



Charles County, Maryland

Budget Book

Adopted FY2018 Budget
July 1, 2017–June 30, 2018



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 FY18-FY22 **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 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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July 21, 2017

Dear Charles County Citizens:

I am pleased to present the Charles County Government Fiscal Year 2018 Adopted Budget. Each year, the budget process is used to determine how much money will be available and where those resources should be allocated. The budget for all funds combined equals \$658 million; an increase of 13% compared to FY2017 Adopted Budget. The General Fund Adopted Budget for Fiscal Year 2018 provides \$15.9 million more in funding of which 65% of that increase will go towards public education, Sheriff's Office, and Emergency Services. The Fiscal Year 2018 budget was adopted without raising property tax or income tax rates.

In keeping with our Mission Statement to provide our citizens the highest quality of services, in an open environment tempered with fiscal responsibility, I present the operating and capital budgets for the year beginning July 1, 2017 and ending June 30, 2018.

Budget Highlights

General Fund Operations:

Our largest operating budget is the General Fund. The FY2018 General Fund Operating Budget was adopted at \$391,452,100, an increase of 4% compared to the Original Adopted FY2017 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 & 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% of the state liability.

Property Taxes will provide us with \$7.2 million more in tax revenue over the prior fiscal year. This revenue source is expected to generate a total of \$219 million, 56% of our total General Fund revenues. Our second largest revenue, **Income Tax**, is 3% greater than the FY2017 Adopted Budget. Revenues from income taxes are estimated to increase by \$3.6 million and equal \$124 million, representing approximately 32% of total revenues.

Our largest budget priority, Public Education, will be receiving \$4.7 million more than the Maintenance of Effort level required by law. The **Board of Education** (BOE) will receive \$175.5 million, \$5.0 million more than FY2017 to support salary raises for teachers and other public schools employees, as well as assist in funding new English Language Learners and special education positions.

The **Sheriff's Office** and related functions will receive a total funding of \$87.3 million, a 6% increase compared to FY2017 to support hiring one additional narcotics officer to address the opioid crisis, capital/equipment purchases, and a salary/merit increase for eligible staff. Our steady and consistent funding in the police force clearly has helped in our fight against crime and provides for a safer community.

Other highlights include, the Department of Emergency Services being approved five new Emergency Medical Service (EMS) employees to improve public safety services in underserved areas of the county, a 5% overall county department budget increase which includes salary raises for eligible employees and capital/equipment purchases to improve operating efficiencies. The Department of Health will receive additional funding to address the opioid crisis which includes two peer recovery specialists who are trained in evidence-based methods to help people through stages of overdose recovery and funding for Narcan supplies used to reverse the effect of opioids. The FY2018 budget will maintain the county's fund balance reserve within policy limits of 8-15% of total budgeted operating revenues.

Capital Project Budget:

Our Capital Budget is based on a five-year program that provides for multi-year project development and to ensure that projects can be afforded within our means while meeting our stated goal of enhancing our 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 our policy of spending within our 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 and Fitch. The county was upgraded to an Aaa rating from Moody's in Fiscal Year 2017. Bond ratings directly affect the interest rate received on borrowed funds in support of our capital improvement program.

The FY2018 - FY2022 Capital Improvement Program (CIP) provides for \$510 million in funding from a combination of sources so that the infrastructure for schools, roads, parks, water & sewer, and public buildings can be constructed. Public School projects total \$156 million, and accounts for approximately 30% of the \$510 million. Water and Sewer projects total \$172 million and Environmental projects, including stormwater management projects, are planned to receive \$68 million over the next five years. Approval for the College of Southern Maryland projects equaled \$31 million. Transportation/Road projects equaled \$40 million and another \$43 million is planned for various other projects.

The capital investment in education is evident with \$187 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. The College of Southern Maryland (CSM) is preparing to start a new Healthcare Training Facility at an investment of \$31 million in combined state and county funds. The training facility centrally located to the tri-county area will 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 to begin the planning stages of replacing the Animal Shelter, relocation of the La Plata Library, and safety improvements to our county 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 have been structured to generate revenue to pay for associated costs, like a business, they are budgeted for in separate funds known as enterprise funds. A comprehensive budget review is done annually to ensure the various fees and charges are adequate to support these operations. Various program fee increases have been enacted to offset the cost of inflation for services provided.

Our largest enterprise fund is for water and sewer operations. This fund has an operating budget of \$33.6 million. The user fee rates for the average household increased by approximately 2.5% 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 certain water and sewer services.

The second largest enterprise fund is the landfill operations located off Billingsley Road. The landfill has an operating budget of \$8 million and maintains a tipping fee rate of \$75 per ton to support county landfill expansion. Our citizens may also purchase tag-a-bag tickets for \$2.25 and deposit the bags at our landfill or transfer stations in lieu of contracting with a trash service provider. The Environmental Service Fee (ESF) Fund was approved for \$5.8 million. The fee of \$101 per improved property tax account will support recycling efforts throughout the county and will service approximately 46,000 home units for curbside recycling. The county is proud to have achieved a 53% waste diversion due to the citizen's efforts in recycling. The stormwater remediation fee of \$54 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 FY2018, Economic Development Department (EDD) priorities remain on the execution of the department's five-year strategic plan. The plan was delivered in May of 2016 and adopted by the Charles County Board of Commissioners the following month. Throughout FY2017 and going forward in FY2018, the department's priorities, initiatives, and on-going work have been and will continue to be benchmarked to the execution of the plan's recommendations.

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 eighteen (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”). In FY2017, the department initiated a number of projects to begin implementation of those recommendations; next steps continue into FY2018.

All the recommendations in the 5-year, economic development strategic plan are measures that will enhance the county's competitive position as a desirable community for establishing, growing, or relocating a business. This commercial investment in the community creates jobs for citizens and increases the commercial tax base.

Enhance the Product

Significant attention has been given to the Town of Indian Head and the adjacent military installation which includes the Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technical Division (NSWC IHEODTD), the largest command on the base. In FY2017, the EDD began working with the College of Southern Maryland and other stakeholders to create the Velocity Center, a concept developed by NSWC IHEODTD that will provide working space “outside the gate” for collaboration, seminars, and training. This project remains a top priority for FY2018. The Velocity Center will serve as an anchor tenant in a larger, technology oriented facility that could become a catalyst for the reemergence of commercial activity in the Town of Indian Head.

EDD has also prepared a Revitalization Strategy for Indian Head that builds on the momentum of the Urban Land Institute Technical Assistance Panel work that was conducted in FY2017 and co-funded by the Economic Development Department. The strategy integrates the Velocity Center concept into a larger, mixed use project that calls for residential and commercial elements. In FY2018, the department is preparing a market analysis, a financial feasibility analysis, and a funding strategy for the project.

Execute Effectively

Retention/expansion activities continue to be a priority and will include an outreach program created to increase engagement with local businesses – especially those in designated target industries. The program will help to identify issues or concerns so that they can be addressed expeditiously; open channels of communication with the business community; and ensure that more local employers know about the services and resources available through the county's Economic Development Department and its business services partners. This program will enhance existing outreach programs such as the Quarterly Business Roundtables, monthly e-news, regular social media engagement, and Annual Fall Meeting. Attraction programs planned for FY2018 include another round of lead generation outreach to include intelligence from website metrics, 30-second video commercials, continued digital ads, site selector engagement, and attendance at trade shows.

In keeping with objectives in the county's Comprehensive Plan, the department will fill the newly created position of Agriculture Business Development Manager in FY2018 to support local farm businesses, identify opportunities, implement agriculture enhancement programs, and recommend policies to enhance and encourage agriculture and ag-related industries.

Tell the Story

Marketing activity for FY2018 will include a continuation of established programs that have been developed and refined in the last two years. Those efforts include social media engagement, regular website updates, digital advertising, monthly e-news, news releases, and public relations outreach. A marketing toolkit with

informational brochures and one-sheets about Charles County's business location advantages and economic development programs was completed in FY2017. These collateral materials will be distributed to prospects, and new pieces will be developed as needed. A lead generation program that yielded several strong business attraction leads in FY2017 will be repeated in FY2018. Approximately 300 businesses whose recent activities signal a potential for expansion into the region will be identified and contacted to further assess their intent for such expansion. Those that demonstrate interest and potential will be added to the department's prospect list for appropriate follow-up and engagement.

Planning and Growth Management

The Department of Planning and Growth Management continued work on improvements to the villages of Benedict, Hughesville and Port Tobacco. A new village zoning code for Hughesville was presented to the Planning Commission for consideration. A contract to design a town green for Port Tobacco Village was solicited and renovations to historic homes and structures began in Fiscal Year 2017 and will continue for the next few years.

Conservation efforts continue with the approval of the National Pollutant Discharge Elimination System's Financial Accountability Plan (FAP) and a variety of new programs/projects related to pollution controls and our Watershed Implementation Plan. Work on stormwater improvements remains a priority for the county.

The county also continues 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 include the Zekiah Watershed Rural Legacy Area whereby the county received a grant of \$1.2 million from the state in FY2017 and contributed \$500 thousand in county funding to purchase conservation easements in the Zekiah Watershed. Additionally, the county contributed \$1.4 million to the MD Agricultural Land Preservation Foundation, which leveraged another \$3.5 million to purchase conservation easements on 1,300 acres of farm and forest land. A new county funded Purchase of Development Rights (PDR) program was recently implemented and has been funded once again for Fiscal Year 2018.

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 citizens for your interest, support and understanding. With citizens and the government working together, there will be no limit as to what can be achieved in our community.

Very truly,



Michael D. Mallinoff
County Administrator

COMMISSIONERS GOALS AND OBJECTIVES

Fiscal Years 2016 to 2018

Each Department plays a role in reaching the Goals and Objectives of the County Commissioners. Their role for each of the four goals is listed accordingly. Departmental Goals and Objectives are listed on the individual budget pages.

Goal #1: Transformational Government

A. Management Best Practices

- 1) **County Attorney** - Maintain database, document, and manage responses to Public Information Act Requests to ensure compliance.
- 2) **County Attorney** - Collaborate regularly with other jurisdictions.
- 3) **County Attorney** - Provide continuing education for attorneys, including successor planning and talent development.
- 4) **Emergency Services** - Maintain radio system reliability at 99.9%.
- 5) **Emergency Services** - Maintain radio system saturation at less than 40%.
- 6) **Emergency Services** - Improve the Tri-County Animal Shelter live release to intake ratio of adoptable/rescuable/reclaimable animals.
- 7) **Economic Development** - Integrate Waldorf Urban Redevelopment Corridor revitalization efforts into the Department of Economic Development to better leverage resources for business attraction, retention, and expansion.
- 8) **Economic Development** - Provide staff training on economic development.
- 9) **Economic Development** - Use County Human Resource Performance Evaluations to increase talent development.
- 10) **Economic Development** - Attend all International Economic Development Council, Maryland Economic Development Association, and Urban Land Institute meetings.
- 11) **Human Resources** - Research and stay current on Human Resources best practices.
 - a. Ensure a schedule for updating job descriptions with a focus on qualifications.
 - b. Increase amount of training conducted. Review training participation by department.
 - c. Explore ways to facilitate talent development and knowledge transfer at the department level. Encourage supervisors to develop individual and group training and development plans.
 - d. Implement Affordable Care Act reporting and ensure county compliance with federal mandates.
- 12) **Public Works** - Create training programs to encourage the use of modern management techniques, with emphasis on improving the department's mid-level managers' skills.
- 13) **Security** - Increase physical security at the Government Building main entrance and in the Commissioners' wing.

B. Automation and Technology

- 1) **County Attorney** - Utilize Legal Files software to track and document day-to-day activities on individual projects.
- 2) **Emergency Services** - Control the ratio of sustained to non-sustained complaints related to Animal Control Field Services.
- 3) **Emergency Services** - Control the ratio of false alarms to registered accounts.
- 4) **Economic Development** - Obtain, implement, and use the best and most affordable data research tools. Develop accurate, up-to-date data and research to inform economic development strategy and decision-making and improve systems for tracking and reporting customer interaction and program activity.

COMMISSIONERS GOALS AND OBJECTIVES

Fiscal Years 2016 to 2018

- 5) **Human Resources** - Begin efforts to procure a Human Resources Information System.
- 6) **Human Resources** - Complete historical record electronic archiving.
- 7) **Human Resources** - Implement online performance management software to replace existing paper-based system.
- 8) **Human Resources** - Utilize online recruiting software for part-time and Court system employees.
- 9) **Human Resources** - Implement online onboarding software to streamline new employee orientation procedures.
- 10) **Fiscal and Administrative Services** - Increase efficiencies within County Government through automation improvements, including addressing needs in Planning and Growth Management's processes and Fiscal and Administrative Services' tax billing procedures.
- 11) **Public Works** - Continue automation and technology advancements to further improve efficiency and dependability of county-owned operating infrastructure.

C. Customer Service

- 1) **County Attorney** - Maintain customer service training standards.
- 2) **Economic Development** - Ensure the service delivery system is designed to assist business expansion, retention, and attraction.
- 3) **Economic Development** - Attract business investment and job growth, and work toward building an effective economic development ecosystem. Grow the county's commercial tax base.
- 4) **Human Resources** - Reintroduce Customer Service Standards with subsequent mandatory training.
 - a. Conduct internal marketing campaign on quality customer service.
 - b. Conduct communications training (catabolic vs. anabolic and appreciative inquiry).
- 5) **Fiscal and Administrative Services/County Administration** - Renegotiate the current Cable Franchise Agreement due to expire in FY17 to be as advantageous to the county citizens as possible.
- 6) **Planning and Growth Management** - Process citizen petitions requesting the acquisition and management of private utility systems, in the most efficient means possible.
- 7) **Public Works** - Improve and enhance existing infrastructure by proactively pursuing funding sources and seeking out efficient techniques to improve preventive maintenance programs and completion of ongoing capital improvement projects.

D. Transparency

- 1) **All Departments** - Keep existing files current on the county website: www.CharlesCountyMD.gov.
- 2) **Community Services** - Communicate and educate the community on Community Services' programs and initiatives and their respective funding sources.
- 3) **County Attorney** - Maintain Boards and Commissions websites by posting pertinent data in a timely manner.
- 4) **Economic Development** - Establish clear and concrete economic development action items and work plans. Participate and support the development of an economic development ecosystem in Charles County (five-year process).
- 5) **Economic Development** - Open communications and establish an accountability process to ensure transparency.
- 6) **Fiscal and Administrative Services** - Maintain existing link for Transparent Government on the county website: www.CharlesCountyMD.gov.
- 7) **Public Works** - Improve transparency with customers and citizens with an objective of effectively communicating the true value of the services provided.

COMMISSIONERS GOALS AND OBJECTIVES

Fiscal Years 2016 to 2018

Goal #2: Promote Quality of Life and Resources

A. Optimize Cultural Heritage and Historic Assets

- 1) **County Attorney** - Support departments in their efforts to identify and establish strategy acquire property to encourage tourism.
- 2) **Economic Development** - Work with Tourism to define Charles County as a destination. Market and strategically promote Charles County as a highly desirable and unique business location.
- 3) **Economic Development** - Help define best, realistic, and reasonable use for county assets from an economic development perspective.
- 4) **Recreation, Parks & Tourism** - Complete the tourism branding project, including: selecting the branding firm; assisting the consultant with planning the branding process; assisting the consultant with scheduling public meetings and outreach; obtaining County Commissioners' approval.
- 5) **Recreation, Parks & Tourism** - Develop a short-term strategy for Charles County historic sites, including: Tourism product development (tours/interpretation) and event development (events held at historic sites).
- 6) **Recreation, Parks & Tourism** - Continue to identify event development opportunities that will attract out-of-town visitors.
- 7) **Public Works** - Work with all partners and the community to support Malloys Bay obtaining the National Marine Sanctuary designation.

B. Promote Community Wellness

- 1) **Community Services** - Determine priorities and future program sustainability of grant-dependent Aging and Senior Programs Division programs and services, in preparation for the new Waldorf Senior Center. Evaluation to include: program and service offerings and their associated fees and charges, value quantification of free services and programs, and seeking and applying for new grant opportunities.
- 2) **County Attorney** - Support departments in their efforts to promote community wellness by promptly reviewing proposals, agreements, and coordination efforts.
- 3) **Emergency Services** - Maintain the Emergency Medical Services dispatch reflex time of 90 seconds or less.
- 4) **Emergency Services** - Ensure Emergency Medical Services crews arrive on scene within nine minutes or less, 90% of the time.
- 5) **Emergency Services** - Ensure 911 calls are processed and dispatched within two minutes or less, 90% of the time.
- 6) **Economic Development** - Promote community wellness from an economic development perspective through job creation and investment. Seek or pursue opportunities to attract commercial investment to Charles County.
- 7) **Economic Development** - Increase business investment, grow the commercial tax base, and increase high-paying jobs in the county.
- 8) **Economic Development** - Assist business expansion by identifying markets and clusters that are a best fit for the county.
- 9) **Economic Development** - Create a "healthy" business ecosystem that supports entrepreneurial activity and allows residents to innovate, grow, and enjoy work-life balance.
- 10) **Fiscal and Administrative Services** - Identify and recommend funding sources for capital infrastructure, specifically for school renovations and the County Government communication system replacement.
- 11) **Public Works/Planning and Growth Management** - Promote the development of hiker-biker trails including, but not limited to, the Pope's Creek Rail Trail and the Cross-County Connecting Trail.

COMMISSIONERS GOALS AND OBJECTIVES

Fiscal Years 2016 to 2018

- 12) **Public Works** - Reduce injury and property damage rates by placing additional emphasis on participating with and improving countywide and industry-specific safety programs.
- 13) **Safety** - Decrease workers compensation-related lost time days by 3% in the department with the largest losses.

Goal #3: Establish a Cohesive, Sustainable Community through Collaboration

A. Transportation

- 1) **Planning & Growth Management** - Develop and phase in a five-year plan beginning in FY17 to make ADA compliant bus stop improvements at all VanGO public transit stops.
- 2) **Planning & Growth Management** - Continue to analyze and assess VanGO Public Transit routes to ensure local transportation needs are met across all sections of Charles County.
- 3) **County Attorney** - Support Planning and Growth Management and Public Works in their efforts to identify and establish strategies to further public infrastructure (roads, sewer, and storm water).
- 4) **Economic Development** - Integrate Waldorf Urban Redevelopment Corridor revitalization efforts into the Department of Economic Development.
- 5) **Economic Development** - Increase internal collaboration with other county departments.
- 6) **Economic Development** - Advocate for transportation infrastructure that serves and encourages county commerce.
- 7) **Human Resources** - Update county teleworking policy, and work with departments to increase use.
- 8) **Planning and Growth Management** - Ensure the county's Adequate Public Facilities Ordinance is achieving the intended goals it was designed to meet, including the adequacy of public roads.

B. Sustainable and Equitable Growth

- 1) **Economic Development** - Grow the county's commercial tax base.
- 2) **Fiscal and Administrative Services** - Identify and recommend funding sources for capital infrastructure specifically for school renovations and a communication system replacement.
- 3) **Planning and Growth Management/Emergency Services** - Ensure the county's Adequate Public Facilities Ordinance is achieving the intended goals it was designed to meet, for the adequacy of public water, sewer systems, rural fire suppression water supply, and school capacity.
- 4) **Planning and Growth Management** - Achieve adoption of the Comprehensive Plan.
 - a. Support appropriate growth in the proper locations.
 - b. Protect the county's sensitive natural resources.
 - c. Promote historic revitalization efforts.
- 5) **Public Works** - Improve and enhance existing infrastructure by proactively pursuing funding sources and seeking out efficient techniques to improve preventive maintenance programs and completion of ongoing capital improvement projects.

C. Engaged Workforce

- 1) **All Departments** - Create training programs to encourage the use of "best practices" management techniques, with particular emphasis on improving the skills of the department's mid-level managers.
- 2) **All Departments** - Increase efficiencies within county government through automation improvements.
- 3) **County Attorney** - Develop project teams, including attorneys and staff, to increase teamwork.

