	\$285	\$285	\$1,425	\$850	\$285	\$2,560
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$285	\$285	\$285	\$285	\$285	\$1,425	\$850	\$285	\$2,560

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	72.9	72.9	72.9	72.9	72.9	72.9	72.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$72.9	\$72.9	\$72.9	\$72.9	\$72.9	\$72.9	\$72.9

LOCATION:
County Wide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Sidewalk Improvement Program	Project #: 2249

This project includes residential sidewalk repairs in the development district to include panel replacement, repair damaged concrete, safety risks and tripping hazards. Staff performs sidewalk inspections county-wide and prioritizes repairs based on safety risks that may be posed to the public. The condition rating guidelines that are followed rate sidewalks in the following prioritization:

- Priority 1 – Missing concrete panel, lifted panel 2" or higher
- Priority 2 – Concrete panels lifted ½" to 2" high
- Priority 3 – Concrete panels with heavy cracking, delamination or spaulding

Maintenance for Hiker-Biker Paths and all sidewalks within subdivisions which are located within the County right-of-way, both of which were designed and constructed in accordance with the 1995 Road Ordinance or more recent revision, shall be the responsibility of Charles County.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	150	150	150	150	150	750	0	150	900
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	3	3	3	15	0	3	18
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$153	\$153	\$153	\$153	\$153	\$765	\$0	\$153	\$918

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (20 year)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	153	153	153	153	153	765	0	153	918
Total County Funding	\$153	\$153	\$153	\$153	\$153	\$765	\$0	\$153	\$918
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$153	\$153	\$153	\$153	\$153	\$765	\$0	\$153	\$918

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

LOCATION:
To be determined.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Billingsley Road Safety Improvements	Project #: 2178
<p>A preliminary report of a study to determine where safety improvements are warranted along the Billingsley Road corridor from Middletown Rd. to Maryland Route 210 has identified several areas for which safety improvement measures should be implemented. The recommended improvements consist of short term (tree removal, shoulder repair, and signage), medium range (shoulder installation and drainage), and long term solutions (realignment and intersection improvements). The next phase of this project is to implement the short term and mid-range improvements. The long term improvements will require a formal design to construct the realignment and intersection improvements.</p>	
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p>PRIORITY</p>	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$75	\$75	\$75	\$75	\$75	\$375	\$355	\$0	\$730
Land & ROW	25	25	25	25	25	125	183	0	308
Construction	0	0	0	0	0	0	2,886	0	2,886
Equipment	0	0	0	0	0	0	0	0	0
Administration	20	20	20	20	20	100	112	0	212
Administration - FAS	3	3	3	3	3	15	9	0	24
Inspection	20	20	20	20	20	100	111	0	211
Miscellaneous	3	3	3	3	3	15	18	0	33
Contingency	32	32	32	32	32	160	170	0	330
Total Outlay	\$178	\$178	\$178	\$178	\$178	\$890	\$3,843	\$0	\$4,733

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (20 year)	\$109	\$178	\$178	\$178	\$178	\$821	\$3,843	\$0	\$4,664
Fund Balance Appropriation	69	0	0	0	0	69	0	0	69
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$178	\$178	\$178	\$178	\$178	\$890	\$3,843	\$0	\$4,733
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$178	\$178	\$178	\$178	\$178	\$890	\$3,843	\$0	\$4,733

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	345.6	354.0	367.8	381.6	395.5	345.6	409.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$345.6	\$354.0	\$367.8	\$381.6	\$395.5	\$345.6	\$409.3

LOCATION:
Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Old Washington Road Reconstruction	Project #: 2186
<p>Reconstruction of portions of Old Washington Road is necessary to support increases in North-South traffic flow and overall traffic circulation. This route is a vital link to supporting commercial businesses in the Waldorf community. Old Washington Road is not only a North-South link, but will also support East-West connectivity between Western Parkway, US Route 301, and Post Office Road, via projects such as Holly Lane, Acton Lane. Estimated costs are subject to change after preliminary engineering is completed.</p> <p>Ex. ROW=30'; Prop. R/W=72-80'; Length=1.67mi.. Major Collector</p>	
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p>PRIORITY</p>	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$540	\$0	\$540
Land & ROW	3,000	2,000	0	0	0	5,000	2,000	0	7,000
Construction	0	1,495	0	0	0	1,495	2,965	0	4,460
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	37	0	0	0	37	135	0	172
Administration - FAS	0	3	0	0	0	3	9	0	12
Inspection	0	129	0	0	0	129	129	0	258
Miscellaneous	0	67	0	0	0	67	191	0	258
Contingency	0	153	0	0	0	153	404	0	557
Total Outlay	\$3,000	\$3,884	\$0	\$0	\$0	\$6,884	\$6,373	\$0	\$13,257

FINANCING SOURCES		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
							Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (20 year)		\$3,000	\$3,884	\$0	\$0	\$0	\$6,884	\$6,373	\$0	\$13,257
Fund Balance Appropriation		0	0	0	0	0	0	0	0	0
Operating Transfer		0	0	0	0	0	0	0	0	0
Total County Funding		\$3,000	\$3,884	\$0	\$0	\$0	\$6,884	\$6,373	\$0	\$13,257
Federal		0	0	0	0	0	0	0	0	0
State		0	0	0	0	0	0	0	0	0
Other:		0	0	0	0	0	0	0	0	0
Total Funding		\$3,000	\$3,884	\$0	\$0	\$0	\$6,884	\$6,373	\$0	\$13,257

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. Beyond	
						thru FY19	FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	573.2	804.0	1,104.1	1,104.1	1,104.1	573.2	1,104.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$573.2	\$804.0	\$1,104.1	\$1,104.1	\$1,104.1	\$573.2	\$1,104.1

LOCATION:
Waldorf, Md. Route 5 to Substation Road

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Washington Ave.- Various Intersection Improvements	Project #: 2191

Provide left turn lanes at high-volume intersections, including the following:

- Heritage Green Parkway • Shining Willow Way • E. Hawthorne Drive • Talbot Street • Cecil Street

Washington Ave. is an urban major collector road. As such, the goal is to ultimately provide a center turn lane along the road. The Fire Department made a request in 2011 for a traffic signal at their location on Washington Ave. at Shining Willow Way due to a traffic accident that tied up their main access to the fire station. This is also the subject of a Traffic Safety Committee request for October 2012, requesting that the shoulder northbound be striped for a right turn lane. The best response to both concerns would be to provide a left-turn lane at Shining Willow Way so that vehicles could get around anyone stopped to turn left. The US DOT and FHWA are encouraging the provision of left turn lanes as one of 9 proven safety measures, and are asking local and state jurisdictions to determine how and when they can consider these measures to improve safety, especially when federally funded investments are pursued. AASHTO recommends that left-turn lanes should be provided at street intersections along major arterials and collector roads wherever left turns are permitted. Studies have shown total crash reductions ranging from 28-44% and fatal/injury crash reductions of 35-55% when a left turn lane is provided on just one of the major street approaches and even more if on both approaches.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$50	\$0	\$0	\$0	\$0	\$50	\$240	\$0	\$290
Land & ROW	40	0	0	0	0	40	120	0	160
Construction	170	0	0	0	0	170	510	0	680
Equipment	0	0	0	0	0	0	0	0	0
Administration	13	0	0	0	0	13	47	0	60
Administration - FAS	3	0	0	0	0	3	6	0	9
Inspection	8	0	0	0	0	8	27	0	35
Miscellaneous	4	0	0	0	0	4	12	0	16
Contingency	17	0	0	0	0	17	51	0	68
Total Outlay	\$305	\$0	\$0	\$0	\$0	\$305	\$1,013	\$0	\$1,318

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (20 year)	\$305	\$0	\$0	\$0	\$0	\$305	\$1,013	\$0	\$1,318
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$305	\$0	\$0	\$0	\$0	\$305	\$1,013	\$0	\$1,318
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$305	\$0	\$0	\$0	\$0	\$305	\$1,013	\$0	\$1,318

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	91.1	114.6	114.6	114.6	114.6	91.1	114.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$91.1	\$114.6	\$114.6	\$114.6	\$114.6	\$91.1	\$114.6

LOCATION:
La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Western Parkway Road Improvements Phase 3	Project #: 2013
<p>The construction of Western Parkway, Phase 3 from Pierce Road north to US 301 near the Charles County and Prince George's County line will provide the final phase of a north/south route for local vehicular traffic within Waldorf, serving as an alternate to US 301. Consistent with the Charles County Comprehensive Plan, Western Parkway will parallel US 301, resulting in a grid network street pattern. This additional north/south route will provide greater roadway connectivity and increased traffic circulation patterns, while ultimately relieving some traffic congestion on US 301/Crain Highway.</p>	
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>	
PRIORITY	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$1,069	\$0	\$1,069
Land & ROW	0	0	0	0	0	0	4,449	0	4,449
Construction	921	922	0	0	0	1,843	5,657	0	7,500
Equipment	0	0	0	0	0	0	0	0	0
Administration	25	17	0	0	0	42	344	0	386
Administration - FAS	3	3	0	0	0	6	3	0	9
Inspection	25	0	0	0	0	25	325	0	350
Miscellaneous	0	0	0	0	0	0	242	0	242
Contingency	375	375	0	0	0	750	0	0	750
Total Outlay	\$1,349	\$1,317	\$0	\$0	\$0	\$2,666	\$12,089	\$0	\$14,755

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (20 year)	\$1,349	\$1,317	\$0	\$0	\$0	\$2,666	\$12,089	\$0	\$14,755
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$1,349	\$1,317	\$0	\$0	\$0	\$2,666	\$12,089	\$0	\$14,755
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$1,349	\$1,317	\$0	\$0	\$0	\$2,666	\$12,089	\$0	\$14,755

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	103.8	205.5	205.5	205.5	205.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$103.8	\$205.5	\$205.5	\$205.5	\$205.5

LOCATION: Waldorf: Pierce Road north to US 301 near the Charles County and Prince George's County line

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

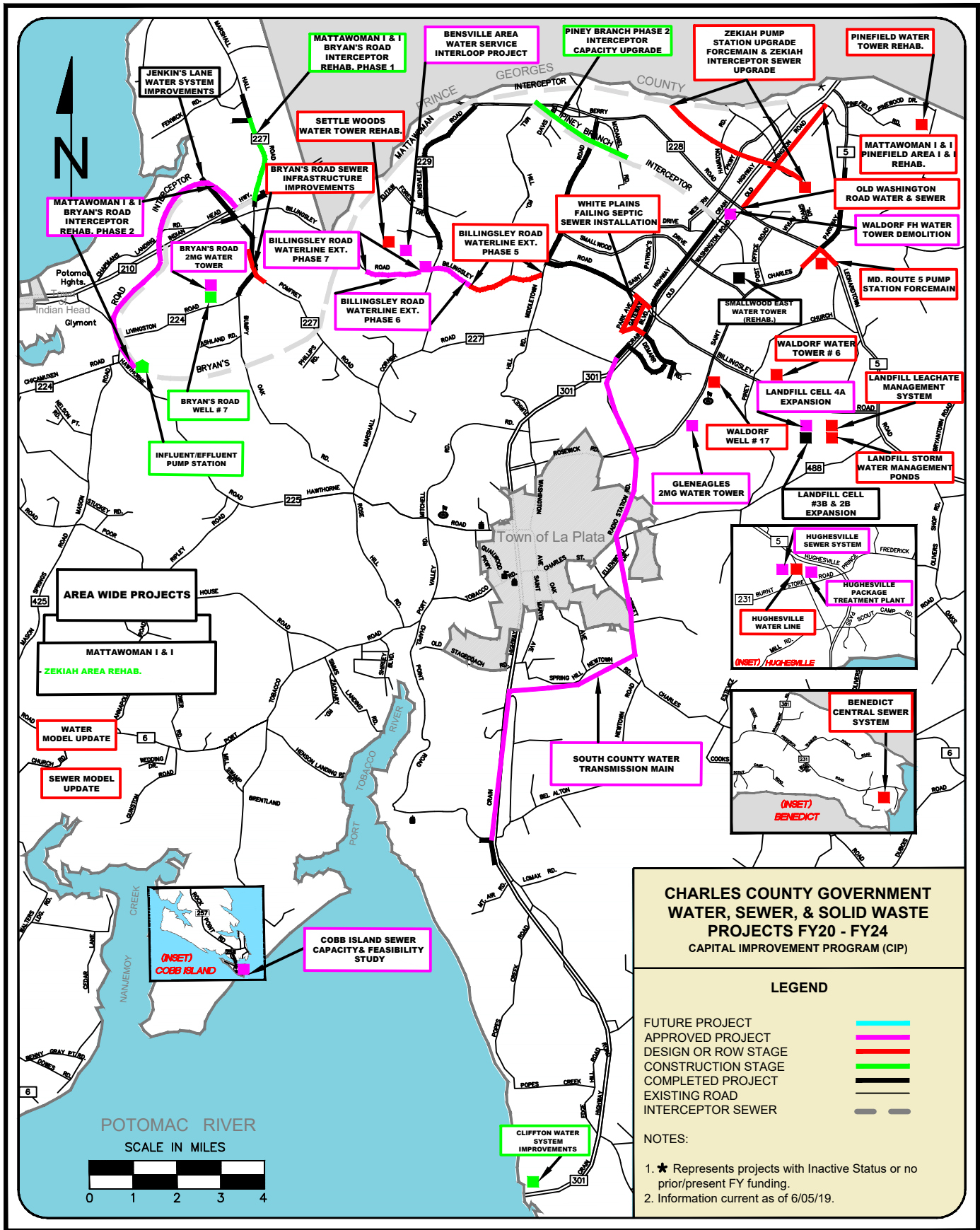
PROJECT NAME:	Requested By: DPW
St. Charles Parkway at Duncannon Rd./St. Andrews Dr. Traffic Signal	Project #: 2228
<i>Safety Committee Recommendation</i>	
Based on the results of a study performed under the direction of the Charles County Traffic Safety Committee (TSC), and a subsequent recommendation by the TSC, design and construct a new traffic signal and associated intersection improvements at the St. Charles Parkway/Duncannon Drive intersection. Associated improvements include extended northbound and southbound left turn lanes, pedestrian crossings and associated appurtenances (handicap ramps, pavement stripping, etc. to meet the current ADA regulations).	
Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)	
PRIORITY	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$55	\$0	\$0	\$0	\$0	\$55	\$9	\$0	\$64
Land & ROW	20	0	0	0	0	20	0	0	20
Construction	550	0	0	0	0	550	0	0	550
Equipment	0	0	0	0	0	0	0	0	0
Administration	47	0	0	0	0	47	5	0	52
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	14	0	0	0	0	14	0	0	14
Miscellaneous	6	0	0	0	0	6	1	0	7
Contingency	55	0	0	0	0	55	0	0	55
Total Outlay	\$750	\$0	\$0	\$0	\$0	\$750	\$15	\$0	\$765

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$750	\$0	\$0	\$0	\$0	\$750	\$0	\$0	\$750
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	15	0	15
Total County Funding	\$750	\$0	\$0	\$0	\$0	\$750	\$15	\$0	\$765
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$750	\$0	\$0	\$0	\$0	\$750	\$15	\$0	\$765

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	57.7	57.7	57.7	57.7	0.0	57.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$57.7	\$57.7	\$57.7	\$57.7	\$0.0	\$57.7

LOCATION:
St. Charles Parkway/Duncannon Drive intersection, Waldorf, MD



APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

WATER SUMMARY

The County owns, maintains and constructs central water systems located throughout the County. New systems are built to accommodate growth, and often, developer contributions for part of the system are dedicated to the County. Infrastructure as a result of new growth is financed by a capital charge, referred to as a "connection fee," and collected from the home builder. Other capital costs for renovations, rehabilitations, and improvements to service existing customers are recovered through user fee revenues and/or special assessment assessed per household.

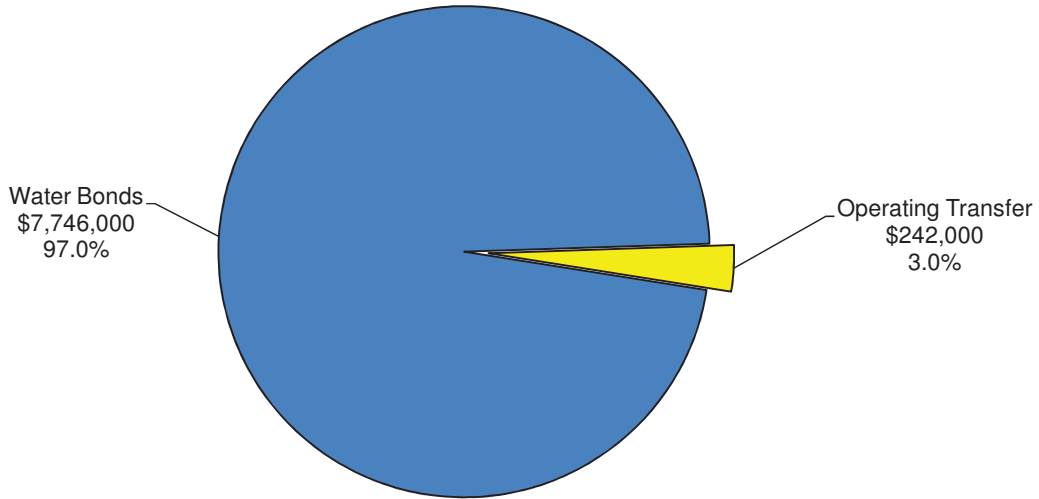
EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$245	\$316	\$250	\$174	\$732	\$1,717	\$7,434	\$486	\$9,636
Land & ROW	52	0	0	0	0	52	634	0	686
Construction	6,183	9,762	3,178	1,322	6,900	27,344	16,814	4,351	48,509
Equipment	0	68	71	0	0	138	887	0	1,025
Administration	510	451	87	79	93	1,219	1,219	114	2,552
Administration - FAS	39	20	11	11	15	93	72	15	180
Inspection	211	295	125	56	279	965	1,217	217	2,399
Miscellaneous	75	52	0	0	0	127	366	0	493
Contingency	673	905	321	135	693	2,727	1,663	439	4,828
Total Outlay	\$7,988	\$11,867	\$4,040	\$1,777	\$8,712	\$34,384	\$30,306	\$5,622	\$70,311

FINANCING SOURCES									
Bonds	\$7,746	\$11,769	\$3,942	\$1,679	\$8,614	\$33,750	\$29,456	\$5,524	\$68,729
Fund Balance Appropriation	\$0	0	0	0	0	0	0	0	0
Operating Transfer	\$242	98	98	98	98	634	825	98	1,557
Total County Funding	\$7,988	11,867	4,040	1,777	8,712	34,384	30,281	5,622	70,287
Federal	\$0	0	0	0	0	0	0	0	0
State	\$0	0	0	0	0	0	25	0	25
Other:	\$0	0	0	0	0	0	0	0	0
Total Funding	\$7,988	\$11,867	\$4,040	\$1,777	\$8,712	\$34,384	\$30,306	\$5,622	\$70,311

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. Beyond	
						thru FY19	FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	2,825.0	3,546.7	4,682.9	5,090.2	5,247.7	2,825.0	4,850.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$2,825.0	\$4,141.0	\$3,370.3	\$3,513.8	\$3,513.8	\$2,825.0	\$4,850.3

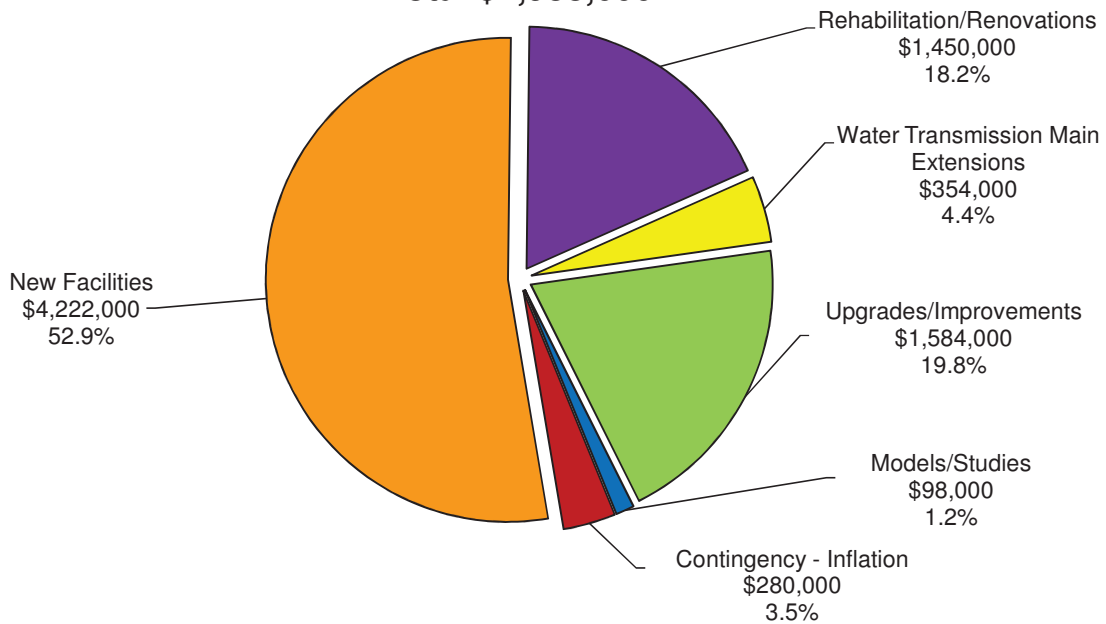
Increase to Water User Fee:	81.6¢	81.6¢	\$1.01	\$1.17	\$1.22	75.3¢	\$1.06
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FY20 Water Financing Sources Total \$7,988,000



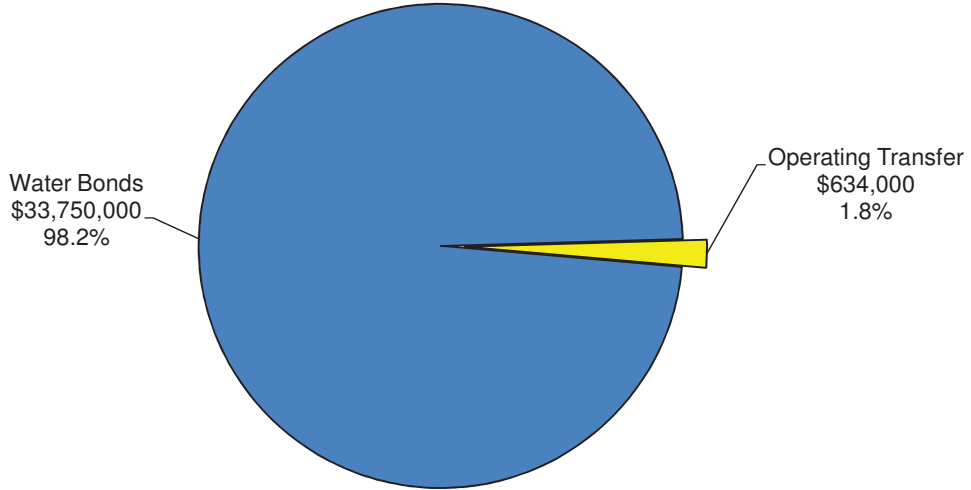
Bonds are the major source of financing for water projects.

FY20 Water Projects by Type Total \$7,988,000



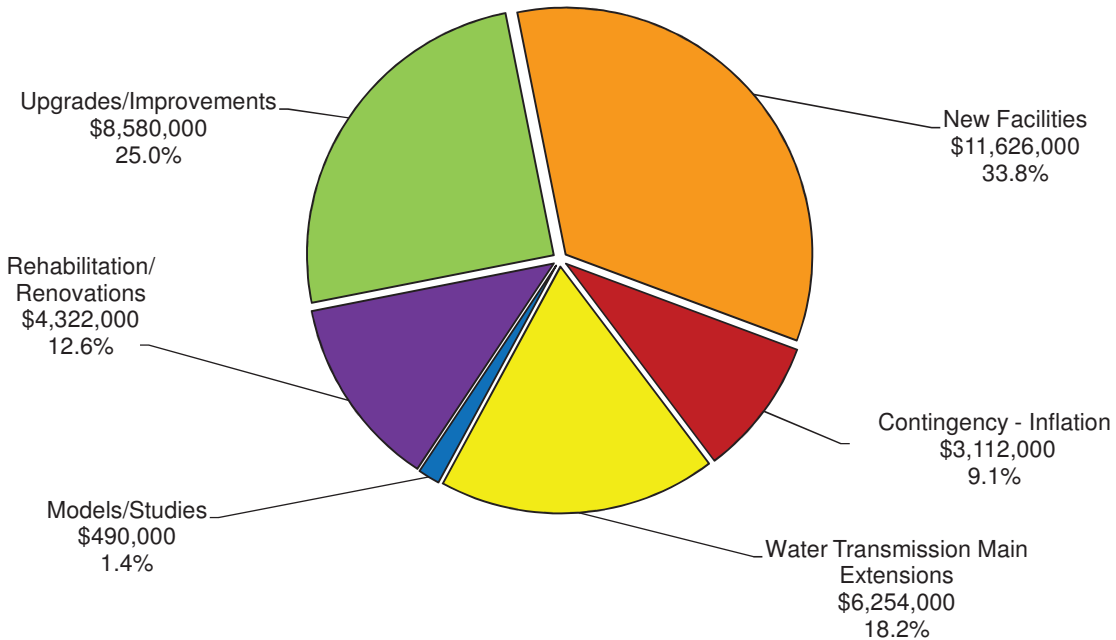
New facilities include the Gleneagles Water Tower, Bryans Road Water Tower, Waldorf Water Tower #6, Hughesville Water Line and Bensville Area Water Service Interloop Project. Upgrades/Improvements include Satellite Water Facility Upgrades and Clifton Water System Improvements. Rehabilitation/Renovations include Underground Infrastructure Repairs, Pinefield Water Tower Rehabilitation, Settle Woods Water Tower Rehabilitation, and Waldorf Fire House Tower Demolition.

FY20-FY24 Water Financing Sources
Total \$34,384,000



Financing the debt service associated with bonds for water projects is recovered primarily from water customer connection and user fees.

FY20-FY24 Water Projects by Type
Total \$34,384,000



New Facilities include the Bryans Road Water Tower, the Gleneagles Water Tower, the Waldorf Water Tower #6 and the Hughesville Water Line. Water Transmission Main Extensions includes projects to interconnect various water systems together throughout the County.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Water User 100%	Requested By: DPW
Underground Infrastructure Repairs	Water Connection 0%	Project #: 6105
<p>To provide necessary repairs/replacements to various water systems that include, but are not limited to the following: Excavate and replace corroded bonnet bolts on underground valves in Lexington, Wexford, and other areas of the County. The bolts are only 11 years old but have already begun to fail because stainless steel was not used in the original construction. Also need to excavate and replace corroded steel service saddles in Pinefield which are approaching 40 years of service life. These have begun to fail and repairing them only as breaks occur results in unscheduled outages, unplanned emergency repair work involving larger excavations, and more extensive restoration, all of which are far more costly. This project also includes replacement of portions of aging water systems in Strawberry Hills (Boxwood Circle) and other areas of the County.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	650	650	650	650	2,600	1,840	650	5,090
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	6	0	6
Administration - FAS	0	3	3	3	3	12	5	3	20
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	65	65	65	65	260	245	65	570
Total Outlay	\$0	\$718	\$718	\$718	\$718	\$2,872	\$2,097	\$718	\$5,687

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (15 Year)	\$0	\$718	\$718	\$718	\$718	\$2,872	\$2,097	\$718	\$5,687
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$718	\$718	\$718	\$718	\$2,872	\$2,097	\$718	\$5,687
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$718	\$718	\$718	\$718	\$2,872	\$2,097	\$718	\$5,687

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	182.9	182.9	250.1	317.4	385.0	182.9	520.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$182.9	\$182.9	\$250.1	\$317.4	\$385.0	\$182.9	\$520.6
Increase to Water User Fee:	8.0¢	7.9¢	10.7¢	13.4¢	16.0¢	8.0¢	21.4¢

LOCATION:
Development District

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME: Water Model Update	Water User 55%	Requested By: PGM
	Water Connection 45%	Project #: 6090
<p>To update the current County Water Model by including newly installed water utilities and verifying the system stability and deficiencies. The County anticipates having to make changes to our traditional operations of our water system, due to concerns with water supply in certain geographic areas.</p>		
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year	Approp.	Beyond	Project
						Total '20-'24	thru FY19	FY 2024	Total
Architectural & Engineering	\$27	\$27	\$27	\$27	\$27	\$135	\$386	\$27	\$548
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	2	0	2
Administration	65	65	65	65	65	325	319	65	709
Administration - FAS	3	3	3	3	3	15	9	3	27
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	3	3	3	3	3	15	42	3	60
Total Outlay	\$98	\$98	\$98	\$98	\$98	\$490	\$757	\$98	\$1,345

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (15 Year)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	98	98	98	98	98	490	757	98	1,345
Total County Funding	\$98	\$98	\$98	\$98	\$98	\$490	\$757	\$98	\$1,345
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$98	\$98	\$98	\$98	\$98	\$490	\$757	\$98	\$1,345

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Increase to Water User Fee:	2.4¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Water User 95%	Requested By: DPW
South County Water Transmission Main	Water Connection 5%	Project #: 6101
<p>Interconnection of the Waldorf Water System with satellite water systems in the southern region of the County to continue to provide a healthy, sustainable water supply. This project will also help control rising costs associated with operating and maintaining multiple small satellite community water systems once the interconnection is completed.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$475	\$475	\$885	\$224	\$1,584
Land & ROW	0	0	0	0	0	0	125	0	125
Construction	0	0	0	0	4,745	4,745	1,325	2,240	8,310
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	12	12	32	12	56
Administration - FAS	0	0	0	0	3	3	15	3	21
Inspection	0	0	0	0	190	190	95	122	407
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	475	475	133	224	832
Total Outlay	\$0	\$0	\$0	\$0	\$5,900	\$5,900	\$2,610	\$2,825	\$11,335

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (15 Year)	\$0	\$0	\$0	\$0	\$5,900	\$5,900	\$2,610	\$2,825	\$11,335
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$0	\$0	\$0	\$5,900	\$5,900	\$2,610	\$2,825	\$11,335
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$0	\$0	\$5,900	\$5,900	\$2,610	\$2,825	\$11,335

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. Beyond thru FY19 FY 2024	
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	227.7	227.7	227.7	227.7	227.7	227.7	1,051.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$227.7	\$227.7	\$227.7	\$227.7	\$227.7	\$227.7	\$1,051.8
Increase to Water User Fee:	9.5¢	9.4¢	9.2¢	9.1¢	9.0¢	9.4¢	41.1¢

LOCATION:
Southern portion of the County

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME: Satellite Water Facility Upgrades	Water User 100% Water Connection 0%	Requested By: DPW Project #: 6093
<p>To provide necessary upgrades to various satellite water facilities that include, but are not limited to the following: Install generator with automatic transfer switch for power distribution system reliability at the following sites: Swan Point, Bel Alton, Spring Valley, Beantown Woodley, Newtown Village, Mariellen, Ellenwood, St. Anne's, electrical/mechanical equipment replacement at Swan Pt. Wells #1 & #2, Newtown Village, Jude House Reverse Osmosis system, coating replacement at Chapel Pt. Woods standpipe, Jude House Well Replacement, installation of additional standpipe at Chapel Pt. Woods, and improvements at St. Paul's Well, Oakwood Well, Spring Valley Well, Avon Crest, and Beantown Woodley Well.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$125	\$125	\$125	\$125	\$125	\$625	\$430	\$125	\$1,180
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	1,450	1,450	475	475	3,850	571	475	4,896
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	12	12	12	60	37	12	109
Administration - FAS	3	3	3	3	3	15	5	3	23
Inspection	0	48	48	48	48	192	295	48	535
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	145	145	48	48	386	283	48	717
Total Outlay	\$140	\$1,783	\$1,783	\$711	\$711	\$5,128	\$1,621	\$711	\$7,460

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (15 Year)	\$140	\$1,783	\$1,783	\$711	\$711	\$5,128	\$1,621	\$711	\$7,460
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$140	\$1,783	\$1,783	\$711	\$711	\$5,128	\$1,621	\$711	\$7,460
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$140	\$1,783	\$1,783	\$711	\$711	\$5,128	\$1,621	\$711	\$7,460

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	141.5	154.5	321.2	488.4	555.4	141.5	689.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$141.5	\$154.5	\$321.2	\$488.4	\$555.4	\$141.5	\$689.7
Increase to Water User Fee:	6.2¢	6.7¢	13.7¢	20.6¢	23.1¢	6.2¢	28.3¢

LOCATION:
Various locations, see description above

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Water User 100%	Requested By: DPW
Pinefield Water Tower Rehabilitation	Water Connection 0%	Project #: 6118
<p>The 1 million gallon Pinefield Water Tower is in need of rehabilitation. This project will include a preliminary assessment inspection and report, evaluation, recoating, and miscellaneous repairs.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$70	\$0	\$70
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	772	0	0	0	0	772	453	0	1,225
Equipment	0	0	0	0	0	0	0	0	0
Administration	73	0	0	0	0	73	43	0	116
Administration - FAS	3	0	0	0	0	3	6	0	9
Inspection	50	0	0	0	0	50	30	0	80
Miscellaneous	20	0	0	0	0	20	10	0	30
Contingency	79	0	0	0	0	79	46	0	125
Total Outlay	\$997	\$0	\$0	\$0	\$0	\$997	\$658	\$0	\$1,655

FINANCING SOURCES		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
							Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (15 Year)		\$997	\$0	\$0	\$0	\$0	\$997	\$658	\$0	\$1,655
Fund Balance Appropriation		0	0	0	0	0	0	0	0	0
Operating Transfer		0	0	0	0	0	0	0	0	0
Total County Funding		\$997	\$0	\$0	\$0	\$0	\$997	\$658	\$0	\$1,655
Federal		0	0	0	0	0	0	0	0	0
State		0	0	0	0	0	0	0	0	0
Other:		0	0	0	0	0	0	0	0	0
Total Funding		\$997	\$0	\$0	\$0	\$0	\$997	\$658	\$0	\$1,655

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. Beyond	
						thru FY19	FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	57.4	150.3	150.3	150.3	150.3	57.4	150.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$57.4	\$150.3	\$150.3	\$150.3	\$150.3	\$57.4	\$150.3
Increase to Water User Fee:	2.5¢	6.5¢	6.4¢	6.3¢	6.3¢	2.5¢	6.2¢

LOCATION:
Pinefield, Charles County

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME: Gleneagles 2MG Water Tower	Water User 0% Water Connection 100%	Requested By: PGM Project #: 6109
<p>Additional fire storage volume and another tank is needed to equalize pressure in the water distribution system along Rosewick Road. Residents are experiencing low water pressure. This project is for the acquisition of a tower site, design, and construction based on a study performed in 2010.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$0	\$500
Land & ROW	0	0	0	0	0	0	150	0	150
Construction	0	1,666	0	0	0	1,666	3,334	0	5,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	60	0	0	0	60	173	0	233
Administration - FAS	0	3	0	0	0	3	6	0	9
Inspection	0	30	0	0	0	30	60	0	90
Miscellaneous	0	0	0	0	0	0	10	0	10
Contingency	0	90	0	0	0	90	180	0	270
Total Outlay	\$0	\$1,849	\$0	\$0	\$0	\$1,849	\$4,413	\$0	\$6,262

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (15 Year)	\$0	\$1,849	\$0	\$0	\$0	\$1,849	\$4,413	\$0	\$6,262
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$1,849	\$0	\$0	\$0	\$1,849	\$4,413	\$0	\$6,262
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$1,849	\$0	\$0	\$0	\$1,849	\$4,413	\$0	\$6,262

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	385.1	385.1	557.9	557.9	557.9	385.1	557.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$385.1	\$385.1	\$557.9	\$557.9	\$557.9	\$385.1	\$557.9
Increase to Water User Fee:	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

LOCATION: St. Charles, Rosewick Road (proposed location)
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APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Water User 100%	Requested By: DPW
Settle Woods Water Tower Rehabilitation	Water Connection 0%	Project #: 6119
<p>The 500K-Gallon Settle Woods Water Tower is in need of rehabilitation to include a preliminary assessment inspection and report, evaluation, recoating, and miscellaneous repairs.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year	Approp. thru FY19	Beyond FY 2024	Project Total
						Total '20-'24			
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$50
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	250	0	0	0	0	250	250	0	500
Equipment	0	0	0	0	0	0	0	0	0
Administration	19	0	0	0	0	19	26	0	45
Administration - FAS	3	0	0	0	0	3	3	0	6
Inspection	12	0	0	0	0	12	12	0	24
Miscellaneous	0	0	0	0	0	0	10	0	10
Contingency	25	0	0	0	0	25	25	0	50
Total Outlay	\$309	\$0	\$0	\$0	\$0	\$309	\$376	\$0	\$685

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (15 Year)	\$309	\$0	\$0	\$0	\$0	\$309	\$376	\$0	\$685
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$309	\$0	\$0	\$0	\$0	\$309	\$376	\$0	\$685
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$309	\$0	\$0	\$0	\$0	\$309	\$376	\$0	\$685

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	32.8	61.6	61.6	61.6	61.6	32.8	61.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$32.8	\$61.6	\$61.6	\$61.6	\$61.6	\$32.8	\$61.6
Increase to Water User Fee:	1.4¢	2.7¢	2.6¢	2.6¢	2.6¢	1.4¢	2.5¢

LOCATION:
Settle Woods, Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME: Bryans Road 2MG Water Tower	Water User 0% Water Connection 100%	Requested By: DPW Project #: 6129
<p>The Bryans Road has only a single tower providing system pressure and fire storage to the area's water system. An additional storage tower is needed to provide redundancy to the public water system. This project will provide the design and construction of a two (2) million gallon elevated water tower.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p>PRIORITY</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$300	\$0	\$300
Land & ROW	0	0	0	0	0	0	7	0	7
Construction	1,675	2,925	0	0	0	4,600	0	0	4,600
Equipment	0	0	0	0	0	0	0	0	0
Administration	85	150	0	0	0	235	25	0	260
Administration - FAS	3	3	0	0	0	6	3	0	9
Inspection	50	90	0	0	0	140	0	0	140
Miscellaneous	17	31	0	0	0	48	0	0	48
Contingency	170	295	0	0	0	465	15	0	480
Total Outlay	\$2,000	\$3,494	\$0	\$0	\$0	\$5,494	\$350	\$0	\$5,844

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (15 Year)	\$2,000	\$3,494	\$0	\$0	\$0	\$5,494	\$350	\$0	\$5,844
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$2,000	\$3,494	\$0	\$0	\$0	\$5,494	\$350	\$0	\$5,844
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$2,000	\$3,494	\$0	\$0	\$0	\$5,494	\$350	\$0	\$5,844

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	30.5	216.9	543.5	543.5	543.5	30.5	543.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$30.5	\$216.9	\$543.5	\$543.5	\$543.5	\$30.5	\$543.5
Increase to Water User Fee:	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

LOCATION:
Md. Route 224 at Bumpy Oak Road

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME: Hughesville Water Line	Water User 0% Water Connection 100%	Requested By: PGM Project #: 6114
Design and construct a water system to serve the Village of Hughesville, including approximately 9,000 linear feet of water mains and distribution lines, elevated storage facilities, and water supply wells. This includes design, permitting, land acquisition for these facilities, and construction.		
Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)		
PRIORITY		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$70	\$0	\$0	\$0	\$70	\$330	\$0	\$400
Land & ROW	0	0	0	0	0	0	270	0	270
Construction	0	1,630	0	0	0	1,630	1,700	0	3,330
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	128	0	0	0	128	155	0	283
Administration - FAS	0	3	0	0	0	3	9	0	12
Inspection	0	43	0	0	0	43	43	0	86
Miscellaneous	0	17	0	0	0	17	34	0	51
Contingency	0	170	0	0	0	170	193	0	363
Total Outlay	\$0	\$2,061	\$0	\$0	\$0	\$2,061	\$2,734	\$0	\$4,795

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024				
Bonds (15 Year)	\$0	\$2,061	\$0	\$0	\$0	\$2,061	\$2,734	\$0	\$4,795
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$2,061	\$0	\$0	\$0	\$2,061	\$2,734	\$0	\$4,795
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$2,061	\$0	\$0	\$0	\$2,061	\$2,734	\$0	\$4,795

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	238.6	238.6	431.2	431.2	431.2	238.6	431.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$238.6	\$238.6	\$431.2	\$431.2	\$431.2	\$238.6	\$431.2
Increase to Water User Fee:	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

LOCATION: Leonardtwn Road, Hughesville
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APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME: Waldorf Water Tower #6	Water User 0% Water Connection 100%	Requested By: DPW Project #: 6067
Design and construction of a water tower is needed in the Waldorf Water System to keep up with demands. Tower #6 will be sited at the east side of the Development District in St. Charles.		
Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$295	\$0	\$295
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	1,372	0	0	0	0	1,372	2,947	0	4,319
Equipment	0	0	0	0	0	0	0	0	0
Administration	70	0	0	0	0	70	127	0	197
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	30	0	0	0	0	30	295	0	325
Miscellaneous	0	0	0	0	0	0	301	0	301
Contingency	40	0	0	0	0	40	380	0	420
Total Outlay	\$1,515	\$0	\$0	\$0	\$0	\$1,515	\$4,345	\$0	\$5,860

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (15 Year)	\$1,515	\$0	\$0	\$0	\$0	\$1,515	\$4,345	\$0	\$5,860
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$1,515	\$0	\$0	\$0	\$0	\$1,515	\$4,345	\$0	\$5,860
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$1,515	\$0	\$0	\$0	\$0	\$1,515	\$4,345	\$0	\$5,860

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	379.1	520.3	520.3	520.3	520.3	379.1	520.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$379.1	\$520.3	\$520.3	\$520.3	\$520.3	\$379.1	\$520.3
Increase to Water User Fee:	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

LOCATION: Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME: Clifton Water System Improvements	Water User 50% Water Connection 50%	Requested By: DPW Project #: 6069
<p>The water system at Clifton requires improvements to solve pressure and capacity issues for not only the existing connections, but also further support the building of the remaining 200 lots of record within the development. Additional storage will be needed and the existing piping system will have to be evaluated for sufficiency and reliability. A 250,000 gal elevated storage tank will be installed along with the necessary tie-in piping and system interconnections.</p>		
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$505	\$0	\$505
Land & ROW	0	0	0	0	0	0	82	0	82
Construction	1,020	0	0	0	0	1,020	1,805	0	2,825
Equipment	0	0	0	0	0	0	0	0	0
Administration	122	0	0	0	0	122	89	0	211
Administration - FAS	6	0	0	0	0	6	0	0	6
Inspection	25	0	0	0	0	25	167	0	192
Miscellaneous	27	0	0	0	0	27	1	0	28
Contingency	244	0	0	0	0	244	39	0	283
Total Outlay	\$1,444	\$0	\$0	\$0	\$0	\$1,444	\$2,688	\$0	\$4,132

FINANCING SOURCES		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
							Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (15 Year)		\$1,444	\$0	\$0	\$0	\$0	\$1,444	\$2,688	\$0	\$4,132
Fund Balance Appropriation		0	0	0	0	0	0	0	0	0
Operating Transfer		0	0	0	0	0	0	0	0	0
Total County Funding		\$1,444	\$0	\$0	\$0	\$0	\$1,444	\$2,688	\$0	\$4,132
Federal		0	0	0	0	0	0	0	0	0
State		0	0	0	0	0	0	0	0	0
Other:		0	0	0	0	0	0	0	0	0
Total Funding		\$1,444	\$0	\$0	\$0	\$0	\$1,444	\$2,688	\$0	\$4,132

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. & Beyond	
						thru FY19	FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	234.5	369.1	369.1	369.1	369.1	234.5	369.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$234.5	\$369.1	\$369.1	\$369.1	\$369.1	\$234.5	\$369.1
Increase to Water User Fee:	5.1¢	8.0¢	7.9¢	7.8¢	7.7¢	5.1¢	7.6¢

LOCATION: Newburg, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME: Waldorf Fire House Tower Demolition	Water User 100% Water Connection 0%	Requested By: DPW Project #: 6133
The purpose of this project is to demolish the existing, decommissioned elevated water storage tower along with any other on-site structures. The project also includes abandonment of existing water infrastructure related to the tower.		
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$10	\$0	\$0	\$0	\$0	\$10	\$0	\$0	\$10
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	100	0	0	0	0	100	0	0	100
Equipment	0	0	0	0	0	0	0	0	0
Administration	10	0	0	0	0	10	0	0	10
Administration - FAS	6	0	0	0	0	6	0	0	6
Inspection	5	0	0	0	0	5	0	0	5
Miscellaneous	3	0	0	0	0	3	0	0	3
Contingency	10	0	0	0	0	10	0	0	10
Total Outlay	\$144	\$0	\$0	\$0	\$0	\$144	\$0	\$0	\$144

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (15 Year)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	144	0	0	0	0	144	0	0	144
Total County Funding	\$144	\$0	\$0	\$0	\$0	\$144	\$0	\$0	\$144
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$144	\$0	\$0	\$0	\$0	\$144	\$0	\$0	\$144

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Increase to Water User Fee:	6.3¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

LOCATION: Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Water User 100%	Requested By: DPW
Bensville Area Water Service Interloop Project	Water Connection 0%	Project #: 6134
The purpose of this project is to design and construct an approximate 1,000 feet waterline extension to provide redundancy to the service area encompassing Tottenham and Prince Edward Drives and Bensville and Billingsley Roads.		
Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)		
PRIORITY		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$50	\$0	\$0	\$0	\$0	\$50	\$0	\$0	\$50
Land & ROW	50	0	0	0	0	50	0	0	50
Construction	500	0	0	0	0	500	0	0	500
Equipment	0	0	0	0	0	0	0	0	0
Administration	30	0	0	0	0	30	0	0	30
Administration - FAS	6	0	0	0	0	6	0	0	6
Inspection	16	0	0	0	0	16	0	0	16
Miscellaneous	5	0	0	0	0	5	0	0	5
Contingency	50	0	0	0	0	50	0	0	50
Total Outlay	\$707	\$0	\$0	\$0	\$0	\$707	\$0	\$0	\$707

FINANCING SOURCES		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (15 Year)		\$707	\$0	\$0	\$0	\$0	\$707	\$0	\$0	\$707
Fund Balance Appropriation		0	0	0	0	0	0	0	0	0
Operating Transfer		0	0	0	0	0	0	0	0	0
Total County Funding		\$707	\$0	\$0	\$0	\$0	\$707	\$0	\$0	\$707
Federal		0	0	0	0	0	0	0	0	0
State		0	0	0	0	0	0	0	0	0
Other:		0	0	0	0	0	0	0	0	0
Total Funding		\$707	\$0	\$0	\$0	\$0	\$707	\$0	\$0	\$707

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. Beyond	
						thru FY19	FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	65.9	65.9	65.9	65.9	0.0	65.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$65.9	\$65.9	\$65.9	\$65.9	\$0.0	\$65.9
Increase to Water User Fee:	0.0¢	2.9¢	2.8¢	2.8¢	2.7¢	0.0¢	2.7¢

LOCATION:
Tottenham and Prince Edward Drives and Bensville and Billingsley Roads

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Water User 100%	Requested By: DPW
Chapel Point Reverse Osmosis Waste Water Storage Tank Replacement	of Connection 0%	Project #: 6135
<p>This project will replace the existing waste storage tank at the Chapel Point water system. The existing tank is aged and undersized. The new tank will improve operability, system flexibility, and reduce hauling costs.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$25	\$0	\$0	\$0	\$0	\$25	\$0	\$0	\$25
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	275	0	0	0	0	275	0	0	275
Equipment	0	0	0	0	0	0	0	0	0
Administration	8	0	0	0	0	8	0	0	8
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	15	0	0	0	0	15	0	0	15
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	28	0	0	0	0	28	0	0	28
Total Outlay	\$354	\$0	\$0	\$0	\$0	\$354	\$0	\$0	\$354

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (15 Year)	\$354	\$0	\$0	\$0	\$0	\$354	\$0	\$0	\$354
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$354	\$0	\$0	\$0	\$0	\$354	\$0	\$0	\$354
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$354	\$0	\$0	\$0	\$0	\$354	\$0	\$0	\$354

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	33.0	33.0	33.0	33.0	0.0	33.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$33.0	\$33.0	\$33.0	\$33.0	\$0.0	\$33.0
Increase to Water User Fee:	0.0¢	1.4¢	1.4¢	1.4¢	1.4¢	0.0¢	1.4¢

LOCATION:
Port Tobacco, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Water User 50.0%	Requested By: DPW
Automation & Technology Master Plan	Water Connection	Project #: 6081
	Sewer User 50.0%	
	Sewer Connection	

This project is the result of an extensive study to determine the Information Technology needs of the Utilities Division in order to bring it into the 21st century. The project includes emphasis on Supervisor, Control, and Data Acquisition (SCADA), regulatory compliance, data management, work management, and performance management, among other issues. The ultimate goal of this project is for the Department of Public Works - Utilities to accomplish its functions even in periods of growth without adding field staff and to make more efficient use of the resources currently available. Additional facility control, instrumentation, and communication improvements have been determined necessary through further evaluation and design of the SCADA system than originally scoped resulting in an overall project increase.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$145	\$145	\$0	\$0	\$290	\$7,366	\$0	\$7,656
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	1,450	1,450	0	0	2,900	5,246	0	8,146
Equipment	0	125	125	0	0	250	1,771	0	2,021
Administration	0	15	15	0	0	30	375	0	405
Administration - FAS	0	3	3	0	0	6	21	0	27
Inspection	0	125	125	0	0	250	440	0	690
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	145	145	0	0	290	164	0	454
Total Outlay	\$0	\$2,008	\$2,008	\$0	\$0	\$4,016	\$15,383	\$0	\$19,399

FINANCING SOURCES		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
							Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (10 Year)		\$0	\$2,008	\$2,008	\$0	\$0	\$4,016	\$15,163	\$0	\$19,179
Fund Balance Appropriation		0	0	0	0	0	0	0	0	0
Operating Transfer		0	0	0	0	0	0	136	0	136
Total County Funding		\$0	\$2,008	\$2,008	\$0	\$0	\$4,016	\$15,299	\$0	\$19,315
Federal		0	0	0	0	0	0	0	0	0
State		0	0	0	0	0	0	50	0	50
Other: WSSC		0	0	0	0	0	0	34	0	34
Other:		0	0	0	0	0	0	0	0	0
Total Funding		\$0	\$2,008	\$2,008	\$0	\$0	\$4,016	\$15,383	\$0	\$19,399

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. Beyond	
						thru FY19	FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	1,829.6	1,829.6	2,084.1	2,339.2	2,339.2	1,829.6	2,339.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$1,829.6	\$1,829.6	\$2,084.1	\$2,339.2	\$2,339.2	\$1,829.6	\$2,339.2
Increase to Water User Fee:	40.1¢	39.6¢	44.5¢	49.3¢	48.7¢	40.1¢	48.1¢
Increase to Sewer User Fee:	40.7¢	40.2¢	45.2¢	50.1¢	49.5¢	40.7¢	48.9¢
Combined Fee Increase:	80.8¢	79.8¢	89.7¢	99.4¢	98.2¢	80.8¢	96.9¢

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2020
(\$ in thousands)

SEWER SUMMARY

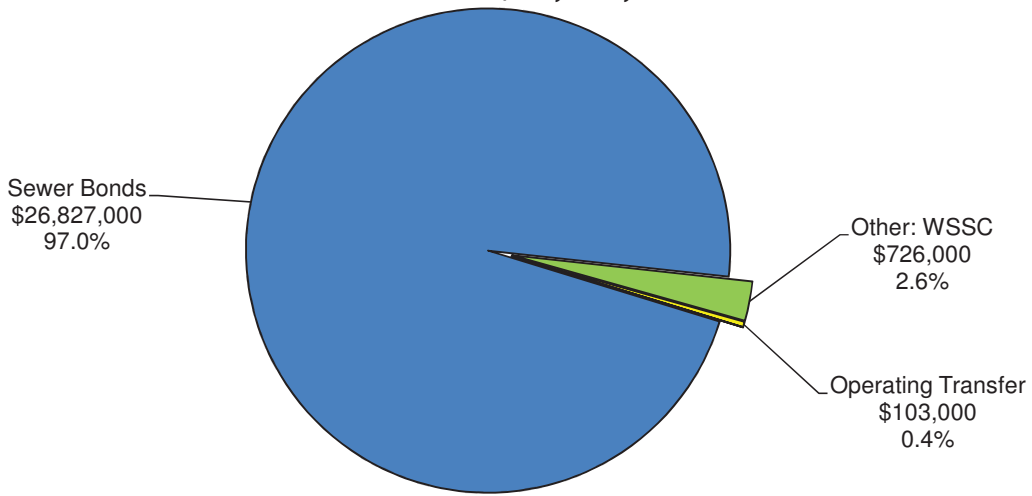
The County owns, operates, maintains, and constructs central sewer systems located throughout the county. These facilities consist of several small package treatment plants and a regional twenty million gallons per day plant. Similar to the water infrastructure, capital cost associated with additional capacity is recovered from developer connection fees, while other project costs are financed through user fees or special assessments. All projects are managed by County personnel. Projects conform to overall planning studies and concepts adopted by the County.

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year	Approp. thru FY19	Beyond FY 2024	Project Total
						Total '20-'24			
Architectural & Engineering	\$3,126	\$3,814	\$2,171	\$1,911	\$1,594	\$12,616	\$11,676	\$1,494	\$25,785
Land & ROW	625	189	56	59	62	991	1,210	65	2,266
Construction	20,485	27,249	37,031	22,946	7,696	115,406	45,299	10,440	171,145
Equipment	0	68	71	0	0	138	2,100	0	2,238
Administration	480	529	405	324	129	1,868	1,966	200	4,033
Administration - FAS	59	64	35	35	19	213	205	19	437
Inspection	1,210	1,398	1,246	790	524	5,167	3,092	357	8,616
Miscellaneous	66	63	31	26	21	207	199	17	423
Contingency	1,605	2,229	3,497	2,078	542	9,951	4,008	806	14,765
Total Outlay	\$27,656	\$35,601	\$44,540	\$28,169	\$10,587	\$146,553	\$69,753	\$13,398	\$229,704

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	103	285	103	103	103	697	985	103	1,785
Total County Funding	\$26,930	\$33,776	\$40,847	\$25,193	\$9,878	\$136,624	\$64,292	\$12,323	\$213,239
Federal	0	0	0	0	0	0	0	0	0
State	0	453	0	0	0	453	325	0	778
Other: WSSC	726	1,372	3,693	2,976	709	9,476	5,170	1,075	15,721
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$27,656	\$35,601	\$44,540	\$28,169	\$10,587	\$146,553	\$69,753	\$13,398	\$229,704

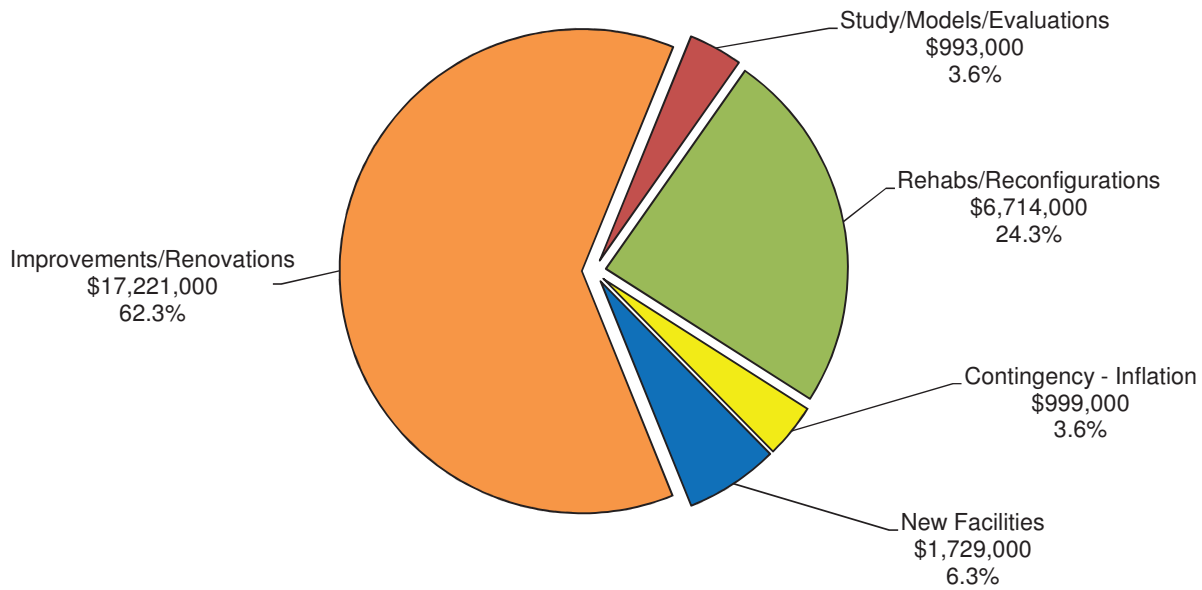
Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	4,686.7	6,780.5	9,348.6	12,243.2	13,940.3	4,686.7	14,114.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$4,686.7	\$6,780.5	\$9,348.6	\$12,243.2	\$13,940.3	\$4,686.7	\$14,114.6
Increase to Sewer User Fee:	\$1.35	\$2.04	\$2.72	\$3.41	\$3.76	\$1.35	\$3.74

FY20 Sewer Financing Sources
Total \$27,656,000



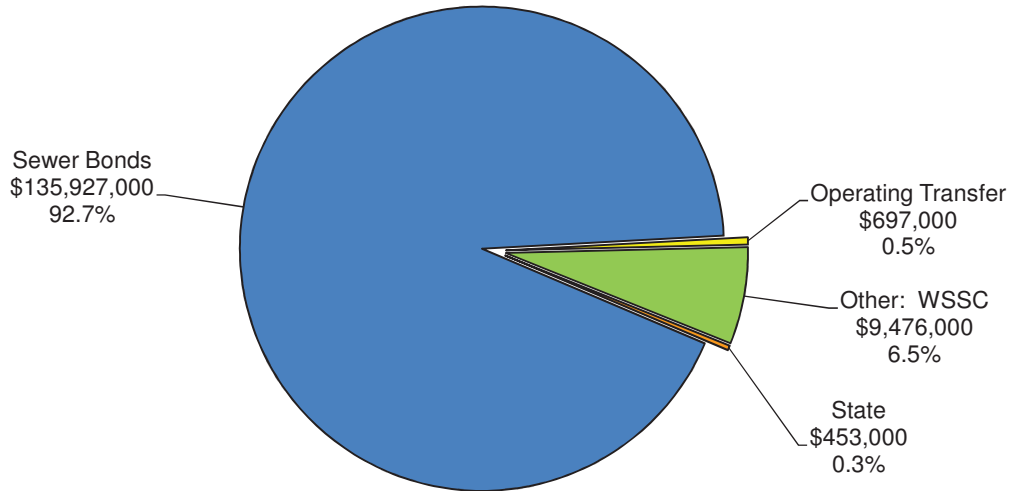
Financing the debt service associated with bonds for sewer projects is recovered primarily from sewer customer connection and user fees.

FY20 Sewer by Project Type
Total \$27,656,000

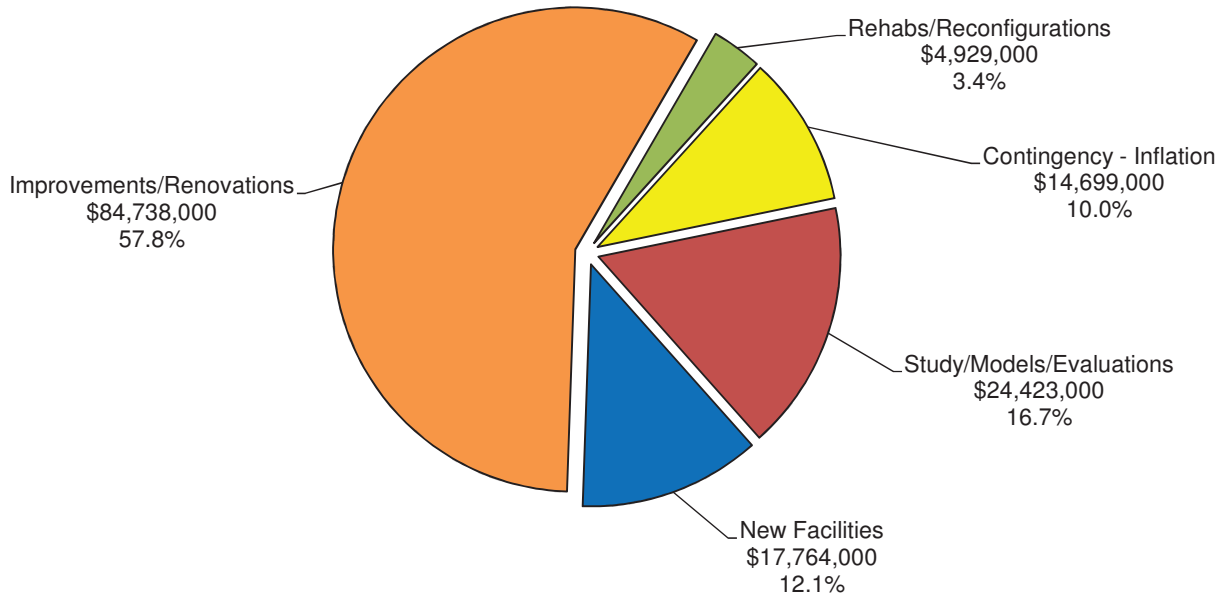


Improvements include funding for Satellite Wastewater Facility Upgrades, various upgrades to the Mattawoman Wastewater Treatment Plant, the Influent/Effluent Pump Station, Swan Point Wastewater Treatment Plant Electrical and Control System Improvements, Piney Branch Inceptor Sewer Capacity Upgrades Phase II and the Cobb Island Septic Tank Effluent Pump (STEP) Station Rehabs.

FY20-FY24 Sewer Financing Sources
Total \$146,553,000



FY20-FY24 Sewer Projects by Type
Total \$146,553,000



Improvements includes various improvements at the Mattawoman Wastewater Treatment Plant and various other locations.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME: MWWTP Electrical System Replacement	Sewer User 55%	Requested By: DPW
	Sewer Connection 45%	Project #: 7078
<p>This project includes replacement of the plant's electrical system. The existing electrical system is beyond its life expectancy (over 30 years) and a phased plan will be developed to replace this equipment in a programmed manner.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$55	\$55	\$0	\$0	\$110	\$1,046	\$0	\$1,156
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	2,025	2,025	0	0	4,050	3,925	0	7,975
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	12	12	0	0	24	79	0	103
Administration - FAS	0	3	0	0	0	3	17	0	20
Inspection	0	86	86	0	0	172	220	0	392
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	167	203	0	0	370	352	0	722
Total Outlay	\$0	\$2,348	\$2,381	\$0	\$0	\$4,729	\$5,639	\$0	\$10,368

FINANCING SOURCES		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024				
Bonds (15 Year)	\$0	\$1,996	\$2,024	\$0	\$0	\$0	\$4,020	\$4,793	\$0	\$8,812
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$1,996	\$2,024	\$0	\$0	\$0	\$4,020	\$4,793	\$0	\$8,812
Federal	0	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	352	357	0	0	0	709	846	0	1,555
Other:	0	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$2,348	\$2,381	\$0	\$0	\$0	\$4,729	\$5,639	\$0	\$10,368

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. Beyond	
						thru FY19	FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	418.2	418.2	604.8	794.6	794.6	418.2	794.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$418.2	\$418.2	\$604.8	\$794.6	\$794.6	\$418.2	\$794.6
Increase to Sewer User Fee:	10.2¢	10.1¢	14.4¢	18.7¢	18.5¢	10.2¢	18.3¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: DPW
MWWTP Flow Equalization	Sewer Connection 45%	Project #: 7095
<p>Design and construction of flow equalization/storage system at MWWTP to buffer peak flows and prevent sanitary sewer overflows and unauthorized discharges. This project also includes unit process improvements to address hydraulic inefficiencies at the plant.</p>		
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$475	\$375	\$275	\$275	\$1,400	\$1,465	\$275	\$3,140
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	6,975	4,500	1,400	12,875	11,550	4,675	29,100
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	12	12	12	0	36	99	12	147
Administration - FAS	0	3	3	3	0	9	18	3	30
Inspection	0	0	125	125	125	375	588	125	1,088
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	698	450	140	1,288	1,156	468	2,912
Total Outlay	\$0	\$490	\$8,188	\$5,365	\$1,940	\$15,983	\$14,876	\$5,558	\$36,417

FINANCING SOURCES									
Bonds (30 Year)	\$0	\$416	\$6,960	\$4,560	\$1,649	\$13,585	\$12,645	\$4,724	\$30,954
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$416	\$6,960	\$4,560	\$1,649	\$13,585	\$12,645	\$4,724	\$30,954
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	74	1,228	805	291	2,398	2,231	834	5,463
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$490	\$8,188	\$5,365	\$1,940	\$15,983	\$14,876	\$5,558	\$36,417

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. Beyond	
						thru FY19	FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	737.5	737.5	764.7	1,223.1	1,525.1	737.5	1,949.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$737.5	\$737.5	\$764.7	\$1,223.1	\$1,525.1	\$737.5	\$1,949.5
Increase to Sewer User Fee:	18.1¢	17.8¢	18.2¢	28.8¢	35.5¢	18.1¢	44.8¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: DPW
Mattawoman Infiltration and Inflow	Sewer Connection 45%	Project #: 7144
Phase II		
<p>The Mattawoman WWTP service area has high Inflow and Infiltration (I/I) during storm events entering the sanitary sewer causing sanitary sewer overflows (SSOs) where system capacity is not sufficient. SSOs range from backups into basements to overflows from the sewer manholes. In addition to being a public health risk, it is also a regulatory issue. This project will provide information on the condition of the Mattawoman sewer system, identify areas where I/I already exists or a high I/I potential exists, and design/construct repairs for I/I removal. This project will also investigate feasibility of providing in-line storage for flow equalization; identify locations for design and construction projects to implement the in-line flow equalization and acquisition of right of way needed to implement the projects. The repairs proposed will address the sewer basins with the highest I/I severity (Tier 1) resulting in the greatest amount of I/I removal for the lowest cost. This project will be on-going multi-year endeavor.</p>		
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		
PRIORITY		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$500	\$200	\$600	\$600	\$600	\$2,500	\$17	\$600	\$3,117
Land & ROW	100	100	50	50	50	350	100	50	500
Construction	4,500	3,514	2,400	2,400	2,400	15,214	3,000	2,400	20,614
Equipment	0	0	0	0	0	0	0	0	0
Administration	15	15	15	15	15	75	15	15	105
Administration - FAS	3	3	3	3	3	15	3	3	21
Inspection	75	75	72	72	72	366	36	72	474
Miscellaneous	17	17	17	17	17	85	17	17	119
Contingency	50	50	50	50	50	250	50	50	350
Total Outlay	\$5,260	\$3,974	\$3,207	\$3,207	\$3,207	\$18,855	\$3,238	\$3,207	\$25,300

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (30 Year)	\$5,260	\$3,974	\$3,207	\$3,207	\$3,207	\$18,855	\$3,238	\$3,207	\$25,300
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$5,260	\$3,974	\$3,207	\$3,207	\$3,207	\$18,855	\$3,238	\$3,207	\$25,300
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$5,260	\$3,974	\$3,207	\$3,207	\$3,207	\$18,855	\$3,238	\$3,207	\$25,300

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	188.8	531.3	791.5	1,002.7	1,215.1	188.8	1,642.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$188.8	\$531.3	\$791.5	\$1,002.7	\$1,215.1	\$188.8	\$1,642.3
Increase to Sewer User Fee:	4.6¢	12.8¢	18.9¢	23.6¢	28.3¢	4.6¢	37.7¢

LOCATION:
Mattawoman Sewer Service Area

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: DPW
Mattawoman WWTP Automation	Sewer Connection 45%	Project #: 7083
<p>Automation of the Mattawoman WWTP facility to improve the efficiency of operations and maintenance, thereby minimizing resources and resulting in cost avoidance. Design standards will be determined for the project and implemented on the remaining processes to monitor the system via plant SCADA system and ensure system stays in compliance.</p>		
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$45	\$45	\$0	\$0	\$0	\$90	\$915	\$0	\$1,005
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	480	480	0	0	0	960	2,250	0	3,210
Equipment	0	0	0	0	0	0	1,214	0	1,214
Administration	12	12	0	0	0	24	99	0	123
Administration - FAS	3	3	0	0	0	6	24	0	30
Inspection	75	75	0	0	0	150	168	0	318
Miscellaneous	0	0	0	0	0	0	1	0	1
Contingency	48	48	0	0	0	96	174	0	270
Total Outlay	\$663	\$663	\$0	\$0	\$0	\$1,326	\$4,845	\$0	\$6,171

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (15 Year)	\$564	\$564	\$0	\$0	\$0	\$1,128	\$3,703	\$0	\$4,831
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	115	0	115
Total County Funding	\$564	\$564	\$0	\$0	\$0	\$1,128	\$3,818	\$0	\$4,946
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	300	0	300
Other: WSSC @ 15%	99	99	0	0	0	198	727	0	925
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$663	\$663	\$0	\$0	\$0	\$1,326	\$4,845	\$0	\$6,171

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	323.1	375.6	428.3	428.3	428.3	323.1	428.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$323.1	\$375.6	\$428.3	\$428.3	\$428.3	\$323.1	\$428.3
Increase to Sewer User Fee:	7.9¢	9.1¢	10.2¢	10.1¢	10.0¢	10.7¢	9.8¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Sewer User 100%	Requested By: DPW
Pump Station Rehabs and Replacements	Sewer Connection 0%	Project #: 7097
Rehabilitation at various wastewater pumping facilities to update to current standards and replace aged equipment/infrastructure that include, but are not limited to the following: Strawberry Hills P.S., Theodore Green Blvd. P.S., Checkers P.S., Thomas Stone P.S., Indian Head Manor P.S., Ryon Woods P.S., Rt. 925B P.S., St. Charles P.S. #5A, Pinefield P.S. Forcemain, Bar Harbor P.S., Bachelors Hope P.S., Cuckolds Creek P.S., Wisteria P.S., Bath House P.S., barscreen at P.S.3B, Brawners Estates PS, Laurel Branch PS, and Clifton PS #3.		
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$525	\$375	\$275	\$175	\$175	\$1,525	\$129	\$175	\$1,829
Land & ROW	125	0	0	0	0	125	0	0	125
Construction	3,725	2,780	1,825	775	625	9,730	3	625	10,358
Equipment	0	0	0	0	0	0	0	0	0
Administration	48	48	36	12	12	156	136	52	344
Administration - FAS	3	3	3	3	3	15	3	3	21
Inspection	275	187	104	63	45	674	362	45	1,081
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	373	278	183	78	63	975	315	63	1,353
Total Outlay	\$5,074	\$3,671	\$2,426	\$1,106	\$923	\$13,200	\$948	\$963	\$15,111

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (15 Year)	\$5,074	\$3,671	\$2,426	\$1,106	\$923	\$13,200	\$948	\$963	\$15,111
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$5,074	\$3,671	\$2,426	\$1,106	\$923	\$13,200	\$948	\$963	\$15,111
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$5,074	\$3,671	\$2,426	\$1,106	\$923	\$13,200	\$948	\$963	\$15,111

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	82.7	555.4	898.6	1,126.2	1,230.3	82.7	1,408.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$82.7	\$555.4	\$898.6	\$1,126.2	\$1,230.3	\$82.7	\$1,408.4
Increase to Sewer User Fee:	3.7¢	24.4¢	39.0¢	48.2¢	52.0¢	3.7¢	58.8¢

LOCATION:
Various pumping stations countywide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Sewer User 100%	Requested By: DPW
Satellite Wastewater Facility Upgrades	Sewer Connection 0%	Project #: 7098
<p>To provide necessary upgrades to various satellite pumping stations and treatment plant facilities that include, but are not limited to the following: Replacement of generator and automatic transfer switch at Cobb Island Pumping Station to maintain power distribution reliability. Install asphalt access drives that will replace failing gravel drives at Strawberry Hills P.S., Clifton Pumping Station #2, Clifton Pumping Station #4, and Mt. Carmel WWTP. Relocate chemical feed system at Swan Point Vacuum Pumping Station into building to be constructed. Construct regional storage facility at Swan Point WWTP. Construct Chemical Building at Swan Point WWTP. Construct building at Bel Alton WWTP that will aid in maintaining process temperatures for improved system performance. Structural, process, and mechanical improvements at Clifton WWTP and Mt. Carmel WWTP. Sprayfield improvements at Breeze Farm and Cuckolds Creek facilities. Construct regional operation and maintenance facility at St. Charles PS2A site. Chemical feed system improvements at various satellite treatment plants.</p>		
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$158	\$75	\$75	\$75	\$75	\$458	\$577	\$75	\$1,110
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	790	375	375	375	375	2,290	1,684	375	4,349
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	12	12	12	60	35	12	107
Administration - FAS	3	3	3	3	3	15	9	3	27
Inspection	81	38	38	38	38	233	252	38	523
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	81	38	38	38	38	233	222	38	493
Total Outlay	\$1,125	\$541	\$541	\$541	\$541	\$3,289	\$2,780	\$541	\$6,610

FINANCING SOURCES		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
Bonds (15 Year)		\$1,125	\$541	\$541	\$541	\$541	\$3,289	\$2,780	\$541	\$6,610
Fund Balance Appropriation		0	0	0	0	0	0	0	0	0
Operating Transfer		0	0	0	0	0	0	0	0	0
Total County Funding		\$1,125	\$541	\$541	\$541	\$541	\$3,289	\$2,780	\$541	\$6,610
Federal		0	0	0	0	0	0	0	0	0
State		0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%		0	0	0	0	0	0	0	0	0
Other:		0	0	0	0	0	0	0	0	0
Total Funding		\$1,125	\$541	\$541	\$541	\$541	\$3,289	\$2,780	\$541	\$6,610

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	242.6	347.4	397.9	448.7	499.6	242.6	601.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$242.6	\$347.4	\$397.9	\$448.7	\$499.6	\$242.6	\$601.8
Increase to Sewer User Fee:	10.8¢	15.3¢	17.3¢	19.2¢	21.1¢	10.8¢	25.1¢

LOCATION:
Various Sites-see description

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: DPW
MWWTP Clarifier and Thickener Repairs	Sewer Connection 45%	Project #: 7093
<p>Gravity Thickeners #1 & #2, Secondary Clarifiers #1, #4, #5 & #6, and Final Clarifiers #1 through #4 are aged and in need of rehabilitation. Work includes mechanical, electrical, and structural repairs/replacements.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$125	\$125	\$125	\$125	\$0	\$500	\$975	\$0	\$1,475
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	1,175	2,220	2,220	2,220	0	7,835	3,520	0	11,355
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	12	12	0	48	72	0	120
Administration - FAS	3	3	3	3	0	12	21	0	33
Inspection	125	125	125	125	0	500	307	0	807
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	170	222	222	222	0	836	257	0	1,093
Total Outlay	\$1,610	\$2,707	\$2,707	\$2,707	\$0	\$9,731	\$5,152	\$0	\$14,883

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
Bonds (30 Year)	\$1,368	\$2,301	\$2,301	\$2,301	\$0	\$8,271	\$4,380	\$0	\$12,651
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$1,368	\$2,301	\$2,301	\$2,301	\$0	\$8,271	\$4,380	\$0	\$12,651
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	242	406	406	406	0	1,460	772	0	2,232
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$1,610	\$2,707	\$2,707	\$2,707	\$0	\$9,731	\$5,152	\$0	\$14,883

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	255.5	344.5	495.2	646.7	799.1	255.5	799.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$255.5	\$344.5	\$495.2	\$646.7	\$799.1	\$255.5	\$799.1
Increase to Sewer User Fee:	6.3¢	8.3¢	11.8¢	15.2¢	18.6¢	6.3¢	18.4¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: DPW
MWWTP Utility Water System Evaluation & Improvement	Sewer Connection 45%	Project #: 7101
<p>The plant utility water system has not always been satisfactory in supporting all of the demands for Non-Potable Water (NPW) at the MWWTP. Sludge production and other needs for NPW have increased over the years. Low NPW pressures have been experienced throughout the plant and the sludge dewatering process has been negatively affected as a result. Evaluation of the plant utility water system is needed to determine what improvements are necessary in order to satisfy the plant NPW demands. The effect of the UV upgrade was to cut the system from a 4 pump system to a 2 pump system, and it has become a common occurrence to have to defer wash-downs in other areas of the plant in order to operate the belt filter presses or vice versa.</p>		
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$57	\$57	\$0	\$0	\$0	\$114	\$250	\$0	\$364
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	565	565	0	0	0	1,130	1,350	0	2,480
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	0	0	0	24	39	0	63
Administration - FAS	3	3	0	0	0	6	12	0	18
Inspection	57	57	0	0	0	114	133	0	247
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	56	56	0	0	0	112	136	0	248
Total Outlay	\$750	\$750	\$0	\$0	\$0	\$1,500	\$1,920	\$0	\$3,420

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (30 Year)	\$637	\$637	\$0	\$0	\$0	\$1,274	\$1,631	\$0	\$2,905
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$637	\$637	\$0	\$0	\$0	\$1,274	\$1,631	\$0	\$2,905
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	113	113	0	0	0	226	289	0	515
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$750	\$750	\$0	\$0	\$0	\$1,500	\$1,920	\$0	\$3,420

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. Beyond	
						thru FY19	FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	95.1	136.6	178.3	178.3	178.3	95.1	178.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$95.1	\$136.6	\$178.3	\$178.3	\$178.3	\$95.1	\$178.3
Increase to Sewer User Fee:	2.3c	3.3c	4.3c	4.2c	4.1c	2.3c	4.1c

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: PGM
Sewer Model Update	Sewer Connection 45%	Project #: 7091
<p>Update the current County Sewer Model by including newly installed sewer lines and verifying system stability and identify deficiencies. An interactive component to the County sewer model is needed to determine available service areas for both new and existing sewage pump stations. Funding also includes a Dynamic Sewer Model which will demonstrate extended peak flows in the system from storm events, and assisting the County staff in determining previously unforeseen operational issues or system failures.</p>		
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$30	\$30	\$30	\$30	\$30	\$150	\$446	\$30	\$626
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	66	66	66	66	66	330	328	66	724
Administration - FAS	3	3	3	3	3	15	9	3	27
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	3	0	3
Contingency	4	4	4	4	4	20	50	4	74
Total Outlay	\$103	\$103	\$103	\$103	\$103	\$515	\$836	\$103	\$1,454

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (30 Year)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	103	103	103	103	103	515	836	103	1,454
Total County Funding	\$103	\$103	\$103	\$103	\$103	\$515	\$836	\$103	\$1,454
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$103	\$103	\$103	\$103	\$103	\$515	\$836	\$103	\$1,454

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Increase to Sewer User Fee:	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	2.5¢	0.0¢

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME: Zekiah Pump Station Upgrade	Sewer User 23% Sewer Connection 77%	Requested By: PGM Project #: 7107
<p>Design and construct to expand the capacity of the Zekiah Pumping Station from approximately 3.0 MGD to 10.5 MGD. The developer of Adams Crossing previously expanded the Zekiah Pump Station from 1 MGD to approximately 3.0 MGD. To accomplish this expansion, the existing pump station will be fully replaced.</p>		
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p>PRIORITY</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$0	\$200
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	500	500	500	0	0	1,500	500	0	2,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	25	25	25	0	0	75	35	0	110
Administration - FAS	3	3	3	0	0	9	6	0	15
Inspection	15	15	15	0	0	45	21	0	66
Miscellaneous	5	5	5	0	0	15	7	0	22
Contingency	50	50	50	0	0	150	50	0	200
Total Outlay	\$598	\$598	\$598	\$0	\$0	\$1,794	\$819	\$0	\$2,613

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (30 Year)	\$598	\$598	\$598	\$0	\$0	\$1,794	\$819	\$0	\$2,613
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$598	\$598	\$598	\$0	\$0	\$1,794	\$819	\$0	\$2,613
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$598	\$598	\$598	\$0	\$0	\$1,794	\$819	\$0	\$2,613

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	47.8	86.7	125.9	165.2	165.2	47.8	165.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$47.8	\$86.7	\$125.9	\$165.2	\$165.2	\$47.8	\$165.2
Increase to Sewer User Fee:	0.5¢	0.9¢	1.3¢	1.6¢	1.6¢	0.5¢	1.6¢

LOCATION:
ADC MAP 10(H2)

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME: Zekiah Pump Station Forcemain	Sewer User 23% Sewer Connection 77%	Requested By: PGM Project #: 7108
Design and construct approximately 7,000 l.f. of 18" force main from Zekiah Pump Station. This project is necessary to accommodate the increased flows generated when the Zekiah Pump Station is upgraded to 10.5 MGD. The new forcemain will run from the existing Zekiah Pump Station along Acton Lane to the intersection of Acton Lane and U.S. Route 301.		
Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)		
PRIORITY		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$110	\$0	\$110
Land & ROW	0	0	0	0	0	0	500	0	500
Construction	500	1,000	0	0	0	1,500	500	0	2,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	25	50	0	0	0	75	63	0	138
Administration - FAS	3	3	0	0	0	6	12	0	18
Inspection	15	30	0	0	0	45	24	0	69
Miscellaneous	5	10	0	0	0	15	7	0	22
Contingency	50	50	0	0	0	100	50	0	150
Total Outlay	\$598	\$1,143	\$0	\$0	\$0	\$1,741	\$1,266	\$0	\$3,007

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (30 Year)	\$598	\$1,143	\$0	\$0	\$0	\$1,741	\$1,266	\$0	\$3,007
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$598	\$1,143	\$0	\$0	\$0	\$1,741	\$1,266	\$0	\$3,007
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$598	\$1,143	\$0	\$0	\$0	\$1,741	\$1,266	\$0	\$3,007

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	73.8	112.8	187.6	187.6	187.6	73.8	187.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$73.8	\$112.8	\$187.6	\$187.6	\$187.6	\$73.8	\$187.6
Increase to Sewer User Fee:	0.8¢	1.1¢	1.9¢	1.8¢	1.8¢	0.8¢	1.8¢

LOCATION:
ADC MAP 10(H2)

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME: Zekiah Interceptor Sewer Upgrades	Sewer User 23% Sewer Connection 77%	Requested By: PGM Project #: 7109
Design and construct approximately 6,500 l.f. of 36" Gravity sewer to provide additional capacity in the sewer system to serve the future development of the Zekiah service area.		
Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)		
PRIORITY		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$360	\$0	\$360
Land & ROW	20	0	0	0	0	20	80	0	100
Construction	650	0	0	0	0	650	1,950	0	2,600
Equipment	0	0	0	0	0	0	0	0	0
Administration	34	0	0	0	0	34	121	0	155
Administration - FAS	3	0	0	0	0	3	12	0	15
Inspection	20	0	0	0	0	20	71	0	91
Miscellaneous	7	0	0	0	0	7	25	0	32
Contingency	65	0	0	0	0	65	195	0	260
Total Outlay	\$799	\$0	\$0	\$0	\$0	\$799	\$2,814	\$0	\$3,613

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (30 Year)	\$799	\$0	\$0	\$0	\$0	\$799	\$2,814	\$0	\$3,613
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$799	\$0	\$0	\$0	\$0	\$799	\$2,814	\$0	\$3,613
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$799	\$0	\$0	\$0	\$0	\$799	\$2,814	\$0	\$3,613

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	164.1	216.1	216.1	216.1	216.1	164.1	216.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$164.1	\$216.1	\$216.1	\$216.1	\$216.1	\$164.1	\$216.1
Increase to Sewer User Fee:	1.7¢	2.2¢	2.2¢	2.1¢	2.1¢	1.7¢	2.1¢

LOCATION:
ADC MAP 4(D10 to G12)

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME: Cliffton WWTP Improvements	Sewer User 100%	Requested By: DPW			
	Sewer Connection 0%	Project #: 7123			
<p>Cliffton WWTP was constructed in the 1970's and is in need of equipment overhaul and replacement to improve treatment reliability and operability. Project includes complete evaluation of treatment plant and implementation of recommended improvements.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>					
VARIANCE TO APPROVED PER FY19-FY23 CAPITAL IMPROVEMENT PROGRAM:					
	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL
Approved FY19-FY23 CIP	\$2,075	\$2,075	\$0	\$0	\$4,150
Increase/(Decrease)	\$0	\$0	\$0	\$0	\$0
% change	0.0%	0.0%	n/a	n/a	0.0%

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$125	\$125	\$0	\$0	\$0	\$250	\$475	\$0	\$725
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	1,650	1,650	0	0	0	3,300	2,250	0	5,550
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	0	0	0	24	36	0	60
Administration - FAS	3	3	0	0	0	6	9	0	15
Inspection	120	120	0	0	0	240	250	0	490
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	165	165	0	0	0	330	226	0	556
Total Outlay	\$2,075	\$2,075	\$0	\$0	\$0	\$4,150	\$3,246	\$0	\$7,396

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (15 Year)	\$2,075	\$2,075	\$0	\$0	\$0	\$4,150	\$3,246	\$0	\$7,396
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$2,075	\$2,075	\$0	\$0	\$0	\$4,150	\$3,246	\$0	\$7,396
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$2,075	\$2,075	\$0	\$0	\$0	\$4,150	\$3,246	\$0	\$7,396

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	283.2	476.6	670.5	670.5	670.5	283.2	670.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$283.2	\$476.6	\$670.5	\$670.5	\$670.5	\$283.2	\$670.5
Increase to Sewer User Fee:	12.6¢	20.9¢	29.1¢	28.7¢	28.4¢	12.6¢	28.0¢

LOCATION:
Newburg, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: DPW
	Sewer Connection 45%	Project #:
MWWTP Primary Clarifiers #1-4 Demolition		
Existing Primary Clarifiers #1-4 at MWWTP are original to the plant. Flows at MWWTP have exceeded the capabilities of these units leaving them inoperative. Work includes proper demolition of these structures.		
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$175	\$145	\$320	\$0	\$0	\$320
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	1,450	1,450	0	0	1,450
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	12	12	24	0	0	24
Administration - FAS	0	0	0	3	3	6	0	0	6
Inspection	0	0	0	0	145	145	0	0	145
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	145	145	0	0	145
Total Outlay	\$0	\$0	\$0	\$190	\$1,900	\$2,090	\$0	\$0	\$2,090

FINANCING SOURCES		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (30 Year)		\$0	\$0	\$0	\$161	\$1,615	\$1,776	\$0	\$0	\$1,776
Fund Balance Appropriation		0	0	0	0	0	0	0	0	0
Operating Transfer		0	0	0	0	0	0	0	0	0
Total County Funding		\$0	\$0	\$0	\$161	\$1,615	\$1,776	\$0	\$0	\$1,776
Federal		0	0	0	0	0	0	0	0	0
State		0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%		0	0	0	29	285	314	0	0	314
Other:		0	0	0	0	0	0	0	0	0
Total Funding		\$0	\$0	\$0	\$190	\$1,900	\$2,090	\$0	\$0	\$2,090

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	10.7	0.0	118.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$10.7	\$0.0	\$118.2
Increase to Sewer User Fee:	0.0¢	0.0¢	0.0¢	0.0¢	0.2¢	0.0¢	2.7¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME: Hughesville Sewer System	Sewer User 0% Sewer Connection 100%	Requested By: DPW/ PGM Project #: 7138
This project will design and construct a centralized sewer collection system for the Hughesville Village core, including approximately 12,700 linear feet of gravity sewer lines, a new wastewater treatment plant, and all associated infrastructure. The scope includes all aspects of engineering design, permitting, land acquisition, and construction for the central sewer collection and treatment system to serve the village consistent with the Hughesville Village Revitalization Plan completed in 2008. The Hughesville Water and Sewer Feasibility Study was completed in December 2010.		
Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)		
PRIORITY		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$350	\$0	\$350
Land & ROW	0	0	0	0	0	0	380	0	380
Construction	0	0	1,750	1,750	0	3,500	0	0	3,500
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	133	133	0	266	57	0	323
Administration - FAS	0	0	3	3	0	6	3	0	9
Inspection	0	0	73	73	0	146	0	0	146
Miscellaneous	0	0	5	5	0	10	15	0	25
Contingency	0	0	175	175	0	350	37	0	387
Total Outlay	\$0	\$0	\$2,139	\$2,139	\$0	\$4,278	\$842	\$0	\$5,120

FINANCING SOURCES		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
							Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (30 Year)		\$0	\$0	\$2,139	\$2,139	\$0	\$4,278	\$842	\$0	\$5,120
Fund Balance Appropriation		0	0	0	0	0	0	0	0	0
Operating Transfer		0	0	0	0	0	0	0	0	0
Total County Funding		\$0	\$0	\$2,139	\$2,139	\$0	\$4,278	\$842	\$0	\$5,120
Federal		0	0	0	0	0	0	0	0	0
State		0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%		0	0	0	0	0	0	0	0	0
Other:		0	0	0	0	0	0	0	0	0
Total Funding		\$0	\$0	\$2,139	\$2,139	\$0	\$4,278	\$842	\$0	\$5,120

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. Beyond	
						thru FY19	FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	49.1	49.1	49.1	190.0	331.6	49.1	331.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$49.1	\$49.1	\$49.1	\$190.0	\$331.6	\$49.1	\$331.6
Increase to Sewer User Fee:	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

LOCATION:
Hughesville

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: DPW
MWWTP Septage Receiving Facility Improvements	Sewer Connection 45%	Project #: 7130
<p>This facility does not have sufficient means of debris removal that causes constant clogging of pumps and extensive cleaning of the wet well on a routine basis. This project will evaluate methods of debris removal for this facility and then implement the best approach.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year	Approp.	Beyond	Project
						Total '20-'24	thru FY19	FY 2024	Total
Architectural & Engineering	\$0	\$25	\$25	\$0	\$0	\$50	\$0	\$0	\$50
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	175	375	0	0	550	97	0	647
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	12	12	0	0	24	24	0	48
Administration - FAS	0	3	3	0	0	6	6	0	12
Inspection	0	35	55	0	0	90	0	0	90
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	18	38	0	0	56	0	0	56
Total Outlay	\$0	\$268	\$508	\$0	\$0	\$776	\$127	\$0	\$903

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year	Approp.	Beyond	Project
						Total '20-'24	thru FY19	FY 2024	Total
Bonds (30 Year)	\$0	\$268	\$508	\$0	\$0	\$776	\$127	\$0	\$903
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$268	\$508	\$0	\$0	\$776	\$127	\$0	\$903
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$268	\$508	\$0	\$0	\$776	\$127	\$0	\$903

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	7.4	7.4	25.0	58.4	58.4	7.4	58.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$7.4	\$7.4	\$25.0	\$58.4	\$58.4	\$7.4	\$58.4
Increase to Sewer User Fee:	0.2¢	0.2¢	0.6¢	1.4¢	1.4¢	0.2¢	1.3¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Sewer User 100%	Requested By: DPW
Swan Pt. WWTP Electrical and Control System Improvements	Sewer Connection 0%	Project #: 7131
<p>Problems experienced with the existing electrical and control systems have caused concern from a safety and reliability perspective. This project will evaluate these systems and then implement the best approach for repairs and/or replacement.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year	Approp.	Beyond	Project
						Total '20-'24	thru FY19	FY 2024	Total
Architectural & Engineering	\$16	\$0	\$0	\$0	\$0	\$16	\$216	\$0	\$232
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	156	0	0	0	0	156	706	0	862
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	0	0	0	0	12	36	0	48
Administration - FAS	3	0	0	0	0	3	9	0	12
Inspection	55	0	0	0	0	55	145	0	200
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	16	0	0	0	0	16	72	0	88
Total Outlay	\$258	\$0	\$0	\$0	\$0	\$258	\$1,184	\$0	\$1,442

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year	Approp.	Beyond	Project
						Total '20-'24	thru FY19	FY 2024	Total
Bonds (15 Year)	\$258	\$0	\$0	\$0	\$0	\$258	\$1,184	\$0	\$1,442
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$258	\$0	\$0	\$0	\$0	\$258	\$1,184	\$0	\$1,442
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$258	\$0	\$0	\$0	\$0	\$258	\$1,184	\$0	\$1,442

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	103.3	127.3	127.3	127.3	127.3	103.3	127.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$103.3	\$127.3	\$127.3	\$127.3	\$127.3	\$103.3	\$127.3
Increase to Sewer User Fee:	4.6¢	5.6¢	5.5¢	5.5¢	5.4¢	4.6¢	5.3¢