COMMISSIONERS GOALS AND OBJECTIVES

Fiscal Years 2016 to 2018

- 4) **County Attorney** - Review positions in the department and re-evaluate positions to enhance growth within the department.
- 5) **Economic Development** - Participate in building the best possible workforce in support of employers by collaborating with businesses and partners.
- 6) **Economic Development** - Create and maintain a well-educated/trained workforce through ongoing collaboration with the College of Southern Maryland Corporate Center and Charles County Public Schools to identify workforce needs and opportunities.
- 7) **Human Resources** - Implement mid-level manager training to supplement existing leadership academy. Enhance management support for employee participation.
- 8) **Human Resources** - Continue to provide cost-effective benefits programs for county employees and retirees, including wellness initiatives and resources that encourage healthier lifestyle choices. Focus on taking excellent wellness initiatives and crafting a cohesive strategy to make the program sustainable, innovative, and results-oriented.
- 9) **Human Resources** - Review employee survey and identify specific actions to address employee concerns. Continue to research and evaluate low/no cost incentives. Review data to determine department-level satisfaction and potential interventions.
- 10) **Human Resources** - Continue to conduct outreach to the community and other agencies to increase the diversity of applicant pools.
- 11) **Human Resources** - Develop and implement a cost savings/process improvement program through the Human Resources Employee Committee to improve overall governmental efficiency.

Goal #4: Governance Leadership

A. Transparency

- 1) **All Departments** - Keep existing files current on the county website: www.CharlesCountyMD.gov.
- 2) **County Attorney** - Continue to provide timely and efficient responses to Public Information Act requests.
- 3) **Economic Development** - Develop a transparent, open, and accountable county five-year strategic economic development plan, Competitive Realities Report, and department restructuring.
- 4) **Economic Development** - Report progress to the community at regular intervals.
- 5) **Media Services** - Promote the "Get Connected" campaign by enhancing public awareness of the various means for the citizens of Charles County to get connected to news, events, and programs offered by Charles County Government.
- 6) **Public Works** - Improve transparency with customers and citizens with an objective of effectively communicating the true value of the services provided.

B. High-Performance, Data-Driven Government

- 1) **County Attorney** - Increase use of Legal Files to maintain all documents and information relevant to topics.
- 2) **Economic Development** - Develop accurate, up-to-date research that enhances economic development strategy and decision-making.
- 3) **Economic Development** - Keep website up to date with the most current data related to business and workforce information.
- 4) **Economic Development** - Maintain state-of-the-art website to maximize engagement with site selectors and business attraction opportunities.
- 5) **Human Resources** - Based on identified needs, re-establish intern program to support performance data driven government.

COMMISSIONERS GOALS AND OBJECTIVES

Fiscal Years 2016 to 2018

- 6) **Fiscal and Administrative Services** - Increase efficiencies within county government through automation improvements.
- 7) **Planning and Growth Management** - Process, review, and approve development and building permit applications in a timely, efficient manner to support improved tax base, and to promote a fair regulatory climate for business and high quality of life for Charles County citizens.
- 8) **Planning and Growth Management** - Ensure the quality of neighborhoods and businesses by proper inspection of infrastructure, buildings and signs, as well as supporting the Nuisance Board on property maintenance concerns.
- 9) **Public Works** - Continue automation and technology advancements to further improve tracking of performance and use the information collected through asset management programs to develop benchmarks and track performance measures.

C. Financial Stewardship

- 1) **County Attorney** - Reduce cost of consultants by expanding knowledge base of associates and staff.
- 2) **Human Resources** - Monitor and analyze retirement programs with a focus on funding levels and sustainability.
- 3) **Economic Development** - Ensure Economic Development's budget is aligned with the department's goals and objectives. Restructure the department of economic development to ensure its ability to implement the strategic action plan (this may include budgetary and staff realignment).
- 4) **Economic Development** - Economic analyses on incentives to demonstrate return on investment to the county.
- 5) **Fiscal and Administrative Services** - Enhance financial custodianship by upgrading financial software/hardware.
- 6) **Fiscal and Administrative Services** - Provide analysis as needed regarding state-wide comparative fiscal matters, including tax burdens.
- 7) **Fiscal and Administrative Services** - Provide adequate review of fiscal notes submitted for land development.
- 8) **Fiscal and Administrative Services** - Prepare fiscal notes for all appropriate requests to the County Administrator/Board of County Commissioners.
- 9) **Public Works/Planning and Growth Management** - Provide effective and efficient planning, administration, and project oversight of capital improvement projects.
- 10) **Public Works** - Improve and enhance existing infrastructure and insure designs of new facilities utilize efficient equipment, techniques, and processes that will optimize efficiency to reduce or sustain costs.

D. Legislation

- 1) **County Attorney** - Work with departments to identify and track local and statewide legislative proposals that may have an impact on Charles County.
- 2) **Economic Development** - Submit legislation to County Commissioners for consideration.
- 3) **Economic Development** - Advocate for legislation that supports and fosters the entrepreneurial ecosystem.
- 4) **Economic Development** - Identify and remove as appropriate regulatory barriers to businesses.

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, Article 95, Section 22F(d) 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 reviewed the policy on May 30, 2014 with no changes.

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 24 of Article 31 of the Annotated Code of Maryland (1997 Replacement Volume). 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 9-10B-01 of Article 24 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 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.

FINANCIAL POLICIES

7. The County will analyze market conditions prior to debt issuance to determine the most advantageous average life.
8. The County will attempt to repay debt using a level principal repayment structure.

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 debt that can be issued.
2. The General Fund debt service will not exceed eight percent of the operating revenue budget.
3. The annual review of the Capital Improvement Program (CIP) will identify projects that are eligible for long term debt financing.
4. The adopted CIP will closely match the debt that is affordable as calculated by the annual update of the five-year financial plan.

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.

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.

FINANCIAL POLICIES

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.

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.

FINANCIAL POLICIES

8. The Personnel Policy and Procedure Manual was last revised on June 16, 2016. 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 1.70 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 1.69 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 1.70. 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.

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".

FINANCIAL POLICIES

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.
 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.

FINANCIAL POLICIES

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

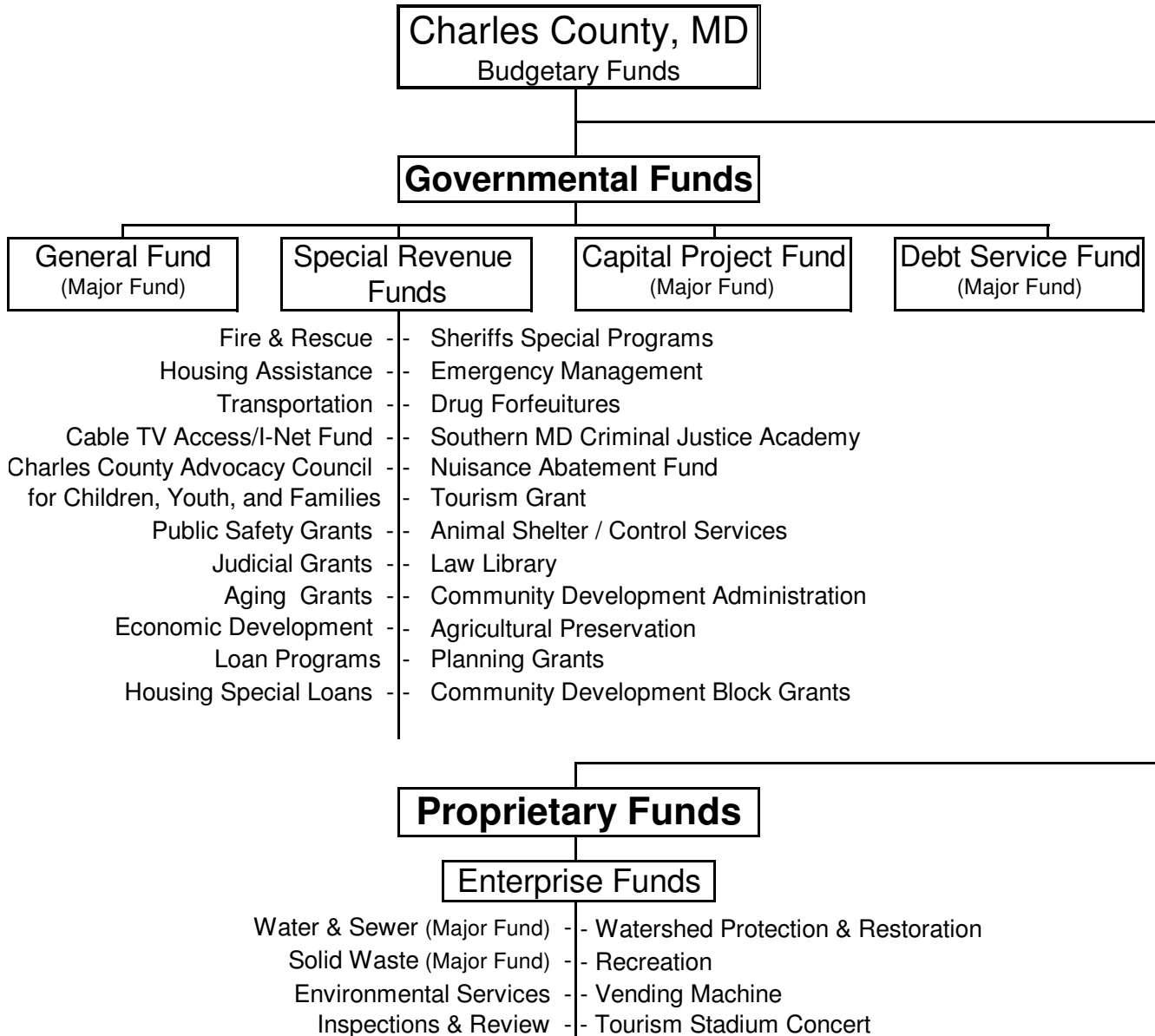
The County Commissioners adopted this policy on March 29, 2011 and reviewed the policy on May 30, 2014 with no changes. Assets are differentiated between Capital Assets (greater than \$5,000) and Controlled Assets (less than \$5,000). Capital Assets included all assets with an expected useful life of 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.
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, 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.

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 and the Solid Waste Fund are considered major funds. The County provides water and sewer service to over 31,500 customers and is anticipated to accept over 96,000 tons per year at the Landfill. Other Enterprise Funds include: Environmental Services, Watershed Protection and Restoration, Inspection and Review, Recreation, Tourism Stadium Concerts, 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	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"/>					
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"/>
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"/>
Recreation, Parks & Tourism	<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"/>			
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.

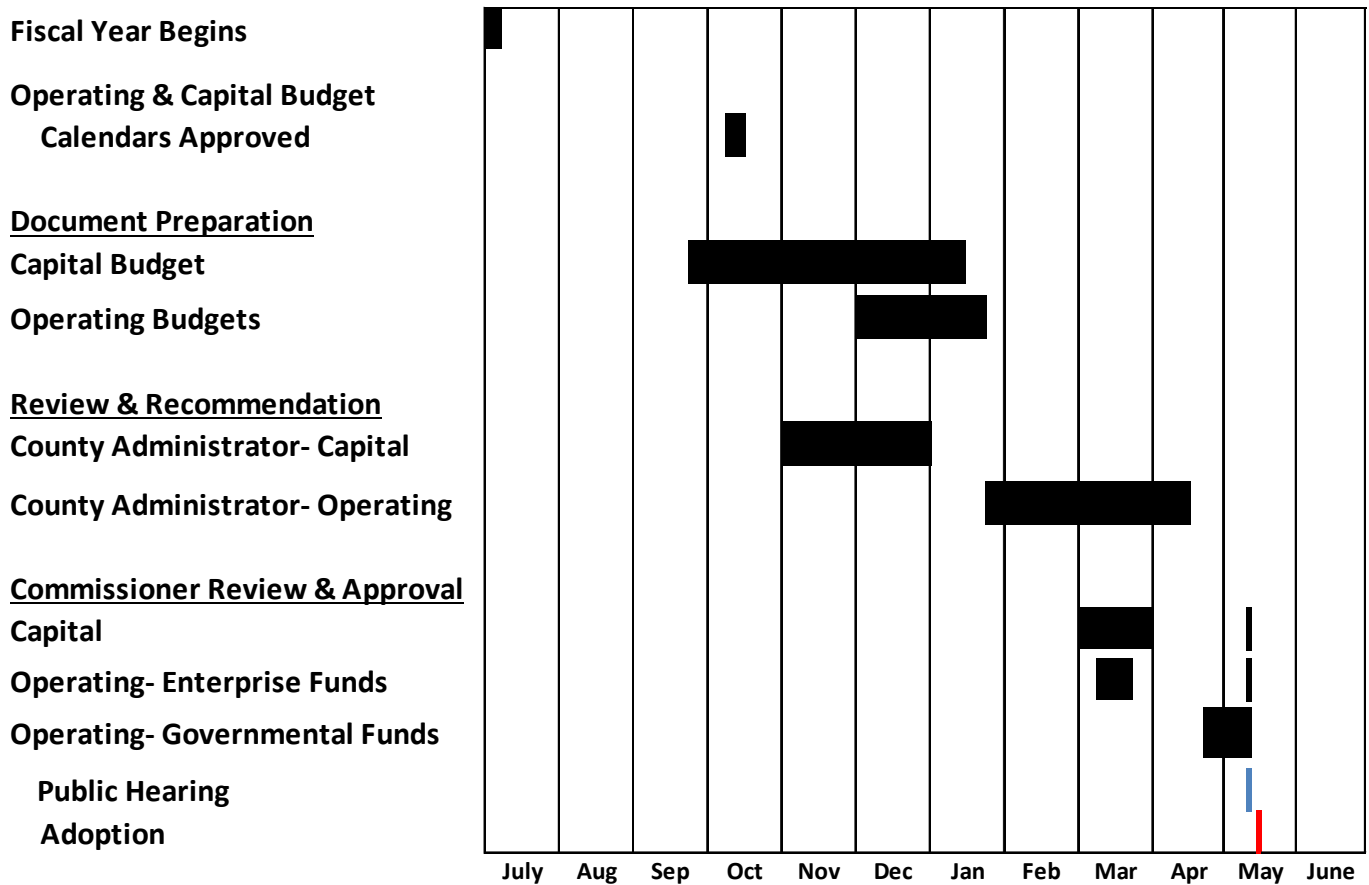
The following schedule summarizes the differences:

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 at the end of 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 in May and the budget was approved by the Commissioners on May 16, 2017.

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 May. 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 May 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. 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, 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 2018
OPERATING BUDGET CALENDAR
CHARLES COUNTY, MD
 (Adopted October 18, 2016)

<u>Time Line</u>	<u>Action</u>
October 31, 2016	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.
December 1, 2016	County Department and Elected Officials / Agencies requested budgets and Performance Measurement files are returned to Fiscal and Administrative Services / Budget Division.
February 28, 2017	Board of Education and CSM Operating Budget Requests due.
March 7, 2017	Budget Work Session – Other Enterprise Funds (Operating and Capital)
March 14, 2017	Budget Work Session- Water & Sewer Enterprise Fund (Operating and Capital)
April 25, 2017	Budget Work Session - General Fund
May 2, 2017	Budget Work Session - General Fund, Fees & Charges Review, and Special Revenues Funds
May 9, 2017	Budget Work Session - General Fund Recap
May 9, 2017	Public Hearing - Constant Yield Tax Rate and Operating Budgets
May 16, 2017	General Fund Tax Rates & Budget Adoption. Budget Adoption of All Other Funds.
May - July	Approved Budget Book prepared

FISCAL YEAR 2018

CAPITAL IMPROVEMENT PROGRAM BUDGET CALENDAR

CHARLES COUNTY, MD

(Adopted October 18, 2016)

<u>Time Line</u>	<u>Action</u>
September 13, 2016	Capital Improvement Program (CIP) forms sent to County Departments and Agencies.
October 3, 2016	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 11, 2016	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 17, 2016	General Government CIP operating impact forms are returned from the Department of Public Works.
October 24, 2016	Enterprise Fund CIP operating impact forms are returned from the Department of Public Works.
November/December	CIP review with County Administrator and Departments.
November 15, 2016	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 28, 2016)</i>
March 7, 2017	Budget Work Session – Other Enterprise Funds (Operating and Capital)
March 14, 2017	Budget Work Session- Water & Sewer Enterprise Fund (Operating and Capital)
March 21, 2017	General Fund CIP review session with the Commissioners.
March 28, 2017	General Fund CIP review session with the Commissioners.
May 9, 2017	Recap and final review of the FY 2018-2022 CIP (if needed).
May 9, 2017	Public Hearing on CIP.
May 16, 2017	Formal Adoption.

FISCAL YEAR 2018 ADOPTED BUDGET

Summary by Fund

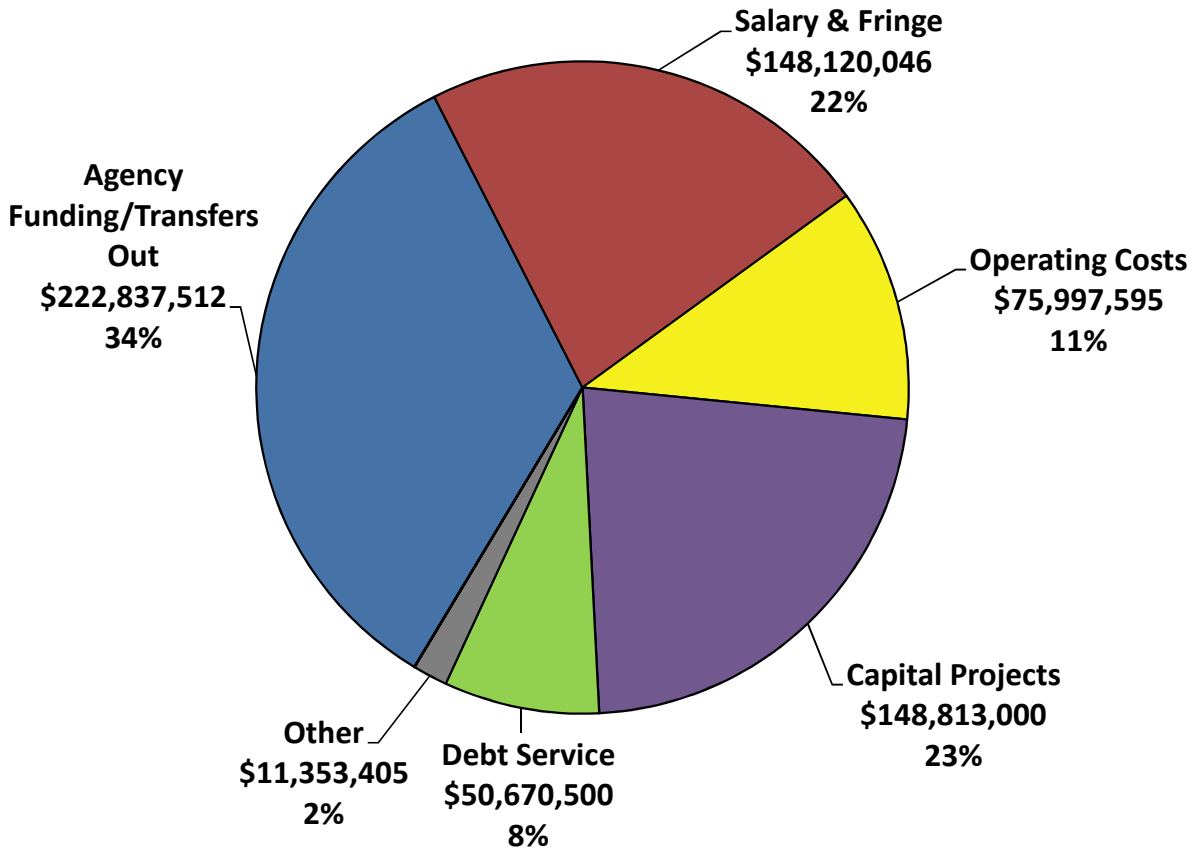
DESCRIPTION	FY2018				FY2017	
	OPERATING REVENUE	OTHER SOURCES	FUND BALANCE	APPROPRIATION TOTAL	APPROPRIATION TOTAL ³	% Chg.
<u>GOVERNMENTAL FUNDS:</u>						
General Fund	\$379,278,300	\$7,891,200	\$4,282,600 ¹	\$391,452,100	\$375,542,600	4.2%
Capital Project Fund						
Governmental	\$77,235,000	\$318,000		\$77,553,000	\$52,706,000	47.1%
Water & Sewer	57,383,000			57,383,000	28,826,000	99.1%
Watershed Protection and Restoration	11,070,000			11,070,000	11,672,000	-5.2%
Solid Waste- Landfill	1,450,000			1,450,000	1,629,000	-11.0%
Total Capital Projects	\$147,138,000	\$318,000	\$0	\$147,456,000	\$94,833,000	55.5%
Governmental Reserves	0		1,357,000 ¹	1,357,000	0	
Total Capital Project Fund	\$147,138,000	\$318,000	\$1,357,000	\$148,813,000	\$94,833,000	56.9%
Debt Service Fund	\$14,880,900	\$0	\$57,800 ¹	\$14,938,700	\$14,614,000	2.2%
Special Revenue Funds						
Fire & Rescue	\$12,563,392			\$12,563,392	\$12,215,295	2.8%
Housing Assistance	9,289,754	182,300		9,472,054	9,360,424	1.2%
Transportation	5,482,075	3,194,454		8,676,529	10,202,749	-15.0%
Cable TV Access/I-Net Fund	3,555,300		1,876,000 ¹	5,431,300	3,743,200	45.1%
Charles County Advocacy Council for Children, Youth, and Families	2,251,722			2,251,722	3,080,276	-26.9%
Public Safety Grants	849,218	813,153		1,662,371	1,727,132	-3.7%
Judicial Grants	1,145,242	103,843		1,249,085	2,283,407	-45.3%
Aging Grants	1,025,329		8,100 ¹	1,033,429	1,259,945	-18.0%
Economic Development Loan Programs	0		675,000 ¹	675,000	641,000	5.3%
Housing - Special Loans	404,500	500		405,000	405,000	0.0%
Sheriffs Special Programs	213,500		81,400 ¹	294,900	247,900	19.0%
Emergency Management	183,445	103,344		286,789	4,358,684	-93.4%
Drug Forfeitures	139,400		88,300 ¹	227,700	155,000	46.9%
Southern MD Criminal Justice Academy	88,000	92,000	21,300 ¹	201,300	237,300	-15.2%
Nuisance Abatement Fund	200,000			200,000	200,000	0.0%
Tourism Grant	79,587			79,587	89,695	-11.3%
Animal Shelter / Control Services	78,800			78,800	99,649	-20.9%
Law Library	62,900	3,000		65,900	65,900	0.0%
Community Development Administration	40,000			40,000	490,438	-91.8%
Agricultural Preservation	12,000			12,000	4,200	185.7%
Planning Grants	9,000			9,000	18,533	-51.4%
Community Development Block Grants	0			0	300,000	-100.0%
Total Special Revenue	\$37,673,164	\$4,492,594	\$2,750,100	\$44,915,858	\$51,185,727	-12.2%
<u>PROPRIETARY FUNDS:</u>						
Enterprise Funds						
Water & Sewer	\$33,388,500		\$250,000 ¹	\$33,638,500	\$31,428,500	7.0%
Solid Waste- Landfill	7,391,100		645,000 ²	8,036,100	6,604,100	21.7%
Environmental Services	5,318,100		500,000 ²	5,818,100	5,214,700	11.6%
Inspections & Review	3,900,100	9,700	456,000 ¹	4,365,800	4,559,300	-4.2%
Watershed Protection and Restoration	2,839,400	550,000	170,000 ¹	3,559,400	2,685,600	32.5%
Recreation	2,040,700			2,040,700	2,053,300	-0.6%
Vending Machine	140,600			140,600	140,600	0.0%
Tourism Stadium Concert	73,200			73,200	73,200	0.0%
Total Enterprise Fund	\$55,091,700	\$559,700	\$2,021,000	\$57,672,400	\$52,759,300	9.3%
Total All Funds	\$634,062,064	\$13,261,494	\$10,468,500	\$657,792,058	\$588,934,627	11.7%