LOCATION:
Swan Pt. WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Sewer User 100%	Requested By: DPW
Post Office Road Sewer Capacity Improvements	Sewer Connection 0%	Project #: 7132
<p>This project includes evaluation and implementation of recommended improvements to approximately 3,500 LF of sewer in the area of Post Office Road and St. Charles Parkway to address capacity and maintenance concerns.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year	Approp. thru FY19	Beyond FY 2024	Project Total
						Total '20-'24			
Architectural & Engineering	\$95	\$95	\$0	\$0	\$0	\$190	\$210	\$0	\$400
Land & ROW	75	75	0	0	0	150	0	0	150
Construction	875	875	0	0	0	1,750	275	0	2,025
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	0	0	0	24	24	0	48
Administration - FAS	3	3	0	0	0	6	6	0	12
Inspection	95	95	0	0	0	190	75	0	265
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	95	95	0	0	0	190	28	0	218
Total Outlay	\$1,250	\$1,250	\$0	\$0	\$0	\$2,500	\$618	\$0	\$3,118

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (15 Year)	\$1,250	\$1,250	\$0	\$0	\$0	\$2,500	\$618	\$0	\$3,118
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$1,250	\$1,250	\$0	\$0	\$0	\$2,500	\$618	\$0	\$3,118
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$1,250	\$1,250	\$0	\$0	\$0	\$2,500	\$618	\$0	\$3,118

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	53.9	170.4	287.2	287.2	287.2	53.9	287.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$53.9	\$170.4	\$287.2	\$287.2	\$287.2	\$53.9	\$287.2
Increase to Sewer User Fee:	2.4¢	7.5¢	12.5¢	12.3¢	12.2¢	2.4¢	12.0¢

LOCATION:
Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Sewer User 100%	Requested By: PGM
Sewer Easement Study & Acquisition	Sewer Connection 0%	Project #: 7133
<p>This project will identify and map water and sewer easements that are needed for the Department of Public Works to access and maintain public water and sewer infrastructure. The Study will also identify where easements are missing and develop a list of necessary easements needed for proper maintenance, including logical access routes and ground cover maintenance.</p>		
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$50	\$0	\$0	\$0	\$0	\$50	\$150	\$0	\$200
Land & ROW	75	0	0	0	0	75	150	0	225
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	4	0	0	0	0	4	12	0	16
Administration - FAS	3	0	0	0	0	3	6	0	9
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	5	0	0	0	0	5	10	0	15
Contingency	3	0	0	0	0	3	6	0	9
Total Outlay	\$140	\$0	\$0	\$0	\$0	\$140	\$334	\$0	\$474

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (15 Year)	\$140	\$0	\$0	\$0	\$0	\$140	\$334	\$0	\$474
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$140	\$0	\$0	\$0	\$0	\$140	\$334	\$0	\$474
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$140	\$0	\$0	\$0	\$0	\$140	\$334	\$0	\$474

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	29.1	42.2	42.2	42.2	42.2	29.1	42.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$29.1	\$42.2	\$42.2	\$42.2	\$42.2	\$29.1	\$42.2
Increase to Sewer User Fee:	1.3¢	1.9¢	1.8¢	1.8¢	1.8¢	1.3¢	1.8¢

LOCATION:
Countywide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Sewer User 50%	Requested By: PGM
Sewer Pump Station Capacity Study	Sewer Connection 50%	Project #:
<p>A comprehensive update and analysis of existing County sewer pump stations is needed to accurately represent the true capacity and limitations of our sewer infrastructure for maintenance planning as well as analyzing the impact of currently proposed development on the sewer systems, as well as an impact analysis of future build-out.</p>		
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$150	\$0	\$0	\$0	\$150	\$0	\$0	\$150
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	11	0	0	0	11	0	0	11
Administration - FAS	0	3	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	2	0	0	0	2	0	0	2
Contingency	0	3	0	0	0	3	0	0	3
Total Outlay	\$0	\$169	\$0	\$0	\$0	\$169	\$0	\$0	\$169

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (30 Year)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	169	0	0	0	169	0	0	169
Total County Funding	\$0	\$169	\$0	\$0	\$0	\$169	\$0	\$0	\$169
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$169	\$0	\$0	\$0	\$169	\$0	\$0	\$169

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Increase to Sewer User Fee:	0.0¢	3.7¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

LOCATION:
Countywide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Sewer User 0%	Requested By: DPW
Piney Branch Interceptor Sewer Capacity	Sewer Connection 100%	Project #: 7050
Upgrades - Phase II		
Upgrades for Phases 1 and 2 of the Piney Branch Interceptor Sewer were designed concurrently. Construction of Phase 1 improvements was completed in 2013. This project will construct the remaining portion (Phase II) of the upgrades to the Piney Branch Interceptor from the end of Phase I at Middletown Road down to the Mattawoman Interceptor sewer.		
Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)		
PRIORITY		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$55	\$0	\$55
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	1,250	1,250	0	0	0	2,500	5,500	0	8,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	105	105	0	0	0	210	433	0	643
Administration - FAS	3	3	0	0	0	6	6	0	12
Inspection	37	37	0	0	0	74	165	0	239
Miscellaneous	25	25	0	0	0	50	114	0	164
Contingency	125	125	0	0	0	250	550	0	800
Total Outlay	\$1,545	\$1,545	\$0	\$0	\$0	\$3,090	\$6,823	\$0	\$9,913

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (30 Year)	\$1,545	\$1,545	\$0	\$0	\$0	\$3,090	\$6,823	\$0	\$9,913
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$1,545	\$1,545	\$0	\$0	\$0	\$3,090	\$6,823	\$0	\$9,913
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$1,545	\$1,545	\$0	\$0	\$0	\$3,090	\$6,823	\$0	\$9,913

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	397.9	498.5	599.7	599.7	599.7	397.9	599.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$397.9	\$498.5	\$599.7	\$599.7	\$599.7	\$397.9	\$599.7
Increase to Sewer User Fee:	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

LOCATION:
ADC MAP 10(E4-D3)

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Sewer User	100%	Requested By:	DPW
Cobb Island Septic Tank Effluent Pump (STEP)	Sewer Connection	0%	Project #:	7143
Station Rehabs				
Rehabilitation of STEP stations in the Cobb Island sewer system due to aging infrastructure.				
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)				

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$65	\$5	\$0	\$0	\$0	\$70	\$25	\$0	\$95
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	1,260	95	0	0	0	1,355	520	0	1,875
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	0	0	0	24	12	0	36
Administration - FAS	3	3	0	0	0	6	3	0	9
Inspection	100	5	0	0	0	105	40	0	145
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$1,440	\$120	\$0	\$0	\$0	\$1,560	\$600	\$0	\$2,160

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (15 Year)	\$1,440	\$120	\$0	\$0	\$0	\$1,560	\$600	\$0	\$2,160
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$1,440	\$120	\$0	\$0	\$0	\$1,560	\$600	\$0	\$2,160
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$1,440	\$120	\$0	\$0	\$0	\$1,560	\$600	\$0	\$2,160

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	52.4	186.5	197.7	197.7	197.7	52.4	197.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$52.4	\$186.5	\$197.7	\$197.7	\$197.7	\$52.4	\$197.7
Increase to Sewer User Fee:	2.3¢	8.2¢	8.6¢	8.5¢	8.4¢	2.3¢	8.3¢

LOCATION:
Cobb Island

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: DPW
MWWTP Effluent Filters #7-#12	Sewer Connection 45%	Project #:
<p>This project will add 6 additional effluent filters to increase hydraulic capacity and improve system efficiency and reliability.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$1,500	\$175	\$175	\$0	\$1,850	\$0	\$0	\$1,850
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	7,500	7,500	0	15,000	0	0	15,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	12	12	12	0	36	0	0	36
Administration - FAS	0	3	3	3	0	9	0	0	9
Inspection	0	0	175	175	0	350	0	0	350
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	750	750	0	1,500	0	0	1,500
Total Outlay	\$0	\$1,515	\$8,615	\$8,615	\$0	\$18,745	\$0	\$0	\$18,745

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (30 Year)	\$0	\$1,288	\$7,323	\$7,323	\$0	\$15,934	\$0	\$0	\$15,934
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$1,288	\$7,323	\$7,323	\$0	\$15,934	\$0	\$0	\$15,934
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	227	1,292	1,292	0	2,811	0	0	2,811
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$1,515	\$8,615	\$8,615	\$0	\$18,745	\$0	\$0	\$18,745

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	84.3	566.6	1,051.5	0.0	1,051.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$84.3	\$566.6	\$1,051.5	\$0.0	\$1,051.5
Increase to Sewer User Fee:	0.0c	0.0c	2.0c	13.3c	24.5c	0.0c	24.2c

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: DPW
MWWTP Final Filter Rehab	Sewer Connection 45%	Project #: 7064
<p>Rehabilitation of the existing sand filter facility at the Mattawoman WWTP due to equipment beyond life-span and in order to meet new MDE permit requirements.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year	Approp.	Beyond	Project
						Total '20-'24	thru FY19	FY 2024	Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$21	\$0	\$21
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	1,475	0	0	0	0	1,475	3,062	0	4,537
Equipment	0	0	0	0	0	0	0	0	0
Administration	15	0	0	0	0	15	23	0	38
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	15	0	15
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	148	0	0	0	0	148	0	0	148
Total Outlay	\$1,641	\$0	\$0	\$0	\$0	\$1,641	\$3,121	\$0	\$4,762

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (30 Year)	\$1,395	\$0	\$0	\$0	\$0	\$1,395	\$2,850	\$0	\$4,245
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$1,395	\$0	\$0	\$0	\$0	\$1,395	\$2,850	\$0	\$4,245
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	246	0	0	0	0	246	271	0	517
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$1,641	\$0	\$0	\$0	\$0	\$1,641	\$3,121	\$0	\$4,762

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	166.2	257.0	257.0	257.0	257.0	166.2	257.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$166.2	\$257.0	\$257.0	\$257.0	\$257.0	\$166.2	\$257.0
Increase to Sewer User Fee:	4.1¢	6.2¢	6.1¢	6.1¢	6.0¢	4.1¢	5.9¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Sewer User 0%	Requested By: PGM
Southerland Septic Connection	Sewer Connection 100%	Project #: 7151
<p>This project is to design and build a sanitary sewer collection system for 21 existing homes with failing on site sewage disposal systems (septics) built between 1953 and 1982 and 14 vacant lots in Southerland Subdivision to the Mattawoman ENR Wastewater Treatment Plant. This project is to benefit health and safety and improve water quality.</p>		
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p>PRIORITY</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$96	\$0	\$0	\$0	\$0	\$96	\$0	\$0	\$96
Land & ROW	206	0	0	0	0	206	0	0	206
Construction	193	772	0	0	0	965	0	0	965
Equipment	0	0	0	0	0	0	0	0	0
Administration	19	19	0	0	0	38	0	0	38
Administration - FAS	5	5	0	0	0	10	0	0	10
Inspection	19	77	0	0	0	96	0	0	96
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	48	0	0	0	0	48	0	0	48
Total Outlay	\$586	\$873	\$0	\$0	\$0	\$1,459	\$0	\$0	\$1,459

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (30 Year)	\$586	\$453	\$0	\$0	\$0	\$1,039	\$0	\$0	\$1,039
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$586	\$453	\$0	\$0	\$0	\$1,039	\$0	\$0	\$1,039
Federal	0	0	0	0	0	0	0	0	0
State	0	420	0	0	0	420	0	0	420
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$586	\$873	\$0	\$0	\$0	\$1,459	\$0	\$0	\$1,459

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	38.2	67.8	67.8	67.8	0.0	67.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$38.2	\$67.8	\$67.8	\$67.8	\$0.0	\$67.8
Increase to Sewer User Fee:	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

LOCATION:
Frances, Jay and Bland Streets, off of Mill Hill Road in Waldorf, MD.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: DPW
MWWTP Reclaimed Water Filtration Facility	Sewer Connection 45%	Project #: 7152
<p>This project will construct a filtration facility to treat plant effluent to reclaimed water quality standards on a consistent basis, ensuring that we can meet the Development Agreement contractual obligations. An additional benefit is that this project will also allow us to treat reclaimed water to a level that allows wide-spread beneficial reuse, with the goal of reducing the use of potable water for irrigation and other needs, where the reclaimed water could come into contact with humans. Treating to reclaimed water standards also has the potential for a future revenue source. As this project develops, changes in treatment processes and technologies may be needed that may expand the scope of this project to address regulatory needs.</p>		
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$1,125	\$125	\$125	\$0	\$0	\$1,375	\$0	\$0	\$1,375
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	6,250	6,250	0	0	12,500	0	0	12,500
Equipment	0	0	0	0	0	0	0	0	0
Administration	15	15	15	0	0	45	0	0	45
Administration - FAS	3	3	3	0	0	9	0	0	9
Inspection	0	175	175	0	0	350	0	0	350
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	625	625	0	0	1,250	0	0	1,250
Total Outlay	\$1,143	\$7,193	\$7,193	\$0	\$0	\$15,529	\$0	\$0	\$15,529

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (30 Year)	\$1,143	\$7,193	\$7,193	\$0	\$0	\$15,529	\$0	\$0	\$15,529
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$1,143	\$7,193	\$7,193	\$0	\$0	\$15,529	\$0	\$0	\$15,529
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$1,143	\$7,193	\$7,193	\$0	\$0	\$15,529	\$0	\$0	\$15,529

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	74.4	545.4	1,019.1	1,019.1	0.0	1,019.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$74.4	\$545.4	\$1,019.1	\$1,019.1	\$0.0	\$1,019.1
Increase to Sewer User Fee:	0.0¢	1.8¢	13.0¢	24.0¢	23.7¢	0.0¢	23.4¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

LANDFILL SUMMARY

Local governments have the duty to provide for the disposal of solid waste (trash) generated within its borders. Charles County plans for this function by establishing cash reserves collected from tipping fee revenue and dedicates the reserves for the next landfill cell. The current facility is composed of four cells over a 114 acre site. Other capital maintenance projects to the landfill are financed from ongoing tipping fee revenues.

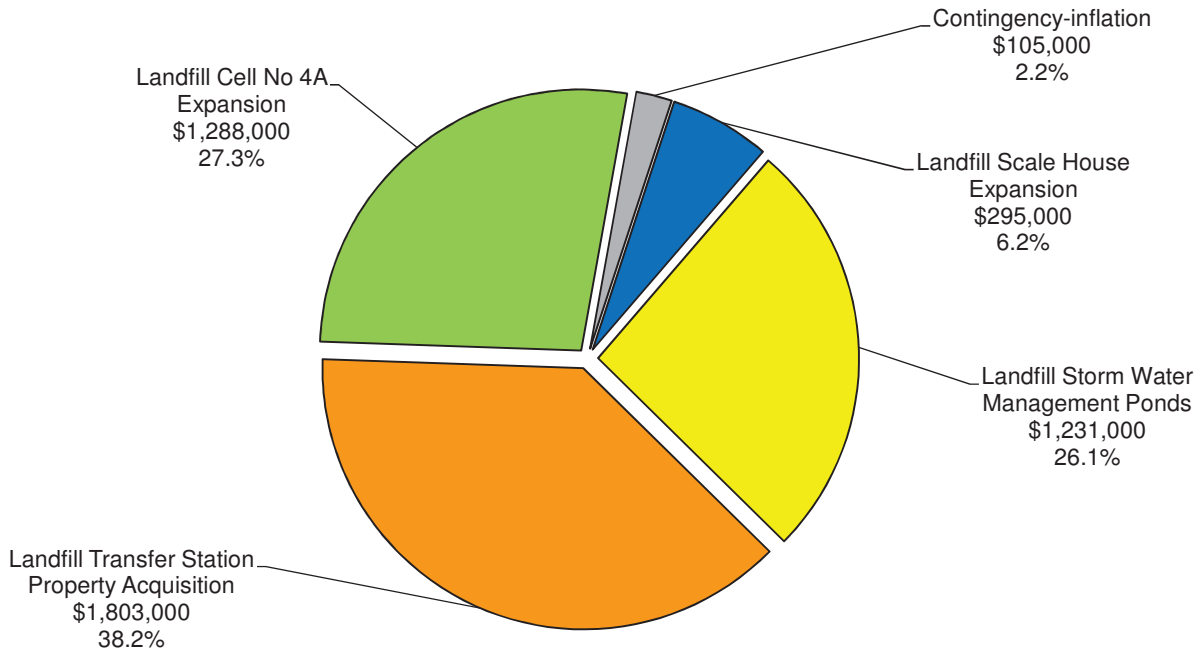
EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$86	\$86	\$0	\$0	\$0	\$172	\$702	\$0	\$874
Land & ROW	1,800	0	0	0	0	1,800	950	0	2,750
Construction	2,326	3,237	0	0	0	5,563	1,190	0	6,753
Equipment	30	540	0	0	0	570	0	0	570
Administration	95	0	0	0	0	95	75	0	170
Administration - FAS	15	6	0	0	0	21	18	0	39
Inspection	102	0	0	0	0	102	100	0	202
Miscellaneous	33	54	0	0	0	87	45	0	132
Contingency	235	216	0	0	0	451	248	0	699
Total Outlay	\$4,722	\$4,139	\$0	\$0	\$0	\$8,861	\$3,328	\$0	\$12,189

FINANCING SOURCES									
Bonds	\$1,583	\$0	\$0	\$0	\$0	\$1,583	\$1,438	\$0	\$3,021
Capital Budget Reserve	3,139	4,139	0	0	0	7,278	1,890	0	9,168
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$4,722	\$4,139	\$0	\$0	\$0	\$8,861	\$3,328	\$0	\$12,189
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$4,722	\$4,139	\$0	\$0	\$0	\$8,861	\$3,328	\$0	\$12,189

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. Beyond	
						thru FY19	FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	125.5	273.0	273.0	273.0	273.0	125.5	114.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$125.5	\$273.0	\$273.0	\$273.0	\$273.0	\$125.5	\$0.0

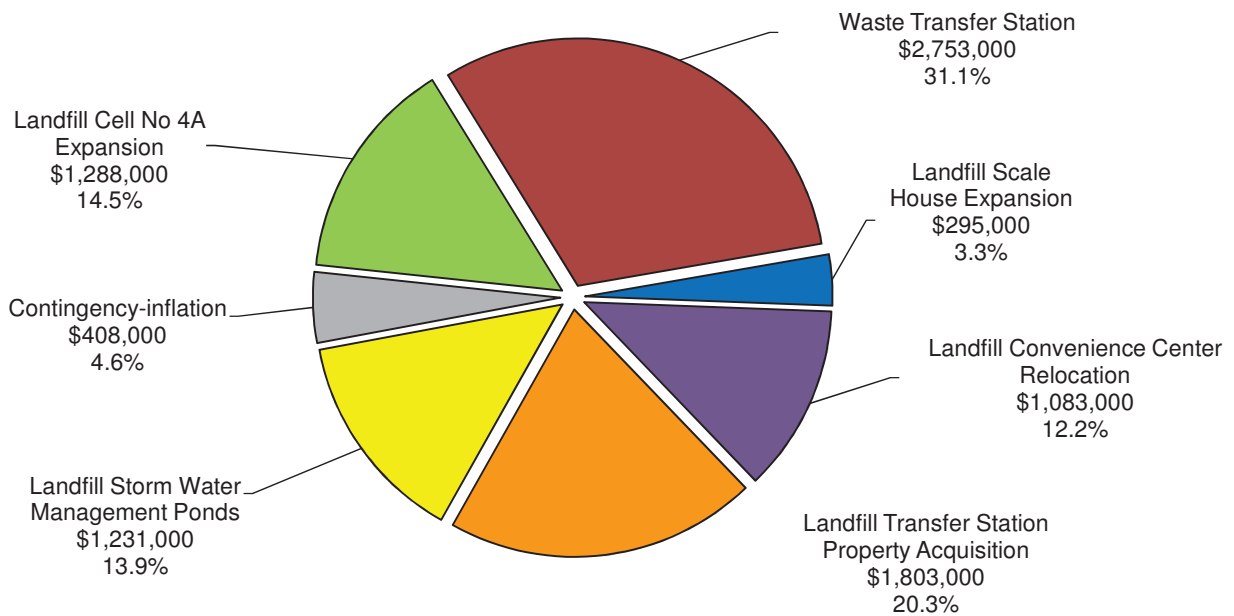
Increase to Annual Tipping fee: \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

FY20 Landfill Fund by Project Total \$4,722,000



The Landfill Scale House Expansion and the Landfill Storm Water Management Ponds are funded by Bonds. The Landfill Cell No. 4A Expansion, the Landfill Convenience Center Relocation, Landfill Transfer Station Property Acquisition and the Waste Transfer Station are funded by the Capital Budget Reserve. These revenues are paid for by the Landfill Tipping Fee. The FY2020 Fee is \$75 per ton.

FY20-FY24 Landfill Fund by Project Total \$8,861,000



APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Landfill Cell No. 4A Expansion	Project #: 8092
For the expansion of the landfill to include Cell 4A which will provide an additional 4 acres to the existing landfill facility in preparation for when capacity becomes limited in the existing cell.	
Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)	
PRIORITY	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$65	\$0	\$0	\$0	\$0	\$65	\$295	\$0	\$360
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	1,050	0	0	0	0	1,050	1,050	0	2,100
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	18	0	18
Administration - FAS	3	0	0	0	0	3	6	0	9
Inspection	50	0	0	0	0	50	50	0	100
Miscellaneous	15	0	0	0	0	15	30	0	45
Contingency	105	0	0	0	0	105	105	0	210
Total Outlay	\$1,288	\$0	\$0	\$0	\$0	\$1,288	\$1,554	\$0	\$2,842

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Budget Reserve	1,288	0	0	0	0	1,288	1,554	0	2,842
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$1,288	\$0	\$0	\$0	\$0	\$1,288	\$1,554	\$0	\$2,842
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$1,288	\$0	\$0	\$0	\$0	\$1,288	\$1,554	\$0	\$2,842

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Increase to Annual Tipping fee:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

LOCATION:
Charles County Landfill, Waldorf Maryland

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Waste Transfer Station	Project #: 8093
Construct a waste transfer station at the Charles County Landfill, which will allow for disposal options outside of our jurisdiction.	
Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$300	\$0	\$300
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	2,000	0	0	0	2,000	0	0	2,000
Equipment	0	500	0	0	0	500	0	0	500
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	3	0	0	0	3	6	0	9
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	50	0	0	0	50	0	0	50
Contingency	0	200	0	0	0	200	30	0	230
Total Outlay	\$0	\$2,753	\$0	\$0	\$0	\$2,753	\$336	\$0	\$3,089

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Budget Reserve	0	2,753	0	0	0	2,753	336	0	3,089
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$2,753	\$0	\$0	\$0	\$2,753	\$336	\$0	\$3,089
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$2,753	\$0	\$0	\$0	\$2,753	\$336	\$0	\$3,089

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

Increase to Annual Tipping fee:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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LOCATION:
Charles County Landfill, Waldorf Maryland

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Scale House Expansion	Project #: 8107
Design and construct 970 s.f. expansion for existing scale house to provide office space, reception area, break kitchen, a conference room, and handicap access. The requested funds will supplement the current budget for this project and provide additional funding for other budget lines.	
Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$18	\$0	\$0	\$0	\$0	\$18	\$12	\$0	\$30
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	192	0	0	0	0	192	140	0	332
Equipment	29	0	0	0	0	29	0	0	29
Administration	16	0	0	0	0	16	0	0	16
Administration - FAS	3	0	0	0	0	3	3	0	6
Inspection	11	0	0	0	0	11	0	0	11
Miscellaneous	5	0	0	0	0	5	0	0	5
Contingency	21	0	0	0	0	21	18	0	39
Total Outlay	\$295	\$0	\$0	\$0	\$0	\$295	\$173	\$0	\$468

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$295	\$0	\$0	\$0	\$0	\$295	\$173	\$0	\$468
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$295	\$0	\$0	\$0	\$0	\$295	\$173	\$0	\$468
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$295	\$0	\$0	\$0	\$0	\$295	\$173	\$0	\$468

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	15.1	33.2	33.2	33.2	33.2	15.1	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$15.1	\$33.2	\$33.2	\$33.2	\$33.2	\$15.1	\$0.0

LOCATION:
Charles County Landfill Scale House

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Landfill Convenience Center Relocation	Project #:
<p>The relocation of the current citizen convenience center is required prior to the construction of Cell 4. The relocation will allow the site to maximize the airspace for cell 4 by piggybacking on the existing landfill.</p>	
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$80	\$0	\$0	\$0	\$80	\$0	\$0	\$80
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	1,000	0	0	0	1,000	0	0	1,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	3	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$0	\$1,083	\$0	\$0	\$0	\$1,083	\$0	\$0	\$1,083

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Budget Reserve	0	1,083	0	0	0	1,083	0	0	1,083
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$1,083	\$0	\$0	\$0	\$1,083	\$0	\$0	\$1,083
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$1,083	\$0	\$0	\$0	\$1,083	\$0	\$0	\$1,083

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

LOCATION: Charles County Landfill, Waldorf Maryland

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Landfill Transfer Station Property Acquisition	Project #: 8120
<p>Additional property is required to expand the landfill for the proposed future Transfer Station, stockpile area, possible relocation of the sediment basins and possible relocation of the Piney Church mulch operation. Acquisition of property from Global Green for 20-40 acres around the perimeter of the Landfill.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	1,800	0	0	0	0	1,800	0	0	1,800
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$1,803	\$0	\$0	\$0	\$0	\$1,803	\$0	\$0	\$1,803

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Budget Reserve	1,803	0	0	0	0	1,803	0	0	1,803
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$1,803	\$0	\$0	\$0	\$0	\$1,803	\$0	\$0	\$1,803
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$1,803	\$0	\$0	\$0	\$0	\$1,803	\$0	\$0	\$1,803

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

LOCATION:
TBD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Landfill Storm Water Management Ponds	Project #: 8042
<p>Sediment basins were constructed to handle storm water run-off during initial construction of the landfill in 1990's. The basins were to be used in this capacity for an interim period with a limited volume of runoff and then converted to storm water management ponds in accordance with MD-378 pond criteria. Charles County Stormwater Conservation District and the Maryland Department of the Environment's Dam Safety Division require that the ponds now be brought up to MD-378 criteria. This project is for the design and construction of the permanent storm water management ponds.</p>	
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>	

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$95	\$0	\$95
Land & ROW	0	0	0	0	0	0	950	0	950
Construction	1,000	0	0	0	0	1,000	0	0	1,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	75	0	0	0	0	75	57	0	132
Administration - FAS	6	0	0	0	0	6	3	0	9
Inspection	38	0	0	0	0	38	50	0	88
Miscellaneous	12	0	0	0	0	12	15	0	27
Contingency	100	0	0	0	0	100	95	0	195
Total Outlay	\$1,231	\$0	\$0	\$0	\$0	\$1,231	\$1,265	\$0	\$2,496

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$1,231	\$0	\$0	\$0	\$0	\$1,231	\$1,265	\$0	\$2,496
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$1,231	\$0	\$0	\$0	\$0	\$1,231	\$1,265	\$0	\$2,496
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$1,231	\$0	\$0	\$0	\$0	\$1,231	\$1,265	\$0	\$2,496

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	110.4	186.0	186.0	186.0	186.0	110.4	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$110.4	\$186.0	\$186.0	\$186.0	\$186.0	\$110.4	\$0.0

LOCATION:
Charles County Landfill, Waldorf Maryland

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

WATERSHED PROTECTION & RESTORATION FUND SUMMARY

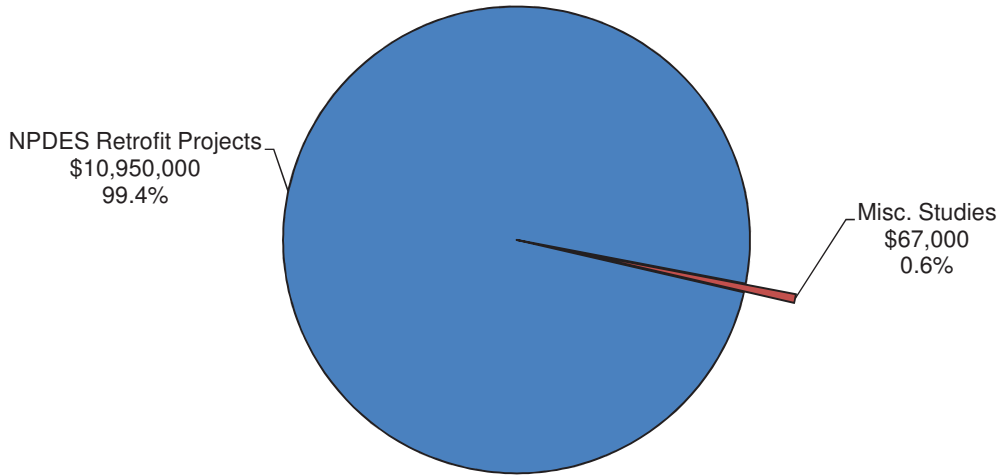
Charles County continues to design and construct stormwater facilities to manage the quantity and quality of stormwater runoff from untreated impervious surface. Cost associated with this program are part of the Watershed Protection and Restoration Enterprise Fund and paid for with the stormwater remediation fee.

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$820	\$885	\$866	\$905	\$948	\$4,424	\$2,860	\$996	\$8,280
Land & ROW	750	809	844	882	923	4,208	4,566	970	9,744
Construction	7,700	8,308	8,661	9,051	9,481	43,201	23,721	9,955	76,877
Equipment	5	5	0	0	0	10	10	0	20
Administration	534	578	593	617	641	2,963	1,253	673	4,889
Administration - FAS	6	6	3	4	4	23	10	4	37
Inspection	230	248	259	270	283	1,290	317	294	1,901
Miscellaneous	201	217	225	234	243	1,120	601	200	1,921
Contingency	771	832	866	905	948	4,322	1,414	996	6,732
Total Outlay	\$11,017	\$11,888	\$12,317	\$12,868	\$13,471	\$61,561	\$34,754	\$14,088	\$110,403

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$10,950	\$11,816	\$12,317	\$12,868	\$13,471	\$61,422	\$34,508	\$14,088	\$110,018
Fund Balance Appropriation	67	72	0	0	0	139	246	0	385
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$11,017	\$11,888	\$12,317	\$12,868	\$13,471	\$61,561	\$34,754	\$14,088	\$110,403
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$11,017	\$11,888	\$12,317	\$12,868	\$13,471	\$61,561	\$34,754	\$14,088	\$110,403

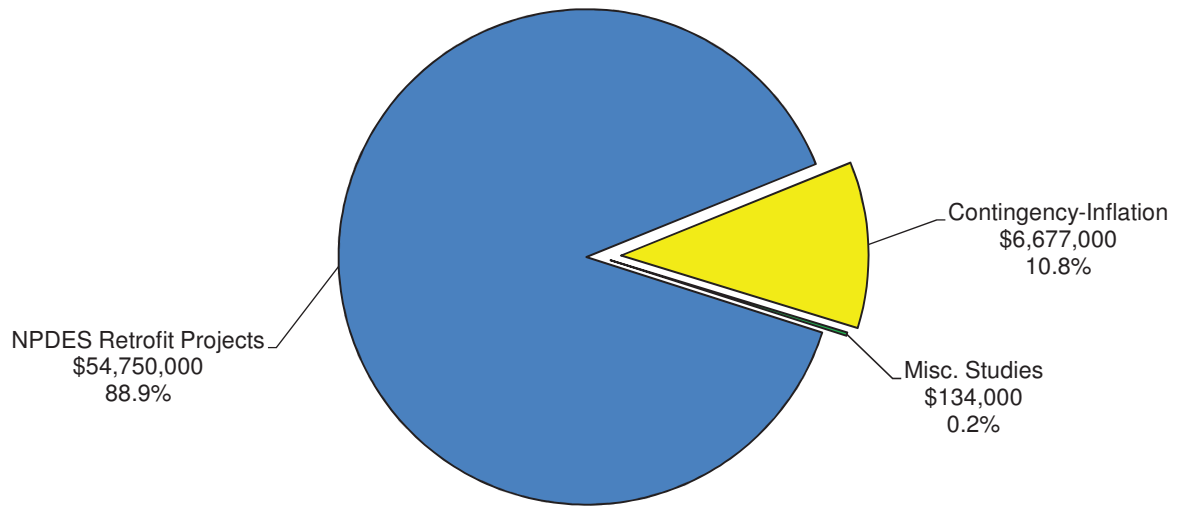
Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. Beyond	
						thru FY19	FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	3,011.1	3,724.0	4,497.7	5,308.8	6,156.2	3,011.1	6,604.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$3,011.1	\$3,724.0	\$4,497.7	\$5,308.8	\$6,156.2	\$3,011.1	\$6,604.3
Increase to Annual WPRF fee:	\$58.07	\$71.04	\$84.87	\$99.11	\$113.72	\$59.14	\$120.71

FY20 Watershed Protection and Restoration Fund by Project Total \$11,017,000



NPDES Retrofit Projects are funded by Bonds which are paid for with the Stormwater Remediation Fee. A \$79 fee is charged annually to each improved property within the County.

FY20-FY24 Watershed Protection and Restoration Fund by Project Total \$61,561,000



APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME: **NPDES Retrofit Projects** **Requested By: Capital**
Project #: 8019

The project is based on the County's 2014 NPDES municipal stormwater permit requirement to assess the impervious surface, and commence and complete implementation of restoration efforts for twenty percent of the County's impervious surface that has not already been restored to the maximum extent practicable.

Ongoing and potential project areas include Pinefield, Bryans Road, Holly Tree Lane, Acton-Hamilton, Fox Run, White Plains, Stavors Road, Tanglewood, Potomac Heights, Tenth District VFD, Port Tobacco Stream Restoration, Benedict Point, Department of Public Works Campus, Charles County Plaza, Post Office Lake, Wakefield Lake, Melwood, Bensville Park, Laurel Branch, Old Washington Road, and Waldorf Commercial Corridor. Additional projects will be identified by the impervious surface assessment, and the watershed assessments and restoration plans also required by the County's 2014 NPDES municipal stormwater permit.

Restoration of untreated impervious surface can be done by new or upgraded stormwater quality facilities and practices, step pool storm conveyances, stream restoration, shoreline management, septic practices, impervious land use conversion, outfall stabilization, and routinely performed street and drainage cleaning practices, per State Guidance for NPDES Stormwater Permits, August 2014.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

PRIORITY

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$770	\$770	\$770	\$770	\$770	\$3,850	\$2,660	\$770	\$7,280
Land & ROW	750	750	750	750	750	3,750	4,566	750	9,066
Construction	7,700	7,700	7,700	7,700	7,700	38,500	23,721	7,700	69,921
Equipment	0	0	0	0	0	0	0	0	0
Administration	527	527	527	527	527	2,635	1,232	527	4,394
Administration - FAS	3	3	3	3	3	15	1	3	19
Inspection	230	230	230	230	230	1,150	317	230	1,697
Miscellaneous	200	200	200	200	200	1,000	598	200	1,798
Contingency	770	770	770	770	770	3,850	1,411	770	6,031
Total Outlay	\$10,950	\$10,950	\$10,950	\$10,950	\$10,950	\$54,750	\$34,508	\$10,950	\$100,208

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds (30 Year)	\$10,950	\$10,950	\$10,950	\$10,950	\$10,950	\$54,750	\$34,508	\$10,950	\$100,208
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$10,950	\$10,950	\$10,950	\$10,950	\$10,950	\$54,750	\$34,508	\$10,950	\$100,208
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$10,950	\$10,950	\$10,950	\$10,950	\$10,950	\$54,750	\$34,508	\$10,950	\$100,208

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	3,011.1	3,724.0	4,441.0	5,162.1	5,883.2	3,011.1	6,604.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$3,011.1	\$3,724.0	\$4,441.0	\$5,162.1	\$5,883.2	\$3,011.1	\$6,604.3
Increase to Annual WPRF fee:	\$58.07	\$71.04	\$83.80	\$96.37	\$108.68	\$59.14	\$120.71

LOCATION:
Charles County Development District- see description

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

PROJECT NAME:

Floodplain Analysis Studies

Requested By: PGM

Project #: 8069

Provide computations of major drainage courses of 30 Acres or more that are not mapped by FEMA studies for potential restoration projects.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Architectural & Engineering	\$50	\$50	\$0	\$0	\$0	\$100	\$200	\$0	\$300
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	5	5	0	0	0	10	10	0	20
Administration	7	7	0	0	0	14	21	0	35
Administration - FAS	3	3	0	0	0	6	9	0	15
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	1	1	0	0	0	2	3	0	5
Contingency	1	1	0	0	0	2	3	0	5
Total Outlay	\$67	\$67	\$0	\$0	\$0	\$134	\$246	\$0	\$380

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year			
						Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	67	67	0	0	0	134	246	0	380
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$67	\$67	\$0	\$0	\$0	\$134	\$246	\$0	\$380
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$67	\$67	\$0	\$0	\$0	\$134	\$246	\$0	\$380

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. & Beyond	
						thru FY19	FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

Increase to Annual WPRF fee: \$0.00 FY 2020, \$0.00 FY 2021, \$0.00 FY 2022, \$0.00 FY 2023, \$0.00 FY 2024, Approp. thru FY19: \$0.00, Beyond FY 2024: \$0.00

LOCATION:

Throughout Charles County

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

(\$ in thousands)

ENVIRONMENTAL SERVICE FUND SUMMARY

PROJECT NAME:
County Mulching Facility Relocation

Requested By: DPW
Project #: 8121

The mulching operation is currently located on a County own parcel that is slated for future animal shelter and bus transit station. To ensure that the mulching operation continues without disruption, a new mulching facility at a different location is preferred. The new facility will include a structural base of soil liner, geogrid fabric, and a stone working surface. A feasibility study will be performed to assess the land needs, suitable location, and estimated construction costs.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year	Approp. thru FY19	Beyond FY 2024	Project Total
						Total '20-'24			
Architectural & Engineering	\$25	\$54	\$0	\$0	\$0	\$79	\$0	\$0	\$79
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	549	0	0	0	549	0	0	549
Equipment	0	0	0	0	0	0	0	0	0
Administration	5	41	0	0	0	46	0	0	46
Administration - FAS	3	3	0	0	0	6	0	0	6
Inspection	0	27	0	0	0	27	0	0	27
Miscellaneous	1	5	0	0	0	6	0	0	6
Contingency	2	59	0	0	0	61	0	0	61
Total Outlay	\$36	\$738	\$0	\$0	\$0	\$774	\$0	\$0	\$774

FINANCING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total '20-'24	Approp. thru FY19	Beyond FY 2024	Project Total
Bonds	\$36	\$738	\$0	\$0	\$0	\$774	\$0	\$0	\$774
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$36	\$738	\$0	\$0	\$0	\$774	\$0	\$0	\$774
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$36	\$738	\$0	\$0	\$0	\$774	\$0	\$0	\$774

Operating Budget Impact	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Approp. thru FY19	Beyond FY 2024
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	3.3	67.3	67.3	67.3	0.0	67.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$3.3	\$67.3	\$67.3	\$67.3	\$0.0	\$67.3

Increase to Annual ESF fee:	\$0.00	\$0.06	\$1.17	\$1.16	\$1.15	\$0.00	\$1.13
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FISCAL YEAR 2018-FY2020 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	<u>FY18 AMENDED</u>	<u>FY19 AMENDED</u>	<u>FY20 APPROVED</u>
GOVERNMENTAL PROJECTS			
<u>BOARD OF EDUCATION:</u>			
<u>State Shared</u>			
Billingsley Elementary School	\$16,500	\$6,514	\$0
St. Charles High School	0	2	0
Matula Full Day K Additions/Renovations	0	(96)	0
Benjamin Stoddert M.S. RTU/Boiler Replacement	0	0	0
Dr. Mudd E.S. Modernization/Addition	18,247	0	0
Jenifer E.S. Full Day Kindergarten Renovation	0	(34)	0
Eva Turner E.S. - Modernization/Addition	2,101	665	11,632
Benjamin Stoddert M.S. Modernization/Addition	3,001	751	28,260
McDonough H.S. Renovation Study/Security Enhancements & Performing Arts	701	0	501
Berry E.S. Full Day K Addition	2,926	(2)	0
Craik E.S. Full Day K Addition	3,764	(18)	0
John Hanson M.S. - Roof Replacement	246	1,277	0
Westlake H.S. Roof Replacement	0	393	70
Indian Head E.S. Boiler Replacement	0	129	0
Full Day Kindergarten Addition: J.P. Ryon E.S.	0	400	3,695
Full Day Kindergarten Addition: Malcolm E.S.	0	389	3,390
Full Day Kindergarten Addition: Walter J. Mitchell E.S.	0	0	100
Subtotal	\$47,486	\$10,370	\$47,648
<u>Locally Funded, 100%</u>			
Various Maintenance Projects	400	400	400
Local Portable Classrooms - Various Schools	200	200	200
Elementary Schools - Playground Replacement Program	266	266	266
Site Improvements/Asphalt Replacement Program	1,416	1,081	0
Thomas Stone H.S. - Parking Lot & Site Improvements	0	(22)	0
Elementary School - Site Acquisition	3,001	0	0
Matthew Henson M.S. Water Line	0	625	0
Middle School - Site Acquisition	0	4,001	0
Security Enhancements - Various Schools	0	2,926	2,926
Contingency - Inflation	(9)	46	1,757
Subtotal	\$5,274	\$9,523	\$5,549
TOTAL BOARD OF EDUCATION	\$52,760	\$19,893	\$53,197
<u>COLLEGE OF SOUTHERN MARYLAND:</u>			
<u>Inner Campus Program</u>			
Healthcare Training Facility	1,705	13,851	16,448
Contingency - Inflation	(782)	147	0
TOTAL COLLEGE OF SOUTHERN MD	\$923	\$13,998	\$16,448

FISCAL YEAR 2018-FY2020 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	<u>FY18 AMENDED</u>	<u>FY19 AMENDED</u>	<u>FY20 APPROVED</u>
<u>GENERAL GOVERNMENT:</u>			
Agricultural Preservation Land Acquisition	\$203	\$503	\$503
Detention Center Intake Area	0	0	3,202
Rural Legacy Program	724	1,409	1,409
Various Maintenance Projects	393	418	418
Courthouse Renovation	123	79	79
Purchase of Developments Rights (PDR) Program	503	578	653
Community Services HVAC Improvements	(210)	0	0
Waldorf Senior and Recreational Center	0	1,637	0
Lighting Retrofits	106	106	53
FY15 Pt Tobacco Hist District Revitalization Implementation	(141)	0	0
Generator Replacement Program	113	113	113
State Attorney's Office Renovations	(73)	0	0
Port Tobacco Historic District Jamieson	35	0	0
Health Department Roof Replacement	(1,436)	0	0
Tri- County Animal Shelter Improvements	(3)	0	0
Radio Communications Systems Upgrade	0	2,433	10,697
Detention Center Pump Station Rehabilitations	315	421	0
Replacement of County Financial Software Program	799	616	703
Government Building Atrium Renovation	210	0	0
Sheriff's Office Improvements	145	0	0
Uninterrupted Power Supply Replacement Program	58	58	58
Charles Count Courthouse HVAC Improvements	239	651	651
Government Building Water Infiltration Improvements Phase I	190	0	0
Detention Center Roof Replacement	1,346	0	1,424
Detention Center Annex Roof and Wall Improvements	470	0	527
Detention Center and Detention Center Annex Improvements	381	0	85
La Plata Library Relocation	2,627	2,691	0
Blue Crabs Stadium Seating Area Cover/Roofing System Renovations	638	578	0
Bel Alton School Renovation	942	0	0
Charles County Animal Shelter	247	7,103	0
Wade Property	151	0	0
Planning & Growth Management Renovations	45	(5)	0
Countywide Building Re-Keying/Access Controls	0	157	157
Courthouse Copula Rehabilitation	0	134	0
Vehicle Maintenance Shop HVAC System	0	156	0
Charles County Welcome Signage	0	123	138
Blue Crabs Standard Main Video & Exterior Marquis	0	298	0
Security Cameras Park & Ride	0	222	0
Waldorf Senior and Recreational Center Parking Lot	0	300	0
Charles County VanGo Maintenance Facility	0	0	525
Public Facilities Vehicle Wash Bay Roof Retrofit	0	0	65
Capital Clubhouse Improvements	0	0	313
Elite Gymnastics and Recreation Center Improvements	0	0	151

FISCAL YEAR 2018-FY2020 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	FY18 AMENDED	FY19 AMENDED	FY20 APPROVED
<u>GENERAL GOVERNMENT:</u>			
Readiness and Environmental Protection Integration (REPI) Program	0	0	460
Contingency - Inflation	(104)	(463)	246
TOTAL GENERAL GOVERNMENT	\$9,035	\$20,316	\$22,629
<u>PARKS:</u>			
Various Pedestrian & Bicycle Facilities	\$29	\$80	\$80
Pope's Creek Rail Trail	346	0	0
Park Repair & Maintenance	388	250	250
Maxwell Hall House Improvements	0	(47)	0
Milton Somers Football Stadium Improvements	(2)	0	0
White Plains Golf Course Irrigation System Replacement	90	0	0
Automation & Technology Master Plan - Parks & Grounds	258	(30)	0
Chapel Point Park	393	510	0
Popes Creek Waterfront	975	0	0
Village Street Sidewalk	51	0	0
White Plains Park Field Lighting Replacement	215	6	0
White Plains Golf Course Clubhouse	0	150	0
Port Tobacco River Park Phase II	0	82	0
Laurel Springs Maintenance Building	0	50	0
Gilbert Run Park- Boardwalk Design	0	85	0
Gilbert Run Park- Playground Enhancements	0	25	0
White Plains Park- Playground Rehabilitation	0	100	0
Popes Creek Waterfront Phase II	0	0	59
Gilbert Run Boardwalk Replacement	0	0	240
Playground Revitalization Program	0	0	300
Hamilton Road Sidewalk Improvements	0	0	575
Contingency - Inflation	(71)	0	2
TOTAL PARKS	\$2,672	\$1,261	\$1,506
<u>TRANSPORTATION:</u>			
Western Parkway Ph. I-III	\$1,764	\$914	\$1,349
Traffic Signal Program	(52)	241	285
Road Overlay Program	3,526	3,178	3,578
Stavors Road Upgrade	0	1,025	0
Safety Improvement Program - Existing Roadways	132	(46)	200
County Drainage Systems Improvements Program	(258)	(706)	1,100
Smallwood/St. Patrick Dr Intersection/Traffic Improvements	0	9	0
Pinefield Drainage Improvements	3	37	0
Billingsley Road Improvements	1,503	178	178
Middletown Road and Billingsley Road Roundabout	0	89	0
Old Washington Road Reconstruction	3,049	1,163	3,000
Washington Ave. - Various Intersection Improvements	305	305	305
St. Patrick Dr/Western Pkwy - Ped Intersection Improvements	4	0	0
Neighborhood Traffic Calming Program	37	0	0
Blue Crabs Parking Lot	0	106	0

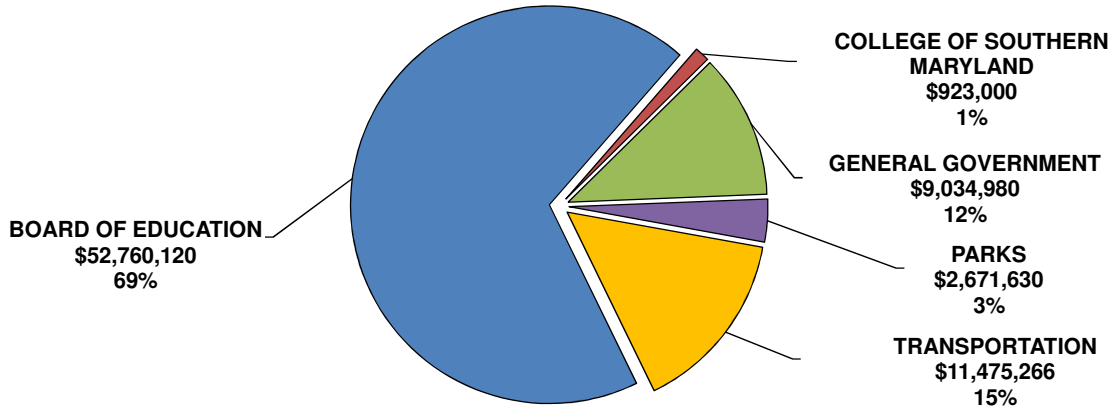
FISCAL YEAR 2018-FY2020 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

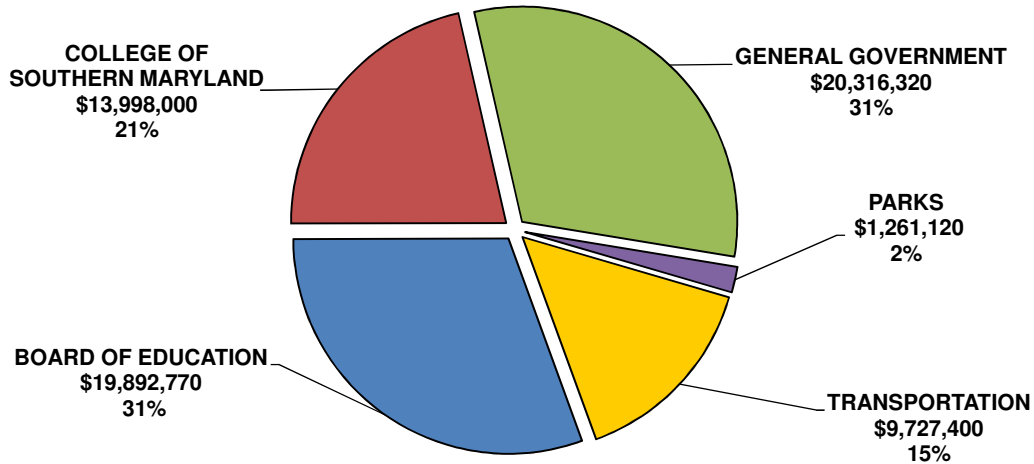
	FY18 AMENDED	FY19 AMENDED	FY20 APPROVED
<u>TRANSPORTATION:</u>			0
Sidewalk Improvement Program	153	153	153
Old McDaniel to Ocelot Street	0	(1,379)	0
Bibury Lane Bridge Replacement	(96)	0	0
Old Washington Road Drainage Repairs	(7)	0	0
Poplar Hill Road Pass/No Pass Zone Analysis	(3)	0	0
McDaniel Road/Smallwood Drive Traffic Signal	363	0	0
Install Solar Power Rectangular Rapid Flash Beacons	(39)	0	0
Billingsley Road & St. Patricks Drive Left Turn Study	4	0	0
Poplar Hill Bridge Replacement	0	3,590	0
Radio Station Road/Route 488 Traffic Signal & Geometric Improvements	800	(800)	0
Tanglewood Niegborhood Drainage Repairs	49	0	0
Chamberlin Drainage Repairs	134	0	0
Twinbrook Drive	71	0	0
Indian Head Rail Trail Rectangular Rapid Flashing Beacons	38	0	0
St. Charles Parkway and Duncannon Road Traffic Warrant Analysis	8	7	750
Michael Road Drainage Improvements	18	(1)	0
White Oak Drive/Oak Drive Drainage Improvements	25	(0)	0
Scenic Meadow St. Drainage Improvements	34	0	0
Middletown Road Phase 3 - Feasibility Study	0	269	0
Stone Avenue Culvert Replacement and Road Restoration	0	398	0
2322 Pinefield Road Drainage Improvements	0	59	0
2328 Pinefield Road Drainage Improvements	0	83	0
Smallwood Drive RRFB's	0	52	0
Install RRFB's at Various Locations	0	69	0
Pinefield Road Down Stream Drainage Improvements	0	83	0
Miscellaneous RRFB Sites	0	53	0
Carrington Stream Maintenance Various Locations	0	59	0
Lantana Drive Drainage Repairs	0	89	0
Warren Drive Roadside Ditch Repairs	0	17	0
Woodberry Drive Drainage Repairs	0	55	0
Billingsley Road/ Middletown Road Traffic Signal	0	10	0
Western Parkway and Holly Tree Lane Traffic Signal Preliminary Field Investigation	0	27	0
Contingency - Inflation	(92)	342	211
TOTAL TRANSPORTATION	\$11,475	\$9,727	\$11,109
TOTAL GOVERNMENTAL PROJECTS	\$76,865	\$65,196	\$104,889

GOVERNMENTAL PROJECTS

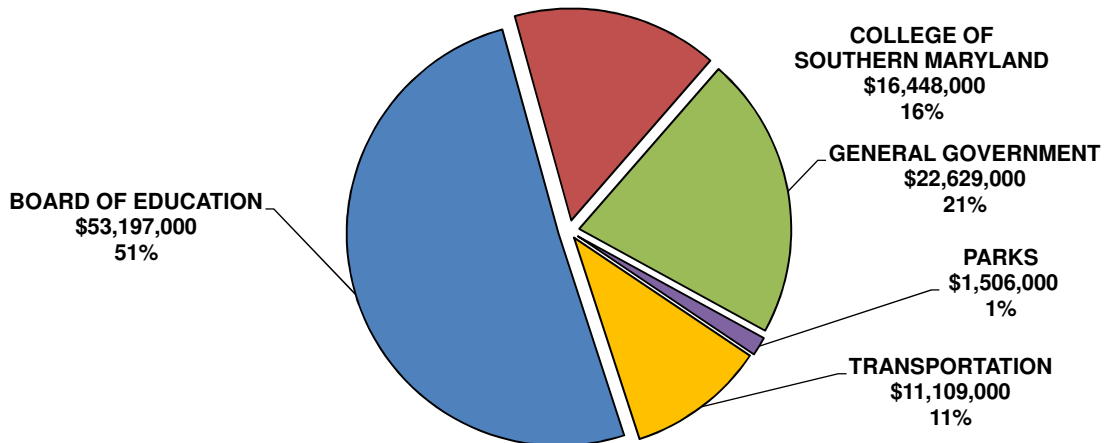
FY18 AMENDED BUDGET = \$76,864,996



FY19 AMENDED BUDGET = \$65,195,610



FY20 APPROVED BUDGET = \$104,889,000



FISCAL YEAR 2018-FY2020 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	FY18 AMENDED	FY19 AMENDED	FY20 APPROVED
ENTERPRISE FUND PROJECTS			
<u>WATER PROJECTS:</u>			
	NOTE: (%) represents the percentage of the total project appropriation.		
Water Model Update	98	98	98
Mill Hill Transmission Main Extension	(511)	0	0
Waldorf Water Tower #6	0	0	1,515
Cliffton Water System Improvements	533	0	1,444
Strawberry Hills Water Line Extension	3	0	0
Automation & Technology Master Plan (50% Sewer)	1,009	0	0
Swan Point Water Tower Rehabilitation	(37)	0	0
Jenkins Lane Construct/Extend Water Line	542	0	
Well Site Automation	(612)	0	0
Underground Infrastructure Repairs	279	0	0
Satellite Water Facility Upgrades	(45)	284	140
South County Water Transmission Main	1,703	0	0
A Deep Well Control Valves At Various Sites	13	0	0
Bensville Water Tower No. 8	1,930	0	0
Gleneagles 2MG Water Tower	1,850	1,850	0
Waldorf Fire House Water Tower Replacement	1,850	0	0
Chapel Point Woods Standpipe Improvements	45	0	0
Treasurer's Office Reconfiguration (50% Sewer)	0	(20)	0
Hughesville Water Line	2,061	0	0
Private Water System Interconnection	129	0	0
Pinefield Water Tower Rehabilitation	568	0	997
Settle Woods Water Tower Rehabilitation	309	0	309
WSSC Waldorf Interconnection	265	0	0
Chapel Point/Bel Alton Water System & Tank	1,819	0	0
Boxwood Circle Water Main Replacement	(142)	0	0
Fee Study (50% Sewer)	51	0	0
Bryans Road 2MG Water Tower	350	0	2,000
Bensville/Bryans Road Water Systems Interconnection Study	100	0	0
White Oak Well MCC Replacement	40	0	0
Waldorf Fire House Demolition	0	0	144
Bensville Area Water Service Interloop Project	0	0	707
Chapel Point Reverse Osmosis Waste Water Storage Tank Replacement	0	0	354
Contingency - Inflation	535	108	280
TOTAL WATER	\$14,735	\$2,320	\$7,988

SEWER PROJECTS:

NOTE: (%) represents the percentage of the total project appropriation.

Piney Branch Interceptor Capacity Upgrade	3,041	3,692	1,545
Pumping Station 3B, Ph. 1-II	54	0	0
Influent/Effluent Pump Station Evaluation	2,643	3,332	0
Mattawoman WWTP Final Filter Upgrade	0	1,311	1,641
Mattawoman Infiltration & Inflow	6,008	3,341	5,260
MWWTP Electrical System Replacement Study	4,018	0	0
White Plains Failing Septic Sewer Installation	105	0	0

FISCAL YEAR 2018-FY2020 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	FY18 <u>AMENDED</u>	FY19 <u>AMENDED</u>	FY20 <u>APPROVED</u>
<u>SEWER PROJECTS:</u>			
	NOTE: (%) represents the percentage of the total project appropriation.		
Mattawoman WWTP Automation	1,575	0	663
Pump Station Rehabs and Replacements	1,102	(1,412)	5,074
Sewer Model Update	172	158	103
Wakefield Pump Station Rehabs & Replacements	(92)	0	0
Automation & Technology Master Plan (50% Water)	1,009	0	0
Treasurer's Office Reconfiguration	0	(20)	0
St. Mark Pump Station Rehabs & Replacements	190	57	0
MWWTP Clarifier and Thickener Repairs	976	0	1,610
Mattawoman Flow Equalization	9,299	0	0
MWWTP Underground Concrete Rehab	(129)	0	0
Satellite Wastewater Facility Upgrades	533	1,074	1,125
MWWTP Utility Water System Evaluation & Improvement	1,231	0	750
Cliffton Pump Station #4	0	205	0
MD Route 5 Pump Station Forcemain	717	0	0
Zekiah Pump Station Upgrade	0	0	598
Zekiah Pump Station Forcemain	164	0	598
Zekiah Interceptor Sewer Interceptor	799	0	799
White Plains Commerce Center Pump	88	0	0
MWWTP Belt Filter Press Replacement	4,050	0	0
MWWTP Effluent PS Forcemain Improvements	0	(732)	0
Chemical System Improvements at Various Sites	8	160	0
Pinefield Pump Station Forcemain Replacement	10	1,265	0
Cliffton WWTP Improvements	1,503	0	2,075
Thomas Stone Pump Station	0	1	0
MWWTP Septage Receiving Facility Improvements	67	0	0
Swan PT WWTP Electrical & Control Systems Improvements	393	218	258
Post Office Rd Sewer Capacity Improvements	428	0	1,250
Sewer Easement Study & Acquisition	165	0	140
Line Maintenance Storage Building	(489)	0	0
St. Charles Pump Station #5A Modifications	0	270	0
Pump Station Generator Replacements	64	0	0
Fee Study (50% Water)	51	0	0
Hughesville Sewer System	842	0	0
Cobb Island Bridge - Relocation of Sewer Main	428	0	0
Breeze Farm WWTP Sprayfield Improvements	0	133	0
MWWTP Pump Station Drain Piping Replacement	253	0	0
MWWTP In-House Infiltration & Inflow	103	0	0
Cobb Island Septic Tank Effluent Pump (STEP) Station Rehabs	0	600	1,440
Bachelors Hope Pump Station Improvements	0	46	0
Wisteria Pump Station Improvements	0	43	0
Southerland Septic Connection	0	0	586
MWWTP Reclaimed Water Filtration Facility	0	0	1,143
Contingency - Inflation	(423)	69	999
TOTAL SEWER	\$40,959	\$13,811	\$27,656
TOTAL WATER AND SEWER	\$55,694	\$16,131	\$35,644

FISCAL YEAR 2018-FY2020 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	FY18 AMENDED	FY19 AMENDED	FY20 APPROVED
<u>WATERSHED PROTECTION AND RESTORATION FUND</u>			
Various NPDES Retrofit Projects	\$7,085	\$6,169	\$10,950
Acton/Hamilton NPDES Retrofit Project	0	86	0
Bryans Road NPDES	5	0	0
Pinefield Temi Drive NPDES Retrofits	0	(78)	0
Feasibility & Concept Design	212	0	0
NPDES - Charles County Plaza	0	11	0
NPDES - Swann Point WWTP Shoreline Stabilization	521	0	0
Public Works Campus Stormwater Management Imprv.	0	17	0
NPDES - General Smallwood Middle School	0	396	0
NPDES - Lackey High School	0	3	0
NPDES - TC Martin Elementary School	0	(31)	0
NPDES - JP Ryon Elementary School	0	(37)	0
NPDES - Piccowaxen M.S. / Dr. Higdon E.S.	0	(27)	0
NPDES - McDonough High School	0	(50)	0
NPDES - Mattawoman M.S. / Berry E.S.	0	(88)	0
NPDES - Apple Creek Court	9	719	0
Floodplain Analysis Studies	67	67	67
Gilbert Run Watershed Dam Repairs	37	3	0
NPDES - Roof Top Disconnects Inspection	0	(67)	0
NPDES - Clifton Shoreline Restoration	9	1,273	0
NPDES - Benedict Shoreline Restoration	872	(107)	0
NPDES - Friendship Farm Park	0	(0)	0
NPDES - La Plata High School	5	683	0
NPDES - Hale Court	0	(54)	0
NPDES - Upper Zekiah Ponds	0	(2)	0
NPDES - St. Charles Parkway Stream Restoration	0	1	0
NPDES - Bridle Path Stream Restoration	91	0	0
NPDES - Ruth Swann Stream Restoration	114	2	0
NPDES - Marbella Subdivision	12	1	0
NPDES - Longmeade Outfall Protection	62	2	0
NPDES - Bensville Park	0	959	0
Fee Study	53	283	0
County-Wide Shoreline Assessment	223	0	0
NPDES - Bryan's Road Storm Filter Maintenance	20	0	0
NPDES - Ruth B. Swann Tributary Channel Stream Restoration	106	0	0
NPDES - Warren J. Willett Subdivision	6	0	0
NPDES - Potomac Heights Shoreline Stabilization	111	5	0
NPDES - South Hampton Stormwater Management Pond Retrofits	309	7	0
NPDES - Oak Ridge Park - Upper Western Branch Stream Restoration	227	0	0
NPDES - Oak Ridge Park - Lower Western Branch Stream Restoration	135	0	0
NPDES - Cedar Tree Pond Retrofit	88	0	0
NPDES - Wilton Court Pond Retrofit	108	0	0
NPDES - Milton Somers M.S.- Pond Retrofit and Stream Restoration	229	0	0

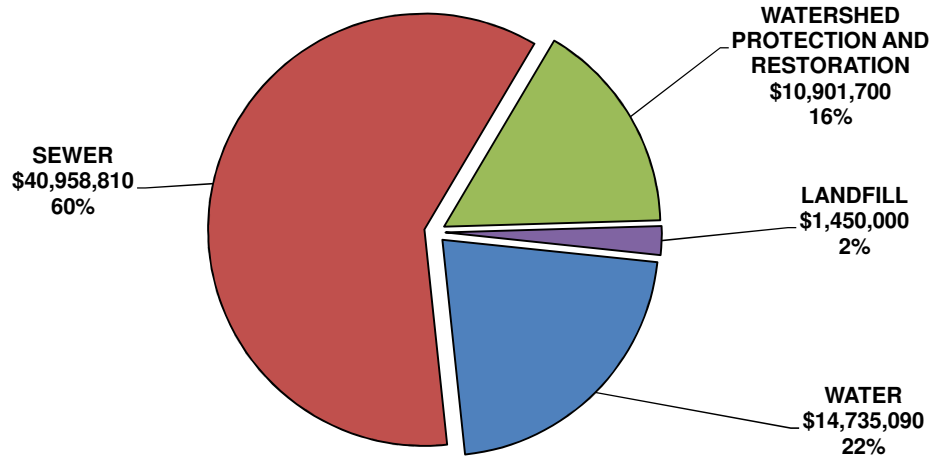
FISCAL YEAR 2018-FY2020 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

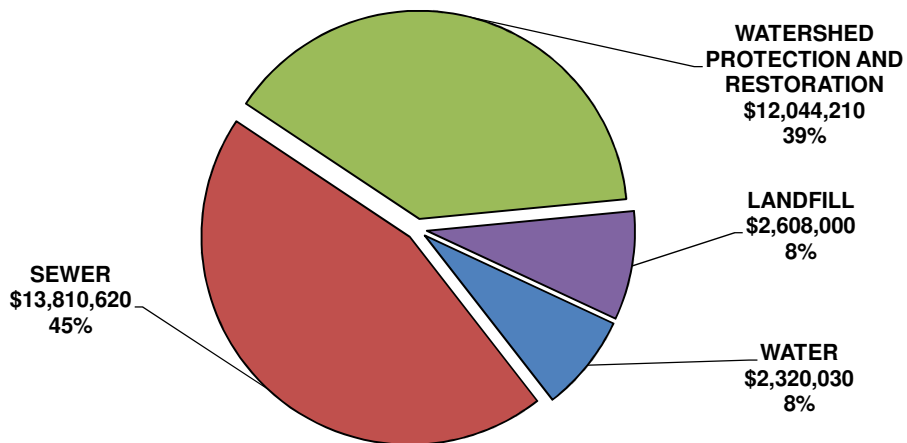
	<u>FY18 AMENDED</u>	<u>FY19 AMENDED</u>	<u>FY20 APPROVED</u>
<u>WATERSHED PROTECTION AND RESTORATION FUND</u>			
NPDES - CSM North Tributaries Stream Restoration	225	0	0
Oak Ridge Park - Upper Eastern Branch Stream Restoration	0	184	0
Oak Ridge Park - Lower Eastern Branch Stream Restoration	0	170	0
NPDES- Best Buy Pond Retrofit	0	85	0
CSM Lot 5 Outfall Stream Restoration	0	72	0
NPDES- White Plains Golf Course Pond Retrofit and Stream Restoration	0	100	0
NPDES- Walter Mitchell Outfall Repair and Stream Restorator	0	213	0
NPDES- Locust Grove Farm	0	282	0
NPDES- Port Tobacco (Upper) Stream Restoration	0	206	0
NPDES- Port Tobacco (Lower) Stream Restoration	0	201	0
NPDES- Ruth B. Swann North Tributary Stream Restoration	0	204	0
NPDES- White Oak Pond Retrofit	0	97	0
Contingency - Inflation	(37)	89	0
TOTAL WATERSHED PROTECTION AND RESTORATION FI	\$10,902	\$12,044	\$11,017
<u>ENVIRONMENTAL SERVICE FUND:</u>			
Pisgah Flare Station	(\$2)	\$0	\$0
County Mulching Facility Relocation	0	0	35
Contingency - Inflation	2	0	1
TOTAL ENVIRONMENTAL SERVICE FUND	\$0	\$0	\$36
<u>LANDFILL:</u>			
Landfill Leachate Management System	\$961	\$959	\$0
Landfill Storm Water Management Ponds	0	0	1,231
Automation & Technology Master Plan	0	0	0
Landfill Cell No. 4A Expansion	266	1,288	1,288
Waste Transfer Station	223	113	0
Landfill Scale House Expansion	0	173	295
Landfill Transfer Station Property Acquisition	0	0	1,803
Contingency - Inflation	0	75	105
TOTAL LANDFILL	\$1,450	\$2,608	\$4,722
TOTAL ENTERPRISE FUND PROJECTS	\$68,046	\$30,783	\$51,419

ENTERPRISE PROJECTS

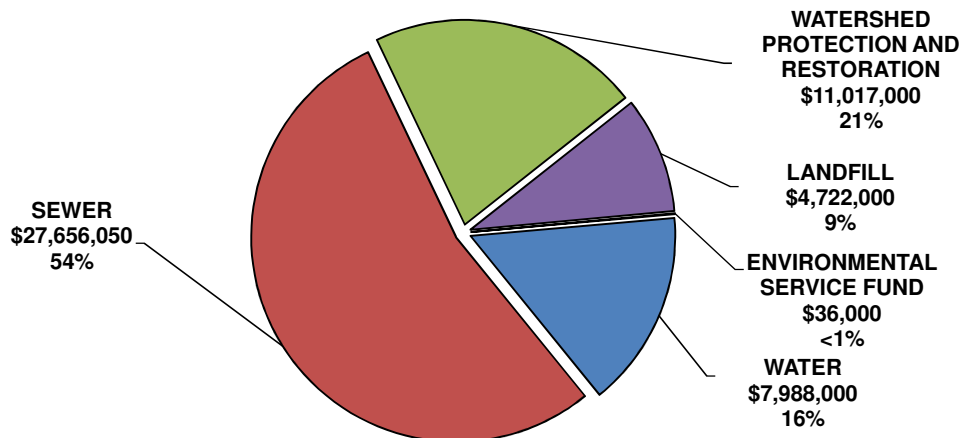
FY18 AMENDED BUDGET = \$68,045,600



FY19 AMENDED BUDGET = \$30,782,860



FY20 APPROVED BUDGET = \$51,419,050



Capital Projects

Department: Department of Public Works 02.05.32
Division \ Program: Capital Services Fund: Capital
Program Administrator: John Stevens, Chief of Capital Services
<http://www.charlescountymd.gov/pw/cs/capital-services>

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Proposed	\$ Change FY2019	% Chg.
Personal Services	\$1,326,085	\$1,422,400	\$1,497,800	\$1,524,000	\$101,600	7.1%
Fringe Benefits	388,167	439,600	461,500	459,800	20,200	4.6%
Operating Costs	25,915	39,300	53,800	53,800	14,500	36.9%
Operating Contingency	0	0	37,600	8,600	8,600	NEW
Transfers Out <i>(charged to capital projects)</i>	(1,714,027)	(1,901,300)	(2,050,700)	(2,046,200)	(144,900)	7.6%
Total Expenditures	\$26,140	\$0	\$0	\$0	\$0	N/A

Changes and Useful Information:

- **Personal Services** includes approved salary increases and a Project Manager I position in support of the increasing number of stormwater projects.
- **Operating Costs** increased to provide training for project managers to take certified construction manager courses and seminars. Also included are funds to provide various items for the new position.
- **Operating Contingency** is for revenue shortfalls and/or expenditure overages.

Description

The primary responsibility of the Capital Services (CS) Division is to ensure that the needs of the end users are met while incorporating quality design and construction principles and practices.

The CS Division provides professional project management services during the development and implementation of public infrastructure improvement projects within Charles County. Projects include but are not limited to roads, water, sewer, building/facility, and environmental projects. The CS Division is responsible for managing capital improvements projects from the conceptual stages, onto design and construction, and final completion. The CS Division actively participates annually in the budget development process by coordinating with other County Departments to establish estimated budgets to be submitted for consideration by the County Administrator.

Positions:

<u>Title</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>	<u>FY20 FTE</u>
Director of Planning & Growth Mgmt	0.3	0.0	0.0	0.0	0.0
Director of Public Works	0.0	0.3	0.3	0.3	0.3
Assistant Dir. Public Works - Facilities	0.0	0.3	0.3	0.3	0.3
Chief of Capital Services	1.0	1.0	1.0	1.0	1.0
Chief of Resource & Infrastructure Mgmt	0.2	0.0	0.0	0.0	0.0
Capital Services Program Manager	2.0	2.0	2.0	2.0	2.0
Resource Analyst - GIS	0.2	0.0	0.0	0.0	0.0
Administration Manager	0.3	0.0	0.0	0.0	0.0
Capital Services Senior Project Manager	4.0	4.0	4.0	4.0	4.0
Utilities Senior Project Manager	0.1	0.1	0.1	0.0	0.0
Planner I- III	0.7	0.0	0.0	0.0	0.0
Capital Services Project Manager I-II	3.0	3.0	3.0	3.0	4.0
Right of Way Agent I / II	2.0	2.0	2.0	2.0	2.0
Project Administrative Specialist	2.0	2.0	2.0	2.0	2.0
Administrative Associate	1.4	1.0	1.0	1.0	1.0
Office Associate I- III	2.0	2.0	2.0	2.0	2.0
Part Time	0.2	0.2	0.2	0.2	0.2
Total Full Time Equivalent	19.3	17.8	17.8	17.7	18.7
Allocated for County Attorney Support	0.8	0.8	0.8	0.8	0.8
Total	20.1	18.6	18.6	18.5	19.5

NOTE: Due to Capital Services moving to Public Works in FY2017, Planning & Growth Management staff are now being charged to different accounts.

Capital Projects

Department:	Department of Public Works	02.05.32
Division \ Program:	Capital Services	Fund: Capital
Program Administrator:	John Stevens, Chief of Capital Services	

Objectives & Measurements:	FY16	FY17	FY18	FY19	FY20
	Actual	Actual	Actual	Projected	Estimated

Objective: To provide infrastructure planning, design and construction for roadways, water and wastewater systems, facilities and environment, as adopted in the County Master Plan.

# of active projects	118	96	165	101	133
Projects per FTE	7.9	6.0	10.0	6.3	7.8
\$'s expended for A&E	\$3,641,780	\$2,907,928	\$2,544,576	\$2,943,493	\$3,182,999
\$'s expended for ROW	\$1,098,353	\$975,962	\$498,018	\$1,014,889	\$883,168
\$'s expended for Construction	\$7,607,366	\$8,458,020	\$14,495,710	\$6,911,970	\$10,492,643
\$'s expended for Inspection	\$765,377	\$613,681	\$803,413	\$658,103	\$757,986
\$'s expended for Administration	\$507,328	\$765,102	\$613,927	\$619,482	\$647,649
\$'s expended for Other	\$640,973	\$341,702	\$372,131	\$590,821	\$465,150
\$'s expended on Change Orders (const.)	\$302,733	\$301,715	\$805,454	\$267,583	\$484,066
Change orders as % of construction costs	4.0%	3.6%	5.6%	3.9%	4.6%
# of contracts administered	312	375	387	335	369

Department:	Department of Public Works	30.25.32
Division \ Program:	Utilities	Fund: Capital
Program Administrator:	Sam Walter, Utilities Program Manger	

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Proposed	\$ Change FY2019	% Chg.
Personal Services	\$45,220	\$133,600	\$201,200	\$207,100	\$73,500	55.0%
Fringe Benefits	5,554	37,000	64,200	62,600	25,600	69.2%
Operating Costs	0	700	4,300	4,300	3,600	514.3%
Debt Service	3,149	6,300	6,300	6,300	0	0.0%
Operating Contingency	0	0	4,700	0	0	N/A
Transfers Out <i>(charged to capital projects)</i>	0	(177,600)	(280,700)	(280,300)	(102,700)	57.8%
Total Expenditures	\$53,923	\$0	\$0	\$0	\$0	N/A

Changes and Useful Information:

- **Personal Services** includes positions that are being allocated based on time dedicated to the capital improvement projects that are managed by the Utilities division. A Project Manager II position was approved for FY2020 to provide better project management.
- Increase in **Operating Costs** is for various items needed for the new position.
- **Operating Contingency** is for revenue shortfalls and/or expenditure overages.

Positions:	FY16	FY17	FY18	FY19	FY20
Title	FTE	FTE	FTE	FTE	FTE
Utilities Senior Program Manager	0.0	0.0	0.0	1.0	1.0
Project Manager II	0.0	0.0	0.0	0.0	1.0
Part Time	0.0	0.8	0.8	0.8	0.8
Total Full Time Equivalent	0.0	0.8	0.8	1.8	2.8

Capital Projects

Department: Planning & Growth Management 02.07.19
Division \ Program: Planning Fund: Capital
Program Administrator: Jason Groth, Planning Director

Expenditure Category	FY2018 Actual	FY2019 Adopted	FY2020 Request	FY2020 Proposed	\$ Change FY2019	% Chg.
Personal Services	(\$2,439)	\$109,100	\$109,100	\$109,100	\$0	0.0%
Transfers Out <i>(charged to capital projects)</i>	0	(109,100)	(109,100)	(109,100)	0	0.0%
Total Expenditures	(\$2,439)	\$0	\$0	\$0	\$0	N/A

Description

The Planning Division administers the County programs related to Comprehensive Planning, Zoning Regulation, and Infrastructure Planning. The services provided by the Planning Division include four major program areas: Long-range & Preservation Planning, Development Review, Zoning Administration, and Infrastructure Planning and Analysis.

Long-range & Preservation Planning develops and administers the County Comprehensive Plan and Small Area Plans, facilitates the Agricultural and Land Preservation programs, and provides oversight of the Watershed Improvement Plan and associated environmental enhancement programs. This specialized team also administers the Cultural Resource, Historic and Archeological Preservation Programs, and leads the coordination effort with our local Military Base installations to prevent incompatible land use encroachment.

The Zoning Administration group provides direction over the core zoning regulations with regard to commercial, industrial and residential development in the un-incorporated areas of the County. This includes approval of permissible uses by zone, development setbacks and landscape buffers, height restrictions, parking, site design and architectural review code, and other related development regulations. In addition, this team administers the Record Plat process, the Site Development Plan process, and the Variance and Special Exception processes with the Board of Zoning Appeals.

Development review includes the review, processing and approval of small and large-scale development within the County. More specifically, this team evaluates Preliminary Subdivision Plans, major subdivision record plats, forest conservation plans, and adequate public facility regulations. This also includes the coordination with State and county agencies on each application. They process development requests and develop staff reports that are presented to the County Planning Commission for approval.

Finally, the Engineering and Infrastructure Planning team is responsible for planning, coordination, and management of public infrastructure and local drinking water resources. Infrastructure management includes public water and sewer, public transportation facilities, and the administration of the County's mapping services. Resource management includes the oversight and allocation of capacity for potable water supply, wastewater treatment capacities, and associated planning activities. This group provides the administration of the County petition process, drafting and facilitation of the solid waste & water /sewer plans, and coordination with Federal, State, & local resource agencies.

<u>Positions:</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
Title	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Allocated from the General Fund	0.0	1.4	1.4	1.4	1.4
Total Full Time Equivalent	0.0	1.4	1.4	1.4	1.4

Financial Planning

CHARLES COUNTY FIVE-YEAR PLAN

The Connection between Operating & Capital Planning

The goal of a five-year financial plan is to measure future operating and capital costs and to fund those costs in the most efficient and responsible manner possible. The County implements five-year financial forecast models for all major funds to aid with both operating and capital budget plans. Five-year plans are used for its General Fund, Water & Sewer Fund, Solid Waste Fund, Watershed Protection & Restoration Fund, and Environmental Service Fee Fund. Our financial models have the ability to adjust current and future revenues to fulfill the desired service level requirements. The outcome of compiling financial plans is to determine the amount of additional debt that the County can issue over a five-year period in order to make fiscally sound management decisions as it relates to future infrastructure.

Trends and Assumptions for Estimates

Numerous assumptions are required in order to plan five years of revenues and expenditures. Financial forecasts can and will have many factors that affect the estimates. Two of the major factors are economic conditions and political policy. Few economists can accurately predict when the next major recession or the next recovery will occur, however, changes in the economy must be measured along with the growth in businesses and population of the community. Political policies and philosophies such as land use, smart growth, and "no new taxes," contribute significantly toward future estimates. The Comprehensive Plan is taken into consideration when developing assumptions for the five-year plans. The Comprehensive Plan is a long range plan that guides policy, investment, program, and land use decisions within the County. A new Comprehensive Plan was adopted in July 2016.

Revenue forecasts are generally based on recent historical data mixed with any known facts that may affect future revenues. For example, if the prior year growth rate for new property was 7%, but a policy adopting a 5% tax cap increase were to take effect, historical information is less important. If future rate or fee changes are unknown then it is assumed that they will remain at the current level. Revenue estimates are extremely important in our financial plans, as they tend to be the locomotive that pulls the Capital Improvement Program (CIP) and Operating Budget trains.

Expenditures are estimated by applying inflationary factors to base year budgets. Future salary and fringe estimates assume a merit increase of approximately 3%. Operating costs assume the current adopted adjusted for inflation plus the operating impacts from the Capital Improvement Program. Debt service is estimated based on what is required to pay the existing debt service, new capital leases, and the bonds required to complete the Capital Improvement Program.

CHARLES COUNTY FIVE-YEAR PLAN

Linking the County's Goals and Long Range Financial Plans

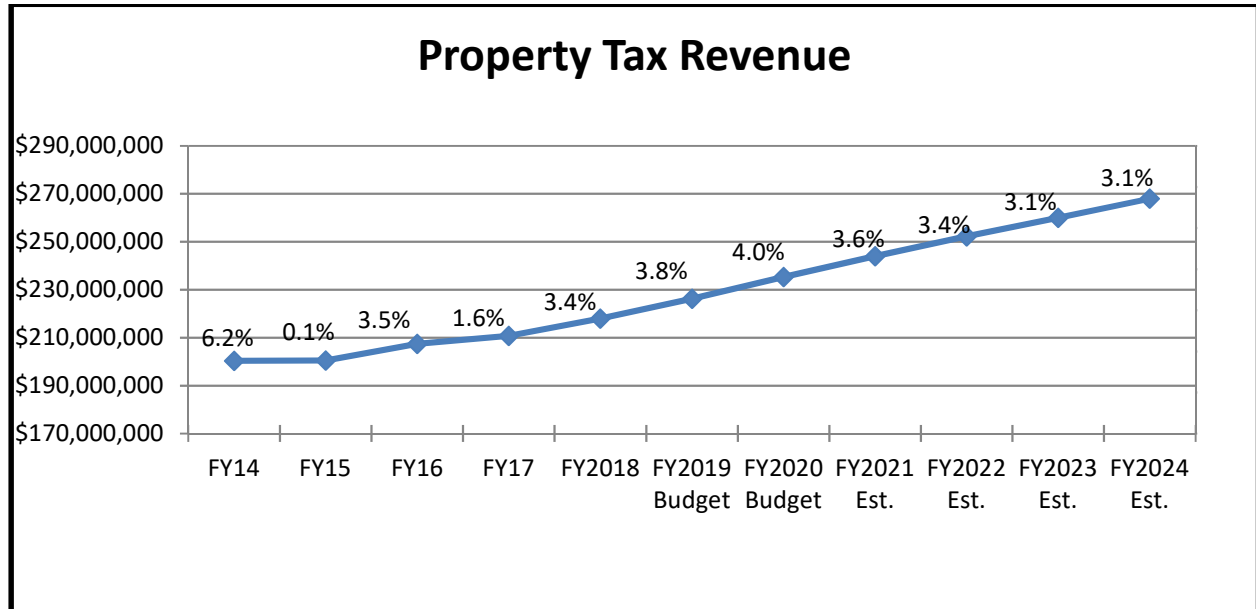
The goals of the County must be considered and incorporated into the County's Five Year Plans. These goals may have a direct impact on the operating budget or may impact the operating budget due to the increase in debt service related to bonds issued for capital projects. The FY2020 budget was developed prior to the Board of Commissioners approving the framework for the 2019-2021 Goals and Objectives. Below are the budgetary impacts that was included in the FY2020 budget and implemented in the long range financial plans that will support the 2019-2021 Goals and Objectives.

Goal	Budget Impact
Economic Development & Supportive Services	<ul style="list-style-type: none"> • A broadband manager position was approved to lead the planning and execution of initiative to further broadband expansion in the rural areas of the County. • The five year capital improvement program includes funding to improve Water & Sewer infrastructure. • The FY2020 budget includes funding to support the youth summer jobs program with the Tri-County Council.
Institutional Governance & Policy	<ul style="list-style-type: none"> • The FY2020 budget includes funding for a minority disparity study and a racial equity cohort with the Metropolitan Washington Council of Governments • Funding for the Charles County Government Citizens Academy program that is designed to help promote a better understanding of Charles County Government operations by allowing participants to hear from directors and staff members from all departments.
Environment	<ul style="list-style-type: none"> • The five year capital improvement program funds conservation efforts including agriculture land preservation, rural legacy and new for FY2020, the readiness and environmental protection integration (REPI) program. • The Charles County Forest Conservancy District Board received funding to sponsor students to attend Maryland's Natural Resources Career Camp (NRCC). • Planning & Growth Management received five new positions to assist the department in meeting Clean Water Act requirements that reduces the County's impervious service. • A workgroup to develop a proactive stance on climate change.
Education	<ul style="list-style-type: none"> • The Board of Education received an additional \$10 million in FY2020 to fund the opening of the new Billingsley Elementary School and for salary increases. The five year plan assumes the County will fulfill its obligation to fund the entire cost of the teacher's incentive grant in FY2022. • The FY2020 budget includes funding to support the youth summer jobs program with the Tri-County Council. • The five year capital improvement program funds the full cost to build the College of Southern Maryland's Healthcare Facility and funds major school renovations for Benjamin Stoddert Middle School, Eva Turner Elementary School, McDonough High School, and T.C. Martin Elementary School. Also provides planning funds towards a new Elementary School that will be constructed beyond FY2024.
Quality of Life	<ul style="list-style-type: none"> • The Sheriff's Office, Department of Emergency Services, and State's Attorney's office received funding for new positions to support their commitment to the community. • The five year capital improvement program funds the first phase of the new Waldorf Park program, the second phase of the Popes Creek Waterfront project and a playground revitalization program. • Funds the cost to operate the Waldorf Senior & Recreational Center and Billingsley Elementary School Community Center. • Continues to support the Health Department's effort to address the opioid crisis.

GENERAL FUND FIVE-YEAR PLAN

General Fund:

The major revenue source for the General Fund is **Property Tax** which accounts for 55% of the County's General Fund revenue. Tax revenues are derived from the assessed values provided by the Maryland Department of Assessments and Taxation. The County takes the current data from the tri-annual assessment and estimates a future growth rate. Growth in property tax revenue is expected to range from 3.1% to 4.0% in FY2020 to FY2024. For planning purposes, the property tax rate is assumed to stay constant in FY2020 to FY2024.



Income tax is the County's second largest revenue source. The FY2020 Adopted Budget is estimated to be 5% greater than the FY2019 Adopted Budget. The FY2020-FY2024 Income Tax revenue is estimated to increase by 4% in the out years due to increased wages and population growth in the County. It is assumed that the local income tax rate remains at 3.03% of an individual's Maryland taxable income. All other revenue sources are expected to grow at moderate rates. **Overall operating revenue** growth is expected to range from 3.2% to 3.6% between FY2021 to FY2024.

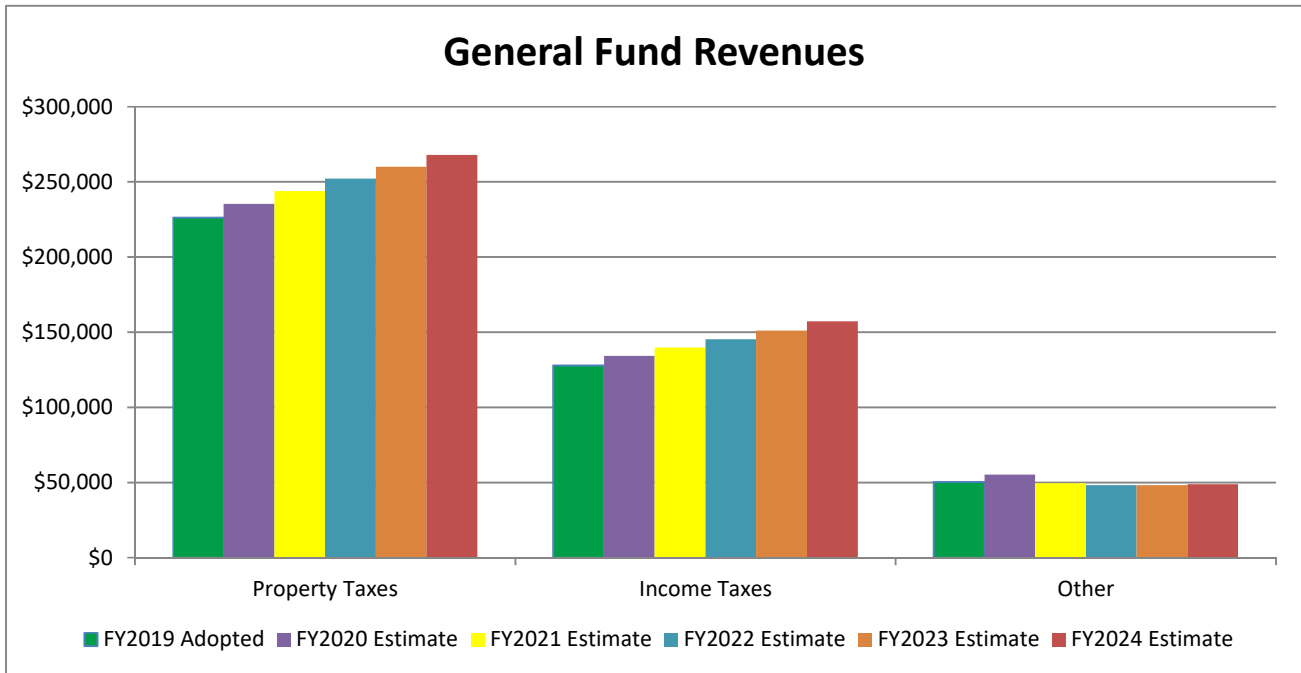
Total growth in **expenditures** is expected to range from 4.6% to 2.8% in the out years. Other exceptions to the principle of inflating the FY2019 adopted expenditure budgets are:

- **Board of Education:** In FY2021-FY2024 estimates assume that the County continues to fund the Maintenance of Effort and fulfills the County's obligation to fund the entire cost of the teacher's incentive grant in FY2022. The State is committed to provide the Board of Education \$2.8 million in FY2021 to support salary increases that was provided to them in the FY2020 budget.
- **Debt Service:** The amount of operating revenues dedicated to debt service is currently 6.3%. FY2021-FY2024 estimates assume that debt service will begin to gradually increase to 7.5% of Operating Revenues. The maximum percentage of Operating Revenues to Bonded Debt allowed per the County's debt policy is 8.0%.
- **Operating Impacts:** The current Five Year plan also takes into consideration the operating cost impacts of the Capital Improvement Program.
- **Other Post Employee Benefit (OPEB) Contribution:** Adheres to the strategic plan that calls for a yearly contribution increase of \$250,000 for FY2020-FY2021 and \$1 million increase per year contribution beginning in FY2022.