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 FY2017 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 2018 APPROVED EXPENDITURES BY ACCOUNT CLASSIFICATION

TOTAL = \$657,792,058



	FY2016 BUDGET	% total	FY2017 BUDGET	% total	FY2018 ADOPTED	% total
Agency Funding/Transfers Out	\$211,020,783	37.7%	\$215,387,598	36.6%	\$222,837,512	33.9%
Salary & Fringe	138,183,175	24.7%	141,315,040	24.0%	148,120,046	22.5%
Operating Costs	72,262,049	12.9%	73,707,075	12.5%	75,997,595	11.6%
Capital Projects	81,701,000	14.6%	94,833,000	16.1%	148,813,000	22.6%
Debt Service	44,860,900	8.0%	48,429,600	8.2%	50,670,500	7.7%
Capital Outlay/Maintenance	11,019,247	2.0%	12,730,694	2.2%	9,238,205	1.4%
Operating Contingency	203,500	0.0%	1,440,300	0.2%	1,094,900	0.2%
Equipment Reserve	744,900	0.1%	1,091,320	0.2%	1,020,300	0.2%
TOTAL ALL FUNDS	\$559,995,554		\$588,934,627		\$657,792,058	

NOTE: The FY2016 and FY2017 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 2016 and estimates for Fiscal Year 2017 and Fiscal Year 2018. Fiscal Year 2017 estimates are based on unaudited figures. Fiscal Year 2018 represents the approved budget for the General Fund, Debt Service and Other Governmental Funds. For the Enterprise Funds, Fiscal Year 2018 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 2018 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 2016 ended with a \$19.0 million gain due to conservative spending and income tax exceed exceeding expectations. The Fiscal Year 2017 fund balance is estimated to increase by \$8.6 million due to conservative spending and recordation tax revenue exceeding expectations. The Fiscal Year 2018 use of fund balance in the amount of \$4.3 million has been appropriated for:

- \$3.2 million is being used to fund one-time costs that are Commissioner Priorities.
- \$968 thousand will be used towards debt service payments on the 2015 Bond Issue and to pay for capital projects. A bond premium of this amount was received in FY2016 and the use is legally restricted.
- \$100 thousand is being used towards the OPEB contribution. These funds were generated from a Medicare subsidy.
- \$11 thousand is being used for the Housing Authority. This portion of fund balance was originally generated from the sale of surplus property and set aside for use by the Housing Authority.

FUND BALANCE

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

	FY2016 Actual	FY2017 Estimated	FY2018 Approved
Beginning Fund Balance	\$50,251,868	\$69,252,677	\$77,872,697
Revenues	371,580,131	372,426,200	379,278,300
Expenditures	(355,523,784)	(362,074,360)	(385,570,300)
Other Financing Sources/(Uses)	2,944,462	(1,731,820)	2,009,400
Projected Ending Fund Balance	\$69,252,677	\$77,872,697	\$73,590,097
Non-spendable-Fund Balance	(4,365,445)	(4,365,445)	(4,365,445)
Restricted Fund Balance	(5,256,573)	(2,188,700)	(1,221,000)
Committed Fund Balance	(55,610,042)	(63,182,512)	(59,967,612)
Assigned Fund Balance	(4,020,616)	(5,842,224)	(5,742,224)
Unassigned Fund Balance	\$0	\$2,293,816	\$2,293,816

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 FY2018, a fund balance of \$38.1 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.

Other Governmental Funds: Fiscal Year 2016 ended the year with a \$2.4 million increase in fund balance. Fund balance is estimated to increase in Fiscal Year 2017 by \$1.4 million. Fiscal Year 2018 is estimated to decline by \$2.8 million 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 \$7 million at the end of Fiscal Year 2018.

Water and Sewer Fund: Net assets for the Water and Sewer Fund increased by \$6.4 million in Fiscal Year 2016; an increase of 5.0%. Fiscal Year 2017 is estimated to increase by \$2.3 million and Fiscal Year 2018 is estimated to increase by \$4.3 million. These amounts are relatively insignificant to a fund equity that remains in excess of \$141 million.

Solid Waste Fund: Net assets for the Solid Waste Fund have increased by \$2.9 million in Fiscal Year 2016; an increase of 10.9%. Fiscal Year 2017 is estimated to increase by \$3.4 million and increase by \$2.6 million in Fiscal Year 2018. The fund equity is estimated to remain in excess of \$35 million at the end of Fiscal Year 2018.

Other Enterprise Funds: A \$1.5 million gain in Fiscal Year 2016 increased fund equity by 24%. The gain was caused by surpluses in the Inspection & Review Fund and Recreation Fund. Surpluses are being estimated for the various enterprise funds in Fiscal Year 2017 which will increase fund equity by \$1.3 million. Fiscal Year 2017 is estimated to decline by \$972 thousand as the Environmental Services Fund and the Inspection & Review Fund are utilizing prior year reserves to purchase one-time items. Fund balance is expected to remain in excess of \$8.2 million by the end of Fiscal Year 2018.

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 Projects Fund		
	FY2016 Actual	FY2017 Estimated	FY2018 Approved	FY2016 Actual	FY2017 Estimated	FY2018 Estimated
Revenues						
Property Taxes	\$207,506	\$211,485	\$218,810	\$0	\$0	\$0
Income Taxes	123,430	118,404	124,210	0	0	0
Other Local Taxes	23,723	25,925	19,452	0	0	0
Licenses & Permits	1,106	1,062	1,079	0	0	0
Federal Grants	1,132	40	0	208	812	178
State Grants	1,600	1,676	1,629	905	1,895	14,991
Local Governments	435	515	557	0	0	0
Service Charges	6,239	6,870	7,589	7,336	4,145	2,791
Fines & Forfeitures	3,708	3,742	3,541	0	0	0
Interest	429	1,062	425	0	0	0
Rent Revenues	1,302	1,278	1,305	0	0	0
Miscellaneous	971	369	682	10,408	141	2,327
Total Revenues	\$371,580	\$372,426	\$379,278	\$18,857	\$6,993	\$20,287
Expenditures						
General Government	\$14,617	\$13,639	\$18,538	\$9,520	\$9,160	\$16,570
Fiscal & Administrative Services	5,947	5,971	6,664	0	0	0
Public Works - Facilities	13,957	13,505	14,987	0	0	0
Public Works - Utilities	0	0	0	0	0	0
Community Services	2,356	1,984	2,085	0	0	0
Recreation, Parks & Tourism	6,687	7,383	8,013	544	3,923	1,978
Planning & Growth Mgmt.	2,719	2,819	3,551	131	65	162
Public Safety	93,168	93,947	101,845	60	617	2,724
Health & Social Services	3,717	4,459	4,662	0	0	0
Conservation of Natural Resources	646	650	682	1,031	1,341	2,630
Economic Development	1,542	1,768	1,995	0	0	0
Education Appropriations	179,755	184,551	189,580	14,831	11,458	44,937
Other	5,974	3,727	4,906	0	0	0
Debt Service	24,440	27,673	28,063	0	0	0
Total Expenditures	\$355,524	\$362,074	\$385,570	\$26,118	\$26,562	\$69,002
Operating Gain/(Loss)	\$16,056	\$10,352	(\$6,292)	(\$7,260)	(\$19,570)	(\$48,715)
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	9,707	3,343	3,934	27,100	22,420	49,300
Transfers In	1	1,317	3,957	2,038	1,719	318
Transfers Out	(6,764)	(6,392)	(5,882)	0	(1,317)	(1,357)
Net Change in Fund Balance	\$19,001	\$8,620	(\$4,283)	\$21,877	\$3,252	(\$454)
Fund Balance- Beginning of Year	50,252	69,253	77,873	13,423	35,300	38,552
Fund Balance - End of Year	\$69,253	\$77,873	\$73,590	\$35,300	\$38,552	\$38,098

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		
	FY2016 Actual	FY2017 Estimated	FY2018 Estimated	FY2016 Actual	FY2017 Estimated	FY2018 Approved
Revenues						
Property Taxes	\$969	\$958	\$1,082	\$11,604	\$11,941	12,180
Income Taxes	0	0	0	0	0	0
Other Local Taxes	10,265	8,310	8,364	0	27	0
Licenses & Permits	0	0	0	0	0	0
Federal Grants	0	0	0	15,517	15,697	15,311
State Grants	0	0	0	2,910	3,014	3,459
Local Governments	0	0	0	88	88	88
Service Charges	0	0	0	5,548	5,540	6,011
Fines & Forfeitures	0	0	0	685	518	321
Interest Income	1,088	1,101	933	20	34	15
Rent Revenues	0	0	0	0	0	0
Miscellaneous	1,084	4,356	4,503	360	364	289
Total Revenues	\$13,405	\$14,725	\$14,881	\$36,732	\$37,223	\$37,673
Expenditures						
General Government	\$0	\$0	\$0	\$1,682	\$1,811	2,756
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	11,314	11,090	10,950
Recreation, Parks & Tourism	0	0	0	28	47	80
Planning & Growth Mgmt.	0	0	0	7,275	8,272	8,886
Public Safety	0	0	0	14,766	14,711	15,315
Health & Social Services	0	0	0	3,059	3,444	3,501
Conservation of Natural Resources	0	0	0	12	27	12
Economic Development	0	0	0	3	140	675
Education Appropriations	0	0	0	80	92	124
Other	0	0	0	0	0	0
Debt Service	20,297	12,809	12,286	0	0	0
Total Expenditures	\$20,297	\$12,809	\$12,286	\$38,219	\$39,633	\$42,298
Operating Gain/(Loss)	(\$6,892)	\$1,916	\$2,595	(\$1,486)	(\$2,410)	(\$4,625)
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	0	0	0	0	0	0
Transfers In	0	0	58	3,954	3,861	4,493
Transfers Out	0	0	0	(109)	(18)	(2,618)
Net Change in Fund Balance	(\$6,892)	\$1,916	\$2,653	\$2,359	\$1,433	(\$2,750)
Fund Balance- Beginning of Year	36,178	29,286	31,202	6,590	8,949	10,382
Fund Balance - End of Year	\$29,286	\$31,202	\$33,855	\$8,949	\$10,382	\$7,632

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		
	FY2016 Actual	FY2017 Estimated	FY2018 Estimated	FY2016 Actual	FY2017 Estimated	FY2018 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	66	64	64	1	10	3
Federal Grants	0	0	0	0	0	0
State Grants	0	0	0	0	0	0
Local Governments	1,028	953	1,076	0	0	0
Service Charges	35,885	36,084	39,794	6,752	7,695	7,386
Fines & Forfeitures	624	663	623	0	0	0
Interest Income	40	30	32	29	79	79
Rent Revenues	277	247	272	0	0	0
Miscellaneous	226	103	3,742	0	3	2
Total Revenues	\$38,146	\$38,144	\$45,604	\$6,782	\$7,786	\$7,470
Expenditures						
General Government	\$1,124	\$1,249	\$1,249	\$179	\$205	\$207
Fiscal & Administrative Services	674	733	772	0	0	0
Public Works - Facilities	0	0	0	3,717	4,196	4,638
Public Works - Utilities	26,785	31,216	35,112	0	0	0
Community Services	0	0	0	0	0	0
Recreation, Parks & Tourism	0	0	0	0	0	0
Planning & Growth Mgmt.	796	702	1,015	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	2,371	1,955	3,192	20	26	38
Total Expenditures	\$31,750	\$35,855	\$41,339	\$3,916	\$4,426	\$4,883
Operating Gain/(Loss)	\$6,396	\$2,289	\$4,265	\$2,866	\$3,360	\$2,586
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	0	0	0	0	0	0
Transfers In	0	0	0	0	0	0
Transfers Out/Capital Contribution	0	0	0	0	0	0
Change in Net Assets	\$6,396	\$2,289	\$4,265	\$2,866	\$3,360	\$2,586
Net Assets- Beginning of Year	128,121	134,516	136,805	26,378	29,244	32,604
Net Assets- End of Year	\$134,516	\$136,805	\$141,070	\$29,244	\$32,604	\$35,191

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					
	Other Enterprise Funds			Total Enterprise Funds		
	FY2016 Actual	FY2017 Estimated	FY2018 Estimated	FY2016 Actual	FY2017 Estimated	FY2018 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	67	73	67
Federal Grants	1	0	0	1	0	0
State Grants	21	33	21	21	33	21
Local Governments	0	0	0	1,028	953	1,076
Service Charges	12,801	13,845	14,572	55,439	57,624	61,752
Fines & Forfeitures	0	0	0	624	663	623
Interest Income	15	17	15	85	126	126
Rent Revenues	668	673	681	944	920	953
Miscellaneous	155	52	137	382	159	3,882
Total Revenues	\$13,662	\$14,620	\$15,426	\$58,590	\$60,550	\$68,500
Expenditures						
General Government	\$218	\$364	\$439	\$1,521	\$1,818	\$1,895
Fiscal & Administrative Services	0	0	0	674	733	772
Public Works - Facilities	5,013	5,171	6,659	8,730	9,366	11,298
Public Works - Utilities	0	0	0	26,785	31,216	35,112
Community Services	99	95	179	99	95	179
Recreation, Parks & Tourism	2,561	3,072	3,535	2,561	3,072	3,535
Planning & Growth Mgmt.	4,516	4,747	5,612	5,312	5,449	6,627
Public Safety	82	143	110	82	143	110
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	383	558	916	2,774	2,538	4,146
Total Expenditures	\$12,872	\$14,150	\$17,451	\$48,539	\$54,431	\$63,673
Operating Gain/(Loss)	\$790	\$470	(\$2,024)	\$10,051	\$6,119	\$4,827
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	0	0	0	0	0	0
Transfers In	2,000	805	1,052	2,000	805	1,052
Transfers Out	(1,268)	0	0	(1,268)	0	0
Change in Net Assets	\$1,521	\$1,275	(\$972)	\$10,783	\$6,924	\$5,879
Net Assets- Beginning of Year	6,339	7,860	9,134	160,837	171,620	178,544
Net Assets- End of Year	\$7,860	\$9,134	\$8,162	\$171,620	\$178,544	\$184,422

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE/ NET ASSETS

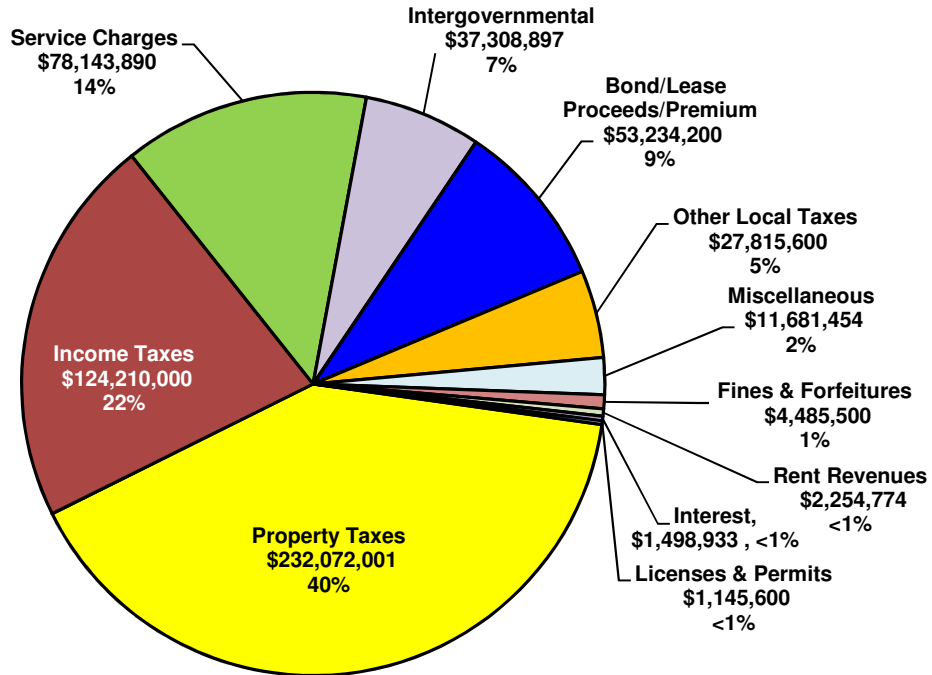
All Governmental Fund Types and Proprietary Funds Three-Year Comparisons

(amounts expressed in thousands)