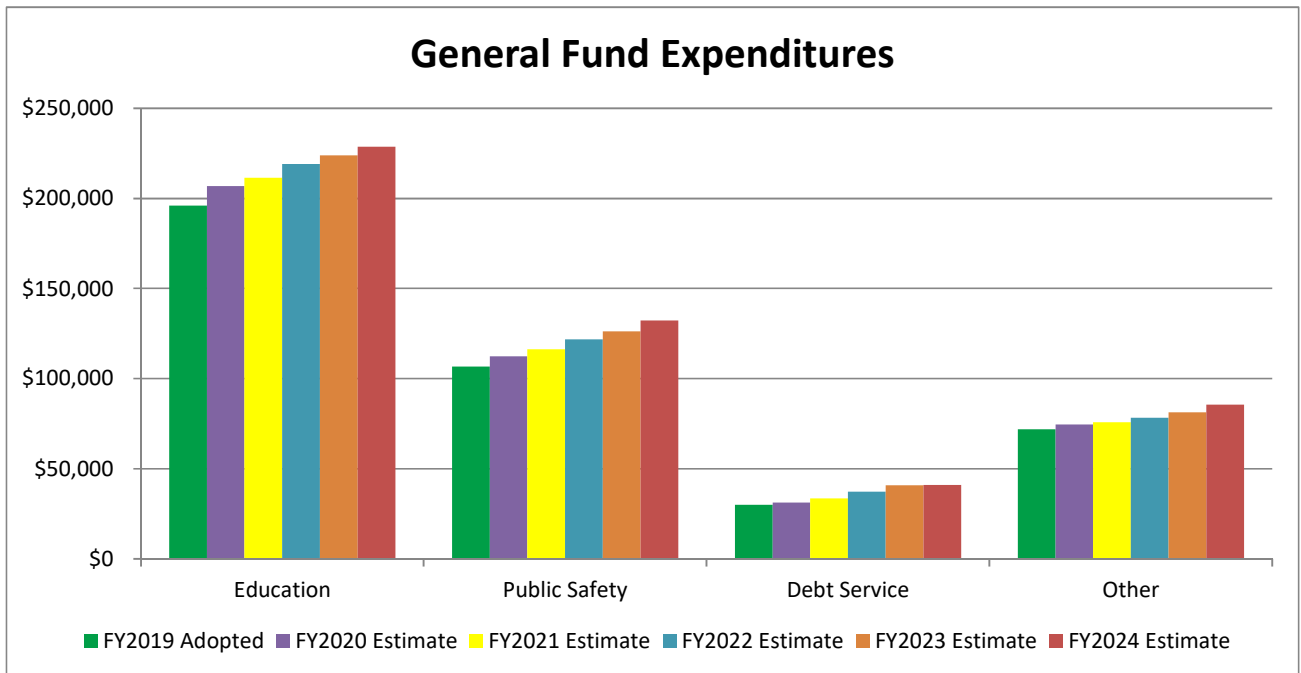
GENERAL FUND FIVE-YEAR PLAN

<i>(\$ in thousands)</i>	FY2019 Budget	FY2020 Budget	FY2021 Estimate	FY2022 Estimate	FY2023 Estimate	FY2024 Estimate
Revenues						
Property Taxes	\$226,253	\$235,384	\$243,965	\$252,292	\$260,039	\$267,999
Income Taxes	127,940	134,337	139,710	145,299	151,111	157,155
Recordation Tax	12,761	13,305	13,439	13,574	13,708	13,842
Transfer Tax	5,678	5,920	5,980	6,039	6,099	6,159
Other Local Taxes	3,156	4,217	4,301	4,387	4,475	4,565
Service Charges	7,771	8,096	8,270	8,447	8,629	8,814
Intergovernmental	2,158	2,157	2,200	2,244	2,289	2,334
Licenses & Permits	1,078	1,084	1,105	1,127	1,150	1,173
Fines & Forfeitures	3,580	3,541	3,611	3,684	3,757	3,832
Rent/Miscellaneous	3,365	6,956	7,177	7,405	7,644	7,893
Operating Revenues	\$393,739	\$414,996	\$429,759	\$444,498	\$458,900	\$473,767
<i>Total Revenues % increase over prior year</i>		5.4%	3.6%	3.4%	3.2%	3.2%
Expenditures						
Education	\$196,123	\$206,850	\$211,403	\$219,043	\$223,866	\$228,694
Public Safety	106,721	112,443	116,365	121,767	126,227	132,336
Debt Service	29,957	31,220	33,652	37,392	40,869	40,968
Public Works	15,408	15,765	16,231	16,599	17,200	17,831
Fiscal & Administrative Services	6,952	6,886	7,374	7,571	7,778	8,107
Community Services	2,582	2,784	2,879	2,968	3,061	3,211
Recreation, Parks and Tourism	8,605	9,305	9,736	10,023	10,550	11,042
Planning & Growth Management	7,246	6,822	7,017	7,267	7,529	7,946
General Government	19,791	22,285	22,223	23,920	25,671	27,748
Health & Social Services	4,646	4,645	4,690	4,735	4,780	4,827
Conservation of Natural Resources	668	705	684	701	719	748
Economic Development	1,932	2,018	2,066	2,111	2,059	2,133
Reserve for Contingency	359	100	100	100	100	100
Total Expenditures	\$400,989	\$421,828	\$434,420	\$454,195	\$470,407	\$485,692
<i>Total Expenditures % increase over prior year</i>		5.2%	3.0%	4.6%	3.6%	3.2%
Operating Surplus/(Deficit)	(\$7,251)	(\$6,832)	(\$4,661)	(\$9,697)	(\$11,507)	(\$11,925)
Financing Sources / (Uses)						
Source: Fund Transfers In	5,438	3,672	2,449	600	400	200
Source: Lease Proceeds	0	0	0	0	0	0
Source: Fund Balance Appropriation	5,483	6,430	1,086	635	40	0
Use: Watershed Fund Subsidy	(550)	(550)	(550)	(550)	(550)	(550)
Use: Lease Purchase	0	0	0	0	0	0
Use: Capital Projects	(3,120)	(2,720)	(2,315)	(1,864)	(1,369)	(1,329)
Projected Surplus/(Deficit)	\$0	\$0	(\$3,991)	(\$10,876)	(\$12,986)	(\$13,604)

GENERAL FUND FIVE-YEAR PLAN



Tax Revenue from Property and Income are the primary contributors now and in the foreseeable future.



The current budget can be broken down as approximately 48% Education, 26% Public Safety, 7% Debt Service, and the remaining 18% for all other functions.

GENERAL FUND DEBT AFFORDABILITY

Debt Affordability represents the marginal amount of long term debt that can be added to current debt and still maintain a reasonable ratio of annual principal and interest expenditures to total operating revenue, exclusive of additional revenue sources. Per the County's Debt Policy, the five-year financial plan will help determine the amount of debt that can be issued while maintaining a debt service ratio to the operating revenues of less than 8%. The current tax structure is assumed in estimating future year revenues.

New bond issue with a : 15 year term and interest rates of:

4.45% 4.51% 4.56% 4.61% 4.66%

(\$ in thousands)

HOW MUCH CAN WE AFFORD?	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY20-FY24
Affordable Bond Issue	\$31,188	\$15,747	\$11,730	\$39,670	\$37,935		\$136,270
FY20-FY24 CIP	(44,991)	(39,190)	(19,414)	(20,343)	(10,997)		(134,935)
Variance per Fiscal Year (Affordable vs. Requested)	(\$13,803)	(\$23,443)	(\$7,684)	\$19,327	\$26,938		\$1,335

ADDITIONAL AFFORDABLE DEBT

How we calculate the additional affordable debt:

Total Operating Revenue Projection	\$414,996	\$429,759	\$444,498	\$458,900	\$473,767	\$481,831
Less: Dedicated Revenues	(4,357)	(4,503)	(4,543)	(4,543)	(4,543)	(4,543)
Total Adjusted Operating Revenues	\$410,638	\$425,256	\$439,955	\$454,357	\$469,224	\$477,288
Multiply the Adjusted Operating Revenue by % of Debt Policy Target:	6.3%	7.1%	7.2%	7.2%	7.4%	7.5%
Subtotal	\$25,881	\$29,981	\$31,469	\$32,921	\$34,500	\$35,651
Dedicated Stadium & Courthouse Rent	713	713	713	713	713	713
Total Available for Debt Service Payments	\$26,594	\$30,694	\$32,183	\$33,635	\$35,213	\$36,364

Subtract: Existing Obligations and Future Planned Debt-

Existing Debt Service	\$25,927	\$25,014	\$23,886	\$23,026	\$20,011	\$17,598
Approved debt not issued	667	3,049	4,308	5,539	6,446	6,446
FY21 Annual Debt Service from Debt Affordability Model			2,630	2,630	2,630	2,630
FY22 Annual Debt Service from Debt Affordability Model				1,359	1,359	1,359
FY23 Annual Debt Service from Debt Affordability Model					1,080	1,080
FY24 Annual Debt Service from Debt Affordability Model						3,688

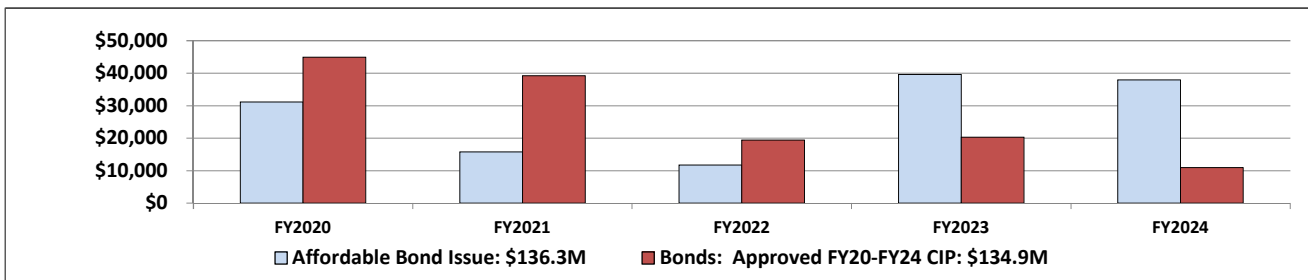
Total Debt Service Payments	\$26,594	\$28,064	\$30,824	\$32,554	\$31,525	\$32,801
Amount of Funds Available for New Debt	\$0	\$2,630	\$1,359	\$1,080	\$3,688	\$3,563

The annual debt service, reported one line above, would fund a bond issue in the amount of:

Affordable Bond Issue	\$31,188	\$15,747	\$11,730	\$39,670	\$37,935	\$136,270
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(Note: Bond Issues are estimated based on the Amount of Funds Available for New Debt in the subsequent year.)

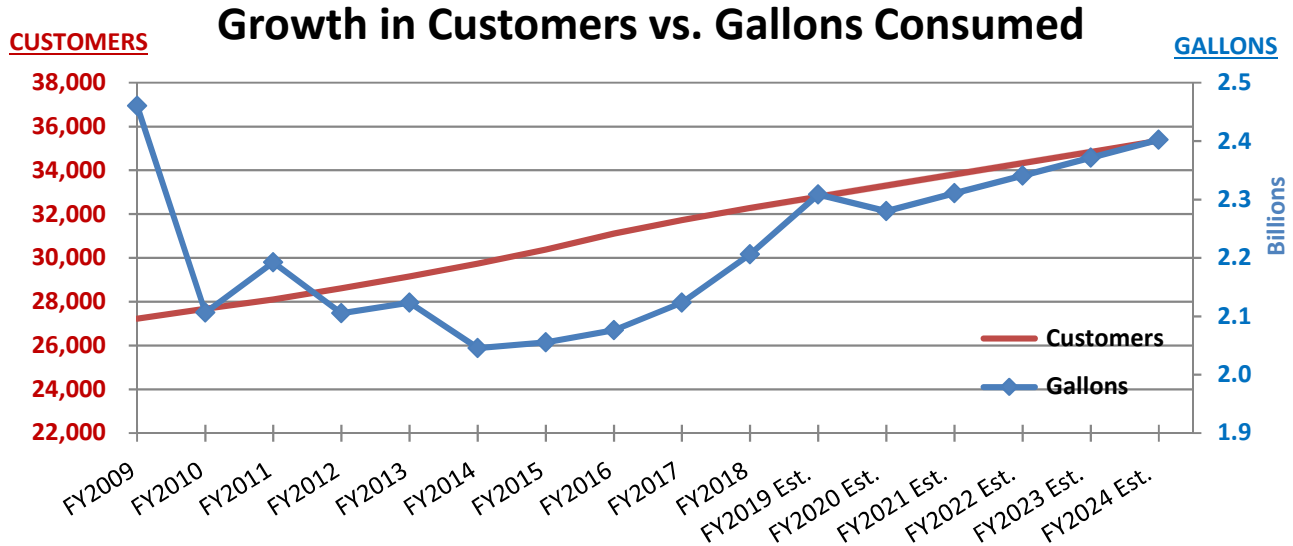
FY20-FY24 APPROVED CIP BOND FUNDING:	FY2020	FY2021	FY2022	FY2023	FY2024	FY20-FY24
Board of Education	\$12,453	\$16,794	\$4,312	\$3,198	\$3,117	\$39,874
College of Southern Maryland.....	3,459	0	0	62	831	4,352
General Government.....	18,608	13,335	10,660	13,010	3,461	59,074
Parks.....	672	186	944	565	80	2,447
Transportation.....	9,799	8,875	3,498	3,508	3,508	29,188
Total Approved CIP Bond Funding	\$44,991	\$39,190	\$19,414	\$20,343	\$10,997	\$134,935



WATER & SEWER FUND FIVE-YEAR PLAN

Water & Sewer Fund:

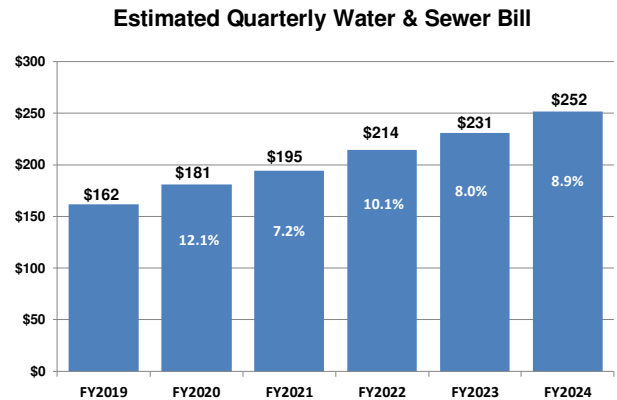
This fund is used to manage all water and sewer operations within the County. These efforts are supported primarily by user fees, connection fees, and front foot fees. The assumptions for revenue estimates are based on trend, population growth, weather conditions, and customer demand. The annual user fee revenue budget is based on an average flow per customer. The FY2020 budget was based on 143 gallons per day multiplied by the estimated number of customers. New customers are added to our existing base from historical data and estimated new construction. New residential customers that will be connecting to the water and sewer system are currently estimated to grow approximately 1.5% per year from FY2020 to FY2024. For planning purposes, the water rate, sewer rate, and customer account fee are assumed to remain constant.



This graph depicts that while growth in customers has remained consistent, growth in consumption has fluctuated mainly due to water conservation and weather conditions. Future growth in consumption is expected to keep pace with the growth in customers.

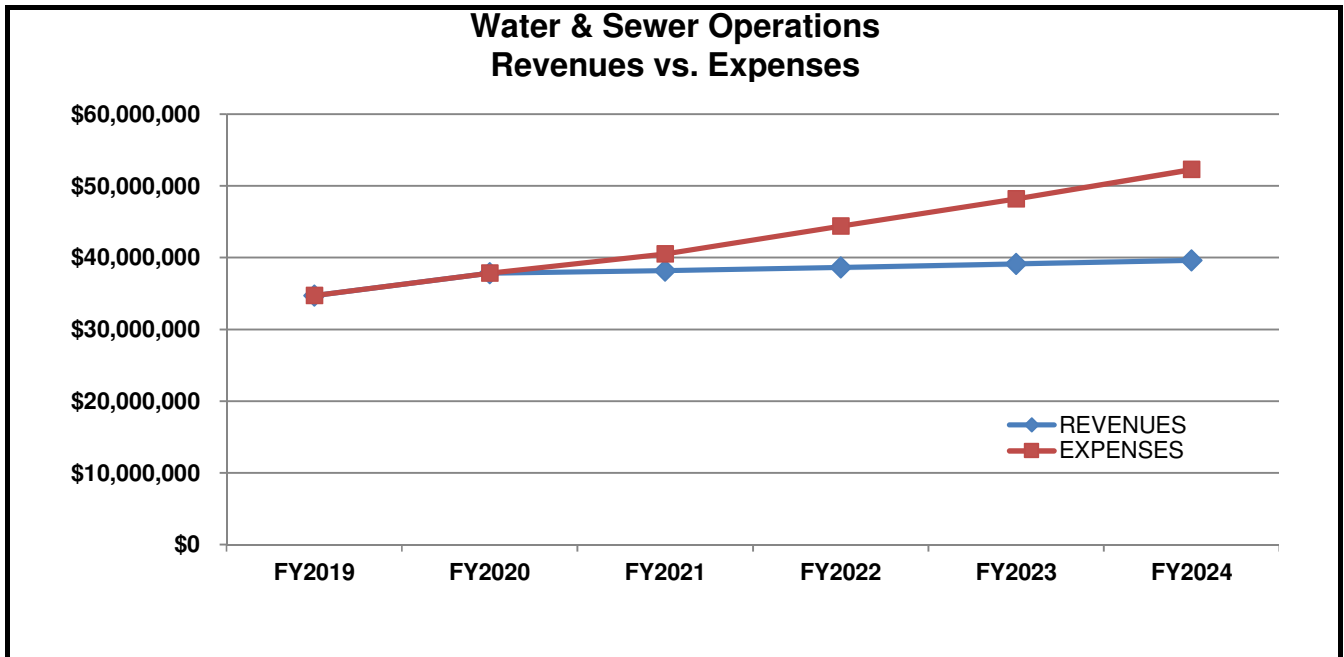
As for expenditures, in addition to inflating the baseline budget, operating expense estimates take into consideration the funding needs involving enterprise fund capital projects, the impact from customer growth, and future project operating costs. Future rate adjustments are calculated on a break-even basis and recommended to the Commissioners so current decisions regarding programs and infrastructures can be quantitatively measured for future fiscal impact.

The model on the next page shows expenditures out pacing revenues. The average gallons per day are assumed to remain at 143 gallons. Fee increases will be needed in future years in order to fund the existing program and absorb the debt service and operating impact related to capital projects placed in service, such as a new well or treatment plant. Over the next four fiscal years, the combined average water and sewer bill increase is projected to range from 7.2% to 10.1%. A fee increase generally will be needed in this fund as expenses will continue to be greater than the growth in customer base.



WATER & SEWER FUND FIVE-YEAR PLAN

	FY2019 Budget	FY2020 Budget	FY2021 Estimate	FY2022 Estimate	FY2023 Estimate	FY2024 Estimate
WATER						
Revenues	\$11,930,900	\$13,505,500	\$13,731,000	\$14,012,500	\$14,295,700	\$14,609,900
Expenses	(11,930,900)	(13,505,500)	(14,054,800)	(15,007,400)	(15,769,000)	(16,808,400)
Income/(Loss)	\$0	\$0	(\$323,800)	(\$994,900)	(\$1,473,300)	(\$2,198,500)
<i>Estimated Annual Rate Increase</i>		14.1%	2.5%	4.9%	3.3%	4.8%
SEWER						
Revenues	\$22,776,100	\$24,312,400	\$24,464,200	\$24,620,800	\$24,832,600	\$25,005,800
Expenses	(22,776,100)	(24,312,400)	(26,441,800)	(29,402,200)	(32,405,100)	(35,456,300)
Net Income/(Loss)	\$0	\$0	(\$1,977,600)	(\$4,781,400)	(\$7,572,500)	(\$10,450,500)
<i>Estimated Annual Rate Increase</i>		11.8%	10.1%	13.0%	11.5%	10.6%



NOTE: Revenues assume FY2020 user fee rates; no increase is assumed in the future years. User fee rates are reviewed and set annually as part of the Budget Process.

WATER & SEWER FUND FIVE-YEAR PLAN

Capital Improvement Program Operating Impact

An operating impact is required on all CIP projects. The impact of the future operating impacts on the existing Water and Sewer rate is listed on each project page in the Capital Budget section. Listed below is a summary of all projects impacting the Water and Sewer user fee rates and the affect of each project on the existing rate.

The required rate adjustment is calculated by taking the Total Cost per Year and dividing it by the estimated amount of money that one cent generates.

	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Marginal Revenue generated from a one cent rate adjustment:	\$22,800	\$23,106	\$23,412	\$23,717	\$24,022

PROJECT IMPACT ON WATER USER FEE:							Project Impact	
	Prior	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	on Rate	on Qtrly. Bill
<u>DEBT SERVICE</u>								
Automation & Technology Master Plan	914,800	914,800	914,800	1,042,100	1,169,600	1,169,600	48.7¢	\$6.27
Underground Infrastructure Repairs	182,900	182,900	182,900	250,100	317,400	385,000	16.0¢	\$2.06
South County Water Transmission Main	216,400	216,400	216,400	216,400	216,400	216,400	9.0¢	\$1.16
Satellite Water Facility Upgrades	141,500	141,500	154,500	321,200	488,400	555,400	23.1¢	\$2.98
Pinefield Water Tower Rehabilitation	57,400	57,400	150,300	150,300	150,300	150,300	6.3¢	\$0.81
Settle Woods Water Tower Rehabilitation	32,800	32,800	61,600	61,600	61,600	61,600	2.6¢	\$0.33
Cliffton Water System Improvements	117,300	117,300	184,500	184,500	184,500	184,500	7.7¢	\$0.99
Bensville Area Water Service Interloop Project	0	0	65,900	65,900	65,900	65,900	2.7¢	\$0.35
Chapel Point Reverse Osmosis Waste Water Storage Tank Replacement	0	0	33,000	33,000	33,000	33,000	1.4¢	\$0.18
Contingency Inflation	0	0	11,300	39,700	84,800	107,800	4.5¢	\$0.58
Total Debt Service	\$1,663,100	\$1,663,100	\$1,975,200	\$2,364,800	\$2,771,900	\$2,929,500		
<u>OPERATING</u>								
Water Model Update	54,000	54,000	54,000	54,000	54,000	54,000	0.0¢	\$0.00
Waldorf Fire House Tower Demolition	0	144,000	(144,000)	0	0	0	0.0¢	\$0.00
Total Operating Costs	\$54,000	\$198,000	(\$90,000)	\$54,000	\$54,000	\$54,000		
Total Cost per Year:	\$1,717,100	\$144,000	\$24,100	\$533,600	\$407,100	\$157,600	\$1.21	\$15.70
FY20-FY24 Cumulative Cost:		\$1,861,100	\$1,885,200	\$2,418,800	\$2,825,900	\$2,983,500		

Required CIP Water Rate Adjustment Per Year:

	Prior	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Impact on Rate
Rate Adjustment per Year *	75.3¢	6.3¢	0.0¢	19.5¢	15.2¢	4.6¢	\$1.21
Estimated % change due to CIP:		8.4%	0.0%	23.9%	15.0%	3.9%	

* Note: Rate Adjustment will vary due to tiered billing system for Residential Users.

WATER & SEWER FUND FIVE-YEAR PLAN

Capital Improvement Program Operating Impact

	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Marginal Revenue generated from a one cent rate adjustment:	\$22,469	\$22,761	\$23,054	\$23,346	\$23,639

PROJECT IMPACT ON SEWER USER FEE:							Project Impact	
	Prior	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	on Rate	on Qtrly. Bill
DEBT SERVICE								
Automation & Technology Master Plan	914,800	914,800	914,900	1,042,200	1,169,700	1,169,700	49.5¢	\$6.37
MWWTP Electrical System Replacement	230,000	230,000	230,000	332,700	437,000	437,000	18.5¢	\$2.38
MWWTP Flow Equalization	405,600	405,600	405,600	420,600	672,700	838,800	35.5¢	\$4.57
Mattawoman Infiltration and Inflow	103,900	103,900	292,200	435,300	551,500	668,300	28.3¢	\$3.64
Mattawoman WWTP Automation	177,700	177,700	206,600	235,600	235,600	235,600	10.0¢	\$1.28
Pump Station Rehabs and Replacements	82,700	82,700	555,400	898,600	1,126,200	1,230,300	52.0¢	\$6.70
Satellite Wastewater Facility Upgrades	242,600	242,600	347,400	397,900	448,700	499,600	21.1¢	\$2.72
MWWTP Clarifier and Thickener Repairs	140,500	140,500	189,500	272,400	355,700	439,500	18.6¢	\$2.39
MWWTP Utility Water System Evaluation & Improvement	52,300	52,300	75,100	98,100	98,100	98,100	4.1¢	\$0.53
Zekiah Pump Station Upgrade	11,000	11,000	19,900	28,900	38,000	38,000	1.6¢	\$0.21
Zekiah Pump Station Forcemain	17,000	17,000	25,900	43,200	43,200	43,200	1.8¢	\$0.24
Zekiah Interceptor Sewer Upgrades	37,700	37,700	49,700	49,700	49,700	49,700	2.1¢	\$0.27
Cliffon WWTP Improvements	283,200	283,200	476,600	670,500	670,500	670,500	28.4¢	\$3.65
MWWTP Primary Clarifiers #1-4	0	0	0	0	0	5,900	0.2¢	\$0.03
MWWTP Septage Receiving Facility	4,100	4,100	4,100	13,700	32,100	32,100	1.4¢	\$0.17
Swan Pt. WWTP Electrical & Control System Improvements	103,300	103,300	127,300	127,300	127,300	127,300	5.4¢	\$0.69
Post Office Road Sewer Capacity	53,900	53,900	170,400	287,200	287,200	287,200	12.1¢	\$1.56
Sewer Easement Study & Acquisition	29,100	29,100	42,200	42,200	42,200	42,200	1.8¢	\$0.23
Cobb Island Septic Tank Effluent Pump	52,400	52,400	186,500	197,700	197,700	197,700	8.4¢	\$1.08
MWWTP Effluent Filters #7-#12	0	0	0	46,400	311,600	578,400	24.5¢	\$3.15
MWWTP Final Filter Rehab	91,400	91,400	141,400	141,400	141,400	141,400	6.0¢	\$0.77
MWWTP Reclaimed Water Filtration	0	0	40,900	300,000	560,500	560,500	23.7¢	\$3.05
Contingency Inflation	0	0	55,200	180,100	361,200	491,200	20.8¢	\$2.67
Total Debt Service	\$3,033,200	\$3,033,200	\$4,556,800	\$6,261,700	\$7,957,800	\$8,882,200		
OPERATING								
Sewer Model Update	56,700	56,700	56,700	56,700	56,700	56,700	0.0¢	\$0.00
Sewer Pump Station Capacity Study	0	0	84,500	(84,500)	0	0	0.0¢	\$0.00
Contingency Inflation	0	0	6,500	(6,500)	0	0	0.0¢	\$0.00
Total Operating Costs	\$56,700	\$56,700	\$147,700	(\$34,300)	\$56,700	\$56,700		
Total Cost per Year:	\$3,089,900	\$0	\$1,614,600	\$1,522,900	\$1,787,100	\$924,400	\$3.76	\$48.36
FY20-FY24 Cumulative Cost:		\$3,089,900	\$4,704,500	\$6,227,400	\$8,014,500	\$8,938,900		

Required CIP Sewer Rate Adjustment Per Year:

	Prior	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Impact on Rate
Rate Adjustment per Year	\$1.35	\$0.00	\$0.69	\$0.68	\$0.69	\$0.35	\$3.76
Estimated % change due to CIP:		0.0%	51.1%	33.4%	25.3%	0.1%	

SOLID WASTE FUND FIVE-YEAR PLAN

Solid Waste Fund (Landfill Operations):

The County charges a fee per ton to all users disposing solid waste (trash) into the publicly owned and operated 16-acre landfill. The user fee recovers the direct operating cost of waste disposal and provides a capital budget reserve for the construction of the next cell and for future closing costs of the current cell. The Landfill operation has been very unpredictable due to legislative changes that have allowed commercial trash companies to transport waste across State lines. Local trash haulers now have more choices. Changes in routes or price of gas impacts with Landfill they decide to utilize.

Multi-year planning has allowed us to foresee the funding levels needed for the operating costs and capital construction within the fund. Although unpredictable, the growth rate for trash tons is directly proportional to our population growth rate with the assumption more people create more solid waste. Included in the capital budget reserve are funds for future construction, closure of the landfill cells, and post closure costs for monitoring.

Our financial model allows for the fluctuating revenues caused by sharp increase/decrease in waste tons by adjusting the useful life of the landfill, thereby requiring more or less capital budget reserve. A new cell expansion was completed in 2015 and it is estimated that it will be full during FY2022. The FY2020-FY2024 Capital Improvement Program includes funding to construct a Waste Transfer Station at the landfill which will allow for disposal options outside of our jurisdiction. This should extend the life of the landfill beyond Fiscal Year 2038. The landfill is approximately 64% filled.

The five-year model takes a conservative view and assumes a slight increase to the current waste stream. The tipping fee revenues is assumed to remain constant at \$75. The FY2020-FY2024 billable tonnage received at the Landfill is estimated to range between 109,000 tons and 115,000 tons. Billable tons exclude tonnage related to items that charge a reduced fee such as tons resulting from the tag-a-bag program. The tag-a-bag program allows an individual to purchase a tag for each trash bag regardless of the weight and is currently set at \$2.25 per tag. It is anticipated that the growth rate in tonnage will equal the population growth of approximately one percent in the out years. A fee increase generally will be needed in this fund as expenses is estimated to grow faster than estimated revenues. Additionally, the landfill has a healthy fund balance which could be used to fund small operating deficits if needed.

	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Estimated	FY 2022 Estimated	FY 2023 Estimated	FY 2024 Estimated
Revenues						
Operating Revenues	\$7,492,400	\$8,339,500	\$8,373,800	\$8,457,500	\$8,504,800	\$8,588,000
Fund Balance Reserves	520,000	1,278,000	794,600	141,800	114,000	240,100
Total Revenues	\$8,012,400	\$9,617,500	\$9,168,400	\$8,599,300	\$8,618,800	\$8,828,100
Expenses:						
Operating Expenses	7,377,000	8,357,300	8,271,600	8,467,000	8,594,000	8,755,500
Capital Outlay	526,200	1,073,000	794,600	141,800	114,000	240,100
Debt Service	109,200	187,200	487,300	673,400	662,600	634,000
Total Expenses	\$8,012,400	\$9,617,500	\$9,553,500	\$9,282,200	\$9,370,600	\$9,629,600
Surplus\Deficit:	\$0	\$0	(\$385,100)	(\$682,900)	(\$751,800)	(\$801,500)

Estimated Tipping Fee:	\$75	\$75	\$78	\$81	\$82	\$82
<i>Increase over FY2019 Adoption</i>		\$0	\$3	\$3	\$1	\$0
<i>% rate change</i>		<i>0.0%</i>	<i>4.0%</i>	<i>3.8%</i>	<i>1.2%</i>	<i>0%</i>

WATERSHED PROTECTION & RESTORATION FUND FIVE-YEAR PLAN

Watershed Protection & Restoration Fund:

The County's Watershed Protection and Restoration Fund is for implementation of local stormwater management plans and practices, and stream and wetland restoration activities. The fund covers related planning, mapping, monitoring, inspections, enforcement, operations and maintenance, public education and outreach, grants to non-profits, administrative costs, and debt service payments to cover the cost of capital improvements. Revenues to the fund are generated primarily by the Stormwater Remediation Fee, which is charged annually to each improved property within the County and accounts for 85% of revenues. The Stormwater Remediation fee was increased to \$78 in FY2020. The fee is established annually based on the estimated cost of various programs divided by the number of improved properties. Since Town of Indian Head and La Plata have their own stormwater fee for similar purposes, property owners within these town limits are not charged the county fee.

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
	Adopted	Adopted	Estimate	Estimate	Estimate	Estimate
Revenues						
Stormwater Remediation Fee	\$3,098,700	\$4,044,800	\$4,089,100	\$4,133,600	\$4,178,100	\$4,222,500
General Fund Subsidy	550,000	550,000	550,000	550,000	550,000	550,000
Miscellaneous	53,900	52,900	52,900	52,900	52,900	52,900
Fund Balance	117,000	117,000	70,000	0	0	0
Total Revenues	\$3,819,600	\$4,764,700	\$4,764,000	\$4,736,500	\$4,781,000	\$4,825,400
Expenses						
Salaries & Fringe	\$422,500	\$811,200	\$979,600	\$1,003,800	\$1,029,200	\$1,055,200
Operating	1,676,300	1,941,200	1,918,100	1,930,600	1,943,000	1,955,500
Debt	1,653,800	1,942,300	2,865,300	4,006,400	5,120,200	6,289,700
Capital Project Studies	67,000	67,000	72,000	0	0	0
Total Expenses	\$3,819,600	\$4,764,700	\$5,838,100	\$6,944,000	\$8,095,700	\$9,303,800
Surplus / (Deficit)	\$0	\$0	(\$1,074,100)	(\$2,207,500)	(\$3,314,700)	(\$4,478,400)
Stormwater Remediation Fee:	\$61	\$78				
\$1 on fee generates approximately:	\$51,279	\$51,855	\$52,425	\$52,995	\$53,565	\$54,135
Estimated Fee:			\$99	\$120	\$140	\$161
<i>Increase over FY 2020 adoption</i>			\$21	\$42	\$62	\$83

A fee increase will be needed in this fund as expenses are anticipated to grow faster than the growth in customer base. Expenditure estimates are based on funding the existing program and includes additional debt service costs related to funding the National Pollutant Discharge Elimination System (NPDES) Retrofit capital projects.

ENVIRONMENTAL SERVICE FEE FUND FIVE-YEAR PLAN

Environmental Service Fee Fund:

The County's Environmental Service Fund is primarily to pay for recycling, litter control, hazardous waste, and other related environmental programs. The fund is supported entirely by fees and charges, the prominent being a \$119 fee for each improved property in the County. Improved property is land with one or more structures on it. The environmental service fee accounts for approximately 90% of revenues generated in this fund. The fee is established annually based on the estimated cost of various programs divided by the number of dwelling units. Information from the tax billing system supported by information from the Maryland Department of Assessments and Taxation provides the County with a reliable count of dwelling units. A growth rate is added to the base for a total revenue estimate.

	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Estimate	FY 2022 Estimate	FY 2023 Estimate	FY 2024 Estimate
Revenues						
Operating Revenues	\$5,448,100	\$6,521,900	\$6,401,500	\$6,400,300	\$6,399,100	\$6,397,900
Fund Balance Reserves	0	498,000	758,200	53,900	404,100	16,400
Total Revenues	\$5,448,100	\$7,019,900	\$7,159,700	\$6,454,200	\$6,803,200	\$6,414,300
Expenses:						
Operating Expenses	4,762,700	6,217,100	6,407,800	6,594,400	6,786,200	7,070,700
Capital Outlay	196,000	598,000	860,200	157,900	510,200	124,600
Debt Service	489,400	204,800	148,300	160,800	87,900	78,500
Total Expenses	\$5,448,100	\$7,019,900	\$7,416,300	\$6,913,100	\$7,384,300	\$7,273,800
Surplus\Deficit:	\$0	\$0	(\$256,600)	(\$458,900)	(\$581,100)	(\$859,500)

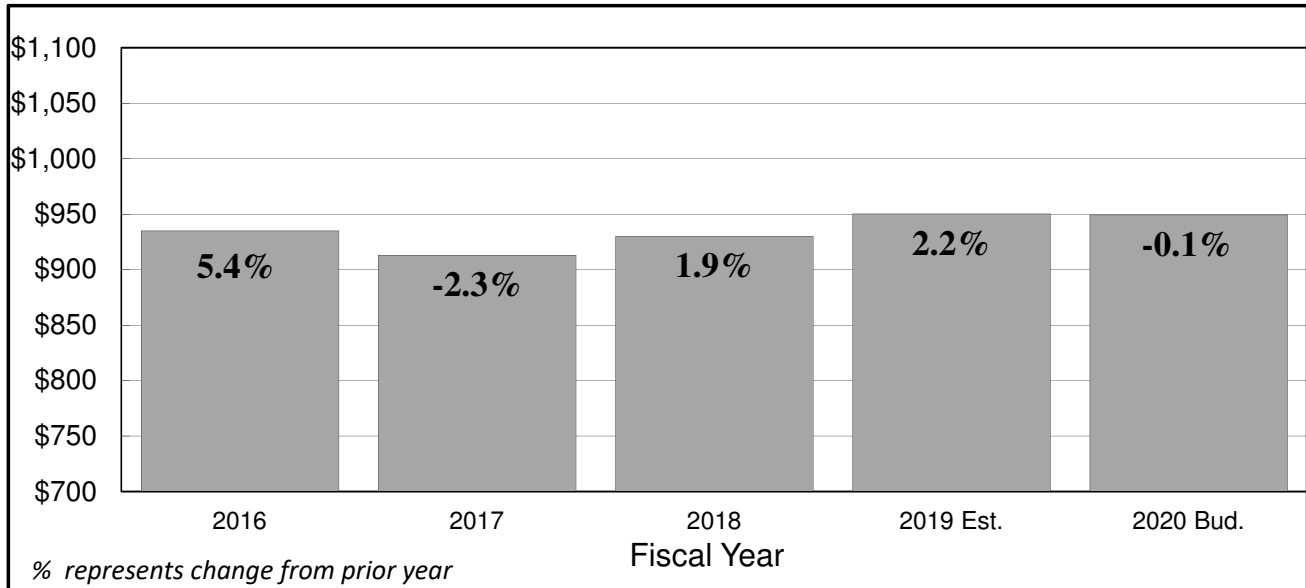
Estimated Tipping Fee	\$101	\$119	\$124	\$127	\$129	\$134
Increase over FY2020 Adoption			\$5	\$8	\$10	\$15
% rate change			3.8%	2.9%	1.7%	3.8%

Included in expenses is the County's anticipated cost to provide curbside collection for the residents. These costs are expected to grow faster than the growth in customer base. A fee increase will be needed to balance the fund and continue the program.

Revenue Indicator

Revenues Per Capita

Comparison in Constant Dollars



Warning Trend: Decreasing net operating revenues per capita (constant dollars)

Formula: $\frac{\text{Gross operating revenues}}{\text{Population}}$

Fiscal Year:	2016	2017	2018	2019 Est.	2020 Bud.
Gross operating revenues	\$371,580,131	\$372,974,196	\$390,809,271	\$407,433,400	\$414,995,800
Consumer price index	254.6	259.0	263.1	265.5	267.9
Gross operating revenues (constant dollars)	\$145,967,560	\$144,001,867	\$148,529,193	\$153,447,073	\$154,883,231
Current population	156,118	157,705	159,700	161,503	163,121
Gross operating revenues per capita (constant dollars)	\$935	\$913	\$930	\$950	\$949

Description

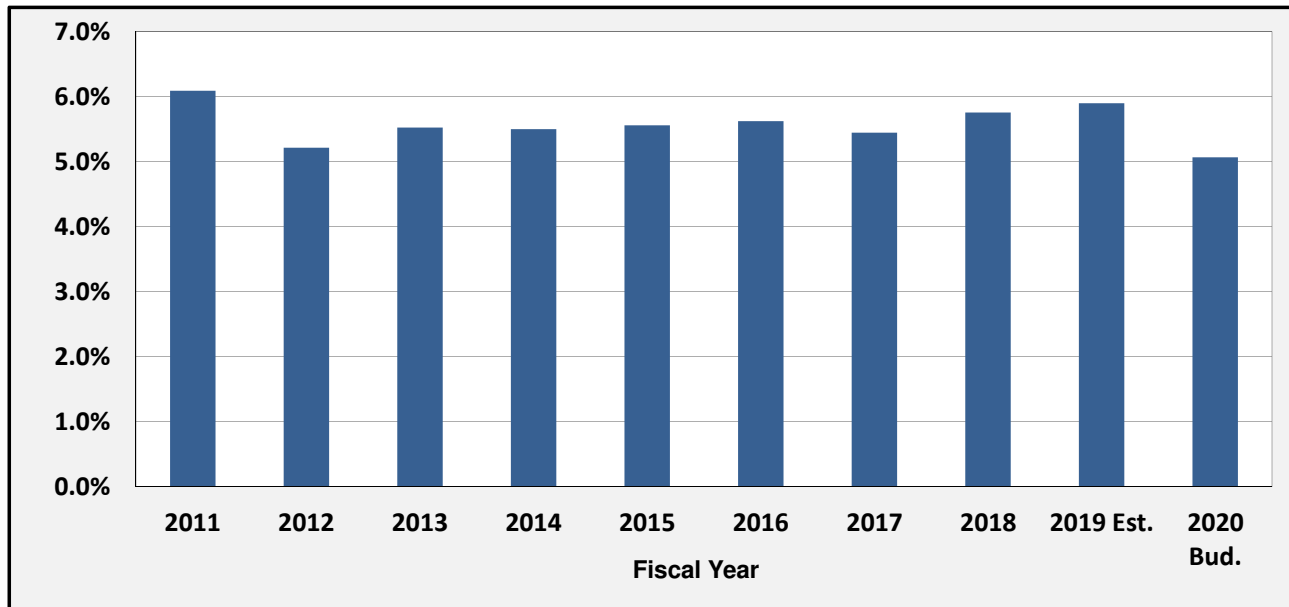
Examining per capita revenues shows changes in revenues relative to changes in population size and rate of inflation. As population increases, it might be expected that revenues and the need for services would increase proportionately, and therefore, that the level of per capita revenues would remain at least constant in real terms. If per capita revenues are decreasing, the government may be unable to maintain existing service levels unless it finds new revenue sources or ways to save money.

Comments

The FY2016 Gross Operating revenues include the establishment of the real property transfer tax and an increase in income tax revenues for one time reconciling items. FY2017 budget was adjusted for these one time items and it is anticipated that the Gross Operating revenue per capita will continue to stabilize in FY2019 and FY2020.

Revenue Indicator

Intergovernmental Revenues As a percent of Gross Operating Revenues



Warning Trend: Increasing amount of intergovernmental operating revenues as a percentage of gross operating revenues

Formula:
$$\frac{\text{Intergovernmental operating revenue}^*}{\text{Gross operating revenues}}$$

Fiscal Year:	2016	2017	2018	2019 Est.	2020 Bud.
Intergovernmental operating revenues*	\$22,145,436	\$21,489,877	\$23,885,566	\$25,541,613	\$22,153,730
Gross operating revenues (General/Special Revenue)	\$393,725,567	\$394,464,073	\$414,694,837	\$432,975,013	\$437,149,530
Intergovernmental operating revenues as percent of gross operating income	5.6%	5.4%	5.8%	5.9%	5.1%

* Intergovernmental operating revenue includes general fund revenue and special revenue funds received to support various grant programs.

Description

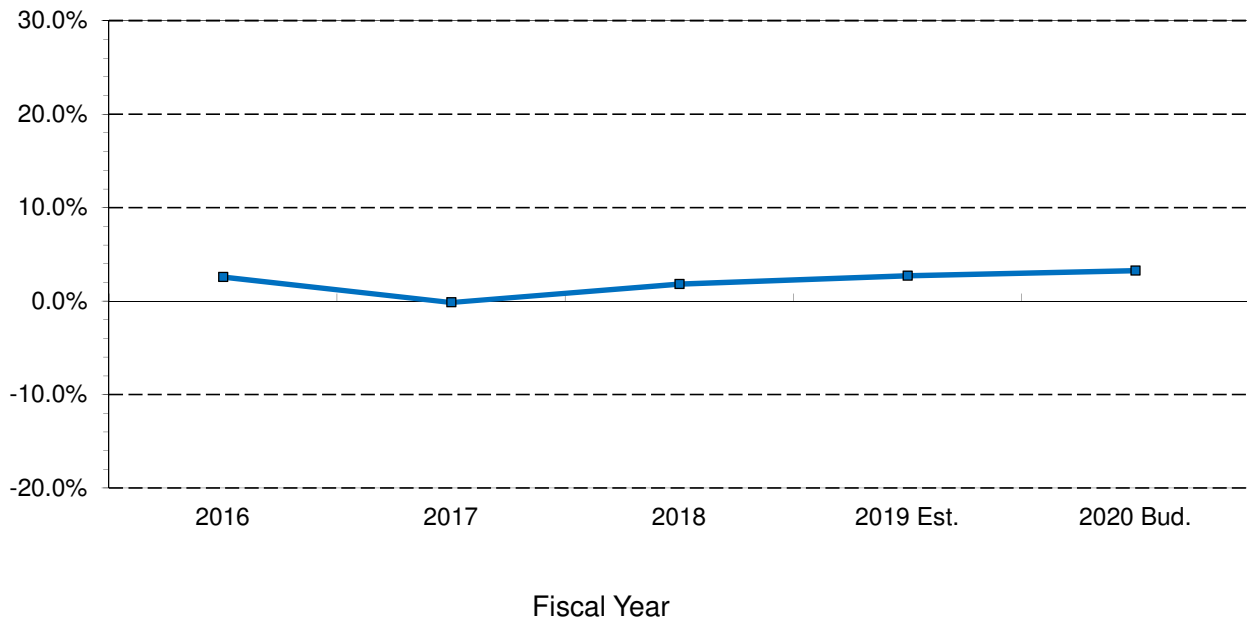
Intergovernmental revenues (revenues received from another governmental entity) are important because an over dependence on such revenues can be harmful to local jurisdictions and their ability to control revenue flows. The reduction of intergovernmental funds at the discretion of other governments leaves the local governments with the dilemma of cutting programs or funding them from general fund revenues.

Comment

Intergovernmental operating revenues as percent of gross operating income declined slightly in FY2012 due to one-time American Recovery and Reinvestment Act federal funds from FY2011 which purchased replacement buses for the County's transit program. Since FY2013 the intergovernmental operating revenues as a percent of gross operating income has ranged between 5-6%. The FY2020 budget will be amended during the year as funds are awarded.

Revenue Indicator

Property Tax Revenue Growth Rate In Constant Dollars



Warning Trend: Decline in property tax revenues (constant dollars).

Formula: $\frac{\text{Property Tax Revenues}}{\text{Consumer Price Index}}$
(constant dollars)

Fiscal Year:	2016	2017	2018	2019 Est.	2020 Bud.
Property Tax Revenues	\$207,506,311	\$210,805,080	\$218,014,785	\$225,923,500	\$235,383,900
Consumer price index	254.6	259.0	263.1	265.5	267.9
Property Tax Revenue in constant dollars	\$81,514,558	\$81,389,880	\$82,857,707	\$85,087,035	\$87,849,127
Growth rate in constant dollars	2.6%	-0.2%	1.8%	2.7%	3.2%

Description

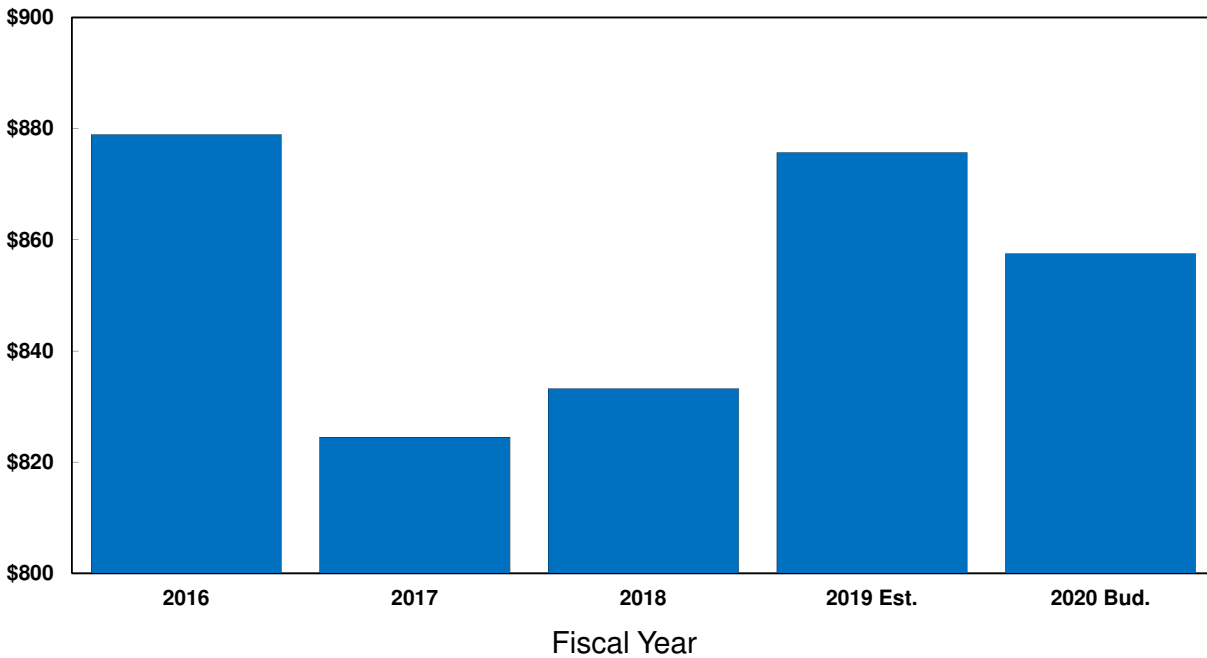
Property tax revenue should be considered separately from other revenue because it is the primary revenue source. A decline or diminished growth rate in property taxes may be a result of overall decline in property value, default in property tax payment, or inefficient assessment.