	Total Governmental Funds			TOTAL ALL FUNDS		
	FY2016 Actual	FY2017 Estimated	FY2018 Estimated	FY2016 Actual	FY2017 Estimated	FY2018 Estimated
Revenues						
Property Taxes	\$220,079	\$224,383	\$232,072	\$220,079	\$224,383	\$232,072
Income Taxes	123,430	118,404	124,210	123,430	118,404	124,210
Other Local Taxes	33,988	34,261	27,816	33,988	34,261	27,816
Licenses & Permits	1,106	1,062	1,079	1,173	1,135	1,146
Federal Grants	16,856	16,549	15,489	16,858	16,549	15,489
State Grants	5,415	6,584	20,078	5,436	6,617	20,099
Local Governments	523	603	645	1,550	1,556	1,721
Service Charges	19,123	16,555	16,392	74,561	74,179	78,144
Fines & Forfeitures	4,392	4,260	3,863	5,017	4,923	4,486
Interest	1,537	2,197	1,373	1,621	2,323	1,499
Rent Revenues	1,302	1,278	1,305	2,246	2,198	2,257
Miscellaneous	12,823	5,230	7,799	13,205	5,389	11,681
Total Revenues	\$440,575	\$431,367	\$452,119	\$499,165	\$491,917	\$520,619
Expenditures						
General Government	\$25,819	\$24,609	\$37,864	\$27,340	\$26,428	\$39,759
Fiscal & Administrative Services	5,947	5,971	6,664	6,621	6,704	7,436
Public Works - Facilities	13,957	13,505	14,987	22,687	22,871	26,285
Public Works - Utilities	0	0	0	26,785	31,216	35,112
Community Services	13,670	13,074	13,035	13,768	13,168	13,214
Recreation, Parks & Tourism	7,259	11,352	10,071	9,820	14,424	13,606
Planning & Growth Mgmt.	10,124	11,155	12,598	15,437	16,605	19,225
Public Safety	107,994	109,275	119,885	108,076	109,418	119,995
Health & Social Services	6,776	7,903	8,162	6,776	7,903	8,162
Conservation of Natural Resources	1,689	2,018	3,324	1,689	2,018	3,324
Economic Development	1,545	1,908	2,670	1,545	1,908	2,670
Education Appropriations	194,666	196,100	234,641	194,666	196,100	234,641
Other	5,974	3,727	4,906	5,974	3,727	4,906
Debt Service	44,737	40,482	40,349	47,511	43,021	44,495
Total Expenditures	\$440,157	\$441,079	\$509,156	\$488,696	\$495,510	\$572,829
Operating Gain/(Loss)	\$418	(\$9,712)	(\$57,036)	\$10,469	(\$3,593)	(\$52,210)
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	36,807	25,762	53,234	36,807	25,762	53,234
Transfers In	5,993	6,898	8,825	7,993	7,702	9,878
Transfers Out	(6,873)	(7,727)	(9,857)	(8,140)	(7,727)	(9,857)
Net Change	\$36,345	\$15,221	(\$4,833)	\$47,128	\$22,144	\$1,046
Fund Balance- Beginning of Year	106,443	142,788	158,009			
Fund Balance - End of Year	\$142,788	\$158,009	\$153,176			

FY18 Total Estimated Revenues by Account Classification

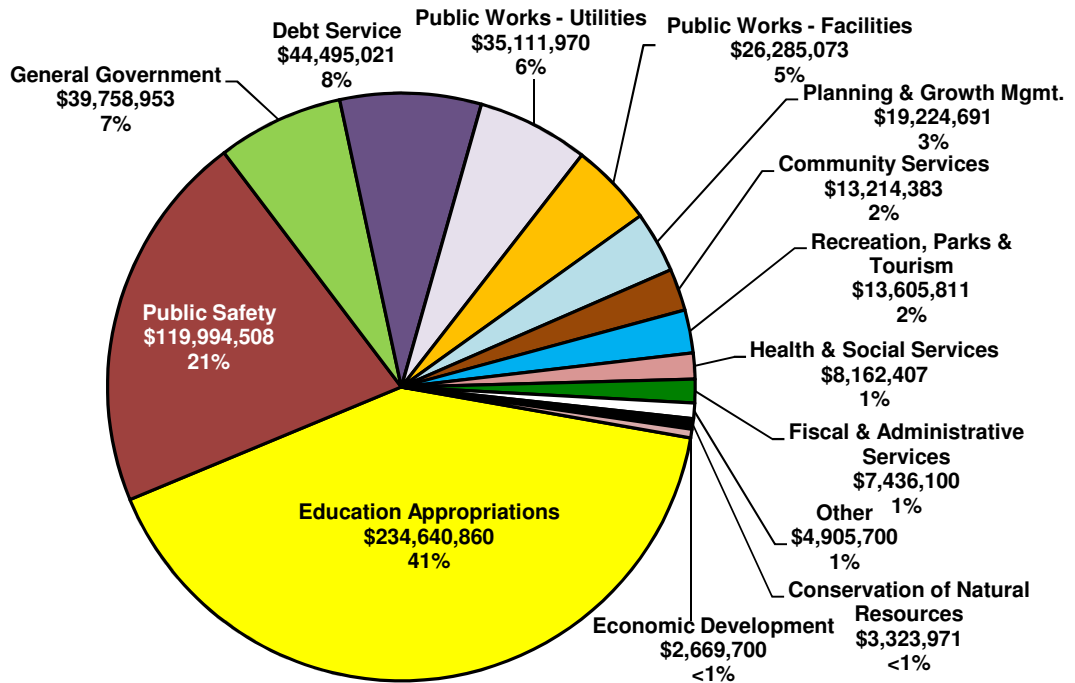
Total = \$573,853,448



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

FY18 Total Estimated Expenses by Function

Total = \$572,829,148



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; (2016 Census Estimate): 157,704

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
P.O. Box 2150
La Plata, MD 20646

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

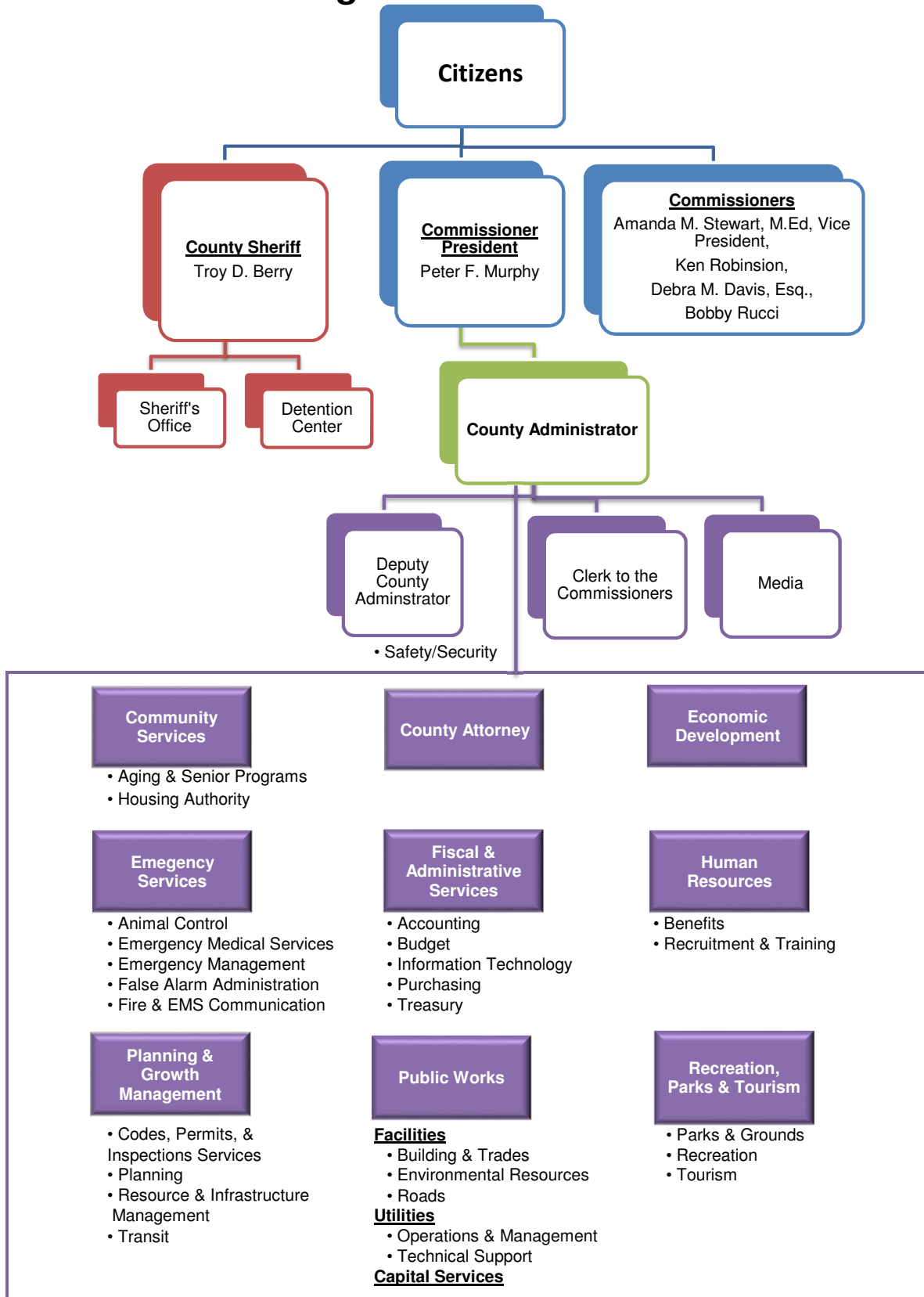
The County's central telephone numbers are:

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 numerous online electronic services. Residents are now able to pay Real Estate Taxes, Permits, Red Light and Speed Enforcement Citations, Parking Violations, False Alarm Fees/Fines, Recreation Programs and Water & Sewer Bills online. Charles County Government's 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.

Charles County Government Organizational Chart



Other agencies which receive county funding:

- Public Schools
- Board of Fire & Rescue
- State's Attorney
- Department of Social Services
- Community College
- Election Board
- Circuit Court
- University of MD Extension
- Libraries
- Health Department
- Orphan's Court
- Soil Conservation

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.



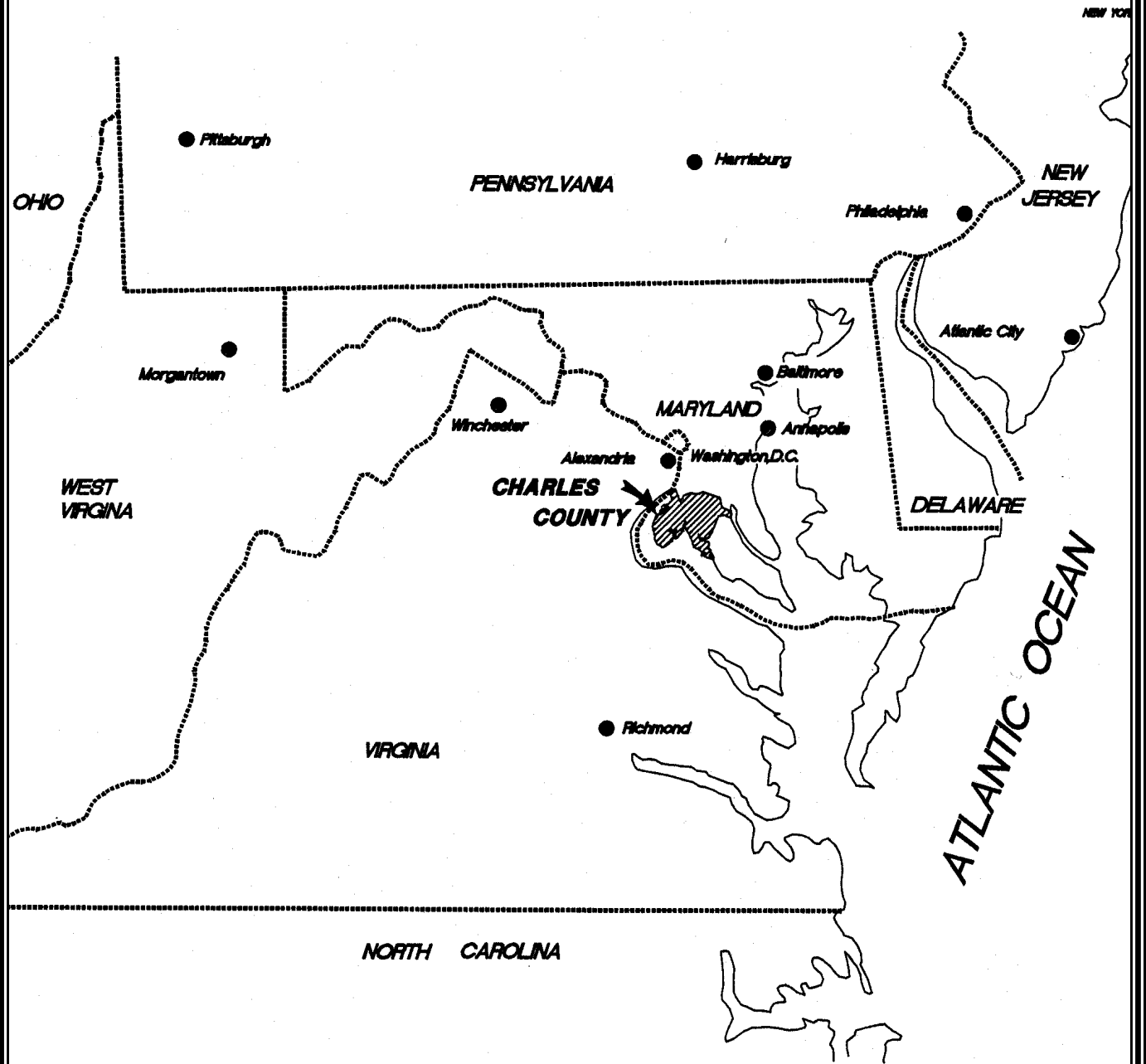
Location	
<u>Driving distance from Waldorf</u> <i>(in miles)</i>	
Atlanta, GA	609
Baltimore, MD	56
Boston, MA	452
Chicago, IL	710
New York, NY	241
Philadelphia, PA	152
Pittsburgh, PA	247
Richmond, VA	91
Washington, DC	25

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 2018 Budget

Operating Cost Per Pupil = \$13,724

(An increase of \$234.00 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 FY2009 - FY2018

Fiscal Year	FTE	Change	Percent
FY09	25,861	17	0.1%
FY10	25,897	36	0.1%
FY11	25,955	58	0.2%
FY12	25,870	(85)	-0.3%
FY13	25,717	(153)	-0.6%
FY14	25,524	(193)	-0.8%
FY15	25,413	(111)	-0.4%
FY16	25,471	58	0.2%
FY17	25,521	51	0.2%
FY18 est.	25,665	144	0.6%

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, five 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 twelve 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 anticipates joining in a partnership with the Maryland State Department of Natural Resources and will assume day to day management of the facility, as well as, and initiate numerous site improvements within the park.

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.



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), picnic pavilions, playground areas, 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.



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 abilities access to our national pastime. Athletic fields are available for official league use by permit only. A field is also available for community pick-up play. Fitness enthusiasts will enjoy a 3 mile running/walking trail which loops through the wooded perimeter of the park and is open year round.

COUNTY & STATE PARKS

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 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, a softball, and a football field. Seven of these fields will be lighted for evening play. Additional amenities will include a restroom building, playground, and paved fitness trail.

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.

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. Located at this park is a lighted baseball/little league field and football/soccer field that are available to organized leagues during the playing seasons by permit only. 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.

COUNTY & STATE PARKS

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 three soccer fields, one lighted softball field, one lighted baseball field, one lighted Little League field and one lighted football field. Also a field is available for community pick-up play. 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 the Department of Public Works - Facilities. 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 and an 18-hole Footgolf course.

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! The Capital Clubhouse is operated under a contract overseen by the Department of of Recreation, Parks and Tourism.

Community Centers- There are **nine 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.

RECREATION

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 has been providing primary care and health services to uninsured and underinsured County residents since January 2017.

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.

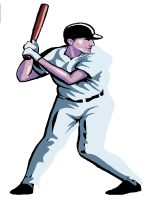
County Recreation Programs- Countywide recreational and leisure time experiences for the citizens of Charles County, including recreational classes and special events, indoor sports leagues for youth and adult, drop-in programs, special population programs and partnerships with Charles County Special 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. Regency Furniture 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.

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 week 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 North America. Mallows Bay is part of the Charles County Water Trail and is accessible by road with small boating access and kayak launch. In 2014 local citizens joined with the National Oceanic and Atmospheric Administration to prepare a nomination to designate Mallows Bay-Potomac River as a National Marine "Shipwreck" Sanctuary. A designation would be the first for the Chesapeake Bay and Maryland.



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 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.

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.

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, Maryland 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, Maryland 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, MD. 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 councilors 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)

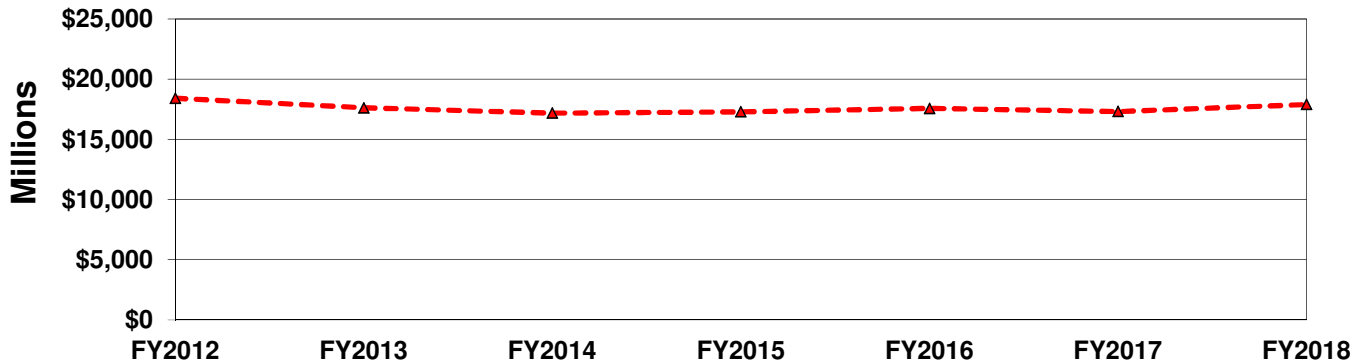
Fiscal Year Ended June 30th	Real Property		Business Personal Property	Railroads & Public Utilities	Ordinary Business Corporations	Total Assessed Value	Total Market Value**
	Full Year	Partial Yr.					
2012	\$16,566,497	\$138,408	\$8,284	\$255,918	\$693,248	\$17,662,354	\$18,411,410
2013	\$15,768,390	\$132,278	\$8,190	\$265,945	\$681,889	\$16,856,691	\$17,614,787
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*	\$16,258,683	\$191,817	\$9,542	\$313,993	\$221,588	\$16,995,623	\$17,309,616
2018*	\$16,807,835	\$168,684	\$10,510	\$331,156	\$248,903	\$17,567,088	\$17,898,234

Source: Maryland State Department of Assessments & Taxation.

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

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

Estimated Market Value



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

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

Ten Leading Tax Payers

(Fiscal Year 2017)

Taxpayer	Property Tax Billed ¹
GenOn Mid-Atlantic, LLC	\$11,252,008 **
Southern Maryland Electric Coop Inc.....	4,073,624
Dominion Cove Point LNG,LP.....	1,822,629
Charles Mall Company LTD Partnership.....	1,689,401
CPV Maryland, LLC.....	1,336,299 **
Verizon Maryland INC.....	1,173,233
SCG Atlas Westchester LLC.....	917,278
Washington Gas Light Company.....	817,012
Potomac Electric Power Company.....	701,536
Madison Waldorf LLC.....	649,615

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.

** The County has Payment in Lieu of Tax (PILOT) agreements.

ECONOMIC AND STATISTICAL INFORMATION

Fiscal Years	County-Wide Property Tax Rates Per \$100 Assessed Value							
	<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
2014	\$1.141	\$0.064	\$0.112	\$1.317	\$2.8525	\$0.16	\$0.28	\$3.2925
2015	1.141	0.064	0.112	1.317	2.8525	0.16	0.28	3.2925
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

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

How are your Property Taxes calculated?



Assessed property value	\$289,500 ^a
Divided by \$100 increments	\$100 ^b
Multiplied by the combined tax rate	\$1.317 ^c
Total property taxes due	\$3,813

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.

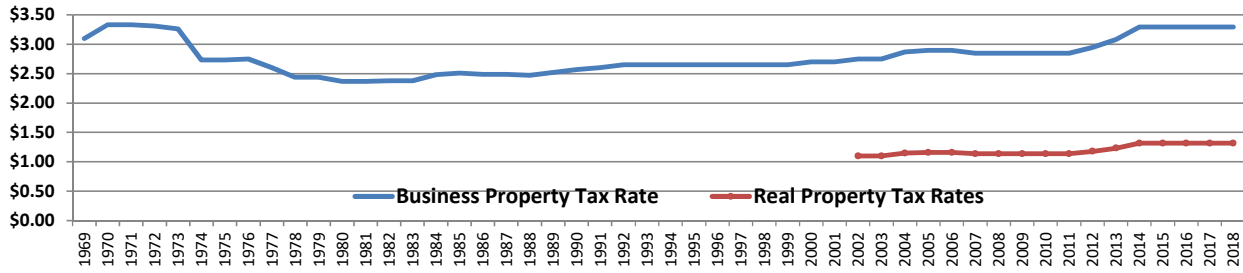
c) Combined tax rate is broken down into \$1.205 County (includes \$0.064 Volunteer Fire & EMS) and \$0.112 State.

County Tax Levies (net of additions and abatements)			
Fiscal Years	County (Including Education)	Fire and Rescue Tax	State
2012	\$190,760,517	\$12,178,023	\$19,347,608
2013	194,668,475	11,665,839	18,460,235
2014	202,699,933	11,369,672	18,082,492
2015	203,555,744	11,417,675	18,220,889
2016	207,941,015	11,663,650	18,577,875
2017*	202,233,873	11,343,530	19,204,016
2018 Est.	209,795,946	11,767,695	19,867,110

Source: Audited financial statements of the County for the fiscal years 2012-2016
*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		
1969	0.10	2.80	0.20	\$3.10					50%	\$6,851,980
1970	0.10	3.05	0.18	\$3.33					50%	\$7,909,728
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

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.)

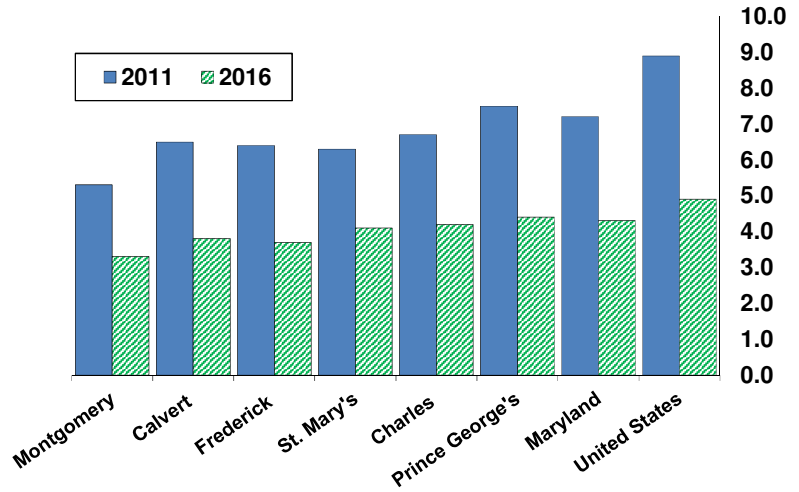
* Income Tax rates are shown as calendar years.

** 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.

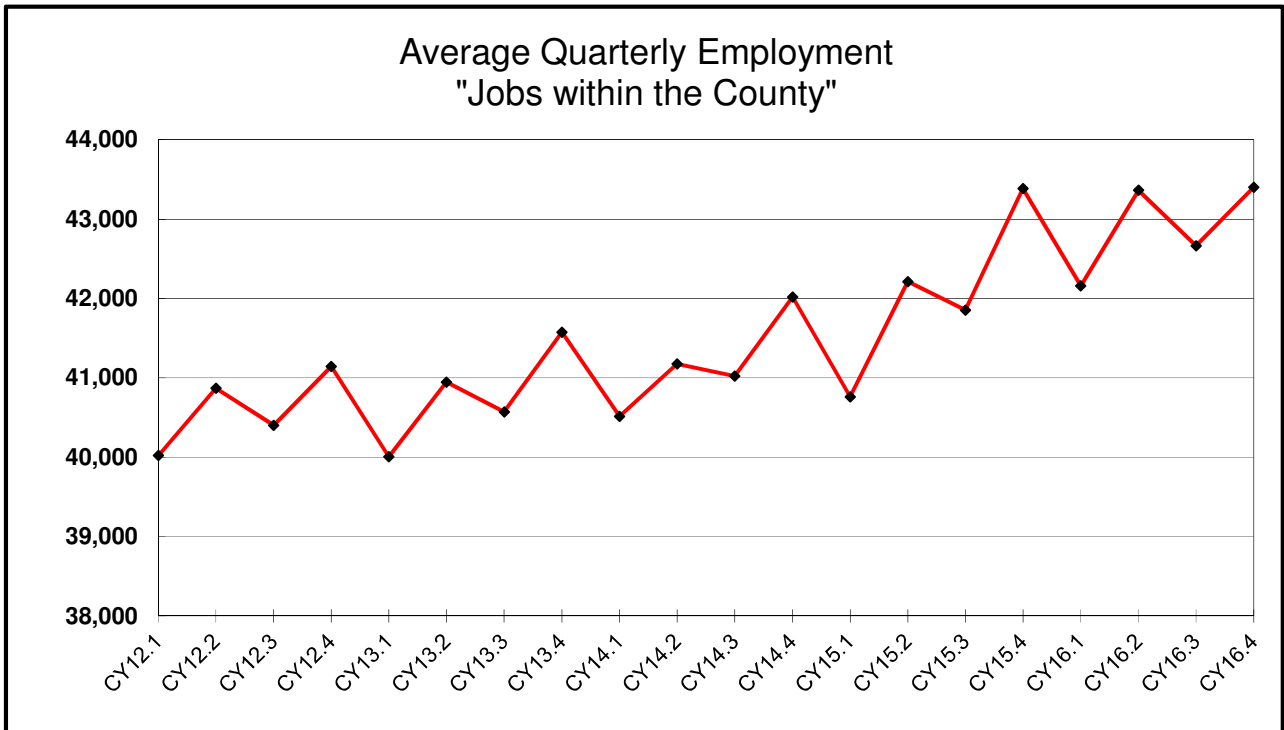
ECONOMIC AND STATISTICAL INFORMATION

Average Annual Unemployment Rate

<u>Calendar Year:</u>	<u>2011</u>	<u>2016</u>
Montgomery County	5.3	3.3
Calvert County	6.5	3.8
Frederick County	6.4	3.7
St. Mary's County	6.3	4.1
Charles County	6.7	4.2
Prince George's County	7.5	4.4
State of Maryland	7.2	4.3
United States	8.9	4.9



The average annual unemployment rate for Maryland continues to be well below the national average. Charles County continues to have a lower unemployment rate than the State average.



The quarterly employment for the fourth quarter of Calendar Year 2016 is at the highest point.

Source: Maryland Department of Labor, Licensing, & Regulation. Published June 2017.

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.....	3,631	Southern MD Electrical Coop.....	434
Naval Department of Defense at Indian Head.....	3,574	Target.....	400
Charles County Government.....	1,389	McDonald's.....	395
UM Charles Regional Medical Center.....	680	Safeway.....	391
The Lane Construction Corporation.....	640	Sage Point Senior Living Services.....	367
Waldorf Chevy/Cadillac, Honda, Ford, Toyota/Scion, Dodge.....	561	The Wills Group.....	339
College of Southern Maryland.....	550	Wal-Mart/Sam's Club.....	338
BJ's Wholesale Club.....	452	Genesis Health Care.....	274

Source: Charles County Economic Development Department as of August 2017.

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.....	\$35.97	\$35.59	Machinists.....	\$29.03	\$23.79
Aerospace Engineers.....	52.37	57.59	Network Administrators.....	47.75	47.98
Bookkeeping/Accounting Clerks.....	19.19	21.05	Packers and packagers, hand.....	8.90	10.64
Computer Systems Analyst.....	40.31	44.53	Retail Salesperson.....	10.43	10.69
Customer Service Representatives.....	15.83	16.38	Registered Nurse.....	32.36	35.31
Electrical Engineers.....	46.94	47.69	Secretaries.....	18.73	18.56
Electrical & Electronic Eng. Techs.....	42.22	32.79	Shipping/Receiving Clerks.....	13.70	15.96
Industrial Truck & Tractor Operators.....	18.42	18.49	Team Assemblers.....	13.87	13.14

Source: Maryland Department of Labor, Licensing and Regulation; last updated April 2017. Wages were adjusted for inflationary pressure through December 2016. 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 2015 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.....	1,098	1.8%	1.1%
\$10,000 under \$20,000.....	6,870	11.6%	2.3
\$20,000 under \$30,000.....	6,388	10.7%	2.1
\$30,000 under \$40,000.....	5,732	9.6%	2.2
\$40,000 under \$50,000.....	5,047	8.5%	2.3
\$50,000 under \$100,000.....	18,161	30.5%	2.8
\$100,000 and over.....	16,169	27.2%	2.8
Taxable Returns.....	59,465	100.0%	2.5%
Non-Taxable.....	12,565		2.1
Total- All Returns.....	<u>72,030</u>		<u>2.4%</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 fourth for Median Household Income and seventh 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.....	\$89,860	5	\$41,706	3
Calvert.....	95,828	3	39,011	4
Charles.....	90,607	4	36,809	9
Frederick.....	83,700	9	37,449	7
Howard.....	110,238	1	48,104	2
Montgomery.....	99,435	2	49,110	1
Prince George's.....	74,260	11	32,639	13
St. Mary's.....	86,987	6	36,668	10
State of Maryland.....	74,551		36,897	

Source: 2011-2015 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.....	2,204	2.2%	4.2%	5.7%
9th to 12th grade, no diploma.....	5,509	5.5%	6.5%	7.6%
High school graduate (includes equivalency).....	32,252	32.2%	25.5%	27.8%
Some college, no degree.....	24,740	24.7%	19.5%	21.1%
Associate's degree.....	8,113	8.1%	6.4%	8.1%
Bachelor's degree.....	17,228	17.2%	20.6%	18.5%
Graduate or professional degree.....	<u>10,217</u>	10.2%	17.3%	11.2%
Population 25 years and over.....	100,163			
Percent high school graduate or higher.....		92.4%	89.4%	86.7%
Percent bachelor's degree or higher.....		27.4%	37.9%	29.8%

Source: 2011-2015 American Community Survey 5-Year Estimates

Charles County Sales and Use Tax Collections

As indicated in the following table Charles County had a slight increase in tax collections for FY16. Charles County represents 2.4% 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>2016</u>	<u>2015</u>
	<u>2016</u>	<u>2015</u>	<u>Change</u>	<u>% of Total</u>	<u>% of Total</u>
General Merchandise.....	\$27,262	\$27,135	0.5%	24.6%	24.6%
Food and Beverage.....	27,238	25,744	5.8%	24.6%	23.4%
Building and Contractors.....	20,165	20,936	-3.7%	18.2%	19.0%
Utilities and Transportation.....	7,286	8,524	-14.5%	6.6%	7.7%
Automotive.....	7,324	7,421	-1.3%	6.6%	6.7%
Furniture, Fixtures, & Appliances.....	6,019	5,772	-8.9%	5.4%	6.0%
Miscellaneous.....	6,671	6,606	15.6%	6.0%	5.2%
Apparel.....	6,999	6,812	2.7%	6.3%	6.2%
Hardware, Machinery & Equipment...	1,927	1,239	55.5%	1.7%	1.1%
Total	\$110,894	\$110,192	0.6%	100.0%	100.0%
Assessment Collections	76	191	-60.2%		
Grand Total	\$110,970	\$110,383	0.5%		

Source: Comptroller of Maryland: Revenue Administration Division

ECONOMIC AND STATISTICAL INFORMATION

Population and Age Distribution

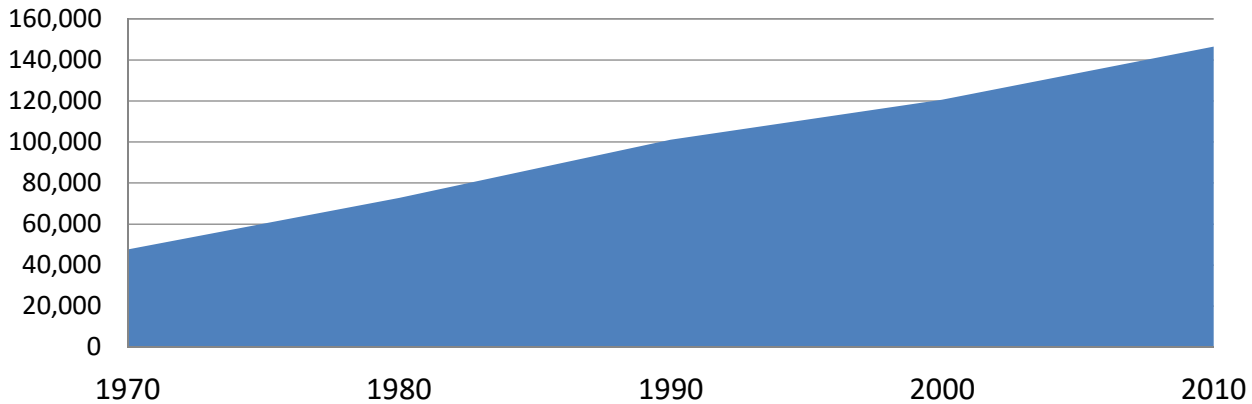
<u>Age</u>	<u>1970</u>	<u>1980</u>	<u>1990</u>	<u>2000</u>	<u>2010</u>	<u>2016</u> ⁽¹⁾
Under 5	5,674	5,975	8,769	8,628	9,780	10,156
5-9	6,537	6,721	8,631	9,891	10,241	11,012
10-14	5,928	8,273	7,853	10,376	11,587	12,556
15-19	4,283	7,908	7,731	8,971	11,661	12,462
20-24	3,033	5,588	7,761	6,118	8,851	9,344
25-34	7,193	12,506	19,351	17,401	17,309	18,482
35-44	5,402	10,853	16,820	22,749	24,498	24,985
45-54	4,283	6,308	11,346	17,062	24,000	26,684
55-64	2,846	4,614	6,389	10,525	14,974	17,117
65-74	1,633	2,674	4,145	5,460	8,245	9,209
<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>5,697</u>
All Ages	47,578	72,751	101,154	120,546	146,551	157,704
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	37.4

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

(1) Based on U.S. Census 2016 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.....	48.4%
Black or African American alone.....	42.2%
Hispanic or Latino (of any race).....	5.0%
Asian.....	3.3%
Other.....	1.1%

Gender	
Women.....	52.6%
Men.....	47.4%

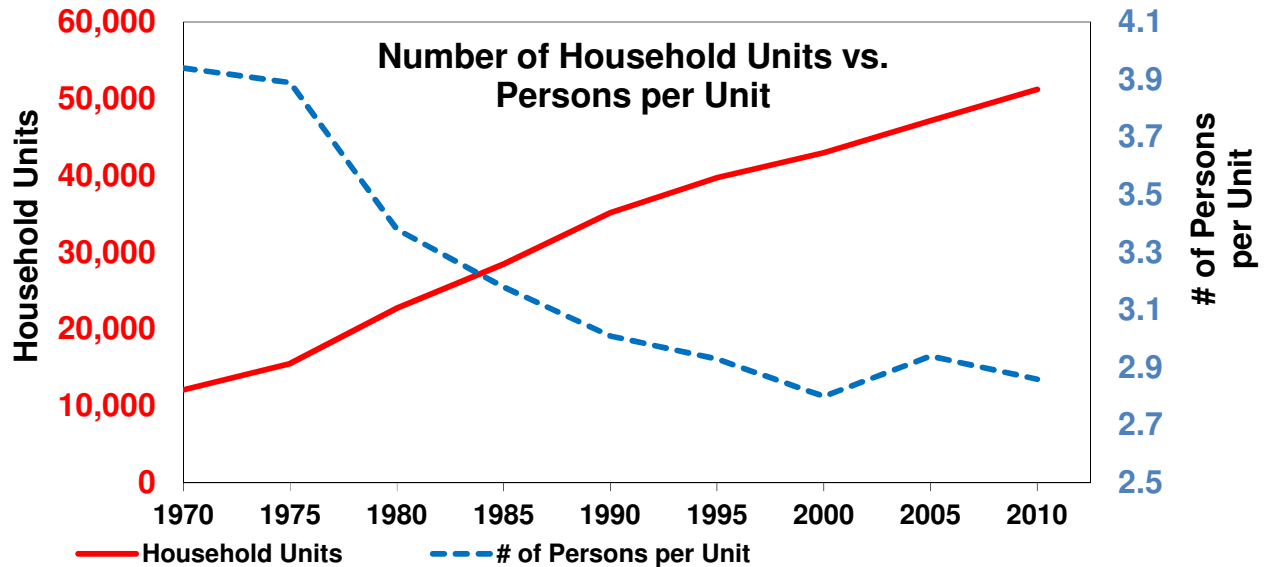
Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-year estimates

ECONOMIC AND STATISTICAL INFORMATION

Persons Per Residential Household

The total housing units for Charles County is estimated at 55,166. 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 2.83 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
2016 ⁽²⁾	55,887	2.82



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.....	71.6%	5 to 9 units.....	1.4%
1 unit- attached.....	17.8%	10 to 19 units.....	1.7%
2 units.....	0.3%	20 or more units.....	4.2%
3 or 4 units.....	1.7%	Mobile home or other	1.2%

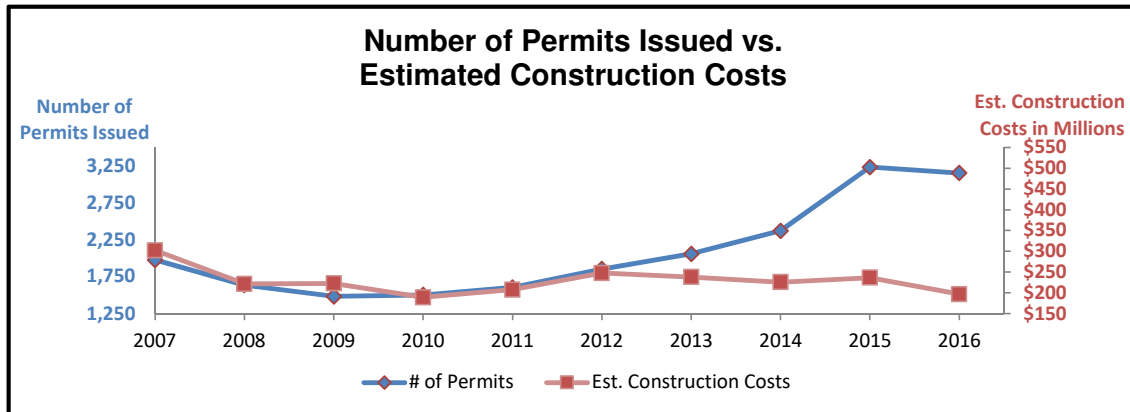
Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-year estimates.

ECONOMIC AND STATISTICAL INFORMATION

As set forth in the Ten-Year Building Permit Summary, the total number of permits has annually risen since 2009.

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
2007	581	22	1,103	271	1,977	\$302,263,342
2008	397	41	930	268	1,636	221,314,567
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



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.
2007	124,848,057	489	\$255,313	3.9%
2008	94,786,848	377	251,424	-1.5%
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%

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:** 52 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 (2W5), 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 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.

Gas: Washington Gas; customers may choose their gas supplier

Sewer: Waldorf, White Plains, Bryans Road, Cobb Island, Clifton, 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

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 Technology Park - Master-planned, 400,000 sf Class A office and R&D complex on 64 acres; home to Marriott Residence Inn and the Energetics Technology Center. 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.

Hughesville Station Business Center - 100+ acres, will feature office, retail, flex, medical, and industrial space. Future home to College of Southern Maryland's Center for Trades and Energy Training (CTET) and Nursing and Arts Facilities.

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	\$250,000	\$110,500	Warehouse/Industrial	\$4.00	\$17.00	\$7.00
Office	\$60,000	\$1,200,000	\$310,000	Flex/R&D/Technology	\$5.00	\$13.00	\$10.00
				Class A Office	\$10.00	\$30.00	\$21.00

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 FY2018 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 **FY2016**. For further explanation on what is included in the individual Character of Expenditures, please refer to the Glossary
9. The **Adopted FY2017 Budget** is listed in this column.
10. The **FY2018 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 **FY2017 Amended Budget** is reported due to frequent late changes to grant awards and budgets.
11. The **FY2018 Adopted Budget** is listed in this column.
12. The **amount of change expressed in dollars** comparing the FY2017 Adopted Budget and the FY2018 Adopted Budget. Special Revenue funds show change to FY2017 Amended Budget.
13. The **percentage change (%) column** represents the monetary change from FY2017 Adopted Budget to FY2018 Adopted Budget expressed as a percentage. Special Revenue funds show percentage change to FY2017 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 FY14 through FY18.
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 FY14 to FY16 are included, as well as a projection for FY17, and an estimate for FY18.
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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services						
Fringe Benefits	8.	9.	10.	11.	12.	13.
Operating Costs						
Transfers Out						
Capital Outlay						
Total Expenditures						
Revenues 14.						