Comment

Tax rates have remained constant since FY2016. The County is starting to see a growth in revenues due to increased assessments.

Revenue Indicator

Average Income Tax Per Household In Constant Dollars



Warning Trend:

Decline in property tax revenues
(constant dollars)

Formula: $\frac{\text{Income Tax Revenues (constant dollars)}}{\text{Number of Households}}$

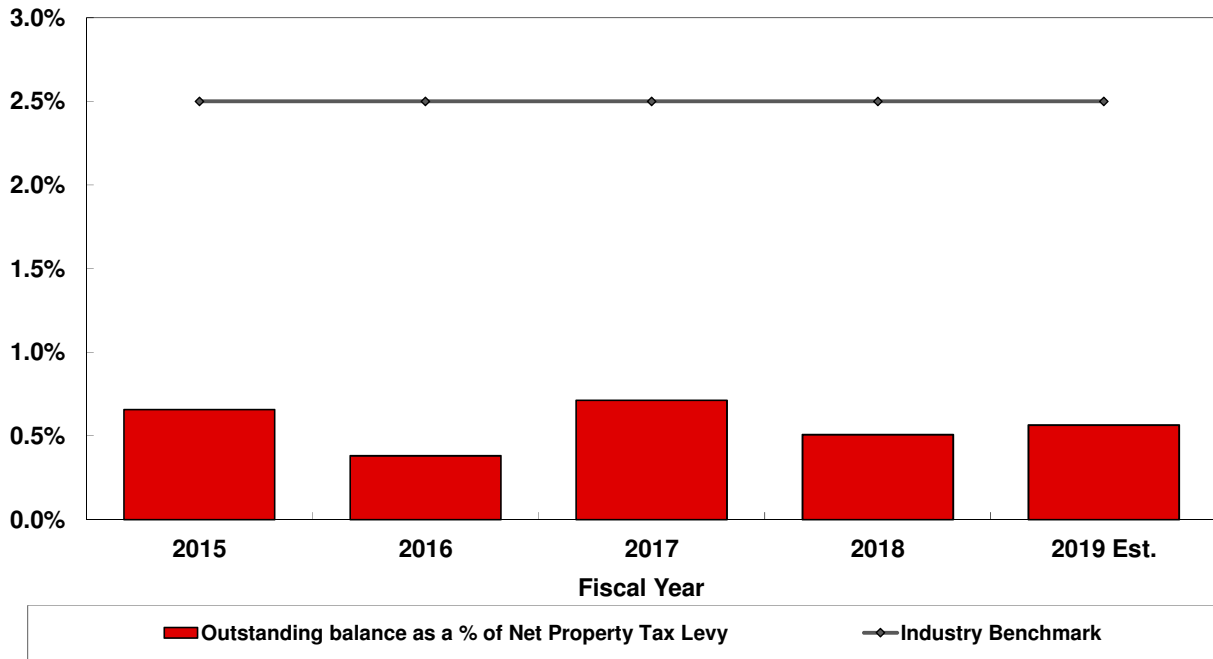
Fiscal Year:	2016	2017	2018	2019 Est.	2020 Bud.
Income Tax Revenues	\$123,429,876	\$119,349,494	\$124,654,098	\$134,577,400	\$134,337,000
Consumer price index	254.6	259.0	263.1	265.5	267.9
Income Tax Revenue (in constant dollars)	\$48,486,871	\$46,079,729	\$47,375,469	\$50,684,377	\$50,136,769
Households	55,166	55,887	56,860	57,879	58,469
Avg. Income Tax per Household (in constant dollars)	\$879	\$825	\$833	\$876	\$857

Comment

Income tax revenue continues to increase compared to the average income tax per household. FY2017 budget was adjusted for one time reconciling items received in FY2016. The FY2019 estimate includes a one time reconciliation. The FY2020 budget assumes a 5% increase over the FY2019 adopted budget of \$128 million.

Revenue Indicator

Uncollected Property Tax



Warning Trend: Increasing amount of uncollected property tax as a percentage of net property tax levy

Formula: $\frac{\text{Uncollected Property Tax}}{\text{Net Property Tax Levy}}$

Fiscal Year:	2015	2016	2017	2018	2019 Est.
Net Property Tax Levy	\$203,588,665	\$207,718,985	\$202,074,698	\$208,859,514	\$216,532,932
Current year tax levy outstanding at year end	\$1,336,527	\$791,242	\$1,441,512	\$1,062,348	\$1,223,232
Outstanding balance as a % of Net Property Tax Levy	0.7%	0.4%	0.7%	0.5%	0.6%

Description

Each year, a percentage of property tax owners are unable to pay property taxes. If the percentage increases over time, it may indicate overall decline in the local government's economic health. Additionally, as uncollected property taxes rise, liquidity is decreased and there is less cash on hand to pay bills or invest.

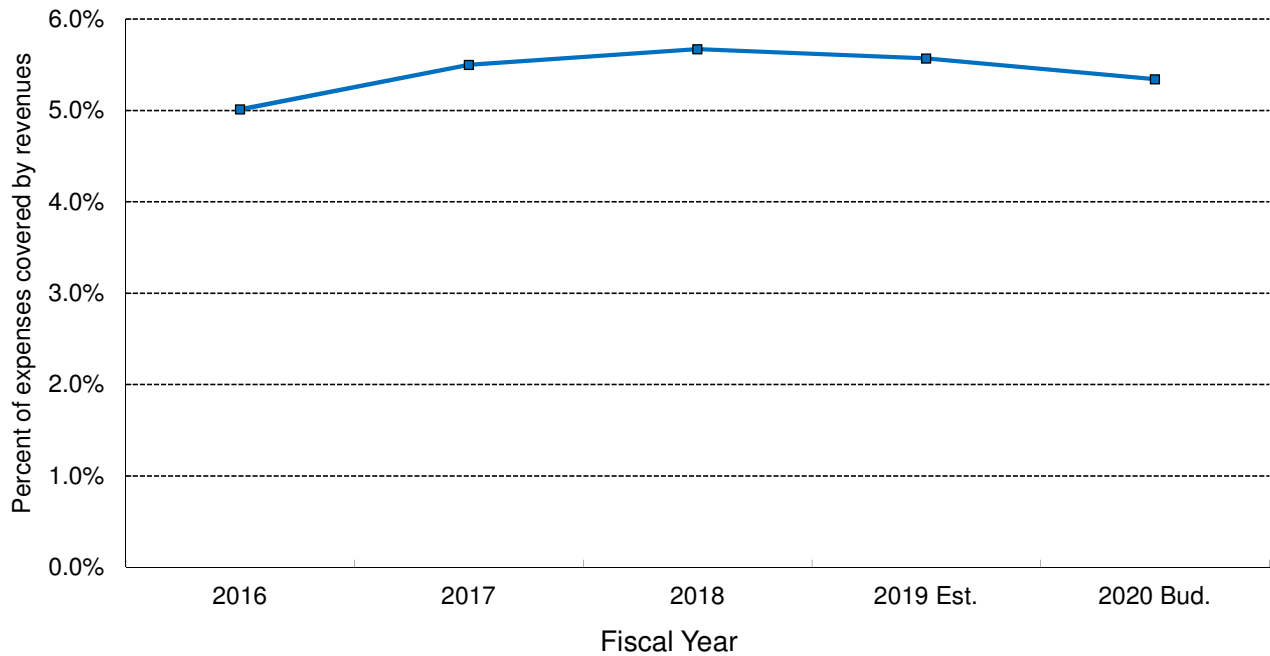
Comment

The County's ability to conduct tax sales and assess liens coupled with the ability of the majority of its citizens to pay for the tax levy are the most significant factors contributing to an excellent collection rate.

Uncollected property tax revenue has ranged from 0.4% to 0.7% in recent years which is well below the industry benchmark.

Revenue Indicator

User Charge Coverage



Warning Trend: Decreasing revenues from user charges as a percent of total expenditures for related service.

Formula: $\frac{\text{Revenues from User Charges}}{\text{Expenses for Related Services}}$

Fiscal Year:	2016	2017	2018	2019 Est.	2020 Bud.
General Fund License & Permit/ Service Fee Revenue	\$7,344,640	\$7,965,892	\$8,577,524	\$8,655,100	\$9,179,400
General Fund Expense (excludes transfers & debt service)	\$146,544,112	\$144,847,248	\$151,233,233	\$155,398,800	\$171,849,000
Percent of expenses covered by revenues	5.0%	5.5%	5.7%	5.6%	5.3%

Description

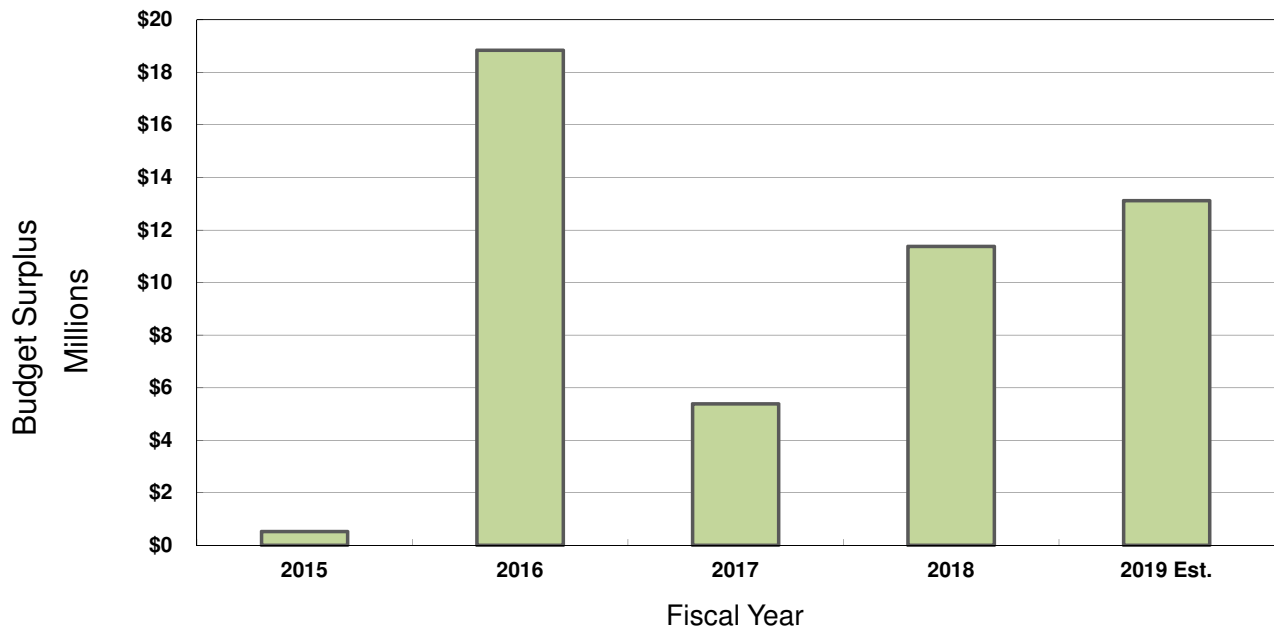
The term user charge coverage refers to whether fees and charges cover the entire cost of providing a service. This indicator focuses only on general fund programs and not on enterprise or special revenue fund services. As coverage declines, the burden on other revenues to support the services increases. This indicator helps to point out if inflation or other factors have eroded the user charge coverage.

Comment

User fee revenue typically supports various programs ranging from planning and zoning to parks and recreation. The County Commissioners review fees during the annual budgetary process in order to maintain a level funding source for associated programs. FY2019 and FY2020 user charge coverage remains relatively consistent.

Revenue Indicator

General Fund Operating Revenues Budget Surplus (Deficit)



Warning Trend: Increase in revenue shortfalls as a percent of actual operating revenues.

Formula: $\frac{\text{Revenue Shortfalls}}{\text{Gross Operating Revenue}}$

Fiscal Year:	2015	2016	2017	2018	2019 Est.
Actual Gross Operating Revenues	\$345,000,881	\$371,580,131	\$372,974,196	\$390,809,271	\$407,433,400
Amended Budgeted Operating Revenues	\$344,470,220	\$352,743,090	\$367,592,910	\$379,429,650	\$394,315,080
Revenue (Shortfall)/Surplus	\$530,661	\$18,837,041	\$5,381,286	\$11,379,621	\$13,118,320
Revenue Variance as a % of Gross Operating Revenues	0.2%	5.1%	1.4%	2.9%	3.2%

Description

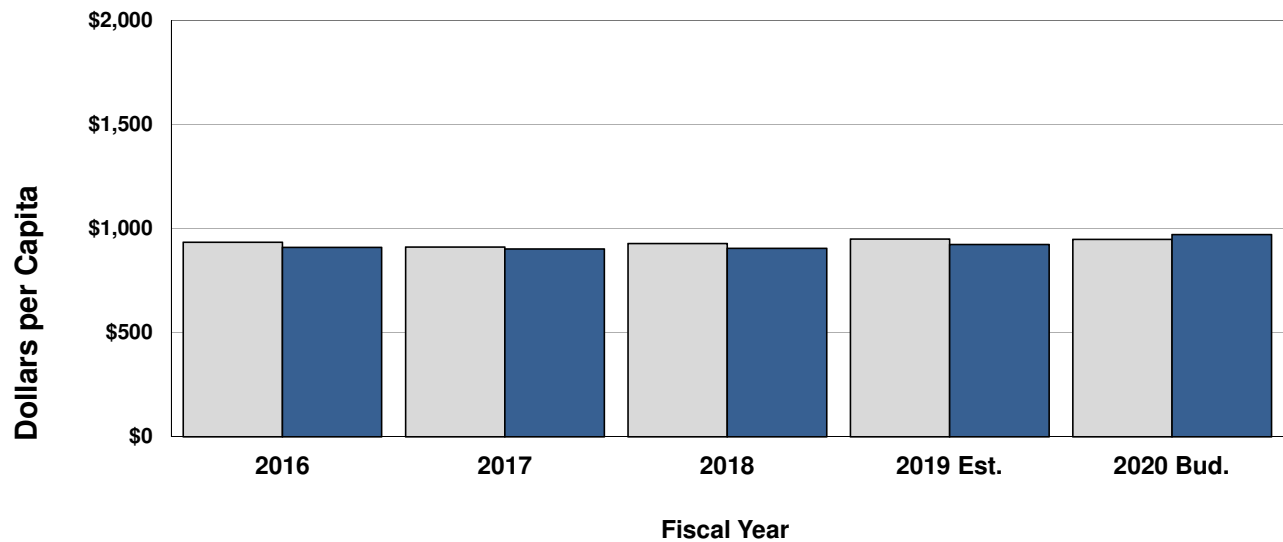
This indicator examines the differences between revenue estimates and revenues actually received during the fiscal year. Major discrepancies that continue year after year can indicate a declining economy, inefficient collection procedures, or inaccurate estimating techniques. If revenue shortfalls are increasing in frequency or size, a detailed analysis of each revenue should be made to pinpoint the source.

Comment

Fiscal Year 2016, 2017, and 2018 ended the year greater than budget due primarily to Income Tax and Recordation Tax revenues exceeding expectations. Due to the volatility of these revenues, these budgets are set conservatively. Interest Income and Income Tax in Fiscal Year 2019 also performed better than estimated.

Revenue & Expenditure Indicator

Expenditures Per Capita Comparison with Revenues per Capita



Warning Trend: Increasing net operating expenditures per capita.
(constant dollars)

Formula:
$$\frac{\text{Net operating \& transfers (constant dollars)}}{\text{Population}}$$

Fiscal Year:	2016	2017	2018	2019 Est.	2020 Bud.
Net operating expenditures/transfers	\$362,287,306	\$369,021,198	\$381,044,482	\$396,333,000	\$424,997,500
Consumer price index	254.6	259.0	263.1	265.5	267.9
Expenditures (constant dollar)	\$142,317,067	\$142,475,651	\$144,818,032	\$149,266,454	\$158,616,029
Per capita expenditures (constant dollars)	\$912	\$903	\$907	\$924	\$972
Gross operating revenues per capita	\$935	\$913	\$930	\$950	\$949
Estimated population	156,118	157,705	159,700	161,503	163,121
Estimated households	55,166	55,887	56,860	57,879	58,469
Household per capita expenditures	\$2,580	\$2,549	\$2,547	\$2,579	\$2,713

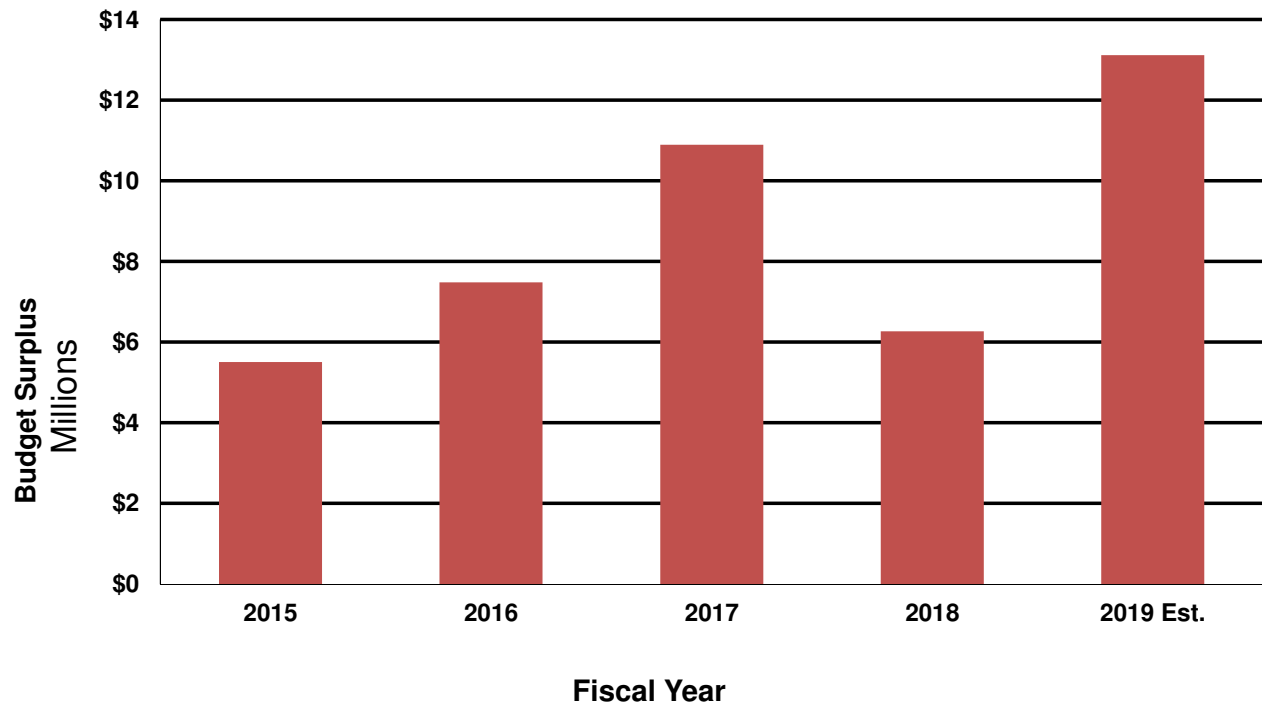
Description Changes in per capita expenditures reflect changes in expenditures relative to changes in population. Increasing per capita expenditures can indicate that the cost of providing services is outstripping the community's ability to pay, especially, if spending is increasing faster than the residents' collective personal income.

From a different perspective, if the increase in spending is greater than can be accounted for by inflation or the addition of new services, it may indicate declining productivity - that is, that the government is spending more real dollars to support the same level of services.

Comment Household per capita expenditures are estimated to slightly increase in FY2020 to fund the County's top two priorities: Education and Public Safety.

Expenditure Indicator

General Fund Expenditure Variance Budget Surplus (Deficit)



Formula: $\frac{\text{Expenditure Variance}}{\text{Gross Operating Expenditure}}$

Fiscal Year:	2015	2016	2017	2018	2019 Est.
Actual Expenditures	\$350,435,978	\$362,287,306	\$369,021,198	\$381,044,482	\$396,333,000
Amended Budgeted Expenditures	\$355,948,330	\$369,775,930	\$379,922,130	\$387,320,850	\$409,453,110
Budget Surplus/(Deficit)	\$5,512,352	\$7,488,624	\$10,900,932	\$6,276,368	\$13,120,110
Expenditure Variance as a % of Budget	1.5%	2.0%	2.9%	1.6%	3.2%

Description

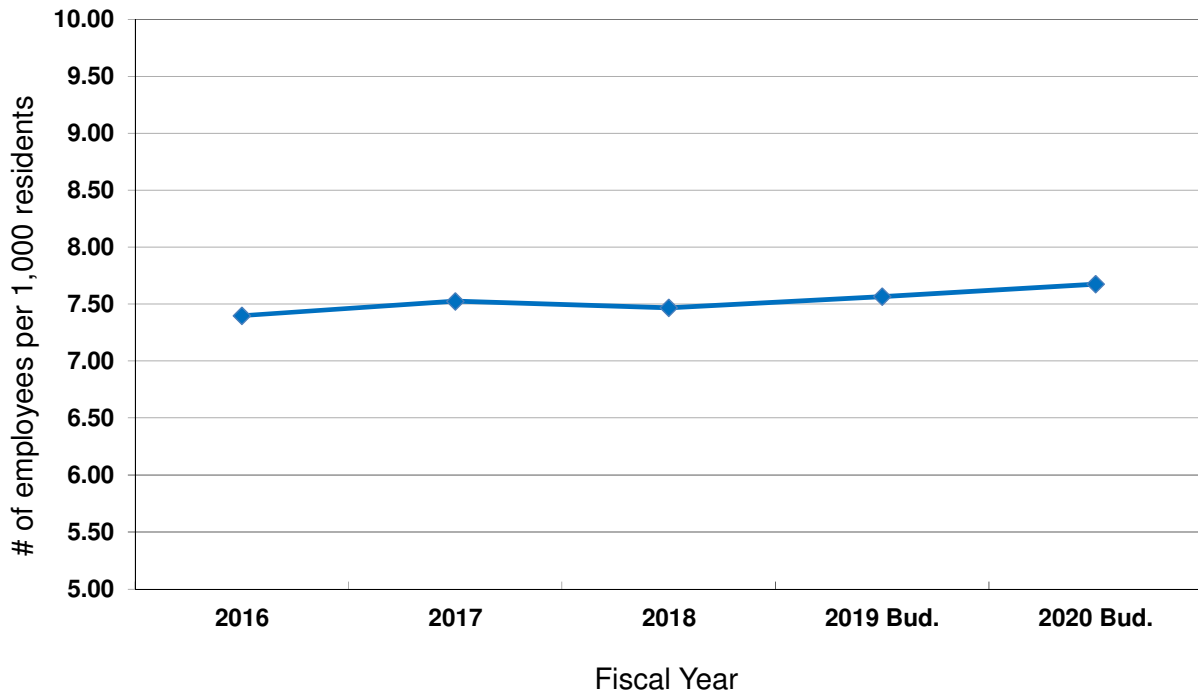
This indicator examines the differences between expenditure estimates and expenditures actually incurred during the fiscal year.

Comment

Budget surpluses in FY2015 through estimated FY2019 were generated by a general overall under spending of operating budgets without specific budget actions required.

Expenditure Indicator

General & Special Revenue Fund Employees Per Capita



Warning Trend: Increasing number of employees per capita.

Formula:

$$\frac{\text{\# of General \& Special Revenue Fund Employees}}{\text{Population}}$$

Fiscal Year:	2016	2017	2018	2019 Bud.	2020 Bud.
Number of Full Time Employees*	1,155	1,187	1,193	1,222	1,252
Population	156,118	157,705	159,700	161,503	163,121
# of county employees per capita	0.0074	0.0075	0.0075	0.0076	0.0077

* excludes Enterprise funded positions which are self-supporting.

Description

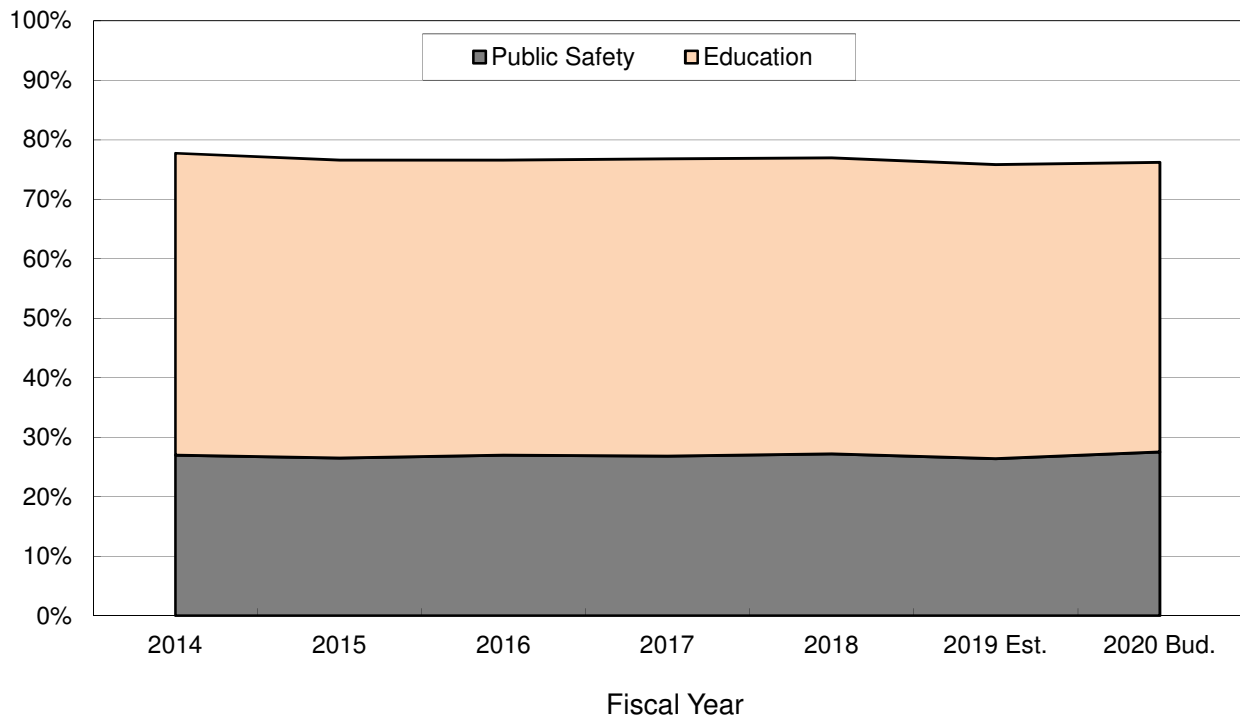
Personnel costs are a major portion of a local government's operating budget, therefore, tracking changes in the number of employees per capita is a good way to measure changes in expenditures. An increase in employees per capita might indicate that expenditures are rising faster than revenues, that the government is becoming more labor intensive, or that personnel productivity is declining.

Comment

Staffing in key areas such as Public Safety and the State's Attorney's Office have seen increased staffing in recent years. The number of employees per capita has remained constant over the past five years.

Expenditure Indicator

Expenditures by Function



Warning Trend: Increasing operating expenditures for one function as a percentage of total net operating expenditures.

Formula: $\frac{\text{Operating expenditures per function}}{\text{Total net operating expenditures}}$

Fiscal Year	2016	2017	2018	2019 Est.	2020 Bud.
Education	\$179,754,815	\$184,550,730	\$189,553,345	\$196,062,200	\$206,836,500
% of Total Funds	49.6%	50.0%	49.7%	49.5%	48.7%
Public Safety	\$97,787,980	\$98,956,356	\$103,706,229	\$104,647,800	\$116,958,600
% of Total Funds	27.0%	26.8%	27.2%	26.4%	27.5%
Debt Service	\$24,244,424	\$27,520,895	\$27,536,248	\$29,956,800	\$30,493,500
% of Total Funds	6.7%	7.5%	7.2%	7.6%	7.2%
Remaining	\$60,500,086	\$57,993,216	\$60,248,660	\$65,766,200	\$70,708,900
% of Total Funds	16.7%	15.7%	15.8%	16.6%	16.6%
Total Funds:	\$362,287,306	\$369,021,198	\$381,044,482	\$396,433,000	\$424,997,500

Description

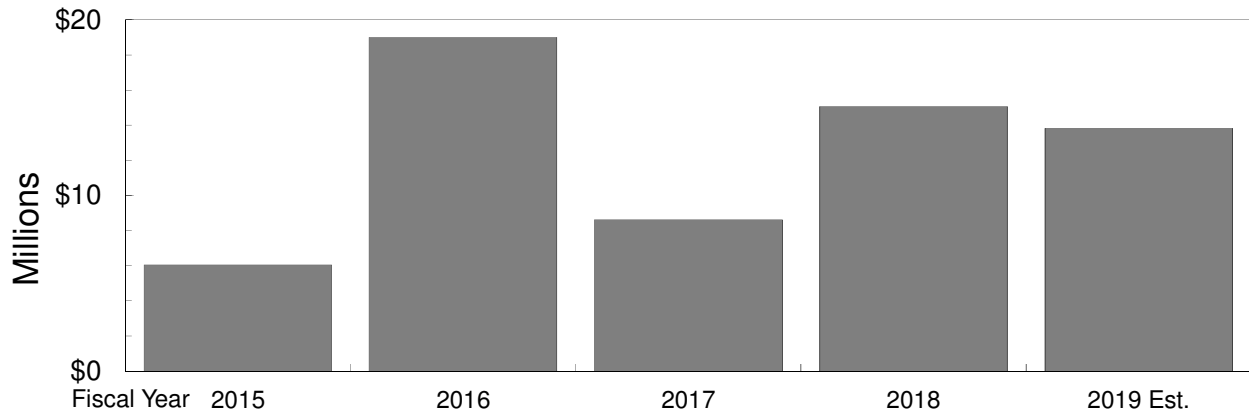
Expenditures by function represents the cost of government services by program. Often times it is also an indicator of the priority level of the government.

Comments

The County's top two priorities, Education and Public Safety, receive the largest share of the County dollar.

Operating Position Indicator

Operating Surplus/Deficit



Warning Trend: Increasing general fund operating deficits as a percent of operating revenues.

Formula: $\frac{\text{Operating Surplus (Deficit)}}{\text{Operating Revenues}}$

CREDIT INDUSTRY BENCHMARKS- A credit-rating firm would regard a current-year operating deficit as a minor warning signal; funding practices and the reasons for the deficit would be carefully assessed before it would be considered a negative factor. The following situations, however, would be given considerably more attention and would probably be considered negative factors: (2) consecutive years of operating fund deficits or an operating fund deficit in (2) of the last (5) years or greater than that of the previous year.

Fiscal Year:	2015	2016	2017	2018	2019 Est.
General fund operating (deficits)/surplus	\$6,044,091	\$19,000,809	\$8,612,937	\$15,058,381	\$13,820,300
Gross operating revenues	\$345,000,881	\$371,580,131	\$372,974,196	\$390,809,271	\$407,433,400
General Fund operating surplus/deficits as a % of operating revenues	1.8%	5.1%	2.3%	3.9%	3.4%

Description

An operating deficit occurs when current expenditures exceed current revenues. This may not mean that the budget will be out of balance ("budget deficit"), because reserves ("fund balances") from prior years can be used to cover the difference. It does mean, however, that during the current year, the government is spending more than it is receiving. This may be caused by an emergency (such as a natural catastrophe) requiring a large immediate expenditure, or the spending pattern may be part of a policy to use accumulated surplus fund balances. An operating deficit in any one year may not be cause for concern, but frequent and increasing deficits can indicate that the current revenues are not supporting current expenditures and that serious problems may lie ahead.

Budgetary analysis does not always reveal operating deficits because they can be temporarily financed by short-term loans or by accounting transactions that, for example, inappropriately accrue future revenues or transfer surplus fund balances from other funds. An analyst looking for operating deficits should consider each fund separately, so that a surplus in one fund cannot hide a deficit in another. Analyzing funds separately also helps to pinpoint emerging problems.

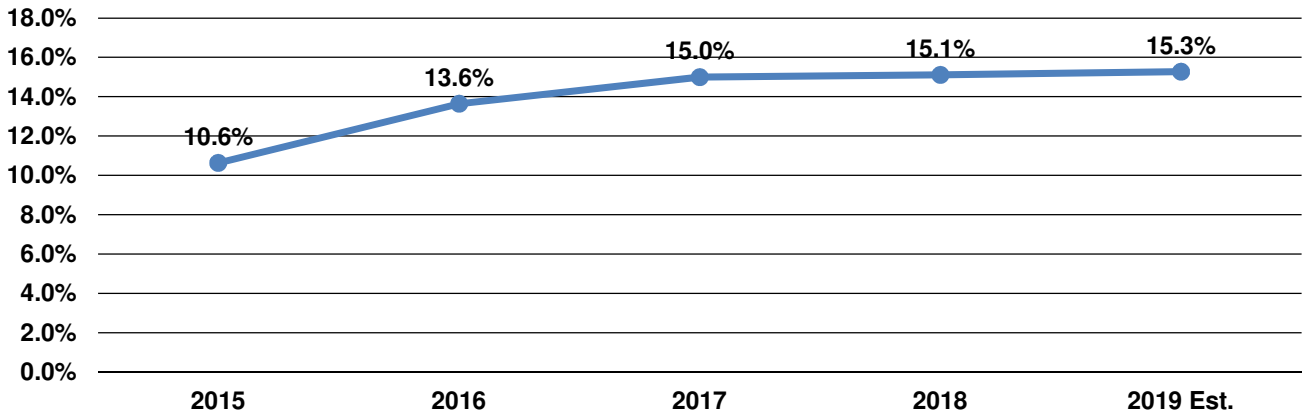
Comment

The FY2015 surplus is due mainly to the receipt of \$3.9 million in Bond Premium as well as expenditure savings. The FY2016 surplus is due to conservative spending and income tax revenue exceeding expectations. The FY2017 and FY2018 surplus and FY2019 estimated surplus is due to conservative spending and recordation taxes/transfer taxes exceeding budget as these revenues are budgeted conservatively due to their volatile nature.

Operating Position Indicator

Fund Balance Policy

As a % of General Fund Operating Revenues



Warning Trend: Declining Fund Balances Policy reserve as a % of net operating revenues.

Formula: $\frac{\text{Fund Balance Policy}}{\text{Gross Operating Revenues}}$

Fiscal Year:	2015	2016	2017	2018	2019 Est.
Total Fund Balance	\$50,251,868	\$69,252,677	\$77,865,616	\$92,923,995	\$106,744,295
Fund Balance Policy	\$36,692,494	\$50,715,696	\$55,946,129	\$59,060,790	\$62,249,370
Other Committed	\$1,596,282	\$4,894,346	\$7,250,573	\$15,963,337	\$23,721,706
Nonspendable/ Restricted/Assigned	\$10,940,697	\$13,642,634	\$9,896,757	\$10,937,315	\$8,777,439
Unassigned	\$1,022,395	\$0	\$4,772,156	\$6,962,553	\$11,995,780
Gross operating revenues *	\$345,000,881	\$371,580,131	\$372,974,196	\$390,809,271	\$407,433,400
Fund Balance Policy as a % of General Fund Operating Revenues	10.6%	13.6%	15.0%	15.1%	15.3%

Description

The size of a local government's fund balances can affect its ability to withstand financial emergencies. It can affect its ability to accumulate funds for capital purchases without having to borrow. Nonspecific or general reserves are usually carried on the books as an unreserved fund balance. The fund balance, however is not synonymous with available for appropriation. An unplanned decline in fund balance may mean that the government will be unable to meet a future need.

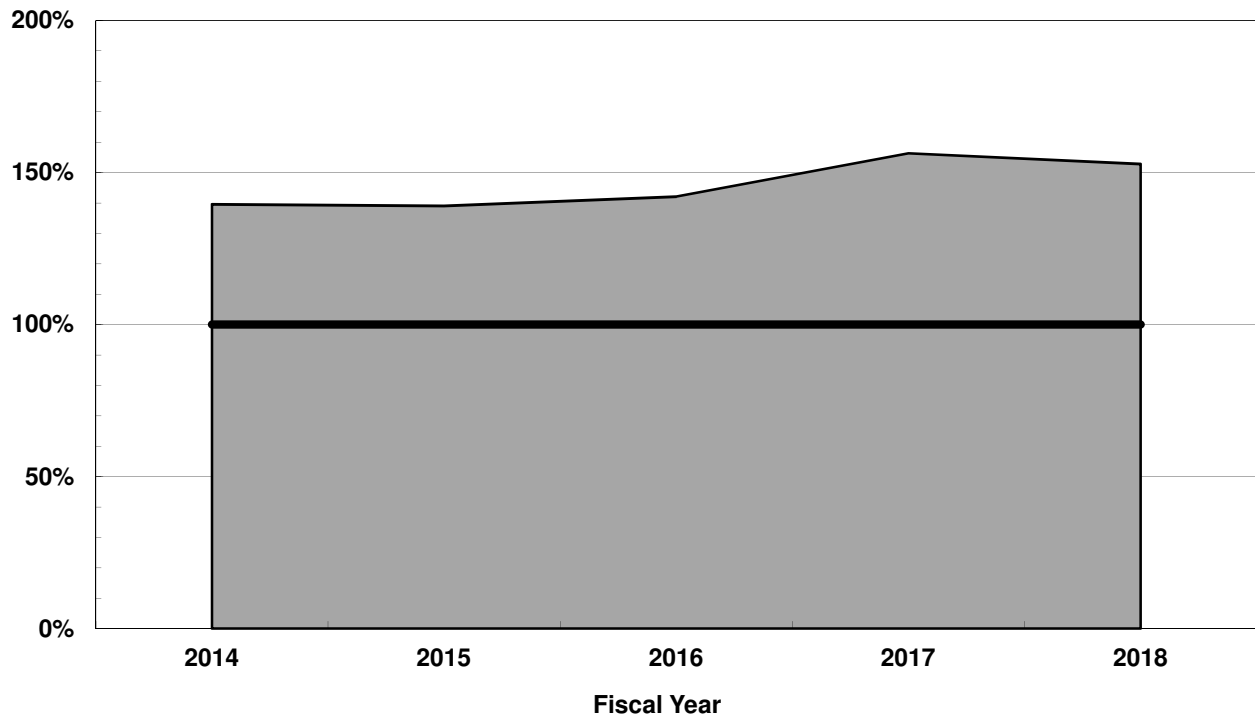
Comments

As the operating revenues have increased so has the Fund Balance Policy reserve of 8% - 15%. The FY2019 Fund Balance Policy represents 15% of the FY2020 operating budget. The surplus in FY2017, FY2018 and estimated surplus for FY2019 has resulted in an increase in the unassigned fund balance. The County's Fund Balance policy outlines the potential uses of the unassigned fund balance.

* excludes extraordinary income from storm events

Operating Position Indicator

General Fund Liquidity



Warning Trend: Decreasing amount of cash and short-term investments as a percentage of current liabilities.

Formula: $\frac{\text{Cash and Short-term Investments}}{\text{Current Liabilities}}$

Fiscal Year:	2014	2015	2016	2017	2018
Cash and Short Term Investments	\$96,824,805	\$114,685,794	\$161,040,860	\$186,157,276	\$234,705,251
Current Liabilities (excludes unearned revenues)	\$69,411,425	\$82,481,606	\$113,339,152	\$119,070,342	\$153,595,709
Cash and Short-term Investments as a percentage of Current Liabilities	139.5%	139.0%	142.1%	156.3%	152.8%

Description

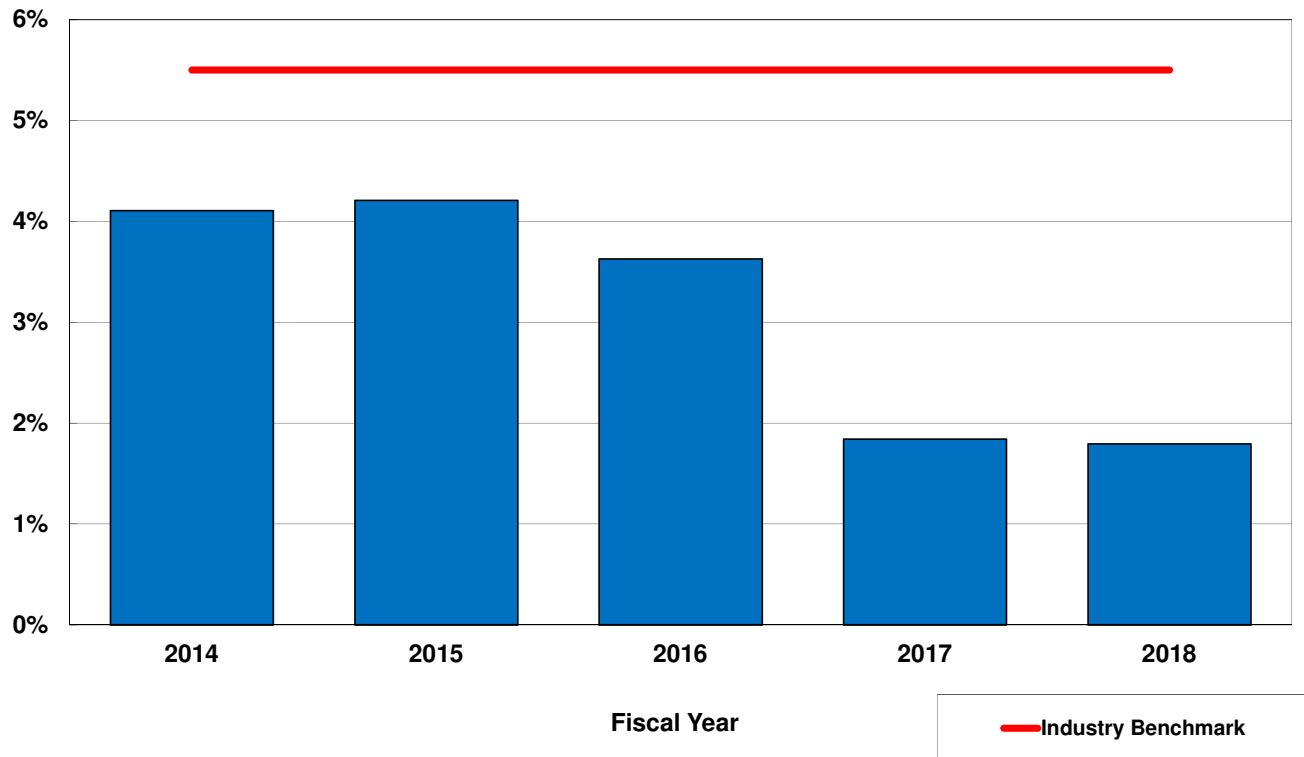
A good measure of a local government's short-term financial condition is its cash position. Cash position, which includes cash on hand and in the bank, as well as, other assets that can be easily converted to cash, determines a government's ability to pay its short-term obligations. Low or declining liquidity can indicate that a government has overextended itself in the long term.

Comment

The County's Cash and Short-term Investments as a percentage of current liabilities continues to be above Industry Standards.

Debt Indicator

Current Liabilities



Warning Trend: Increasing current liabilities at the end of the year as a percentage of net operating revenues

Formula: $\frac{\text{Current liabilities}}{\text{Gross operating revenues}}$

Fiscal Year:	2014	2015	2016	2017	2018
Current liabilities *	\$13,453,566	\$14,521,986	\$13,487,322	\$6,873,633	\$7,013,770
Gross Operating Revenues	\$327,670,516	\$345,000,881	\$371,580,131	\$372,974,196	\$390,809,271
Current liabilities as a % of operating revenues	4.1%	4.2%	3.6%	1.8%	1.8%

* excludes unearned revenues and amounts due other funds considered long term in nature.

Description

Current liabilities are defined as the sum of all liabilities due at the end of the fiscal year, including short-term debt, all accounts payable, accrued liabilities, and other current liabilities. A major component of current liabilities may be short-term debt in the form of tax or bond anticipation notes.

Although short-term borrowing is an accepted way to deal with uneven cash flows, an increasing amount of short term debt outstanding at the end of successive years can indicate liquidity problems, deficit spending, or both.

Credit Industry Benchmarks

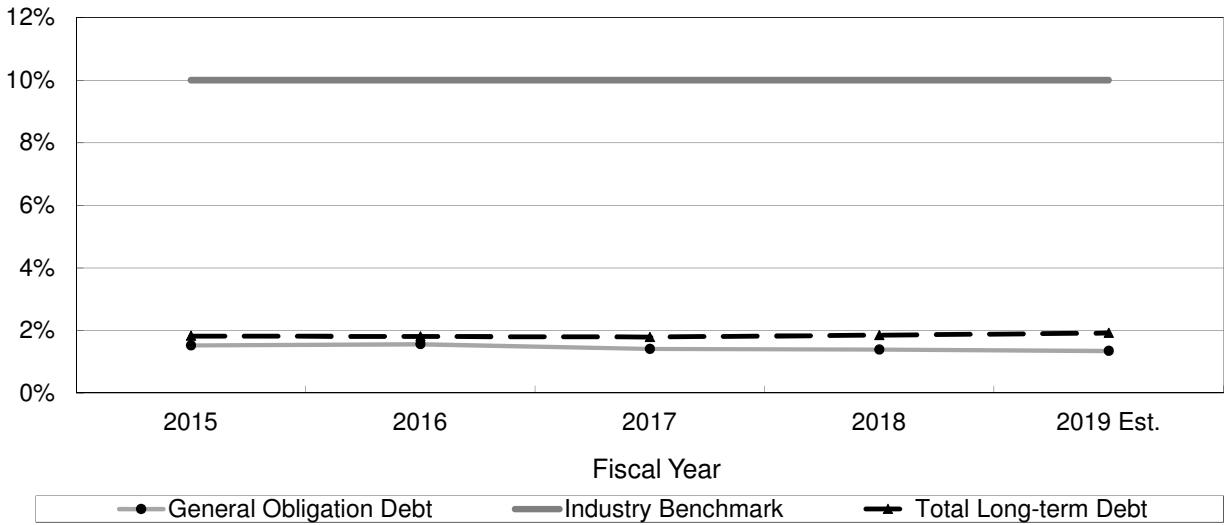
The credit industry considers the following situations negative factors: (1) Short-term debt outstanding at the end of the year exceeding 5 percent of operating revenues including tax anticipation notes (TAN's), but excluding bond anticipation notes (BAN's), and (2) a two-year trend of increasing short-term debt outstanding at the end of the fiscal year (including TANs).