Changes and Useful Information: 15.

- .
- .
- .

Description: 16.

Positions: 17.

<u>Title</u>	<u>FY14</u> <u>FTE</u>	<u>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>
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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>	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Projected	FY18 Estimated
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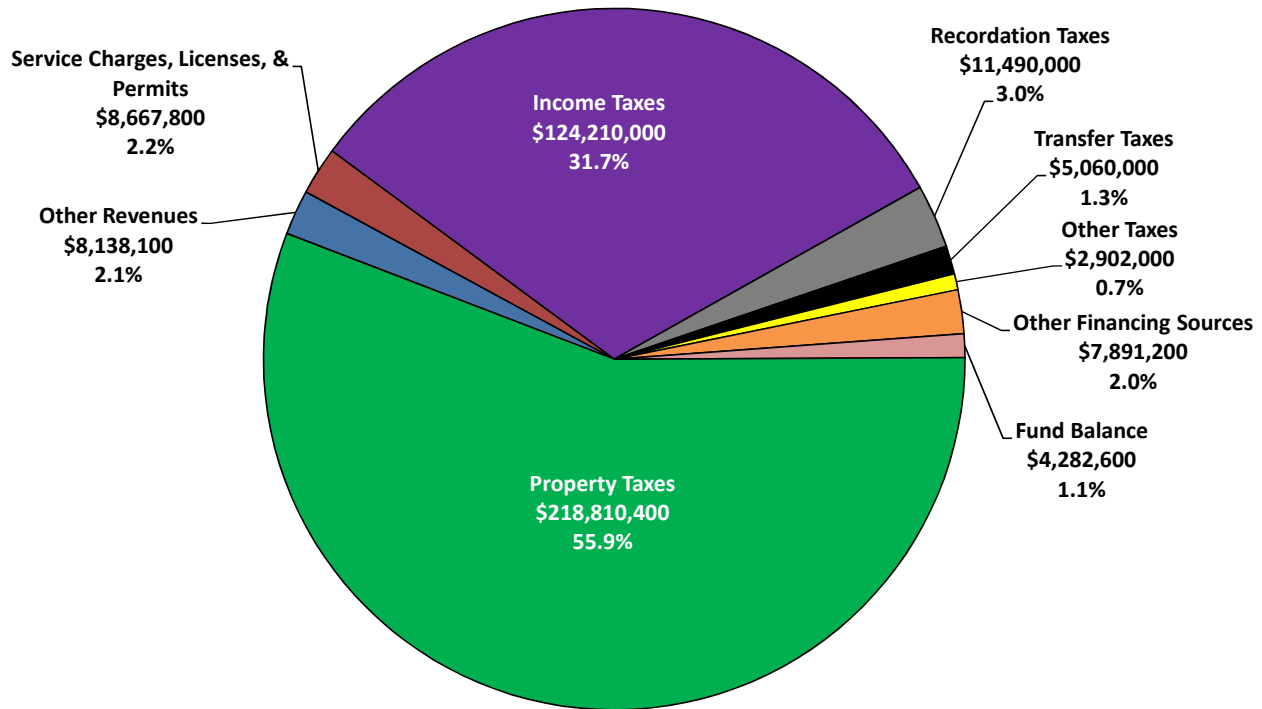
18.

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:

FY18 General Fund Revenues/Financing Sources TOTAL APPROVED = \$391,452,100



REVENUE BREAKDOWN

PROPERTY TAXES	55.9%	\$218,810,400	INCOME TAX	31.7%	\$124,210,000
Real & Personal		\$221,110,600			
Penalties, Interest & fees		660,800	TRANSFER TAXES	1.3%	\$5,060,000
Tax Credits		(2,961,000)			
RECORDATION TAXES	3.0%	\$11,490,000	SERVICE CHARGES, LICENSES, & PERMITS	2.2%	\$8,667,800
OTHER TAXES	0.7%	\$2,902,000	EMS Billing fee	\$1,365,000	
Hotel/Motel Tax		\$1,214,000	Reclaimed Water Sales	1,183,700	
Highway User		951,000	911 fees	1,100,000	
Admission Tax		737,000	Licenses & Permits	1,078,600	
OTHER FINANCING SOURCES	2.0%	\$7,891,200	Indirect Cost Allocation	1,060,700	
Transfer: Capital Project Fund		\$1,357,000	Park Fees	744,200	
Special Revenue: Cable Fund		2,600,000	Remaining	2,135,600	
Capital Lease Agreement		3,934,200	ALL OTHER REVENUES	2.1%	\$8,138,100
FUND BALANCE APPROPRIATION	1.1%	\$4,282,600	Fines & Forfeitures	\$3,541,300	
Reserve for Priorities		\$3,204,300	Rent	1,304,700	
Bond Premium		967,700	State Grants	1,629,100	
Other Post Employment Benefits		100,000	Other Intergovernmental	556,500	
Housing Authority Board		10,600	Interest	425,000	
			Sale of Fixed Assets	250,000	
			Miscellaneous	431,500	

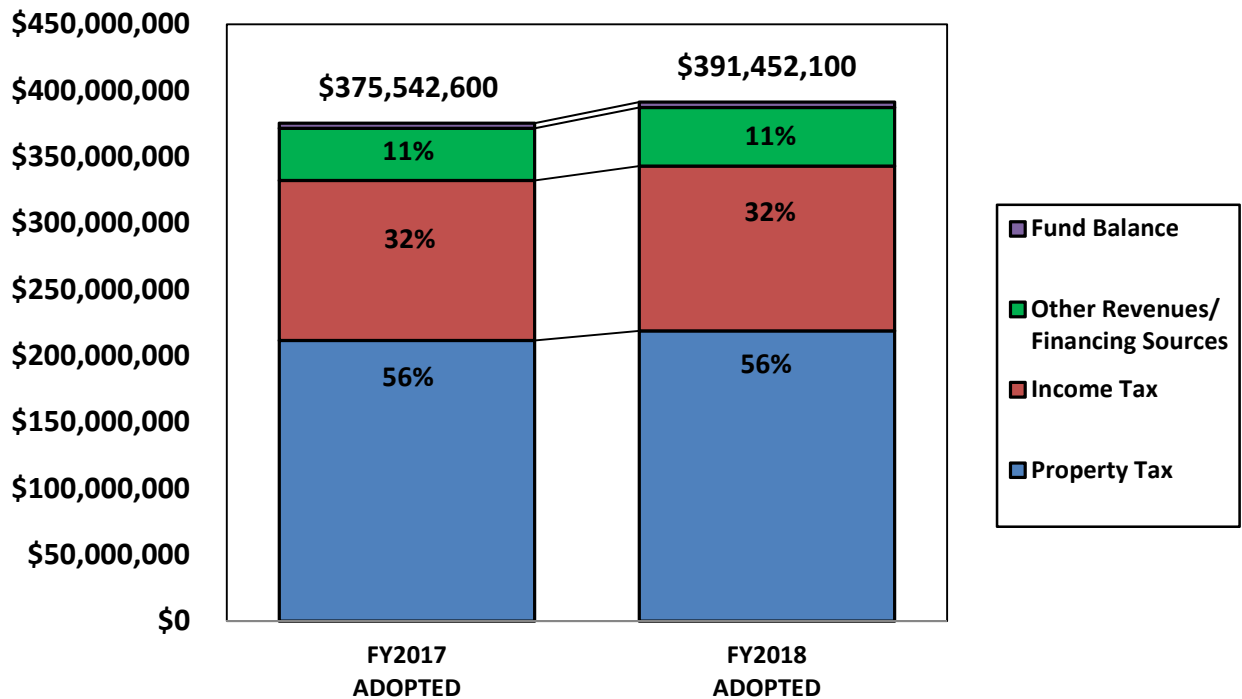
GENERAL FUND-Revenue Descriptions

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 FY2018 Budget was adopted at \$391.4 million compared to the FY2017 Budget of \$375.5 million, a \$15.9 million increase. Real and business personal property tax receipts is estimated to increase by \$7.2 million and income taxes is estimated to generate \$3.6 million more than the FY2017 adopted budget. Other county taxes is estimated to increase by \$448,500. Service charges are growing by \$561,700 mostly due to the sale of reclaimed water sales from a power plant. Interest income from County investments is project to generate an additional \$200,000. Financing sources are increasing by \$3.7 million due to one-time revenue sources. Revenue variances to fiscal year 2017 for all other sources, other than the ones previously mentioned, net to a total increase of \$253,900.

Comparison to Prior Fiscal Year



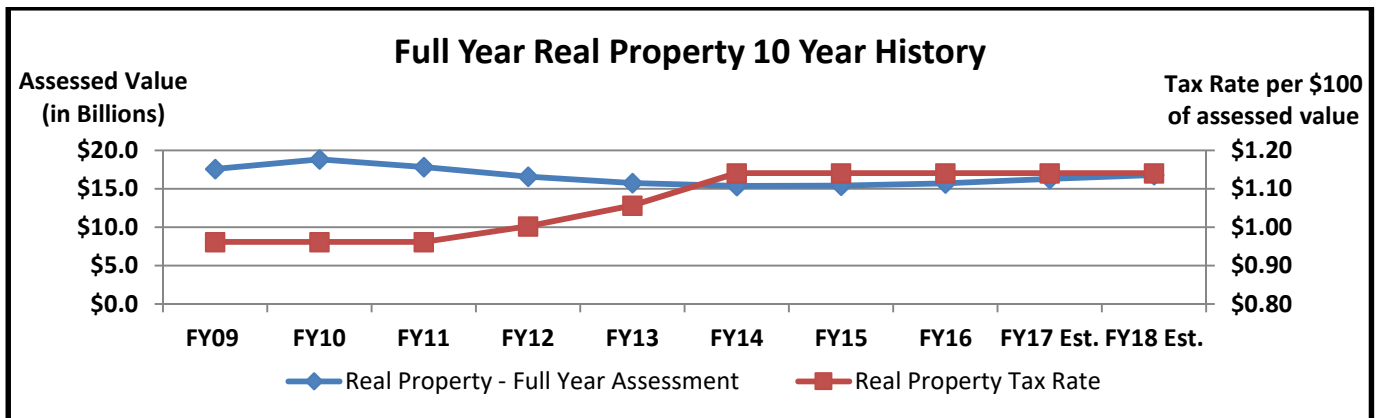
NOTE: Percentages (%) noted in graph represent the percent of Total Operating Revenues and Financing Uses. Fund Balance was 1% for the Adopted Budget in both FY2017 and FY2018.

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 \$191.7 million in FY2018.



The FY2018 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 FY2018 is estimated to increase by 3.5% in comparison to FY2017. **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 FY2018 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 \$33 million to \$77 million. **The estimated quarterly additions for Fiscal Year 2018 are \$56.2 million per quarter.**

	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Actual	FY2017 Budget	FY2018 Estimate
¾ Year	\$46.2	\$51.8	\$67.6	\$55.3	\$54.9	\$56.2
½ Year	\$52.9	\$45.3	\$77.4	\$52.9	\$54.9	\$56.2
¼ Year	\$33.1	\$34.8	\$65.2	\$61.6	\$54.9	\$56.2

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.

FY2018 revenues are estimated by the Charles County Department of Fiscal and Administrative Services and are based on FY2017 assessments. **The tax rate remains constant at \$2.8525 per \$100 of assessed value.**

	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Actual	FY2017 Budget	FY2018 Budget
Assessment	\$265,948,050	\$284,177,720	\$303,237,880	\$316,255,310	\$321,068,600	\$331,156,200

BUSINESS PERSONAL PROPERTY

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

FY2018 revenues are estimated by the Charles County Department of Fiscal and Administrative Services and are based on FY2017 assessments. **The tax rate remains constant at \$2.8525 per \$100 of assessed value.**

	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Actual	FY2017 Budget	FY2018 Budget
Assessment	\$8,190,160	\$7,712,830	\$7,504,070	\$9,183,690	\$7,504,000	\$10,510,000

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.

FY2018 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 recently entered into a payment in lieu of tax agreement with the County. **The tax rate remains constant at \$2.8525 per \$100 of assessed value.**

	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Actual	FY2017 Budget	FY2018 Budget
Assessment	\$233,193,970	\$205,401,028	\$191,673,260	\$237,703,395	\$193,991,400	\$248,903,200

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 recently implemented. 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.

	FY2015 Actual	FY2016 Actual	FY2017 Budget	FY2018 Budget
Competitive Power Venture	\$2,000,000	\$2,000,000	\$1,793,200	\$3,586,400
GenOn Mid-Atlantic	n/a	n/a	n/a	\$7,938,800

GENERAL FUND-Revenue Descriptions

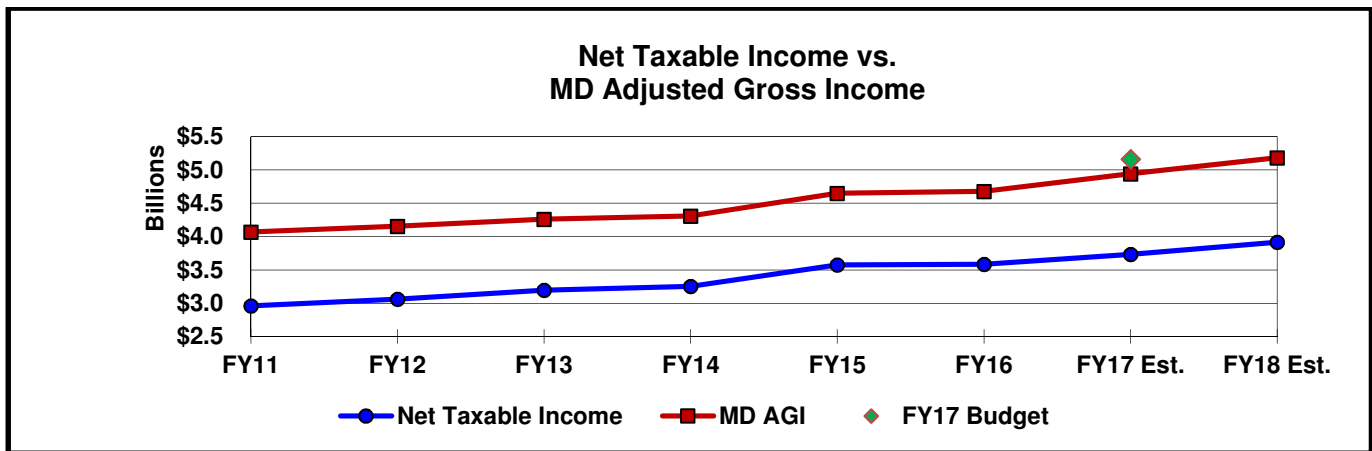
PROPERTY TAX CREDITS

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 \$1.6 million for FY2018.

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

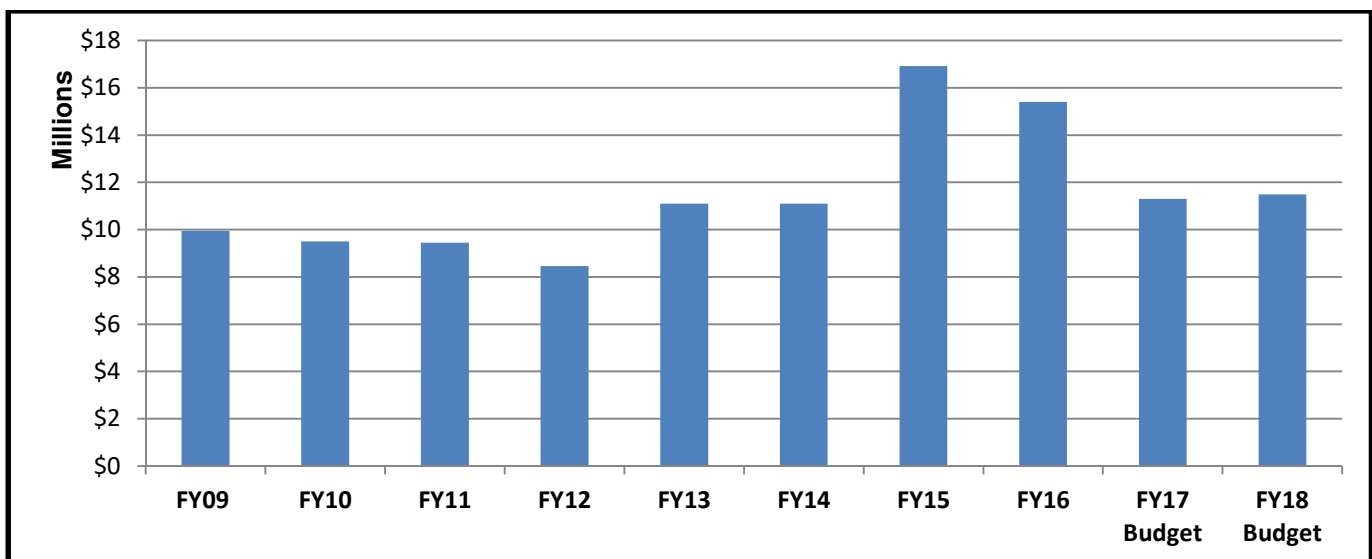
Income tax revenue is generated from the local tax liability of residential income tax returns. The local rate of 3.03% of an individual's Maryland taxable income is established by the Board of County Commissioners and is legally limited to 3.20% of the state tax liability. Income tax revenue is the second largest revenue generator, representing 31% 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 FY2017.** 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. Compared to the FY2017 budget, Recordation tax revenue is estimated to increase by \$190,000.



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 FY2018.** Real Property Transfer tax revenue is estimated to generate \$5,060,000 in FY2018. 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. Based on the most recent allocation method, Charles County is expected to receive \$951,000 in FY2018. 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.

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 FY2018 is flat compared to the FY2017 Adopted budget.

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 FY2018 is expected to increase by 18% to equal FY2017 year-end estimated revenues.

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 FY2018 budget was adjusted to equal FY2017's yearend estimate.

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. FY2018 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. State legislation allows for a maximum rate of 75 cents per phone line. Revenues are estimated based on historical growth patterns for the number of phone lines times the current rate of 75 cents. During the 2013 State Legislation, the State approved Senate Bill 745- Public Safety - 9-1-1 Emergency Telephone Systems - Prepaid Service - Collection of Surcharge, which applies a \$0.60 fee per retail transaction on prepaid wireless services that provide access to 911. This action has provided additional 911 revenue to Charles County. The FY2018 budget of \$1,100,000 is 2% increase over the FY2017 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 FY2018 budget is estimated equal \$1,060,700.

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 FY2018 revenue budget of \$1.2 million assumes a full year of reclaimed water sales from CPV.

FINES AND FORFEITURES

The County collects fines for the Red Light Camera, Speed Camera, and False Alarm programs. For Fiscal Year 2018, Fines & Forfeitures revenues are estimated to increase by 2% compared to the FY2017 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. FY2018 is estimated to be \$425 thousand which is an 89% increase over FY2017 adopted budget 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 \$4.3 million in Fund Balance is approved for FY2018. These funds were formally reserved for various purposes such as: \$1.0 million from a bond premium received to retire existing debt, \$3.2 million to fund priority one-time items in the FY2018 operating budget, \$100 thousand to fund an OPEB contribution, and \$11 thousand generated from a past sale of surplus property for the Housing Authority.

GENERAL FUND OPERATING BUDGET

	FY2016 <u>Actual</u>	FY2017 <u>Adopted</u>	FY2018 <u>Adopted</u>	<u>\$ Change from FY2017</u>	<u>% Chg.</u>
<u>REVENUES</u>					
<u>Operating Revenues</u>					
Property Taxes	\$207,506,311	\$211,639,000	\$218,810,400	\$7,171,400	3.4%
Income Tax	123,429,876	120,591,000	124,210,000	3,619,000	3.0%
Recordation Tax	15,406,637	11,300,000	11,490,000	190,000	1.7%
Transfer Tax	5,481,599	5,000,000	5,060,000	60,000	1.2%
Other Taxes	2,834,733	2,703,500	2,902,000	198,500	7.3%
Services Charges	6,238,600	7,027,500	7,589,200	561,700	8.0%
Intergovernmental	3,166,775	2,175,200	2,185,600	10,400	0.5%
Licenses & Permits	1,106,040	1,010,100	1,078,600	68,500	6.8%
Fines & Forfeitures	3,707,656	3,466,000	3,541,300	75,300	2.2%
Other Income	2,701,902	2,111,500	2,411,200	299,700	14.2%
Total Operating Revenues	\$371,580,131	\$367,023,800	\$379,278,300	\$12,254,500	3.3%
<u>Other Financing Sources</u>					
Transfer from Capital Project Fund	0	0	1,357,000	1,357,000	N/A
Transfer from Special Revenue Fund	1,353	1,200,000	2,600,000	1,400,000	116.7%
Capital Lease Proceeds	6,979,100	3,342,500	3,934,200	591,700	17.7%
Reserved Fund Balance	0	3,976,300	4,282,600	306,300	7.7%
Total Other Financing Sources	\$9,707,984	\$8,518,800	\$12,173,800	\$3,655,000	42.9%
TOTAL REVENUES & OTHER FINANCING SOURCES	\$381,288,115	\$375,542,600	\$391,452,100	\$15,909,500	4.2%
<u>EXPENDITURES</u>					
Board of Education	\$166,121,100	\$170,474,500	\$175,484,000	\$5,009,500	2.9%
Sheriff's Office	78,767,369	82,738,600	87,323,600	4,585,000	5.5%
Debt Service	24,922,915	27,223,400	28,584,000	1,360,600	5.0%
County Administered					
Public Works - Facilities	13,956,618	14,210,200	14,987,400	777,200	5.5%
Emergency Services	15,109,348	14,823,400	15,512,200	688,800	4.6%
Recreation, Parks, and Tourism	6,686,605	7,856,700	8,013,100	156,400	2.0%
Fiscal & Administrative Services	5,946,867	6,274,800	6,664,200	389,400	6.2%
Planning & Growth Management	5,376,625	5,933,100	6,763,800	830,700	14.0%
Community Services	2,466,316	2,290,000	2,267,300	(22,700)	-1.0%
Economic Development	1,313,341	1,723,300	1,827,700	104,400	6.1%
General Government	3,632,768	3,949,400	4,338,800	389,400	9.9%
Total County Administered	\$54,488,487	\$57,060,900	\$60,374,500	\$3,313,600	5.8%
College of Southern MD	9,710,300	9,830,400	9,886,200	55,800	0.6%
Library	3,894,415	4,074,800	4,196,100	121,300	3.0%
Health Department	2,491,725	2,762,300	2,833,500	71,200	2.6%
Other General Government	10,971,651	12,903,900	14,305,600	1,401,700	10.9%
Other Agencies/Misc.	2,515,712	2,494,700	2,690,900	196,200	7.9%
Contingency	0	1,173,600	971,500	(202,100)	-17.2%
Total Expenditures	\$353,883,674	\$370,737,100	\$386,649,900	\$15,912,800	4.3%
<u>Other Financing Sources</u>					
Capital Project Pay-as-you-go	2,053,500	913,000	318,000	(595,000)	-65.2%
Watershed Fund Subsidy	386,579	550,000	550,000	0	0.0%
Capital Asset Purchases	5,963,553	3,342,500	3,934,200	591,700	17.7%
Total Other Financing Sources	\$8,403,632	\$4,805,500	\$4,802,200	(\$3,300)	-0.1%
TOTAL EXPENDITURES & OTHER FINANCING USES:	\$362,287,306	\$375,542,600	\$391,452,100	\$15,909,500	4.2%
SURPLUS/(DEFICIT)	\$19,000,809	\$0	\$0	\$0	

GENERAL FUND OPERATING BUDGET

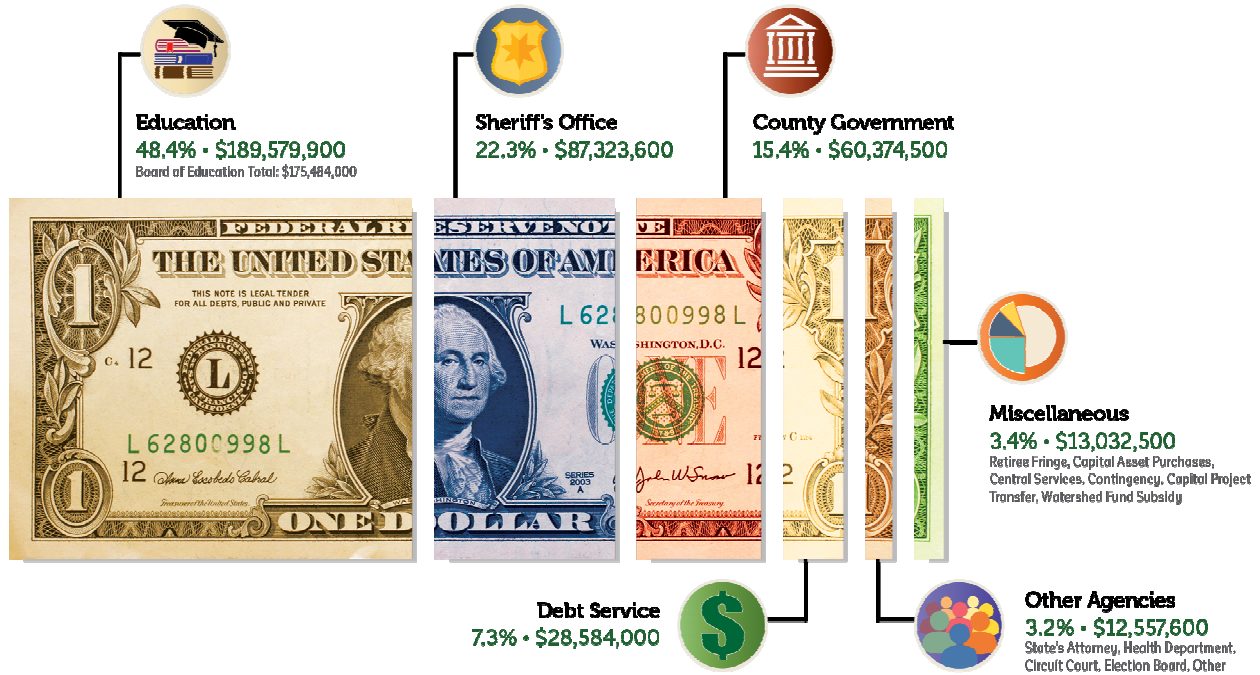
	FY2016 <u>Actual</u>	FY2017 <u>Adopted</u>	FY2018 <u>Adopted</u>	<u>\$ Change from FY2017</u>	<u>% Chg.</u>
REVENUE DETAIL BY ACCOUNT CLASSIFICATION					
<u>PROPERTY TAXES:</u>					
Real Property - Full Year	\$178,700,294	\$185,240,000	\$191,777,000	\$6,537,000	3.5%
Real Property - Half Year	307,032	311,400	320,800	9,400	3.0%
Real Property-Quarter Year	169,448	155,700	160,400	4,700	3.0%
Real Property-Three-Quarter Year	480,182	467,000	481,000	14,000	3.0%
Business Personal Property	260,265	214,100	300,000	85,900	40.1%
Railroads & Public Utilities	9,044,080	9,158,000	9,446,000	288,000	3.1%
Ordinary Business Corp.	19,006,919	5,531,400	7,100,200	1,568,800	28.4%
Ordinary Business Corp: Morgantown	0	11,054,600	0	(11,054,600)	-100.0%
Payment in Lieu of Tax: Morgantown	0	0	7,938,800	7,938,800	N/A
Payment in Lieu of Tax: CPV	2,000,000	1,793,200	3,586,400	1,793,200	100.0%
Penalties & Interest	275,265	600,000	600,000	0	0.0%
Half Year Tax Billing	16,144	17,200	60,800	43,600	253.5%
Subtotal	\$210,259,629	\$214,542,600	\$221,771,400	\$7,228,800	3.4%
Homestead Tax Credit	(64,088)	(85,000)	(137,700)	(52,700)	62.0%
Low Income Tax Credit	(626,579)	(700,000)	(729,000)	(29,000)	4.1%
Senior Tax Credit	(283,263)	(300,000)	(310,000)	(10,000)	3.3%
Ag. Preservation Tax Credit	(126,770)	(140,000)	(140,000)	0	0.0%
Tax Differ.- La Plata	(1,521,532)	(1,540,000)	(1,540,000)	0	0.0%
Tax Differ.- Indian Head	(124,837)	(130,000)	(95,400)	34,600	-26.6%
Surviving Spouse Tax Credit	(6,169)	(8,400)	(8,700)	(300)	3.6%
Conservation Easement Tax Credit	(81)	(200)	(200)	0	0.0%
Subtotal	(\$2,753,318)	(\$2,903,600)	(\$2,961,000)	(\$57,400)	2.0%
Total Property Taxes	\$207,506,311	\$211,639,000	\$218,810,400	\$7,171,400	3.4%
<u>INCOME TAX</u>	\$123,429,876	\$120,591,000	\$124,210,000	\$3,619,000	3.0%
<u>RECORDATION TAX</u>	\$15,406,637	\$11,300,000	\$11,490,000	\$190,000	1.7%
<u>TRANSFER TAX</u>	\$5,481,599	\$5,000,000	\$5,060,000	\$60,000	1.2%
<u>OTHER TAXES:</u>					
Hotel/Motel Room	\$1,190,544	\$1,027,000	\$1,214,000	\$187,000	18.2%
Highway User	962,397	927,000	951,000	24,000	2.6%
Admission and Amusement	681,792	737,000	737,000	0	0.0%
Heavy Equipment	0	12,500	0	(12,500)	-100.0%
Total Other Local Taxes	\$2,834,733	\$2,703,500	\$2,902,000	\$198,500	7.3%
<u>LICENSES & PERMITS</u>					
Trader License	\$226,666	\$226,300	\$227,000	\$700	0.3%
Alcoholic License	211,437	177,800	215,700	37,900	21.3%
Building Permits	179,534	139,000	150,000	11,000	7.9%
Park Permits	110,874	101,400	102,400	1,000	1.0%
Electrical Exams	82,056	83,000	83,100	100	0.1%
Electrical Permits	76,337	53,800	67,400	13,600	25.3%
Pumbing Permits	59,565	49,400	59,600	10,200	20.6%
Trailer Permits	44,340	47,000	44,300	(2,700)	-5.7%
Civil Marriage Licenses	36,285	40,000	40,000	0	0.0%
Other	78,946	92,400	89,100	(3,300)	-3.6%
Total Licenses & Permits	\$1,106,040	\$1,010,100	\$1,078,600	\$68,500	6.8%
<u>INTERGOVERNMENTAL:</u>					
Federal	\$1,131,530	\$0	\$0	\$0	N/A
State					
Aid for Police Protection	\$1,172,994	\$1,175,200	\$1,262,000	\$86,800	7.4%
State Aid For Inmate Operating	190,530	241,900	170,000	(71,900)	-29.7%
Jury Fee Reimbursement	102,280	82,000	115,000	33,000	40.2%
Other	134,525	101,100	82,100	(19,000)	-18.8%
Subtotal	\$1,600,329	\$1,600,200	\$1,629,100	\$28,900	1.8%

GENERAL FUND OPERATING BUDGET

	FY2016 <u>Actual</u>	FY2017 <u>Adopted</u>	FY2018 <u>Adopted</u>	<u>\$ Change</u> from FY2017	<u>%</u> <u>Chg.</u>
REVENUE DETAIL BY ACCOUNT CLASSIFICATION					
Local Governments					
Animal Shelter- St. Mary's	\$260,950	\$345,000	\$386,900	\$41,900	12.1%
Animal Shelter- Calvert	173,966	230,000	169,600	(60,400)	-26.3%
Subtotal	\$434,916	\$575,000	\$556,500	(\$18,500)	-3.2%
Total Intergovernmental	\$3,166,775	\$2,175,200	\$2,185,600	\$10,400	0.5%
<u>SERVICES CHARGES:</u>					
Em. Medical Srvc. Billing Fee	\$1,346,815	\$1,365,000	\$1,365,000	\$0	0.0%
Indirect Cost Allocation	975,459	1,081,700	1,060,700	(21,000)	-1.9%
Local 911 Aid	1,094,875	1,080,000	1,100,000	20,000	1.9%
Park Fees	713,191	791,900	744,200	(47,700)	-6.0%
Reclaimed Water Sales	0	590,000	1,183,700	593,700	100.6%
Sheriff Fees	424,292	420,100	462,000	41,900	10.0%
Federal Aid For Inmate Operating	216	0	0	0	N/A
Custodial Fee	332,600	333,900	340,500	6,600	2.0%
False Alarm Registrations	279,158	282,500	285,500	3,000	1.1%
Sheriff Pay Phone Commissions	135,528	150,500	140,000	(10,500)	-7.0%
Room & Board Detention Center	125,843	145,000	115,000	(30,000)	-20.7%
Other	810,622	786,900	792,600	5,700	0.7%
Total Service Charges	\$6,238,600	\$7,027,500	\$7,589,200	\$561,700	8.0%
<u>FINES & FORFEITURES</u>					
Red Light Camera Fines	\$2,002,531	\$1,734,300	\$1,800,000	\$65,700	3.8%
Speed Camera Fines	1,351,773	1,400,000	1,400,000	0	0.0%
False Alarm Fines	262,890	253,000	253,000	0	0.0%
Other	90,463	78,700	88,300	9,600	12.2%
Total Fines & Forfeitures	\$3,707,656	\$3,466,000	\$3,541,300	\$75,300	2.2%
<u>OTHER INCOME</u>					
Rent	\$1,302,010	\$1,274,500	\$1,304,700	\$30,200	2.4%
Interest	428,929	225,000	425,000	200,000	88.9%
Sale of Fixed Assets	243,664	250,000	250,000	0	0.0%
Miscellaneous	727,299	362,000	431,500	69,500	19.2%
Total Miscellaneous	\$2,701,902	\$2,111,500	\$2,411,200	\$299,700	14.2%
TOTAL OPERATING REVENUES	\$371,580,131	\$367,023,800	\$379,278,300	\$12,254,500	3.3%
<u>Financing Sources</u>					
Transfer from Capital Project Fund	\$0	\$0	\$1,357,000	\$1,357,000	N/A
Transfer from Special Revenue Fund	1,353	1,200,000	2,600,000	1,400,000	-16.7%
Bond Premium	2,727,531	0	0	0	N/A
Capital Lease Proceeds	6,979,100	3,342,500	3,934,200	591,700	17.7%
Subtotal: Financing Sources	\$9,707,984	\$4,542,500	\$7,891,200	\$3,348,700	38.5%
<u>Fund Balance</u>					
Housing Authority	\$0	\$19,000	\$10,600	(\$8,400)	-44.2%
OPEB	0	100,000	100,000	0	0.0%
CIP Appropriation	0	270,000	0	(270,000)	N/A
Bond Premium	0	2,729,400	967,700	(1,761,700)	-64.5%
Reserve for Priorities	0	857,900	3,204,300	2,346,400	273.5%
Subtotal: Fund Balance	\$0	\$3,976,300	\$4,282,600	\$306,300	7.7%
TOTAL OTHER FINANCING SOURCES	\$9,707,984	\$8,518,800	\$12,173,800	\$3,655,000	24.1%
TOTAL REVENUES & OTHER FINANCING SOURCES	\$381,288,115	\$375,542,600	\$391,452,100	\$15,909,500	3.8%

GENERAL FUND

Adopted Budget: \$391,452,100



EXPENDITURE BREAKDOWN

EDUCATION	48.4%	\$189,579,900	SHERIFF'S OFFICE	22.3%	\$87,323,600
Board of Education	\$175,484,000				
College of Southern Maryland	9,886,200		DEBT SERVICE	7.3%	\$28,584,000
Library	4,196,100				
Other Education	13,600		OTHER AGENCIES	3.2%	\$12,557,600
			State's Attorney	\$3,960,700	
COUNTY GOVERNMENT	15.4%	\$60,374,500	Health Department	2,833,500	
Public Works - Facilities	\$14,987,400		Circuit Court	1,482,000	
Emergency Services	15,512,200		Election Board	1,284,600	
Recreation, Parks, and Tourism	8,013,100		Other Agencies	2,996,800	
Fiscal & Administrative Services	6,664,200				
Planning & Growth Management	6,763,800		MISCELLANEOUS	3.4%	
Community Services	2,267,300		Retiree Fringe/OPEB Contribution	\$4,258,300	\$13,032,500
Economic Development Dept.	1,827,700		Capital Asset Purchases	3,934,200	
Administrative Services	1,715,200		Central Services	3,000,500	
County Attorney	1,071,000		Contingency	971,500	
Human Resources	1,047,200		Capital Project Transfer	318,000	
County Commissioners	505,400		Watershed Fund Subsidy	550,000	

GENERAL FUND OPERATING BUDGET

	FY2016 <u>Actual</u>	FY2017 <u>Adopted</u>	FY2018 <u>Adopted</u>	<u>\$ Change</u> from FY2017	<u>%</u> <u>Chg.</u>
EXPENDITURES BY DIVISION					
<u>EDUCATION</u>					
Board of Education	\$166,121,100	\$170,474,500	\$175,484,000	\$5,009,500	2.9%
College of Southern Maryland	9,710,300	9,830,400	9,886,200	55,800	0.6%
Library	3,894,415	4,074,800	4,196,100	121,300	3.0%
Other	29,000	13,600	13,600	0	0.0%
Total Education	\$179,754,815	\$184,393,300	\$189,579,900	\$5,186,600	2.8%
<u>PUBLIC SAFETY</u>					
Sheriff	\$59,568,415	\$61,849,900	66,001,400	\$4,151,500	6.7%
Corrections	17,182,870	18,426,900	18,910,900	484,000	2.6%
Automated Enforcement Unit (AEU)	1,784,525	2,178,700	2,107,000	(71,700)	-3.3%
Fingerprinting Service	231,559	283,100	304,300	21,200	7.5%
Sheriff's Office	\$78,767,369	\$82,738,600	\$87,323,600	\$4,585,000	5.5%
Emergency Services Administration	336,187	405,700	331,500	(74,200)	-18.3%
False Alarm Reduction Unit	165,366	174,600	180,900	6,300	3.6%
Animal Control	731,514	691,500	711,300	19,800	2.9%
Animal Shelter	721,192	957,700	995,000	37,300	3.9%
Fire/EMS Communications	3,574,830	3,723,300	3,804,400	81,100	2.2%
Career Emergency Medical Services	7,941,411	8,526,900	9,143,200	616,300	7.2%
Tactical Response Team	166,327	212,400	207,400	(5,000)	-2.4%
Emergency Management	1,472,523	131,300	138,500	7,200	5.5%
Subtotal: Emergency Services	\$15,109,348	\$14,823,400	\$15,512,200	\$688,800	4.6%
Total Public Safety	\$93,876,717	\$97,562,000	\$102,835,800	\$5,273,800	5.4%
<u>DEBT SERVICE</u>					
Principal	\$17,436,210	\$19,252,900	\$20,576,900	\$1,324,000	6.9%
Interest	6,808,214	7,360,200	7,308,300	(51,900)	-0.7%
Miscellaneous	678,491	610,300	698,800	88,500	14.5%
Total Debt Service	\$24,922,915	\$27,223,400	\$28,584,000	\$1,360,600	5.0%
<u>GENERAL GOVERNMENT</u>					
Central Services	\$1,094,260	\$2,159,100	\$3,000,500	\$841,400	39.0%
OPEB Contribution	1,000,000	1,250,000	1,500,000	250,000	20.0%
Election Board	1,171,314	1,199,800	1,284,600	84,800	7.1%
Liquor Board	253,293	247,600	247,500	(100)	0.0%
Orphan's Court	52,150	55,100	56,700	1,600	2.9%
Circuit Court	1,221,550	1,330,300	1,482,000	151,700	11.4%
State's Attorney	3,919,091	4,205,500	3,960,700	(244,800)	-5.8%
Fringe Benefits	2,246,226	2,441,200	2,758,300	317,100	13.0%
Volunteer Fire & Rescue Subsidy	13,767	15,300	15,300	0	0.0%
Subtotal: Other General Govt.	\$10,971,651	\$12,903,900	\$14,305,600	\$1,401,700	10.9%
County Commissioners	\$485,414	\$496,500	\$505,400	\$8,900	1.8%
Administrative Services	1,406,067	1,526,500	1,715,200	188,700	12.4%
County Attorney	952,254	988,300	1,071,000	82,700	8.4%
Human Resources	789,033	938,100	1,047,200	109,100	11.6%
Subtotal: County Administered	\$3,632,768	\$3,949,400	\$4,338,800	\$389,400	9.9%
Total General Government	\$14,604,419	\$16,853,300	\$18,644,400	\$1,791,100	10.6%