Comment

Current liabilities as a percentage of operating revenues have been fairly stable for Fiscal Year 2014 to Fiscal Year 2016 and exceeded Industry Standards. The improvement in FY2017 is due to a release of a deposit held related to negotiations for a Payment in Lieu of Taxes Agreement.

Debt Indicator

Long-Term Debt as a % of Property Value



Warning Trend: Increasing net direct long-term debt as a % of assessed valuation.

Formula: $\frac{\text{Long-Term Debt}}{\text{Assessed Valuation of Property}}$

Fiscal Year:	2015	2016	2017	2018	2019 Est.
General Obligation Long -Term Debt	\$232,438,841	\$234,230,211	\$228,348,845	\$239,776,741	\$250,113,394
Total Long-term Debt	\$301,485,002	\$304,560,001	\$303,985,000	\$323,525,001	\$348,270,001
Assessed Valuation	\$16,549,777,913	\$16,834,846,294	\$16,995,622,523	\$17,552,163,533	\$18,178,356,189
Debt as a % of Assessed Valuation:					
General Obligation Debt	1.4%	1.4%	1.3%	1.4%	1.4%
Total Debt Outstanding	1.8%	1.8%	1.8%	1.8%	1.9%
Increase/(decrease) from prior year:					
Ratio of General Obligation Debt to Assessed Value	-9.9%	-0.9%	-3.4%	1.7%	0.7%
Ratio of Total Debt to Assessed Value	-9.6%	-0.7%	-1.1%	3.1%	3.9%

Description

An increase in net direct bonded long-term debt as a percentage of assessed valuation can mean that the government's ability to repay is diminishing - especially when the government depends on property taxes to pay for its debt.

Comment

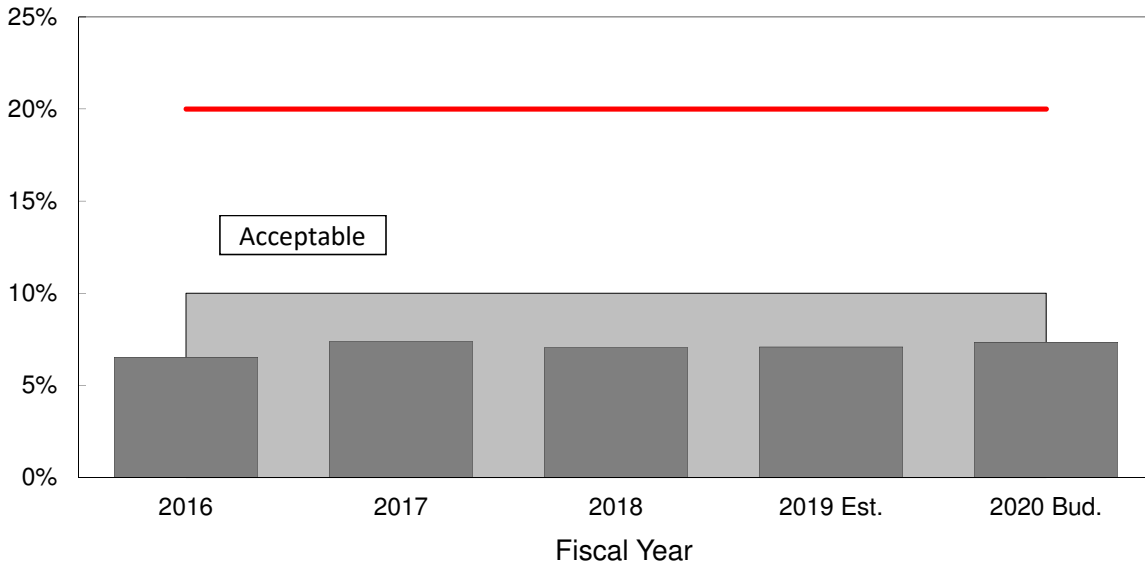
The County continues to be well below the industry benchmark for debt to assessed value ratios. The County's long range fiscal planning for capital project financing significantly contributes to the favorable debt ratios.

Credit Industry Benchmarks:

- Overall net debt exceeding 10% of assessed valuation
- An increase of 20% over the previous year in overall net debt as a percentage of market valuation

Debt Indicator

Debt Service as a % of Operating Revenues



Warning Trend: Increasing net direct bonded long-term debt as a percentage of net operating revenues.

Formula: $\frac{\text{Debt Service}}{\text{Operating Revenues}}$

Fiscal Year:	2016	2017	2018	2019 Est.	2020 Bud.
Debt Service	\$24,244,424	\$27,520,895	\$27,536,248	\$28,880,100	\$30,493,500
Operating Revenues	\$371,580,131	\$372,974,196	\$390,809,271	\$407,433,400	\$414,995,800
Net direct long-term debt service as a percentage of operating revenues	6.5%	7.4%	7.0%	7.1%	7.3%

Description

Debt Service is defined as the amount of principal and interest that a local government must pay each year. Increasing debt service reduces expenditure flexibility by adding to the government's obligations. Debt service can be a major part of a government's fixed costs, and its increase may indicate excessive debt and fiscal strain.

Comment

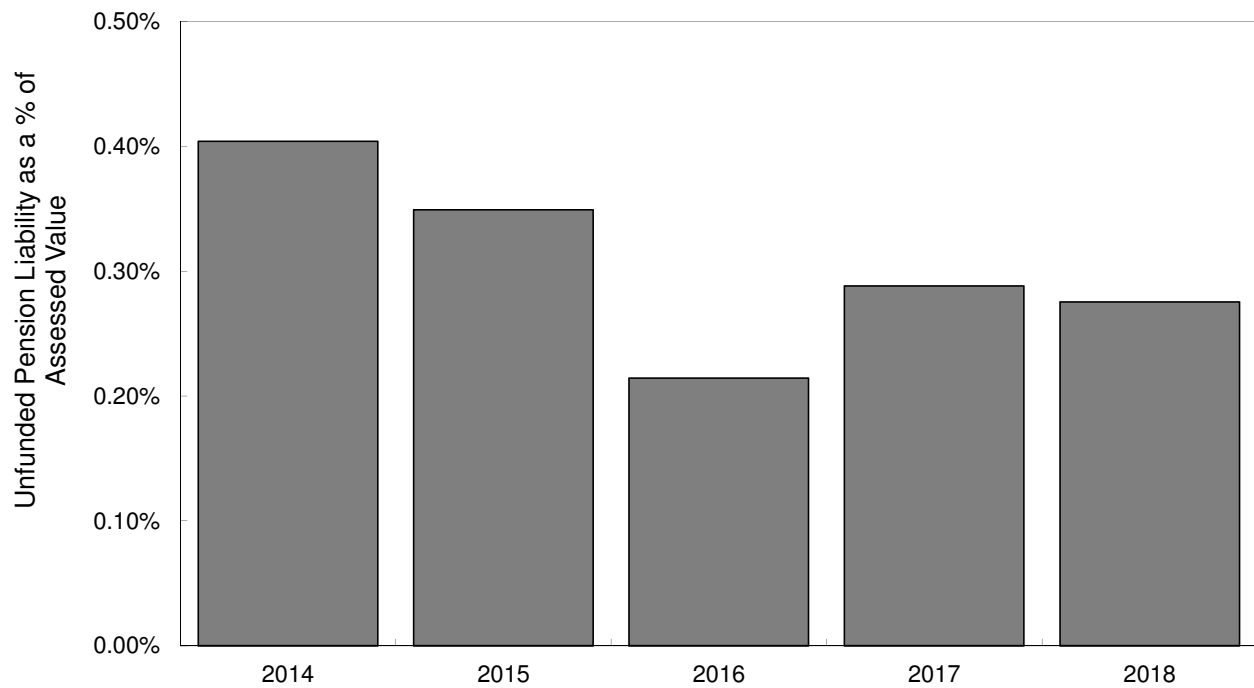
Debt service levels have been maintained through the years as a direct result of solid financial plans for both capital and operating budgets. The County's Debt Policy limits bonded debt service to 8% of operating revenues which provides a solid framework from which to make long-term financial decisions.

Credit Industry Benchmarks

- Debt service exceeding 20% of operating revenues is considered a potential problem.
- Debt service of 10% is considered acceptable.

Unfunded Liability Indicator

Unfunded Pension Liability as a Percentage of Assessed Value



Warning Trend: Increasing unfunded pension liability as a % of assessed valuation.

Formula: $\frac{\text{Unfunded Pension Liability}}{\text{Assessed Valuation}}$

Fiscal Year:	2014	2015	2016	2017	2018
Unfunded Pension Liability	\$66,439,248	\$57,793,714	\$36,101,506	\$48,988,868	\$48,317,065
Assessed Valuation	\$16,441,435,644	\$16,549,777,913	\$16,834,846,294	\$16,995,622,523	\$17,552,163,533
Unfunded Pension Liability as a % of Assessed Value	0.40%	0.35%	0.21%	0.29%	0.28%

Description

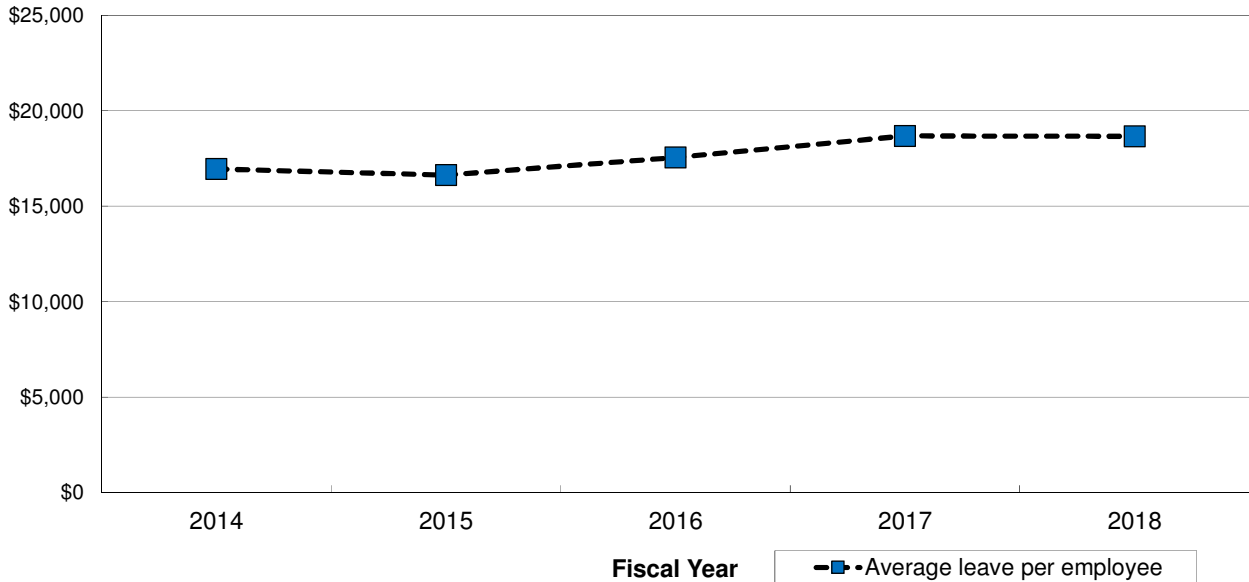
Growth in the unfunded liability for vested benefits places an increasing burden on the tax base. The significance of this burden in relation to the community's ability to pay can be measured by comparing the unfunded liability to changes in assessed valuation, as would be the case when property taxes are the primary revenue source.

Comment:

The ratio of the unfunded pension liability to assessed property value remained relatively flat during a period of time assessments were rising, however, the affect of the Great Recession on property assessments has negatively affected the ratio of Unfunded Pension Liability. An improvement can be seen starting in FY2015.

Unfunded Liability Indicator

Accumulated Employee Leave



Warning Trend: Increasing accumulated leave.

Formula: Accumulated Employee Leave.

Fiscal Year:	2014	2015	2016	2017	2018
Accumulated Employee Leave*	\$19,070,830	\$19,095,038	\$20,275,363	\$22,171,791	\$22,259,496
% change over prior year	13.8%	0.1%	6.2%	9.4%	9.8%
Full-time Employees	1,125	1,148	1,155	1,187	1,193
Average leave per employee	\$16,951	\$16,632	\$17,553	\$18,684	\$18,664

* excludes employee sick leave which is not payable upon termination

Description

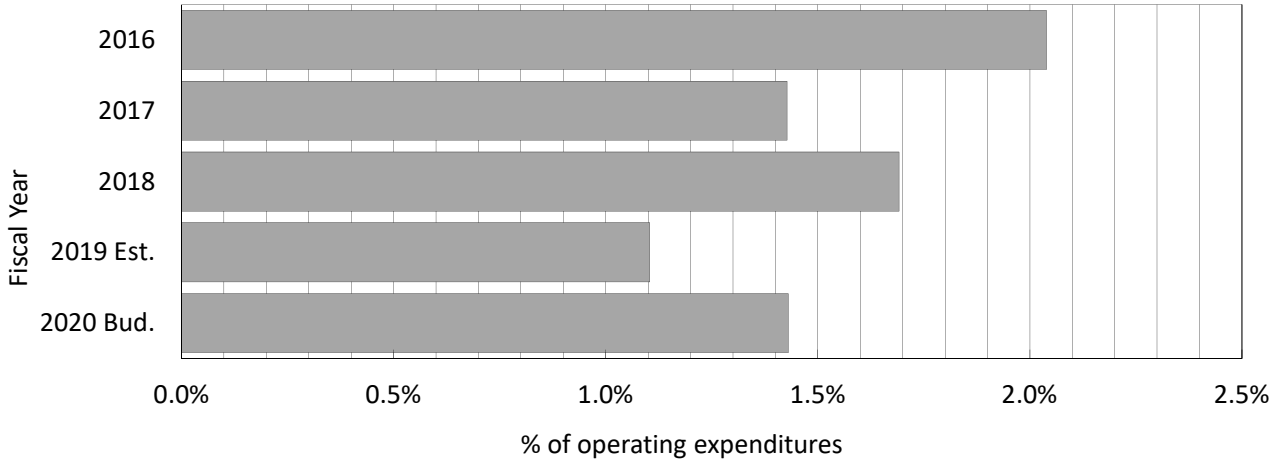
Local governments usually allow their employees to accumulate some portion of unused employee leave to be paid at termination or retirement. Although leave benefits initially represent only the opportunity cost of not having work performed, these benefits become a real cost when employees are actually paid for their employment or at termination or retirement.

Comment:

County employees are eligible for reimbursement for accumulated annual leave up to a maximum of 337.5 hours and accumulated compensatory leave up to 240 hours. Employees classified as critical employees are eligible for up to 720 hours annual leave and 480 compensatory hours.

Capital Indicator

Capital Outlay



Warning Trend: A three or more year decline in capital outlay from operating funds as a percentage of net operating expenditures.

Formula:
$$\frac{\text{Capital outlay from operating funds}}{\text{Net operating expenditures}}$$

Fiscal Year:	2016	2017	2018	2019 Est.	2020 Bud.
Capital outlay purchases	\$409,101	\$1,924,127	\$2,507,868	\$1,457,400	\$3,236,000
Capital lease agreements to purchase equipment	\$6,979,100	\$3,342,500	\$3,936,600	\$2,918,800	\$2,843,000
Operating expenditures and transfers	\$362,287,306	\$369,021,198	\$381,044,482	\$396,333,000	\$424,997,500
Capital purchases as a % of operating expenditures	2.0%	1.4%	1.7%	1.1%	1.4%

Description

Expenditures for operating equipment such as trucks and equipment drawn from the operating budget are usually referred to as "capital outlay." Capital outlay items normally include equipment that will last longer than one year and that has an initial cost above a significant minimum amount. Capital outlay does not include capital budget expenditures for construction of infrastructure such as streets, buildings, or bridges.

The purpose of capital outlay in the operating budget is to replace worn equipment or to add new equipment. The ratio of capital outlay to net operating expenditures is a rough indicator of whether the stock of equipment is being adequately replaced. Over a number of years, the relationship between capital outlay and operating expenditures is likely to remain about the same.

If this ratio declines in the short run (one to three years), it may mean that the local government's needs are temporarily satisfied, since most equipment lasts more than one year. A decline persisting over three or more years can indicate that capital outlay needs are being deferred, which can result in the use of inefficient or obsolete equipment. The use of capital leasing as a financing method could give the impression that capital expenditures are declining.

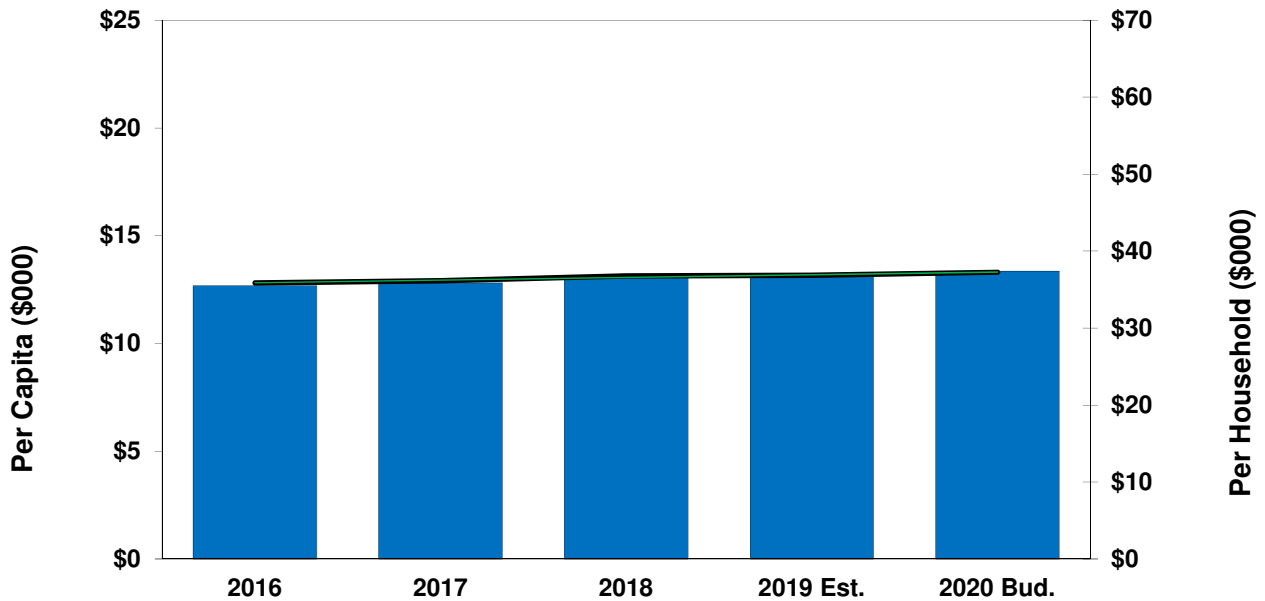
Comment:

Capital Outlay requirements include equipment with a useful life of more than one year and in excess of \$5,000. The County supplements its annual capital outlay needs with capital lease agreements. These bank agreements finance purchases over a five year period.

The FY2016 capital lease includes portable radio replacements in the amount of \$4.9 million. The capital outlay purchases are primarily for Public Safety, Public Works and Recreation, Parks & Tourism to support their mission and commitment to the community.

Community Needs & Resource Indicators

Personal Income per Capita/Household In Constant Dollars



Warning Trend: Decline in the level, or growth rate, of personal income per capita (in constant dollars).

Formula: $\frac{\text{Personal Income in Constant Dollars}}{\text{Population/Households}}$

Fiscal Year:	2016	2017	2018	2019 Est.	2020 Bud.
Adjusted Gross Income	\$5,035,863,573	\$5,232,178,559	\$5,499,844,721	\$5,664,840,100	\$5,834,785,300
Consumer Price Index	2.546	2.590	2.631	2.655	2.679
Adjusted Gross Income (in constant dollars)	\$1,978,234,732	\$2,020,095,464	\$2,090,245,961	\$2,133,485,210	\$2,177,637,455
Population	156,118	157,705	159,700	161,503	163,121
Income per Capita (in constant dollars)	\$12,671	\$12,809	\$13,089	\$13,210	\$13,350
Households	55,166	55,887	56,860	57,879	58,469
Income per Household (in constant dollars)	\$35,860	\$36,146	\$36,761	\$36,861	\$37,244

Description

Personal income per capita is one measure of a community's ability to pay taxes: the higher the per capita income, the more property tax, sales tax, income tax, and business tax the community can generate. Changes in personal income are especially important for communities (such as bedroom suburbs) that have little commercial or industrial tax base, because personal income is the primary source from which taxes can be paid.

Comment

Income per Capita continues to improve each year indicating that employers are giving their employees wage increases.

Balance Sheet

	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL
Assets					
Cash	19,993,114	20,102,971	13,196,623	13,961,898	22,347,723
Short-term Investments	76,831,691	94,582,823	147,844,237	172,195,378	212,357,528
Total Liquid Assets	\$96,824,805	\$114,685,794	\$161,040,860	\$186,157,276	\$234,705,251
Property Tax Receivable	3,794,085	4,067,607	3,772,739	4,451,293	4,675,311
Accounts & Notes Receivable	17,271,138	23,799,900	28,662,135	27,031,692	35,372,616
Inventory	1,577,748	1,598,914	1,846,380	1,826,336	1,808,585
Other Assets	1,694,433	2,284,684	3,945,990	2,108,727	1,606,616
Total Other Assets	\$24,337,404	\$31,751,105	\$38,227,244	\$35,418,048	\$43,463,128
Total Assets	\$121,162,209	\$146,436,899	\$199,268,104	\$221,575,324	\$278,168,380
Liabilities					
Vouchers Payable	1,756,266	2,050,140	2,286,562	2,095,565	1,125,547
Accrued Expenditures	1,004,327	1,257,642	1,909,804	2,278,695	2,532,723
Unearned Revenues	121,409	128,079	80,519	132,352	121,289
Due to other funds	54,515,247	66,246,371	98,436,036	110,696,461	145,290,063
Other Liabilities	10,692,973	11,214,204	9,290,956	2,499,373	3,355,500
Payable from restricted assets	1,442,612	1,713,249	1,415,794	1,500,248	1,291,876
Total Liabilities	\$69,532,834	\$82,609,685	\$113,419,671	\$119,202,694	\$153,716,998
Deferred Inflows of Resources¹					
Unavailable Revenue	7,421,598	13,575,346	16,595,757	24,507,016	31,527,386
Fund Equity					
Nonspendable Fund Balance	1,604,951	2,156,136	4,365,445	2,612,616	2,222,832
Restricted Fund Balance	4,032,708	5,301,900	5,256,573	1,571,097	2,077,132
Committed Fund Balance	33,350,360	38,288,776	55,610,042	63,196,702	75,024,127
Assigned Fund Balance	4,197,363	3,482,661	4,020,616	5,713,044	6,637,351
Unassigned Fund Balance	1,022,395	1,022,395	0	4,772,156	6,962,553
Total Fund Balance	\$44,207,777	\$50,251,868	\$69,252,677	\$77,865,616	\$92,923,995
Total Liabilities & Fund Equity	\$121,162,209	\$146,436,899	\$199,268,104	\$221,575,326	\$278,168,379

¹ Per GASB 60 & 65: Unavailable Revenue is listed separately beginning in FY2014. In prior years, Unavailable Revenue was included in the Liabilities section of the Balance Sheet.

Income Statement

	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 ESTIMATE	FY20 BUDGET
Revenues					
Property Tax	207,506,311	210,805,080	218,014,785	225,923,500	235,383,900
Income Tax	123,429,876	119,349,494	124,654,098	134,577,400	134,337,000
Local Tax	22,760,572	25,036,209	29,474,135	24,887,700	21,309,000
Licenses & Permits	1,106,040	1,080,074	1,039,605	1,057,700	1,083,500
Charges for Services	6,238,600	6,885,818	7,537,920	7,597,400	8,095,900
Interest	428,929	1,058,240	2,421,930	5,128,000	5,000,000
Miscellaneous	5,980,629	5,542,970	4,355,404	5,059,600	5,496,900
Total Local Operating	\$367,450,957	\$369,757,885	\$387,497,875	\$404,231,300	\$410,706,200
Highway User Tax	962,397	952,802	973,650	1,002,000	2,133,000
Intergovernmental	3,166,775	2,263,509	2,337,746	2,200,100	2,156,600
Total Non-Local Operating	\$4,129,172	\$3,216,311	\$3,311,396	\$3,202,100	\$4,289,600
Gross Operating Revenues	\$371,580,131	\$372,974,196	\$390,809,271	\$407,433,400	\$414,995,800
Expenditures					
Salaries & Wages	79,921,903	80,743,273	82,897,239	86,252,100	93,334,700
Fringe Benefits	32,811,538	31,380,759	34,584,884	36,723,600	41,165,500
Supplies	5,680,374	5,311,170	5,888,788	5,862,900	6,764,200
Other Services & Charges	21,654,859	21,224,164	22,786,285	23,106,400	26,658,600
Capital Outlay	409,101	1,924,127	2,507,868	1,457,400	3,236,000
Other Capital	6,066,337	4,263,754	2,568,169	1,996,400	690,000
Debt Service	24,244,424	27,520,895	27,536,248	28,880,100	30,493,500
Agency Funding	3,955,442	4,456,633	4,412,051	4,471,600	4,721,700
Education	179,754,815	184,550,730	189,553,345	196,062,200	206,836,500
Total Operating Expenditures	\$354,498,794	\$361,375,507	\$372,734,878	\$384,812,700	\$413,900,700
Excess / (Deficiency) Revenues over Expenditures	<u>\$17,081,337</u>	<u>\$11,598,689</u>	<u>\$18,074,393</u>	<u>\$22,620,700</u>	<u>\$1,095,100</u>

Income Statement - Cont'd

	FY16 ACTUAL	FY17 Actual	FY18 Actual	FY19 ESTIMATE	FY20 BUDGET
Other Financing Sources/(Uses)					
Operating Transfers In	1,353	1,317,439	1,356,992	2,719,900	3,671,800
Bond Premium	2,727,531	0	5,715,576	0	0
Refunded Debt Proceeds	0	0	30,827,338	0	0
Payment to Refunded Debt Escrow	0	0	(36,542,914)	0	0
Capital Lease Proceeds	6,979,100	3,342,500	3,936,600	0	0
TRANSFERS OUT:					
Capital Project Fund	(2,037,900)	(1,719,250)	(482,500)	(4,304,100)	(2,720,000)
Special Revenue Fund	(3,846,486)	(3,926,486)	(4,311,779)	(4,373,500)	(5,238,600)
Debt Service Fund	0	0	(1,463,412)	0	0
Trust & Agency Fund	(1,024,990)	(1,257,689)	(1,509,000)	(1,759,000)	(2,033,800)
Enterprise Fund	(879,136)	(742,266)	(542,914)	(1,083,700)	(1,104,400)
Revenues over Expenditures & Other Uses	\$19,000,809	\$8,612,937	\$15,058,381	\$13,820,300	(\$6,329,900)

Fund Balance

Beginning Balance	50,251,868	69,252,677	77,865,614	92,923,995	106,744,295
Ending Balance	\$69,252,677	\$77,865,614	\$92,923,995	\$106,744,295	\$100,414,395

FY20 Budget gain/loss consists of:	
Contingency	\$100,000
Fund Balance Appropriation	(6,429,900)
	<u>(\$6,329,900)</u>

Debt Service

DEBT SERVICE

Why Incur Debt?

Most major capital outlays are too expensive to fund with current year operating revenue. Similar to most homeowners who finance their homes with mortgages, governments typically borrow funds for many large-scale projects. In most cases, the infrastructure being constructed will benefit both existing and future taxpayers. Therefore, it is reasonable to amortize the cost of the project over a longer period of time even though financing the interest adds to the total cost. Typically, governments borrow funds through the issuance of local bonds, bank financed capital leasing, or special state-sponsored loans.

The debt is normally scheduled (amortized) to coincide with the life of the project, and before major renovation is needed. Interest rates for governments tend to be lower than commercial rates due to the government's tax exempt status and the ability to raise revenue through property taxes or other local forms of revenues without competition.

There are many different theories concerning the proper level of debt that should be maintained by local governments. One incentive for well-planned debt levels is a favorable bond rating given by credit rating agencies. Financially sound governments receive good bond ratings, which usually result in a lower interest rate on the debt they incur. The driving force of guidance for Charles County is the desire to remain in a fiscally sound position. This requires, among other things, a good bond rating, a low burden of debt for the tax payers, long and short range financial planning, and constant monitoring of economic conditions. The County has maintained a debt ceiling of less than 8% of the total general fund revenues for more than 20 years. The County Commissioners adopted a formal Debt Policy on September 22, 2009 and was amended on January 23, 2018. This policy is located in the Financial Policies section of this book.

Bond Rating Agencies and Charles County's Rating

Charles County receives ratings from the three major bond credit rating agencies: Moody's Investor Service (Aaa), Standard & Poor's (AAA), and Fitch Investors Service (AAA). During FY2019, the County maintained their ratings with the three agencies. These independent rating services rate organizations by evaluating their creditworthiness. The chart below displays the various ratings each service provides. Charles County's rating is shaded.

Moody's	Standard & Poor's	Fitch
Rating Symbol		
Aaa	AAA	AAA
Aa1	AA+	AA+
Aa2	AA	AA
Aa3	AA-	AA-
A1	A+	A+
A2	A	A
A3	A-	A-
Baa1	BBB+	BBB+
Baa2	BBB	BBB
Baa3	BBB-	BBB-
Ba1	BB+	BB+
Ba2	BB	BB
Ba3	BB-	BB-
B1	B+	B+
B2	B	B
B3	B-	B-

DEBT SERVICE

Types of bonds

There are several types of bonds that can be issued. Charles County typically issues General Obligation (G.O.) bonds and double-barrel revenue bonds for Enterprise Fund (EF) projects. G.O. bonds are backed by the full faith and credit of the government. These types of bonds get favorable ratings due to the taxing power of governments and their ability to raise revenues to repay the debt. The annual debt service on double-barreled revenue bonds is funded by the revenues from enterprise operations and is further insured by the general fund should the enterprise fund earnings fail or fall short in any given year. The County makes a point during the budgetary process for enterprise funds to include the borrowing cost in the budget estimates so that the General Fund's risk of insuring the debt service is significantly reduced.

Pursuant to Section 20-804 of the Local Government Article of the Annotated Code of Maryland, the County may issue bonds necessary to finance the cost incurred to construct new capacity for public school facilities within Charles County. The debt service on these bonds is paid for by a special tax assessment (excise tax) on new home starts after June 30, 2003, payable over a 10-year period at level amortized payments of principal and interest and may be prepaid at any time. The rate of interest payable by a property owner will be the rate of interest paid by the County on the new school capacity construction bonds issued in the first year the tax is levied on that property owner. The excise tax payment becomes part of the annual property tax bill. The proceeds of the fair share school construction excise tax may only be used to pay principal and interest on a new school capacity construction bonds.

On March 25, 2008, the Board of County Commissioners approved the creation of the Swan Point Economic Development District (the "TIF District"), a tax increment district, and the Swan Point Special Taxing District (the "Special Taxing District"), a special taxing district, and approved the issuance of up to \$38,000,000 of tax increment bonds to finance public infrastructure improvements in the TIF District. The tax increment bonds will not be general obligations of the County, but will be payable solely from the incremental real property taxes, if any, collected from property owners in the TIF District and, if necessary, special taxes levied on the commercial properties located in the Special Taxing District. The incremental real property taxes must be used first to pay debt service on the bonds and related expenses before such funds can be used for other County purposes. The tax increment bonds have not yet been issued and no closing date has been scheduled.

Debt Limitations

The County may only issue general obligation and revenue bonds under authority conferred by the Maryland General Assembly. As a Code Home Rule county, the County may also authorize the issuance of general obligation and revenue bonds by a public local law enacted by the County Commissioners. There are no statutory limits on the amount of general obligation or revenue bonds that may be authorized by the County Commissioners. The County may refund any of its outstanding general obligation or revenue bonds under the authority of Section 19-207 of the Local Government Article of the Annotated Code of Maryland. No referendum is required.

The County may issue economic development revenue bonds under State law which provides that such bonds shall not constitute indebtedness or charge against the general credit or taxing power of the County. In addition, the County may participate in State loans for school and highway construction, which is secured solely by the County's portion of certain State-shared revenues.

The County is authorized to issue bonds for water and sewer and solid waste management purposes in an amount not to exceed 10% of the total value of the property assessed, as described in the Water and Sewerage Debt section.

Future Plans to Incur Debt

The County may issue general obligation and revenue bonds under existing authority conferred by the Maryland General Assembly. As a Code Home Rule county, the County has also enacted public local laws authorizing the issuance of general obligation bonds. The County currently has \$261,068,100 in authority for future issues generally designated as follows:

Public Facilities	\$252,830,100
Detention Center Facilities	3,180,000
Landfill Facilities	5,058,000
Total	\$261,068,100

DEBT SERVICE

Water and Sewerage Debt

The County is authorized to issue general obligation bonds to finance water systems, sewerage systems, solid waste disposal systems and solid waste acceptance systems in the Waldorf Special Taxing District One, the Mattawoman Special Taxing District Number Two and Special Taxing District Number Three. The three special taxing districts are authorized to levy charges, assessments and taxes to pay the debt service on bonds. The County expects to pay debt service on its water and sewerage debt from special assessments, connection charges, and charges for the upkeep of sewer, and sewer service charges pertaining to the respective systems for which the indebtedness was incurred. If required at any time to pay debt service on water and sewerage debt incurred to finance water and sewer facilities in a particular special taxing district, the County is authorized to levy a tax on the assessable property in the special taxing district. If for any reason any such levy should prove inadequate, the County is authorized to levy a tax on the assessable property throughout the County in order to raise the required funds to pay such debt service.

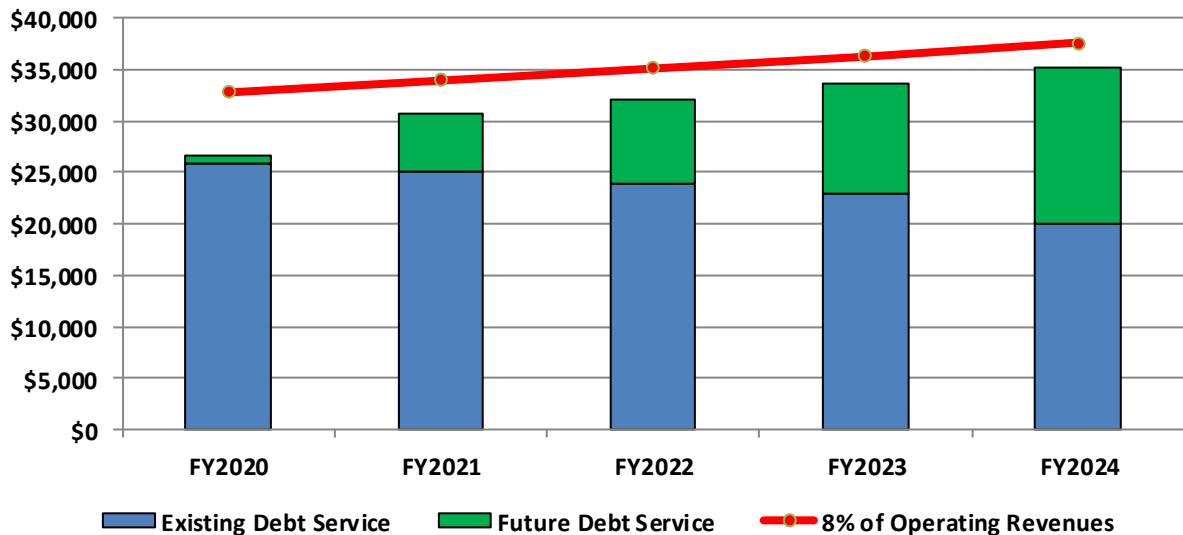
The principal amount of outstanding bonds relating to such improvements in any special taxing district cannot exceed 10% of the total value of the property assessed by County taxation purposes. The respective special taxing districts are as follows:

	Market Value*	Outstanding Principal Amount**	% of Market Value
Waldorf Special Taxing District	\$7,810,584,399	\$36,338,235	0.47%
Mattawoman Special Taxing District	4,419,390,702	39,405,159	0.89%
Special Taxing District Number Three	6,399,275,061	11,888,676	0.19%
Total	\$18,628,250,163	\$87,632,070	0.47%

*As of July 1, 2019 **As of June 30, 2019.

Impact on Future Operations

By planning and managing for long-term debt, the County can determine how much of the annual operating budget will be dedicated for the cost of borrowing and how much of this burden will be carried in the future. To put this in perspective, a homeowner would review their ability to repay a loan prior to a major purchase or improvement. The decision to focus on maintaining financial stability and strength results in a more predictable impact on future operations. Sound financial planning and policies through the use of five-year estimates and debt limitations, provide the County with a managed control approach to the issuance of long-term debt. As existing debt service payments decrease and operating revenues increase, the County is able to determine the additional funds available to make debt service payments and size the future bond issues accordingly. Per the County's Debt Policy, payments will not exceed 8% of General Fund operating revenues. The County's ability to absorb new debt is shown below:



DEBT SERVICE

The following table shows the rapidity of all bonded debt repayment by the County:

SCHEDULE OF FUTURE DEBT SERVICE REQUIREMENTS

<u>Fiscal</u> <u>Year</u>	Total Bond ----- Debt Service -----			Bonds Outstanding	% Outstanding
	<u>Principal</u>	<u>Interest</u>	<u>Principal + Interest</u>		
2021	\$35,490,000	\$12,628,134	\$48,118,134	\$276,255,000	88.6%
2022	34,620,000	10,999,584	45,619,584	241,635,000	77.5%
2023	33,940,000	9,352,884	43,292,884	207,695,000	66.6%
2024	29,340,000	7,771,274	37,111,274	178,355,000	57.2%
2025	27,260,000	6,446,931	33,706,931	151,095,000	48.5%
2026	22,465,000	5,378,523	27,843,523	128,630,000	41.3%
2027	22,800,000	4,367,424	27,167,424	105,830,000	33.9%
2028	20,525,000	3,341,135	23,866,135	85,305,000	27.4%
2029	16,750,000	2,686,956	19,436,956	68,555,000	22.0%
2030	11,185,000	2,179,113	13,364,113	57,370,000	18.4%
2031	10,055,000	1,807,839	11,862,839	47,315,000	15.2%
2032	8,130,000	1,490,696	9,620,696	39,185,000	12.6%
2033	6,340,000	1,254,736	7,594,736	32,845,000	10.5%
2034	4,440,000	1,079,675	5,519,675	28,405,000	9.1%
2035	1,910,000	973,381	2,883,381	26,495,000	8.5%
2036	1,970,000	909,091	2,879,091	24,525,000	7.9%
2037	2,045,000	840,947	2,885,947	22,480,000	7.2%
2038	2,045,000	770,734	2,815,734	20,435,000	6.6%
2039	1,975,000	701,331	2,676,331	18,460,000	5.9%
2040	1,975,000	632,766	2,607,766	16,485,000	5.3%
2041	2,040,000	562,397	2,602,397	14,445,000	4.6%
2042	2,120,000	488,716	2,608,716	12,325,000	4.0%
2043	2,205,000	411,866	2,616,866	10,120,000	3.2%
2044	2,285,000	331,444	2,616,444	7,835,000	2.5%
2045	2,165,000	250,978	2,415,978	5,670,000	1.8%
2046	1,825,000	178,181	2,003,181	3,845,000	1.2%
2047	1,675,000	113,831	1,788,831	2,170,000	0.7%
2048	1,325,000	58,369	1,383,369	845,000	0.3%
2049	845,000	16,900	861,900	0	0.0%
	<u>\$311,745,000</u>	<u>\$78,025,835</u>	<u>\$389,770,835</u>		

The Schedule of Debt Outstanding

The Schedule of Debt Outstanding displays the actual principal and interest payments for all funds and includes bonds with dedicated revenue sources to fund the associated debt service. The County issues Public Improvement Bonds (PIB), Excise Tax Bonds for school construction, and Taxable Bonds. The schedule also reflects the amounts of capital lease financing associated with each type of fund. Capital leasing has become a popular financing mechanism, especially during times of low interest rate markets. This type of debt generally provides cash resources for major equipment and vehicles. The annual principal and interest payments have been incorporated into the various operating budgets of the County. The size of pending 2019 Bond Issue is unknown at this time and is not included in this schedule.

FY2020 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-20 PRINCIPAL	FY-20 INTEREST	FY-20 TOTAL	PRINCIPAL OUTSTANDING
GENERAL FUND						
2010 Public Improvement Bond	2025	2.000-5.300	78,784	20,588	99,372	0
2011 Public Improvement Bond	2028	2.000-5.000	187,624	15,961	203,585	862,375
2011 PIB refunding	2020	4.000-5.000	181,109	3,622	184,731	0
2012 Public Improvement Bond	2027	2.000-5.000	138,586	18,852	157,438	297,675
2012 PIB refunding	2022	5.00	539,379	55,234	594,613	565,299
2013 PIB refunding	2023	2.000-4.000	1,068,430	180,458	1,248,888	3,443,018
2013 Public Improvement Bond	2029	3.000-5.000	147,945	19,674	167,619	655,062
2014 Public Improvement Bond	2030	3.000-5.000	127,701	65,197	192,898	1,589,310
2015 PIB refunding	2029	2.000-4.000	146,051	59,975	206,026	1,576,205
2015 Public Improvement Bond	2031	3.000-5.000	296,415	171,349	467,764	4,389,701
2016 Public Improvement Bond	2027	3.000-5.000	340,432	245,905	586,337	5,604,311
2017 Public Improvement Bond	2028	3.000-5.000	177,211	131,274	308,485	3,228,513
2017 Public Improvement Bond	2048	2.250-5.000	19,000	33,393	52,393	963,000
2017 PIB refunding	2044	2.000-5.300	4,515	174,184	178,699	3,397,653
2018 Public Improvement Bond	2034	3.375-5.000	492,414	463,751	956,165	10,007,587
Subtotal Board of Education			\$3,945,595	\$1,659,417	\$5,605,012	\$36,579,709
2010 Public Improvement Bond	2025	2.000-5.300	112,835	29,666	142,501	0
2011 Public Improvement Bond	2028	2.000-5.000	63,554	5,406	68,960	292,115
2011 PIB refunding	2020	4.000-5.000	34,118	682	34,800	0
2012 Public Improvement Bond	2027	2.000-5.000	235,186	31,993	267,179	505,166
2012 PIB refunding	2022	5.00	306,454	31,382	337,836	321,179
2013 PIB refunding	2023	2.000-4.000	41,549	6,366	47,915	117,611
2013 Public Improvement Bond	2029	3.000-5.000	16,823	2,237	19,060	74,487
2014 Public Improvement Bond	2030	3.000-5.000	184,586	94,239	278,825	2,297,276
2015 Public Improvement Bond	2031	3.000-5.000	107,788	62,309	170,097	1,596,255
2016 Public Improvement Bond	2032	2.250-5.000	10,333	7,464	17,797	170,111
2017 Public Improvement Bond	2033	2.250-5.000	4,958	3,673	8,631	90,333
2017 PIB refunding	2044	2.000-5.300	513	127,512	128,025	2,535,981
2018 Public Improvement Bond	2034	3.375-5.000	46,897	44,167	91,064	953,103
Subtotal College of Southern MD			\$1,165,593	\$447,096	\$1,612,690	\$8,953,617
2010 Public Improvement Bond	2025	2.000-5.300	13,861	3,708	17,569	0
2011 PIB refunding	2020	2.000-5.000	445,980	8,920	454,900	0
2013 Public Improvement Bond	2029	3.000-5.000	8,352	1,111	9,463	36,979
2014 Public Improvement Bond	2030	3.000-5.000	38,252	19,530	57,782	476,071
2015 PIB refunding	2029	2.000-4.000	312,691	128,405	441,096	3,374,611
2015 Public Improvement Bond	2031	3.000-5.000	20,749	11,994	32,743	307,279
2017 Public Improvement Bond	2033	2.250-5.000	46,906	34,747	81,653	854,553
2017 PIB refunding	2044	2.000-5.300	255	7,091	7,346	137,119
2018 Public Improvement Bond	2034	3.375-5.000	47,131	44,387	91,518	957,869
Subtotal Public Safety			\$934,177	\$259,893	\$1,194,070	\$6,144,481

FY2020 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-20 PRINCIPAL	FY-20 INTEREST	FY-20 TOTAL	PRINCIPAL OUTSTANDING
2010 Public Improvement Bond	2025	2.000-5.300	408,130	107,456	515,586	0
2011 Public Improvement Bond	2028	2.000-5.000	316,667	26,938	343,605	1,455,496
2011 PIB refunding	2020	4.000-5.000	139,297	2,786	142,083	0
2012 Public Improvement Bond	2027	2.000-5.000	227,293	30,919	258,212	488,214
2012 PIB refunding	2022	5.00	130,466	13,360	143,826	136,735
2013 PIB refunding	2023	2.000-4.000	726,795	98,031	824,826	1,723,984
2013 Public Improvement Bond	2029	3.000-5.000	168,884	22,458	191,342	747,774
2014 Public Improvement Bond	2030	3.000-5.000	136,176	69,524	205,700	1,694,783
2015 Taxable refunding	2023	3.000-4.000	622,082	106,122	728,204	2,030,972
2015 PIB refunding	2029	2.000-4.000	803,739	330,052	1,133,791	8,674,053
2015 Public Improvement Bond	2031	3.000-5.000	150,525	87,014	237,539	2,229,170
2015 Taxable Bond	2031	3.000-3.450	161,367	67,816	229,183	2,093,520
2016 Public Improvement Bond	2027	3.000-5.000	7,407	3,317	10,724	62,618
2016 Public Improvement Bond	2032	2.250-5.000	160,993	116,291	277,284	2,650,331
2017 Public Improvement Bond	2028	3.000-5.000	6,142	3,254	9,396	62,012
2017 Public Improvement Bond	2033	2.250-5.000	233,339	172,853	406,192	4,251,087
2017 PIB refunding	2044	2.000-5.300	5,154	339,642	344,796	6,693,232
2018 Public Improvement Bond	2034	3.375-5.000	215,724	203,167	418,891	4,384,276
Subtotal General Government			\$4,620,179	\$1,801,000	\$6,421,178	\$39,378,257
2010 Public Improvement Bond	2025	2.000-5.300	380,307	100,348	480,655	0
2011 Public Improvement Bond	2028	2.000-5.000	393,761	33,496	427,257	1,809,844
2011 PIB refunding	2029	3.000-5.000	206,352	411,855	618,207	7,765,099
2011 PIB refunding	2020	4.000-5.000	1,254,025	25,080	1,279,105	0
2012 Public Improvement Bond	2027	2.000-5.000	333,363	45,349	378,712	716,048
2012 PIB refunding	2022	5.00	880,302	90,145	970,447	922,605
2013 PIB refunding	2023	2.000-4.000	1,435,564	179,338	1,614,902	3,047,897
2013 Public Improvement Bond	2029	3.000-5.000	391,756	52,095	443,851	1,734,594
2014 Public Improvement Bond	2030	3.000-5.000	273,687	139,729	413,416	3,406,181
2015 PIB refunding	2029	2.000-4.000	192,960	79,238	272,198	2,082,452
2015 Public Improvement Bond	2031	3.000-5.000	375,962	217,333	593,295	5,567,737
2015 Public Improvement Bond	2026	3.000-5.000	2,193	728	2,921	15,766
2016 Public Improvement Bond	2027	3.000-5.000	882	395	1,277	7,455
2016 Public Improvement Bond	2032	2.250-5.000	217,258	156,933	374,191	3,576,586
2016 Public Improvement Bond	2037	2.250-5.000	35,000	36,506	71,506	900,000
2017 Public Improvement Bond	2033	2.250-5.000	376,834	279,151	655,985	6,865,333
2017 Public Improvement Bond	2038	2.250-5.000	70,000	69,103	139,103	1,865,000
2017 PIB refunding	2044	2.000-5.300	11,956	913,285	925,241	18,038,602
2018 Public Improvement Bond	2034	3.375-5.000	253,007	238,280	491,287	5,141,994
2018 Public Improvement Bond	2039	3.375-5.000	30,000	41,844	71,844	970,000
Subtotal Roads			\$7,115,169	\$3,110,231	\$10,225,399	\$64,433,193
TOTAL GENERAL FUND BONDS			\$17,780,712	\$7,277,637	\$25,058,349	\$155,489,256
2015 Capital Lease	2020	1.270	540,487	3,486	543,973	0
2016 Capital Lease	2021	2.244	1,425,774	25,690	1,451,464	720,565
2017 Capital Lease	2022	1.193	672,392	18,230	690,622	1,023,699
2018 Capital Lease	2023	1.781	770,533	45,711	816,243	1,987,192
2019 Capital Lease	2024	2.880	558,745	72,338	631,083	2,086,630
2020 Capital Lease	2025	1.949	272,057	27,699	299,756	2,570,943
TOTAL GENERAL FUND LEASE DEBT			\$4,239,987	\$193,154	\$4,433,141	\$8,389,029
TOTAL GENERAL FUND DEBT			\$22,020,699	\$7,470,791	\$29,491,491	\$163,878,285

FY2020 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-20 PRINCIPAL	FY-20 INTEREST	FY-20 TOTAL	PRINCIPAL OUTSTANDING
DEBT SERVICE FUND						
2011 PIB refunding	2020	4.000-5.000	106,553	2,132	108,685	0
Subtotal CSM (St. Charles Children Center)			\$106,553	\$2,132	\$108,685	\$0
2011 Excise Tax Bond	2023	2.000-5.300	1,610,000	228,900	1,838,900	5,165,000
2013 Excise Tax Bond	2024	3.000-5.000	503,968	123,909	627,877	2,226,190
2014 Excise Tax Bond	2025	4.000-5.000	1,345,000	411,624	1,756,624	7,560,000
2015 Excise Tax Bond	2026	3.000-5.000	456,897	151,595	608,492	3,284,483
2016 Excise Tax Bond	2027	3.000-5.000	418,070	187,162	605,232	3,534,200
2017 Excise Tax Bond	2028	3.000-5.000	1,653,858	876,246	2,530,104	16,697,988
2018 Excise Tax Bond	2029	5.000-5.000	1,200,000	692,400	1,892,400	13,800,000
Subtotal Excise Tax			\$7,187,793	\$2,671,836	\$9,859,629	\$52,267,861
2011 PIB refunding	2020	4.000-5.000	10,655	213	10,868	0
2012 PIB refunding	2022	5.00	32,515	3,330	35,845	34,077
Subtotal Nursing Homes			\$43,170	\$3,543	\$46,713	\$34,077
2011 Taxable Bond	2028	2.000-4.500	250,000	105,750	355,750	2,410,000
2012 Taxable Bond	2027	2.000-3.250	265,000	71,012	336,012	2,075,000
2012 PIB refunding	2022	2.000-5.000	1,680,000	158,249	1,838,249	1,485,000
2013 Taxable Bond	2029	3.000-4.000	235,000	82,453	317,453	2,335,000
2015 Taxable refunding	2023	3.000-4.000	240,750	41,070	281,820	786,000
2015 Non-taxable refunding	2024	2.000-4.000	155,000	30,400	185,400	685,000
2015 Taxable	2031	3.000-3.450	28,634	12,034	40,668	371,480
2015 Public Improvement Bond	2031	3.000-5.000	65,588	37,915	103,503	971,322
Subtotal U.S. Home Corporation			\$2,919,972	\$538,883	\$3,458,855	\$11,118,802
2015 Taxable refunding	2023	3.000-4.000	742,168	126,608	868,776	2,423,028
Subtotal Southern MD Sports & Entertainment Complex			\$742,168	\$126,608	\$868,776	\$2,423,028
TOTAL DEBT SERVICE FUND DEBT			\$10,999,656	\$3,343,002	\$14,342,658	\$65,843,768
SPECIAL REVENUE FUND						
2018 Capital Lease	2023	1.781	9,592	569	10,161	24,736
2020 Capital Lease	2025	1.949	3,732	380	4,112	35,268
TOTAL SPECIAL REVENUE FUND			\$13,324	\$949	\$14,273	\$60,004
INSPECTION & REVIEW						
2019 Capital Lease	2024	2.880	13,974	1,809	15,783	52,187
2020 Capital Lease	2025	1.949	17,464	1,778	19,242	165,036
TOTAL INSPECTION & REVIEW DEBT			\$31,438	\$3,587	\$35,025	\$217,223

FY2020 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-20 PRINCIPAL	FY-20 INTEREST	FY-20 TOTAL	PRINCIPAL OUTSTANDING
SOLID WASTE FUND						
2014 Public Improvement Bond	2030	3.000-5.000	23,218	11,854	35,072	288,966
2015 Public Improvement Bond	2031	3.000-5.000	5,389	3,115	8,504	79,813
2016 Public Improvement Bond	2032	2.250-5.000	5,115	3,695	8,810	84,205
2018 Public Improvement Bond	2034	3.375-5.000	18,759	17,667	36,426	381,241
TOTAL SOLID WASTE BONDS			\$52,481	\$36,331	\$88,812	\$834,225
2018 Capital Lease	2023	1.781	19,915	1,181	21,096	51,364
2019 Capital Lease	2024	2.880	31,587	4,089	35,676	117,957
2020 Capital Lease	2025	1.949	12,440	1,267	13,707	117,560
TOTAL SOLID WASTE OTHER OBLIGATIONS			\$63,942	\$6,537	\$70,479	\$286,881
TOTAL SOLID WASTE FUND DEBT			\$116,423	\$42,868	\$159,291	\$1,121,106
ENVIRONMENTAL SERVICE						
2015 PIB refunding	2029	2.000-4.000	3,200	1,314	4,514	34,534
2016 Public Improvement Bond	2032	2.250-5.000	3,927	2,836	6,763	64,642
TOTAL ENVIRONMENTAL SERVICE BONDS			\$7,127	\$4,150	\$11,277	\$99,176
2015 Capital Lease	2020	1.270	25,710	147	25,857	0
2016 Capital Lease	2021	2.244	89,889	1,620	91,509	45,428
2017 Capital Lease	2022	1.193	49,788	1,350	51,138	75,801
2018 Capital Lease	2023	1.781	17,835	1,058	18,893	45,998
2020 Capital Lease	2025	1.949	5,263	536	5,799	49,737
TOTAL ENVIRONMENTAL SERVICE OTHER OBLIGATION			\$188,485	\$4,711	\$193,196	\$216,964
TOTAL ENVIRONMENTAL SERVICE DEBT			\$195,612	\$8,861	\$204,473	\$316,140
WATERSHED PROTECTION AND RESTORATION FUND (WPRF)						
2010 Public Improvement Bond	2025	2.000-5.300	32,629	8,730	41,359	0
2011 Public Improvement Bond	2028	2.000-5.000	77,371	6,582	83,953	355,619
2012 Public Improvement Bond	2027	2.000-5.000	44,196	6,012	50,208	94,931
2012 PIB refunding	2022	5.00	8,129	832	8,961	8,519
2013 PIB refunding	2023	2.000-4.000	109,918	15,125	125,043	268,213
2013 Public Improvement Bond	2044	3.000-5.000	34,459	53,285	87,744	147,027
2014 Public Improvement Bond	2045	3.000-5.000	65,132	96,434	161,566	2,692,104
2015 PIB refunding	2029	2.000-4.000	24,692	10,140	34,832	266,477
2015 Public Improvement Bond	2046	3.000-5.000	39,474	65,579	105,053	1,852,632
2016 Public Improvement Bond	2047	2.250-5.000	90,290	174,930	265,220	4,575,801
2016 Public Improvement Bond	2032	2.250-5.000	2,222	1,605	3,827	36,574
2017 Public Improvement Bond	2033	2.250-5.000	1,735	1,286	3,021	31,617
2017 Public Improvement Bond	2048	2.250-5.000	90,535	159,115	249,650	4,588,695
2017 PIB refunding	2044	2.000-5.300	1,654	65,634	67,288	2,331,170
2018 Public Improvement Bond	2039	3.375-5.000	83,333	204,220	287,553	4,916,667
TOTAL WPRF BONDS			\$705,769	\$869,509	\$1,575,279	\$22,166,046
2017 Capital Lease	2022	1.193	3,218	88	3,306	4,900
2020 Capital Lease	2025	1.949	6,986	711	7,697	66,015
TOTAL WPRF OTHER OBLIGATIONS			\$10,204	\$799	\$11,003	\$70,915
TOTAL WPRF DEBT			\$715,973	\$870,308	\$1,586,282	\$22,236,961

FY2020 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-20 PRINCIPAL	FY-20 INTEREST	FY-20 TOTAL	PRINCIPAL OUTSTANDING
WATER & SEWER						
2010 Public Improvement Bond	2020	2.000-5.000	225,000	11,250	236,250	0
2010 Public Improvement Bond	2025	2.000-5.300	828,455	218,136	1,046,591	0
2011 Public Improvement Bond	2023	2.000-5.000	140,000	19,550	159,550	440,000
2011 Public Improvement Bond	2028	2.000-5.000	9,671	823	10,494	44,452
2011 PIB refunding	2020	4.000-5.000	988,262	19,765	1,008,027	0
2012 Public Improvement Bond	2027	2.000-5.000	252,548	34,355	286,903	542,460
2012 Public Improvement Bond	2022	2.000-5.000	325,000	51,250	376,250	700,000
2012 Public Improvement Bond	2032	2.000-5.000	318,829	76,770	395,599	690,505
2012 PIB refunding	2022	5.00	287,757	29,467	317,224	301,585
2013 PIB refunding	2023	2.000-4.000	1,227,744	185,081	1,412,825	3,399,277
2013 Public Improvement Bond	2029	3.000-5.000	131,241	17,452	148,693	581,103
2013 Public Improvement Bond	2024	3.000-5.000	131,032	32,216	163,248	578,810
2013 Public Improvement Bond	2044	3.000-5.000	40,541	62,688	103,229	172,973
2014 Public Improvement Bond	2030	3.000-5.000	226,379	115,577	341,956	2,817,415
2014 Public Improvement Bond	2045	3.000-5.000	99,868	147,866	247,734	4,127,895
2015 PIB refunding	2029	2.000-4.000	296,667	121,825	418,492	3,201,667
2015 Public Improvement Bond	2026	3.000-5.000	70,910	23,528	94,438	509,752
2015 Public Improvement Bond	2046	3.000-5.000	35,526	59,021	94,547	1,667,368
2015 Public Improvement Bond	2031	3.000-5.000	157,585	91,095	248,680	2,333,725
2016 Public Improvement Bond	2027	3.000-5.000	58,641	26,252	84,893	495,727
2016 Public Improvement Bond	2047	2.250-5.000	49,709	96,307	146,016	2,519,198
2016 Public Improvement Bond	2032	2.250-5.000	189,720	137,041	326,761	3,123,240
2017 Public Improvement Bond	2033	2.250-5.000	349,017	258,545	607,562	6,358,563
2017 Public Improvement Bond	2048	2.250-5.000	80,465	141,417	221,882	4,078,305
2017 PIB refunding	2044	2.000-5.300	5,951	551,799	557,750	12,981,245
2018 Public Improvement Bond	2034	3.375-5.000	286,069	269,418	555,487	5,813,931
2018 Public Improvement Bond	2039	3.375-5.000	166,667	408,442	575,109	9,833,333
TOTAL WATER & SEWER BONDS			\$6,979,254	\$3,206,936	\$10,186,190	\$67,312,529
Revolving Loan (BNR)	2026	1.200	768,057	66,886	834,943	4,805,813
2007 Meter Replacement Lease	2022	4.140	517,497	61,212	578,709	1,087,520
2015 Capital Lease	2020	1.270	110,304	662	110,966	0
2016 Capital Lease	2021	2.244	211,013	3,802	214,815	106,643
2017 Capital Lease	2022	1.193	74,672	2,025	76,697	113,686
2018 Capital Lease	2023	1.781	104,199	6,181	110,380	268,727
2019 Capital Lease	2024	2.880	81,166	10,508	91,674	303,115
2020 Capital Lease	2025	1.949	54,804	5,580	60,384	517,896
TOTAL WATER & SEWER OTHER OBLIGATIONS			\$1,921,712	\$156,856	\$2,078,568	\$7,203,400
TOTAL WATER & SEWER DEBT			\$8,900,966	\$3,363,792	\$12,264,759	\$74,515,929
TOTAL ALL FUNDS						
TOTAL BONDS - EXISTING			\$36,525,000	\$14,737,564	\$51,262,564	\$311,745,000
TOTAL OTHER OBLIGATIONS			6,469,092	366,593	6,835,684	16,444,415
TOTAL DEBT SERVICE OBLIGATIONS			\$42,994,092	\$15,104,157	\$58,098,248	\$328,189,415

NOTE: The size of pending 2019 Bond Issue is unknown at this time and is not included in this schedule.

Debt Ratios

The table below shows trends for the County for the eight most recent fiscal years ended 2018, in various debt and property value ratios, and an estimate for the fiscal year ending June 30, 2019 and 2020.

Fiscal Year	Population ⁽¹⁾	Assessed Value ⁽²⁾	Assessed Value per capita	Net Direct Debt	Net Direct Debt to Assessed Value	Net Direct Debt Per Capita
2011	146,551	18,973,018,802	129,464	185,931,569	0.98	1,268.72
2012	149,130	17,662,354,499	118,436	174,534,173	0.99	1,170.35
2013	151,148	16,855,700,814	111,518	161,280,264	0.96	1,067.04
2014	152,865	16,441,435,644	107,555	163,927,570	1.00	1,072.37
2015	154,749	16,549,777,913	106,946	168,741,576	1.02	1,090.42
2016	156,118	16,834,846,294	107,834	178,797,598	1.06	1,145.27
2017	157,705	16,995,622,523	107,768	181,704,069	1.07	1,152.18
2018	159,700	17,552,163,533	109,907	181,804,880	1.04	1,138.42
2019 Est.	161,503	18,178,356,189 ⁽³⁾	112,557	186,221,182 ⁽⁴⁾	1.02	1,153.05
2020 Est.	163,121	18,934,597,469 ⁽³⁾	116,077	166,230,029 ⁽⁴⁾	0.88	1,019.06

(1) Source: U.S. Department of Commerce, Bureau of the Census, Maryland Office of Planning, and Charles County Planning Division.

(2) Source: Maryland State Department of Assessments and Taxation.

(3) Source: Charles County Department of Fiscal Services and Administrative Services, estimate.

(4) Does not include the pending 2019 Bond Issue. Bond size has yet to be determined.

General Fund Bonded Debt Service Expenditures as a percentage of General Fund Revenues:

Fiscal Year	General Fund Total Debt Service ⁽¹⁾	General Fund G.O. Bond Debt Service	Total Operating Revenue	Bonded Debt as % of Revenue
2010	22,596,884	20,585,793	289,127,993	7.1%
2011	23,426,121	21,664,085	298,392,949	7.3%
2012	20,146,822	18,724,785	309,271,654	6.1%
2013	19,635,938	18,160,040	315,334,053	5.8%
2014.....	20,137,526	19,043,259	327,670,516	5.8%
2015.....	21,308,243	19,554,114	345,000,881	5.7%
2016.....	24,244,424	19,985,731	371,580,131	5.4%
2017.....	27,520,895	23,626,024	372,974,196	6.3%
2018	27,536,248	23,170,357	390,809,271	5.9%
2019 Budget.....	29,247,800	24,620,100	393,738,600	6.3%
2020 Budget.....	30,493,500	26,045,800	414,995,800	6.3%

(1) Total Debt Service includes debt payments for capital leases, loans, and General Obligation bond issues related to General Fund activity.

Glossary & Abbreviations

GLOSSARY

A

ACCRUAL BASIS: Both governmental and business-type activities are presented using the accrual basis of accounting in the government-wide financial statements and the proprietary and fiduciary fund financial statements. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recognized when incurred, regardless of the timing related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

AGENCY FUNDING: County assistance provided to semi-autonomous agencies. These are agencies not directly under the control of the County Commissioners. Examples of these include: the Health Department and Board of Education.

AGRICULTURE TRANSFER TAX: Tax on the sale of property located within an area zoned agriculture; proceeds are currently used to help fund the Agricultural Land Preservation Program.

ALLOCATE: To set apart portions of budgeted expenditures which are specifically designated to organizations for special activities or purposes (i.e., various rescue squads).

AMENDED BUDGET: The budget as adopted by the County Commissioners and adjusted to show any increases or decreases.

ANNUAL BUDGET: A budget covering a single fiscal year.

APPROPRIATIONS: A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. Typically, an appropriation is limited in amount and time it may be expended.

APPROVED BUDGET: The budget as formally adopted by the Board of Commissioners for the upcoming fiscal year.

ASSESSABLE BASE: The value of taxable real and personal property within the County, as determined by the State Department of Assessments and Taxation (SDAT).

ASSESSMENT: The process of determining values of real and personal property for taxation purposes.

ASSETS: The resources owned by an entity. All assets have the capacity to provide future services or benefits to the entities that use them.

AUDIT: A systematic and independent examination of books, accounts, statutory records, documents and vouchers to determine how far the financial statements as well as non-financial disclosures present a true and fair view of the County. It ensures that the books of accounts are properly maintained by the concern as required by law.

B

BALANCED BUDGET: A budget in which all expenditures are equaled by the total revenues and other financing sources. The County's General Fund budget must be balanced by State Law.

BASIS OF ACCOUNTING: Revenues and expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied. The measurement focus identifies which transactions should be recorded. Accrual Basis and Modified Accrual Basis are two different types of accounting methods.

BASIS OF BUDGETING: The basis that was used in preparing the budget which may differ from the basis of accounting.

BOND: An investment bearing certificate of indebtedness sold by a governmental agency to generate funds. The bond guarantees payment of the original investment plus interest by a specified date or dates in the future. Bonds typically involve long-term indebtedness to pay for infrastructure.

BOND RATING: A grade indicating a governmental unit's investment qualities. Generally speaking, the higher the bond rating, the lower the interest rate and the cost of financing capital projects funded by bonds. A high rating is indicative of the Government's strong financial position. Ratings range from AAA (highest) to D (lowest).

BOND SALE: The process of raising cash to fund capital projects by selling certificates of debt guaranteed by the County Government.

BONDED DEBT: The total amount owed by the County as a result of the sale of general obligation or other bonds guaranteed by the County Government.

BUDGET: A plan of financial operations for a given period of time providing estimates of proposed expenditures and the proposed means of financing them. A means of allocating resources.

GLOSSARY

C

CAPITAL ASSETS: Property, plant, equipment, and infrastructure assets (e.g. roads, bridges, and similar items.)

CAPITAL BUDGET: The budget which funds major infrastructure projects such as parks, schools, bridges, roads, water & sewer facilities, and landfills.

CAPITAL IMPROVEMENT PROGRAM (CIP): A multi-year plan showing anticipated capital projects and required funding.

CAPITAL OUTLAY: An expenditure classification for items that are expected to have a useful life greater than five years or an estimated total cost of \$5,000 or more. Capital outlay expenditures include such purchases as a vehicle, machinery, and equipment.

CAPITAL PROJECTS FUND: Account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by business-type/proprietary funds). The Capital Project Fund is a major fund.

CASH AND CASH EQUIVELENTS: Cash on hand, petty cash, demand deposits, and short term securities and certificates of deposit with an original maturity of three months or less at time of purchase.

CHART OF ACCOUNTS: The County's Chart of Accounts includes expenditure line items grouped in like categories. The following is a list of each category: *Agency Funding* *Capital Outlay* *Debt Service* *Depreciation* *Fringe Benefits* *Operating Contingency* *Operating Costs* *Personal Services* *Transfers Out*

CHARTER HOME RULE: Specified in Charter. Must provide for an elected Council. Offers broader powers than the traditional Commissioner form and Code Home Rule form.

CODE HOME RULE: Charles County's form of government. Commissioners determine structure through local enactments. County Commissioner title is retained. Offers broader powers than the traditional Commissioner form.

COMPREHENSIVE PLAN: A long range plan that guides policy, investment, program, and land use decisions.

CONNECTION FEE: Fee charged for access to a central water or sewer system to pay for the infrastructure cost that provided the capacity.

CONTINGENCY: Budget account in which funds are set aside for unforeseen expenditures which may become necessary during the year and which have not been provided for in the context of the budget.

CONTINGENCY- INFLATION: Account set up in the CIP budget that will be used as a reserve when needed to add to a project if/when inflation occurs. This method provides for proper financial planning for cost inflation while at the same time presenting projects that are in today's dollars.

CONSTRUCTION IN PROGRESS: Significant outlays for capital assets and improvements are capitalized as Construction in Progress while projects are being constructed. Projects are not depreciated until completed or substantially completed and available for use.

D

DEBT: Duty or obligation to pay money, deliver goods, or render services under an express or implied agreement.

DEBT SERVICE FUND: Accounts for the accumulation of designated revenues for the periodic payment of principal and interest on long-term debt. The Debt Service Fund is a major fund.

DEPARTMENT: A County agency or office consisting of one or more divisions. Examples are the Department of Public Works and Department of Community Services.

DEPRECIATION EXPENSE: Annual loss of value for equipment or other asset.

E

ENCUMBRANCE: A financial commitment for services, contracts, or goods which have not as yet been delivered or performed.

ENTERPRISE FUND: Funds established for operations that have a defined customer base and are primarily funded by a service fee associated directly with the operation. These operations are accounted for in a manner similar to the private sector, where budgets are used as a management tool and are subject to the amount of activity.

EXPENSE LINE: A breakdown of operating costs into a specific area of cost. Examples are Full Time Salaries and Supplies.

GLOSSARY

F

FIDUCIARY FUNDS: Are used to report assets held in a trustee or agency capacity for others and therefore are not available to support County programs. The reporting focus for fiduciary funds is on net assets and changes in net assets and accounting principles used are similar to proprietary funds.

FISCAL YEAR (FY): An accounting period covered by the County budget. Charles County's fiscal year commences July 1st and ends the following June 30th.

FIXED ASSET: An asset of long-term character. For budgetary purposes, a fixed asset is defined as an item costing \$5,000 or more with an expected life of more than five years.

FRINGE BENEFITS: Any employer cost associated with the benefits for County personnel. These include FICA, health, pension, life insurance, unemployment, workers compensation, and long term disability insurance.

FRONT FOOT FEE: Per foot fee assessed on a property fronting a water and/or sewer line. Revenues are applied to the debt associated with the cost of the water and sewer lines.

FULL-TIME: Status of an employee whose combined weekly hours total 37.5 or more.

FULL-TIME EQUIVALENT (FTE): A method of measuring the equivalent full-time personnel based on the number of hours worked.

FULL TIME REDUCED HOURS: Employees working more than 24 hours but less than 37.5 hours. These employees are eligible for Full Time benefits.

FUND: A separate budget/account grouping with its own revenues and appropriations. The general fund, for example, is used to manage most of the daily operations of the County agencies and is funded by a variety of taxes and other revenues.

FUND BALANCE: The difference between assets and liabilities in governmental funds. The balance in this account is the cumulative results of actual revenues and expenditures over time.

G

GENERAL FUND: The general operating fund of the County. It is used to account for all financial resources except those required to be accounted for in another fund. The General Fund is considered a major fund.

GENERAL OBLIGATION BONDS: Bonds issued by a government which are backed by the full faith and credit of its taxing authority.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP): A collection of commonly-followed accounting rules and standards for financial reporting. The purpose of GAAP is to ensure that financial reporting is transparent and consistent from one organization to another.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB): The independent, private-sector organization that established accounting and financial reporting standards for U.S. state and local governments that follow Generally Accepted Accounting Principles (GAAP).

GOVERNMENTAL FUNDS: The measurement focus of the governmental fund financial statements is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following comprises the County's Governmental Fund: General Fund, Capital Projects Fund, Debt Service Fund, and Special Revenue Funds.

GRANT: A contribution of assets (usually cash) from one governmental unit (typically the State or Federal Government or other organization) to another. The contribution is usually provided in support of a particular public function, project, or program.

I

INDIRECT COST: The component of the total cost for a service which is provided by and budgeted within another department or division. Indirect costs are budgeted to more accurately reflect the true total cost for such services such as those provided by administrative departments.

INDEMNITY MORTGAGE: Includes any mortgage, deed of trust, or other security interest in real property that secures a guarantee of repayment of a loan for which the guarantor is not primarily liable.

INFRASTRUCTURE: Refers to the technical structures that support a society, such as roads, water facilities, wastewater, power grids, flood management systems, communications (internet, phone lines, broadcasting), and so forth.

GLOSSARY

INTERAGENCY COMMITTEE (IAC): A State agency that assists in determining how state funds will be used to aid localities in the construction of public schools.

INTERFUND TRANSACTIONS: Type of transaction in which one fund transfers resources to another fund. One fund recognizes an Other Financing Source or Transfer In and the other fund recognizes an Other Financing Source or Transfer Out.

INTERGOVERNMENTAL REVENUES: Revenues from other governments (State, Federal, or Local) which can be in the form of grants, shared revenues, or entitlement.

INTERNAL SERVICE FUND: This type of fund is used to account for the financing of goods or services provided by one department of a government to other departments or agencies on a cost reimbursement basis.

INVENTORIES: Consist of expendable supplies held for the County's use and are valued at the lower of cost or market using the First-In/First-Out Method. Inventories in all funds are initially recorded in the inventory account and recognized as expenditures when consumed.

L

LEASE PURCHASE: A financing method of purchasing equipment in which payments are spread over a period of time.

LEVY: The amount of tax, service charge, and assessments imposed by the government.

LIABILITY: Loan, expense, or any other form of claim on the assets of an entity that must be paid or otherwise honored by that entity.

M

MAJOR FUNDS: Under GASB No. 24 the focus of the fund financial statements is on major funds. Defined based on a numerical formula, these funds generally represent the government's most important funds. Once identified, each major governmental and enterprise fund is presented in its own column in the governmental and proprietary fund statements.

MODIFIED ACCRUAL BASIS: The governmental fund financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Measurable" means knowing or able to reasonably estimate the amount. "Available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period.

N

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) The primary permitting program under the Clean Water Act, which regulates all discharges to surface water. It prohibits discharge of pollutants into waters of the United States unless EPA, a state, or a tribal government issues a special permit to do so.

NET ASSETS: The difference between assets and liabilities in proprietary funds. The balance in this account is the cumulative results of actual revenues and expenditures over time.

NON MAJOR FUNDS: Under GASB No. 24 those funds not meeting the major fund criteria are considered non major funds. These funds are presented in aggregate and presented in single columns- one in the governmental fund statements, and one in the proprietary fund statements.

O

OPERATING BUDGET: The annual budget which supports the day to day operations of County agencies.

OPERATING COSTS: Includes services & charges such as telephone, utilities, conferences & meetings, consultants, training, and uniforms, as well as, supplies, which would include expenses such as printing, auto fuel, general supplies, and office supplies.

OTHER POST EMPLOYMENT BENEFITS (OPEB): Benefits (other than pensions) that U.S. state and local governments provide to their retired employees. These benefits principally involve health care benefits, but also may include life insurance, disability, legal and other services.

OUTSIDE AGENCIES: Agencies of the County which are not subject to full County appropriation authority due to State Law, such as College of Southern Maryland, Public Library, Health Department, the Board of Education, and the Volunteer Fireman's Association.

P

PART-TIME: Period of hours worked by an employee totaling less than 25 hours per week.

PAY-GO: Pay-Go funding is the application of operating revenues for projects. The County typically uses this type of financing for projects that are relatively small in nature, have short life spans, or as a supplement to long-term financing.

PERSONAL SERVICES: Labor costs associated with the payment of County personnel. These include salaries and other wages, such as overtime, part-time, and shift differential.

PROGRAM OPEN SPACE (POS): A State program that helps finance investment in new facilities and parks.

GLOSSARY

PROPRIETARY FUNDS: The focus of proprietary fund measurement is upon determination of operating income, changes in net assets, financial position, and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. The County's enterprise funds are proprietary funds.

R

REVENUES: Monies received by the County to support its budget and enable the employees to provide services needed by the public. Property taxes, building permits, and receipts from State and Federal sources are examples.

RIGHT-OF-WAY (ROW): The land used by a public utility.

RISK MANAGEMENT: The coordinated and continuous effort to minimize the potential financial and human resource losses arising from worker's compensation, liability and property exposures.

S

SPECIAL REVENUE FUNDS: Account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The Special Revenue Funds of the county are non-major funds.

STORMWATER MANAGEMENT: The management of stormwater which is rainwater and melted snow that runs off streets, lawns, and other sites. When stormwater is absorbed into the ground, it is filtered and ultimately replenishes aquifers or flows into streams and rivers. In developed areas, however, impervious surfaces such as pavement and roofs prevent precipitation from naturally soaking into the ground. Instead, the water runs rapidly into storm drains, sewer systems, and drainage ditches and can cause: downstream flooding, stream bank erosion, increased turbidity (muddiness created by stirred up sediment) from erosion, habitat destruction, changes in the stream flow hydrograph (a graph that displays the flow rate of a stream over a period of time), combined sewer overflows, infrastructure damage, and contaminated streams, rivers, and coastal water.

T

TAG-A-BAG: Rather than paying a per-ton fee for usage of the Sanitary Landfill, an individual may opt to purchase a tag for each trash bag. The price of each tag roughly equates with its per-ton usage fee.

TAX INCREMENTAL FINANCING (TIF): A financing method that capitalizes on the difference between current and future assessments generated by the increased value of a redeveloped area. The ad valorem revenues are used to offset the public expense incurred in connection with the redevelopment. In most jurisdictions, tax increment financing is associated with bond issues.

TRANSFERS IN: Financial inflows from other funds of the government reporting entity that are not classified as interfund services provided and used, reimbursements or loans.

TRANSFER OF DEVELOPMENT RIGHTS (TDR): A government created market allowing the sale of certain rights (development rights) from rural areas to designated growth areas.

TRANSFERS OUT: This category type is used for transferring funds from one fund to another. Typically this represents the County's local match of a State or Federal grant.

TRI-COUNTY: Three Southern Maryland counties consisting of Charles, Calvert, and St. Mary's.

U / V

USER FEE: A service charge for the use of water and/or sewer utilities billed on a per 1,000 gallon consumption basis.

VanGO: All transportation services offered by Department of Planning & Growth Management are combined to form the VanGO program.

VOLUNTEERS IN COMMUNITY SERVICE (VICS): A court ordered alternative to incarceration. Individuals perform court ordered community services in lieu of points and/or incarceration.

W

WATERSHED: A land area that drains to a stream, lake, river, bay or ocean. In each watershed all of the water that falls in it, and drains off of it, goes to a common outlet, such as a reservoir outflow, mouth of a bay, or any point along a stream channel. Watersheds include surface water, like lakes, streams, reservoirs, and wetlands, and underlying groundwater.

WATERSHED IMPLEMENTATION PLAN: In December 2010, the U.S. Environmental Protection Agency (EPA) approved Maryland's Phase I Watershed Implementation Plan to reduce the nutrient and sediment pollution to the Chesapeake Bay. The next phase, known as Phase II, divides the statewide nutrient and sediment reduction goals among the localities. This affords jurisdictions autonomy in determining the most cost effective best management practices to meet nutrient and sediment reduction goals.

ACRONYMS/ABBREVIATIONS

A

A&E:	Architectural & Engineering	CCVFA:	Charles County Volunteer Fireman's Association
ACL:	Administration for Community Living	CDBG:	Community Development Block Grant
ACO:	Animal Control Office	CDL:	Commercial Drivers License
ADA:	American with Disabilities Act	CFC:	Community First Choice
ADR:	Alternative Dispute Resolution	CIP:	Capital Improvement Program
AEU:	Automated Enforcement Unit	CMOM:	Capacity, Management, Operation, and Maintenance
ALS:	Advanced Life Support	CNS:	Citizen Notification System
APFO:	Adequate Public Facilities Ordinance	COG:	Council of Governments
APF:	Adequate Public Facilities	COLA:	Cost of living adjustment
ARRA:	Adoptable/Rescuable/Reclaimable Animals	COMAR:	Code of Maryland Regulations
ASP:	Aging Schools Program	COPS:	Community Oriented Police Services

B

BJAG:	Byrne Memorial Justice Assistance Grants	CPI:	Consumer Price Index
BLS:	Basic Life Support	CPV:	Competitive Power Venture
BOCA:	Building Official and Code Administrators	CS:	Community Services
BOE:	Board of Education	C-SAFE:	Collaborative Supervision and Focused Enforcement
BNR:	Bio-Nutrient Removal	CSM:	College of Southern Maryland
BRAC:	Base Realignment and Closure	CTE:	Career Technology Education
		CY:	Calendar Year

C

CAD:	Computer-aided Design
CAFR:	Comprehensive Annual Financial Report
CCACCYF:	Charles County Advocacy Council for Children, Youth, and Families
CCAEMS:	Charles County Association of Emergency Medical Services
CCG:	Charles County Government
CCGTV:	Charles County Government Television
CCPL:	Charles County Public Library
CCPS:	Charles County Public Schools
CCSO:	Charles County Sheriff's Office

D

D.A.R.E.	Drug Abuse Resistance Education
DCS:	Department of Community Services
DHCD:	Department of Housing and Community Development
DHR:	Department of Human Resources
DNR:	Department of Natural Resources
DoD:	Department of Defense
DOT:	Department of Transportation
DPW:	Department of Public Works

ACRONYMS/ABBREVIATIONS

DRRA: Developer's Rights and Responsibilities

DSS: Department of Social Services

E

EAP: Employee Assistance Program

EDD: Economic Development Department

EEO: Equal Employment Opportunity

EF: Enterprise Fund

EMS: Emergency Medical Services

EMT: Emergency Medical Technician

ENSB: Emergency Number System Board

EOC: Emergency Operations Center

E.S.: Elementary School (in reference to schools)

ES: Emergency Services
(in reference to public safety)

F

FARU: False Alarm Reduction Unit

FB: Fund Balance

FAS: Fiscal and Administrative Services

FEMA: Federal Emergency Management Agency

FFY: Federal Fiscal Year

FMLA: Family Medical Leave Act

FRC: Family Recovery Court

FSSP: Family Support Services Program

FTA: Federal Transit Administration

FTE: Full Time Equivalent

FY: Fiscal Year

G

GAAP: Generally Accepted Accounting Practices

GASB: Governmental Accounting Standards Board

GFOA: Government Finance Officers Association

GIS: Geographic Information System

GO: General Obligation

GOCCP: Governor's Office of Crime Control & Prevention
In Maryland

GPS: Global Positioning System

H

H & CD: Housing and Community Development

HAZMAT: Hazardous Materials

HCV: Housing Choice Voucher Program

HOA: Homeowners Association

HOADR: Homeowners Association Dispute Review Board

HR: Human Resources

H.S.: High School

HUD: U.S. Department of Housing and
Urban Development

HVAC: Heating, Ventilating, and Air Conditioning

I

IAC: Interagency Committee on School Construction

ICC: International Code Council

ICMA: International City/County Management Association

IH: Indian Head

IT: Information Technology

IVR: Interactive Voice Response

J

JDC: Juvenile Drug Court

JLUS: Joint Land Use Study

L

LEED: Leadership in Energy and Environmental
Design

LMB: Local Management Board

LOSAP: Length of Service Awards Program

ACRONYMS/ABBREVIATIONS

LPRP: Land Preservation and Recreation Plan

M

MACo: Maryland Association of Counties

MALPF: Maryland Agricultural Land Preservation Foundation

MAP: Maryland Access Point

Matt.: Mattawoman

MBE: Minority Business Enterprise

MD: Maryland

MDE: Maryland Department of the Environment

MDOT: Maryland Department of Transportation

MGD: Millions of Gallons per Day

MGS: Maryland Geological Survey

MIEMSS: Maryland Institute for Emergency Medical Services

MICU: Mobile Intensive Care Unit

MIPPA: Medicare Improvements for Patients and Providers Act

MIS: Management Information Systems

MOU: Memorandum of Understanding

MOSCAD: Motorola Supervisory Control and Data Acquisition

MOSHA: Maryland Occupational Safety and Health Agency

MPCTC: Maryland Police and Correctional Training Commission

MRA: Mental Retardation Association

MSP: Maryland State Police

M.S.: Middle School

MTA: Mass Transit Authority

MWWTP: Mattawoman Wastewater Treatment Plant

N

NACo: National Association of Counties

NEPA: National Environmental Protection Act

NPDES: National Pollutant Discharge Elimination System

NPW: Non-Potable Water

NSF: Naval Support Facility

NSWC: Naval Surface Warfare Center

NWS: New World System

O

OAA: Older Americans' Act

OPEB: Other Post-Employment Benefits

OSHA: Occupational Safety and Health Administration

P

PC: Personal Computer

PDR: Purchase of Development Rights

PEHP: Public Employee Health Plan

P.G.: Prince George's County

PGM: Planning and Growth Management

PIB: Public Improvement Bonds

PILOT: Payment in lieu of taxes

P.O.: Purchase Order

POS: Program Open Space

PS: Pump Station

PSA: Public Service Announcement

PUD: Planned Urban Development

PW: Public Works

R

RAP: Rental Assistance Program

RC&D: Resource Conservation and Development

RFP: Requisition for Purchase

ACRONYMS/ABBREVIATIONS

ROW:	Right of Way	TCC:	Tri-County Council
RPT:	Recreation, Parks, & Tourism	TCCSM:	Tri-County Council for Southern Maryland
RPTP:	Rural Public Transportation Program	TCYSB:	Tri-County Youth Services Bureau
RTU:	Rooftop Units	TDR:	Transferrable Development Rights
<u>S</u>		TIF:	Tax Incremental Financing
SAO:	State's Attorney's Office	TOD:	Transit Oriented Development
SC+:	Senior Center Plus	<u>U</u>	
SCADA:	Supervisor, Control, and Data Acquisition	UCR:	Uniform Crime Report
SDAT:	State Department of Assessments and Taxation	U&O:	Use and Occupancy
SDARB:	Site Design & Architecture Review Board	UM:	University of Maryland
SELP:	Settlement Expense Loan Program	UPS:	Uninterrupted Power Supply
SFD:	Single Family Dwelling	U.S.	United States
SF:	Square Foot	USACE:	United States Army Corps of Engineers
SHIP:	State Health Insurance Program	UV:	Ultraviolet
SHSP:	State Homeland Security Program	<u>V</u>	
SLBE:	Small Local Business Enterprise Program	VICS:	Volunteers in Community Service
SMECO:	Southern Maryland Electric Cooperative	VFD:	Volunteer Fire Department
SMCJA:	Southern Maryland Criminal Justice Academy	<u>W</u>	
SOP:	Standard Operating Procedure	W&S:	Water & Sewer
SR:	Special Revenue	WCD:	Watershed Conservation District
SRF:	Special Revenue Fund	WIP:	Watershed Implementation Program
SSTAP:	Statewide Special Transportation Assistance Program	WPRF:	Watershed Protection and Restoration Fund
SUV:	Sports Utility Vehicle	WRAC:	Water Resource Advisory Committee
SWM:	Solid Waste Management	WSSC:	Washington Suburban Sanitation Commission
SWOT:	Strengths, Weaknesses, Opportunities, and Threats	WUDS:	Waldorf Urban Design Study
SYTEP:	Summer Youth Employment and Training Program	WURC:	Waldorf Urban Revitalization Corridor
<u>T</u>		WWTP:	Wastewater Treatment Plant
TCAS:	Tri-County Animal Shelter	<u>Y</u>	
		YTD:	Year to Date

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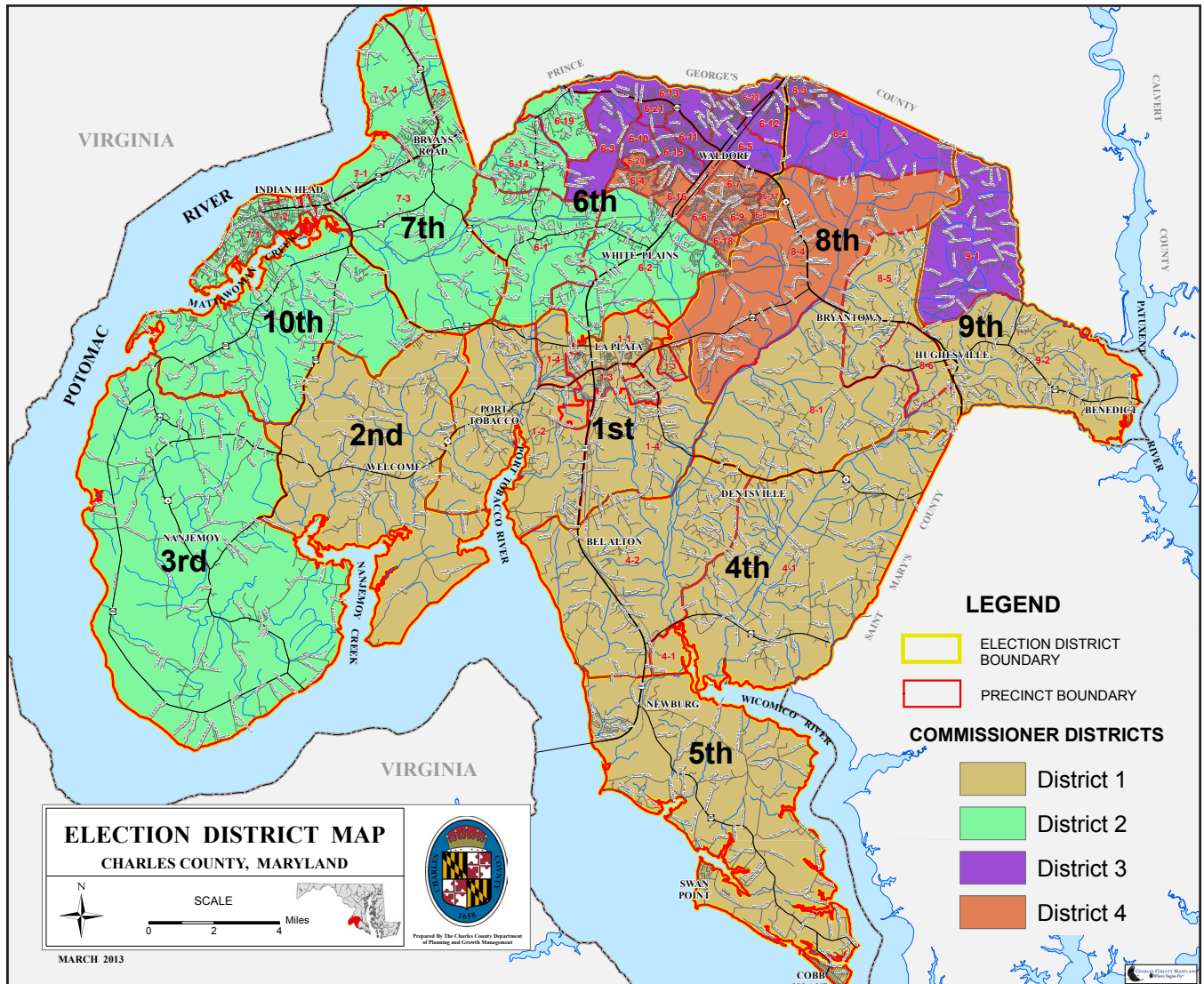
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Charles County, Maryland Commissioner Resident Districts



The President of the County Commissioners, who must declare his or her candidacy at the time of filing, is elected county-wide and may reside anywhere within the county. The four Commissioner members also run county-wide but one must reside within each of the four Commissioner districts.

Charles County Government

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County Administrator

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About Charles County Government

The mission of Charles County Government is to provide our citizens the highest quality service possible in a timely, efficient and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning and have an appropriate managerial organization tempered by fiscal responsibility. We support and encourage efforts to grow a diverse workplace. Charles County is a place where all people thrive and businesses grow and prosper; where the preservation of our heritage and environment is paramount; where government services to its citizens are provided at the highest level of excellence; and where the quality of life is the best in the nation.

It is the policy of Charles County to provide equal employment opportunity to all persons regardless of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, marital status, sexual orientation, genetic information, gender identity or expression, or any other status protected by law.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

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Maryland**

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July 1, 2018

Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Charles County, Maryland** for its annual budget for the fiscal year beginning **July 1, 2018**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, as a financial plan, and as a communications device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.