GENERAL FUND OPERATING BUDGET

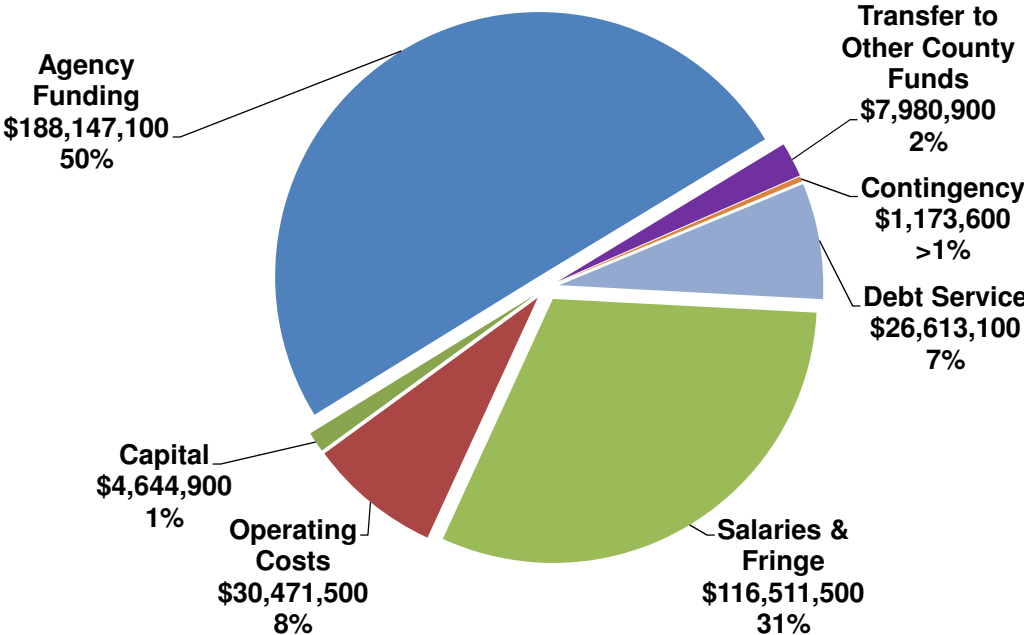
	FY2016 <u>Actual</u>	FY2017 <u>Adopted</u>	FY2018 <u>Adopted</u>	<u>\$ Change from FY2017</u>	<u>% Chg.</u>
EXPENDITURES BY DIVISION					
<u>FISCAL & ADMINISTRATIVE SERVICES</u>					
Administration	\$259,629	\$259,200	\$267,700	\$8,500	3.3%
Budget	433,139	427,100	439,200	12,100	2.8%
Information Technology	2,559,512	2,963,300	3,193,200	229,900	7.8%
Purchasing	408,473	350,000	351,600	1,600	0.5%
Treasury	1,168,750	1,096,800	1,180,500	83,700	7.6%
Accounting	1,117,364	1,178,400	1,232,000	53,600	4.5%
Total Fiscal & Admin. Services	\$5,946,867	\$6,274,800	\$6,664,200	\$389,400	6.2%
<u>PUBLIC WORKS - FACILITIES</u>					
Administration	\$787,825	\$607,100	\$634,500	\$27,400	4.5%
Building & Trades	6,847,550	7,499,200	7,438,000	(61,200)	-0.8%
Vehicle Maintenance	953,660	988,100	1,022,700	34,600	3.5%
Roads	5,367,582	5,115,800	5,892,200	776,400	15.2%
Total Public Works	\$13,956,618	\$14,210,200	\$14,987,400	\$777,200	5.5%
<u>COMMUNITY SERVICES</u>					
Administration	\$482,031	\$306,700	\$258,300	(\$48,400)	-15.8%
Aging & Senior Programs	1,476,097	1,413,200	1,434,000	20,800	1.5%
Housing Authority	508,189	570,100	575,000	4,900	0.9%
Total Community Services	\$2,466,316	\$2,290,000	\$2,267,300	(\$22,700)	-1.0%
<u>RECREATION, PARKS, AND TOURISM</u>					
Administration	\$2,452	\$563,300	\$585,900	\$22,600	4.0%
Recreation	1,456,018	1,641,200	1,688,900	47,700	2.9%
Parks & Grounds	4,566,837	4,698,000	4,828,700	130,700	2.8%
Tourism	661,298	954,200	909,600	(44,600)	-4.7%
Total Recreation, Parks, & Tourism	\$6,686,605	\$7,856,700	\$8,013,100	\$156,400	2.0%
<u>PLANNING & GROWTH MANAGEMENT</u>					
Administration	\$255,321	\$293,300	\$381,700	\$88,400	30.1%
Transit	2,648,116	3,001,400	3,653,900	652,500	21.7%
Planning	1,474,996	1,554,200	1,587,700	33,500	2.2%
Inspections & Enforcement	349,688	396,800	427,000	30,200	7.6%
Codes & Permits	406,617	427,400	431,800	4,400	1.0%
Resource & Infrastructure Mgmt.	241,887	260,000	281,700	21,700	8.3%
Total Planning & Growth Mgmt.	\$5,376,625	\$5,933,100	\$6,763,800	\$830,700	14.0%
<u>ECONOMIC DEVELOPMENT</u>					
Economic Development Department	\$1,313,341	\$1,723,300	\$1,827,700	\$104,400	6.1%
Other Economic Development Svcs	228,300	243,300	167,000	(76,300)	-31.4%
Total Economic Development	\$1,541,641	\$1,966,600	\$1,994,700	\$28,100	1.4%
<u>HEALTH SERVICES</u>					
Health Department	\$2,491,725	\$2,762,300	\$2,833,500	\$71,200	2.6%
Other Health Services	192,115	0	0	0	N/A
Water & Sewer Services	192,046	189,700	189,700	0	0.0%
Mosquito Control	104,109	119,000	119,000	0	0.0%
Dept. of Health & Mental Hygiene	120,421	120,400	120,400	0	0.0%
Total Health	\$3,100,416	\$3,191,400	\$3,262,600	\$71,200	2.2%
<u>SOCIAL SERVICES</u>					
Department of Social Services	\$311,000	\$311,000	\$341,000	\$30,000	9.6%
Other Social Services	692,284	832,800	1,058,000	225,200	27.0%
Total Social Services	\$1,003,284	\$1,143,800	\$1,399,000	\$255,200	22.3%

GENERAL FUND OPERATING BUDGET

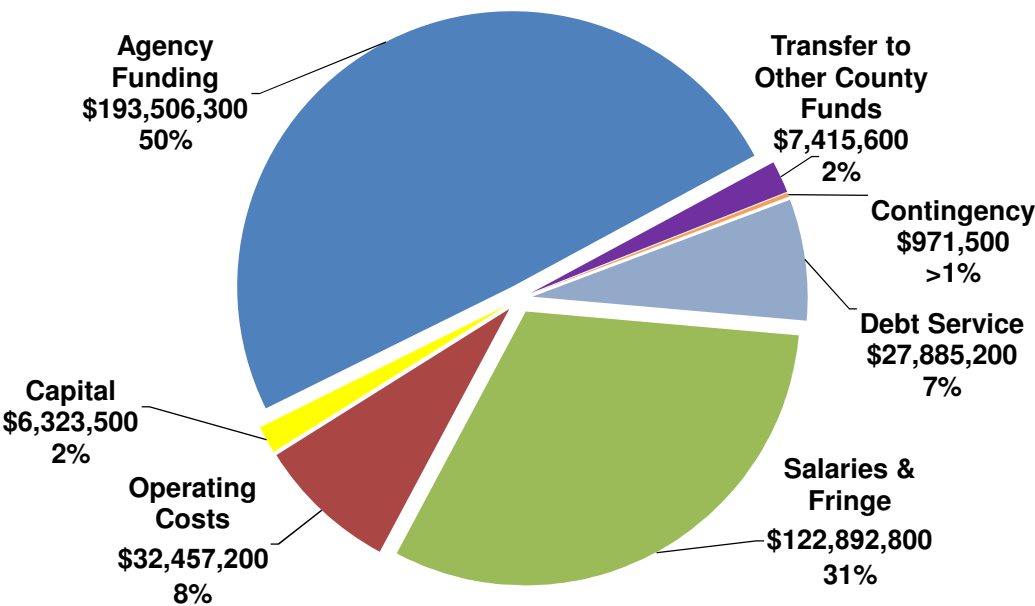
	FY2016 <u>Actual</u>	FY2017 <u>Adopted</u>	FY2018 <u>Adopted</u>	\$ Change from FY2017	% <u>Chg.</u>
EXPENDITURES BY DIVISION					
<u>CONSERVATION OF NATURAL RESOURCES</u>					
University of MD Extension	\$239,664	\$252,600	\$252,300	(\$300)	-0.1%
Soil Conservation	383,762	378,800	396,100	17,300	4.6%
Weed Control	11,906	15,400	15,300	(100)	-0.6%
So. MD Resource Conservation	8,854	9,100	9,500	400	4.4%
Gypsy Moth	2,250	9,000	9,000	0	0.0%
Total Conservation of Nat. Resource:	\$646,436	\$664,900	\$682,200	\$17,300	2.6%
<u>CONTINGENCY</u>					
Contingency	\$0	\$100,000	\$150,000	\$50,000	50.0%
Contingency - Leave Buyback/Bonus	0	0	821,500	821,500	N/A
Contingency - 5th Judge	0	82,600	0	(82,600)	-100.0%
Contingency - CCSO Payscale	0	991,000	0	(991,000)	-100.0%
Total Contingency	\$0	\$1,173,600	\$971,500	(\$202,100)	-17.2%
TOTAL EXPENDITURES	\$353,883,674	\$370,737,100	\$386,649,900	\$15,912,800	4.3%
<u>FINANCING USES:</u>					
Capital Project Pay-as-you-go	\$2,053,500	\$913,000	\$318,000	(\$595,000)	-65.2%
Watershed Fund Subsidy	386,579	550,000	550,000	0	0.0%
Capital Asset Purchases	5,963,553	3,342,500	3,934,200	591,700	17.7%
TOTAL FINANCING USES	\$8,403,632	\$4,805,500	\$4,802,200	(\$3,300)	-0.1%
TOTAL EXPENDITURES & OTHER FINANCING USES:	\$362,287,306	\$375,542,600	\$391,452,100	\$15,909,500	4.2%
SURPLUS/(DEFICIT)	\$19,000,809	\$0	\$0	\$0	

GENERAL FUND OPERATING BUDGET

FY17 ADOPTED BUDGET \$375,542,600



FY18 ADOPTED BUDGET \$391,452,100

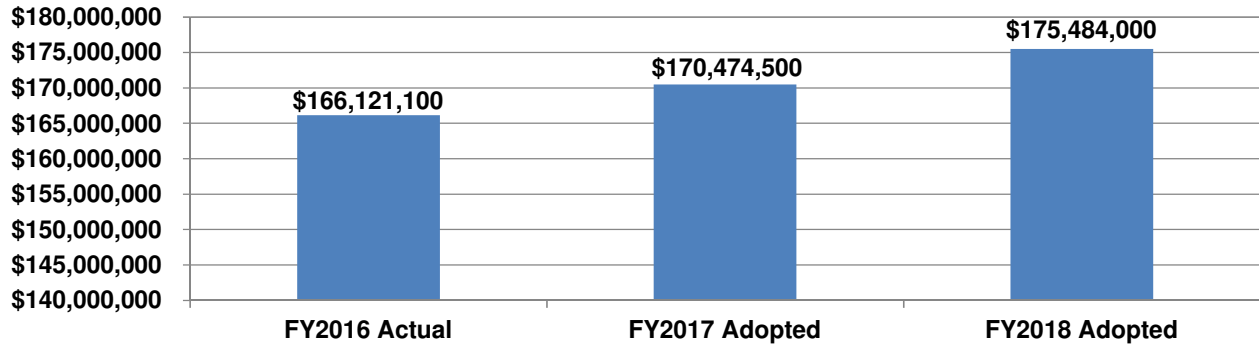


- Agency Funding represents the County's direct payment to agencies (for example the Board of Education, College of Southern Maryland, Library Board).
- Transfers to Other County Funds represents support to the Enterprise funds, local matches for grants, transfers for Other Post Employment Benefits (OPEB),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

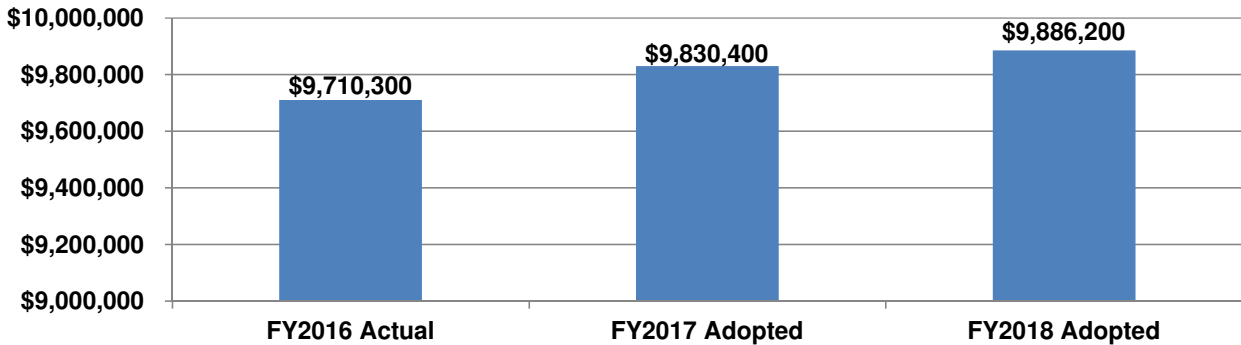
Education Summary

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Fringe Benefits	\$231,439	\$280,000	\$341,800	\$331,400	\$51,400	18.4%
Operating Costs	160,176	226,600	193,900	193,900	(32,700)	-14.4%
Agency Funding	179,363,200	183,886,700	202,686,500	189,054,600	5,167,900	2.8%
Total Expenditures	\$179,754,815	\$184,393,300	\$203,222,200	\$189,579,900	\$5,186,600	2.8%
Total Expenditures as % of Budget:	49.6%	49.1%	49.2%	48.4%		

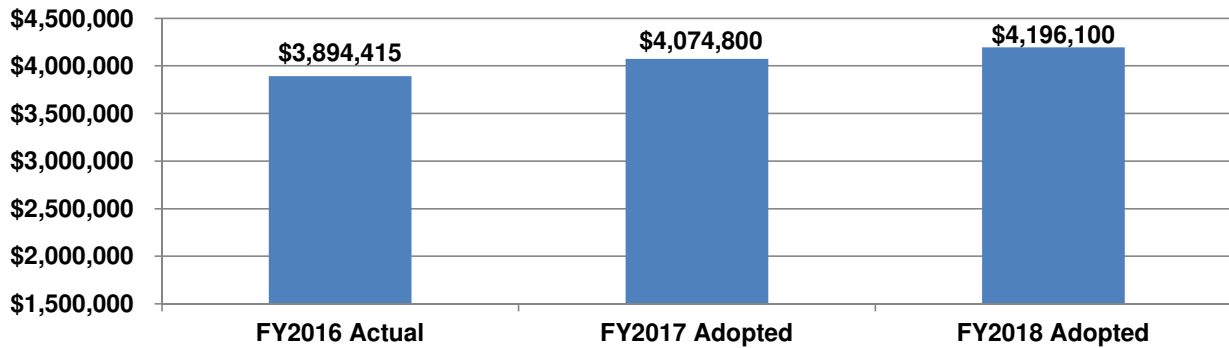
Board of Education



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 Mailing Address: Charles County Public Schools P.O. Box 2770 La Plata, Maryland 20646 Physical Address: Jesse L. Starkey Administration Building 5980 Radio Station Road, La Plata, MD 20646 www.cbboe.com	301-932-6610	301-870-3814				
Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Agency Funding	\$166,121,100	\$170,474,500	\$188,663,700	\$175,484,000	\$5,009,500	2.9%
Total Expenditures	\$166,121,100	\$170,474,500	\$188,663,700	\$175,484,000	\$5,009,500	2.9%

Changes and Useful Information:

- Budget number reflects County funding only.
- The FY2018 Board of Education budget increase provides additional funding for approved salary increases, as well as assist funding new English Language Learners and special education positions.
- BOE total FY2018 budget (including State, Federal, and Local revenues) equals \$380 million.

Description:

Charles County Public Schools is a metropolitan-area school system serving 26,000 schools. 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>FY14</u> <u>FTE</u>	<u>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>
Administration	81.5	87.5	90.0	85.5	88.0
Mid-Level Administration	263.5	264.5	282.5	284.5	284.5
Instructional	1,958.1	1,989.8	2,031.9	2,063.3	2,049.9
Special education	452.0	470.3	546.8	559.1	585.1
Student Personnel Services	41.0	45.0	48.0	46.0	46.0
Student Transportation Services	10.0	17.0	18.0	18.0	18.0
Operation of Plant	221.8	236.3	245.8	254.8	255.8
Maintenance of Plant	56.0	60.0	59.0	64.0	62.0
Capital Outlay	2.0	4.0	4.0	5.0	5.0
Total Full Time Equivalent	3,085.9	3,174.4	3,325.9	3,380.2	3,394.2

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 Mailing Address: PO Box 910, La Plata, MD 20646 Physical Address: 8730 Mitchell Road, La Plata, MD 20646 www.csmd.edu	Operator: 301-934-2251 301-870-3008 Automated Attendant: 301-934-7790 301-870-2309
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Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Agency Funding	\$9,710,300	\$9,830,400	\$10,090,300	\$9,886,200	\$55,800	0.6%
Total Expenditures	\$9,710,300	\$9,830,400	\$10,090,300	\$9,886,200	\$55,800	0.6%

Changes and Useful Information:

- Budget number listed above reflects County funding only.
- The FY2018 approved budget includes additional to support the Mediation Center.
- CSM total budget including State Funding and Tuition equals \$38.6 million for all Charles County Campuses.

Description:

CSM's 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>FY14</u> <u>FTE</u>	<u>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>
Full-time permanent faculty	84.0	92.0	94.0	98.0	102.0
Part-time permanent faculty	2.0	2.5	6.0	3.5	4.0
Full-time permanent staff	275.0	306.0	283.0	302.0	296.0
Part-time permanent staff	19.6	18.1	17.5	15.0	26.0
Total Full Time Equivalent	380.6	418.6	400.5	418.5	428.0

* The positions listed are not County Government employees.

** Part-time adjunct faculty/Temporary Positions	498.0	498.0	502.0	396.0	457.0
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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:	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Projected	FY18 Estimated
Enrollment					
Number of Enrolled Credit Students	11,924	11,708	11,307	10,970	10,970
Total Number of Credit-Free Course Registrations	13,900	14,246	14,104	13,963	13,963
Number of Students Transferring	1,717	1,762	1,853	1,890	1,890
Percent of County Population Served	58.0%	56.0%	53.0%	55.0%	55.0%
In-County Tuition and Fees Per Credit	\$139	\$141	\$147	\$151	\$151
Quality					
Number of Graduates	1,225	1,228	1,332	1,447	1,447
Four-Year Transfer/Graduation Rate	53.0%	53.0%	55.0%	55.0%	55.0%
Student Satisfaction w/ Transfer Preparation (1 = Very Poor, and 5 = Very Good)	4.1	4.2	4.2	4.2	4.2
Workforce Training					
Student Satisfaction with Job Preparation (1 = Very Poor, and 5 = Very Good)	3.8	4.2	4.2	4.2	4.2
Employment Rate of Graduates	88%	77%	77%	80%	80%

Department: Education Appropriations 01.47
Division\Program: Charles County Public Library (CCPL) Fund: General
Program Administrator: Janet Salazar, 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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Fringe Benefits	\$231,439	\$280,000	\$341,800	\$331,400	\$51,400	18.4%
Operating Costs	151,176	213,000	180,300	180,300	(32,700)	-15.4%
Agency Funding	3,511,800	3,581,800	3,932,500	3,684,400	102,600	2.9%
Total Expenditures	\$3,894,415	\$4,074,800	\$4,454,600	\$4,196,100	\$121,300	3.0%
Capital Lease budget in Debt Service	5,535	5,500	2,800	2,800	(2,700)	-49.1%
Total County Support	\$3,899,950	\$4,080,300	\$4,457,400	\$4,198,900	\$118,600	2.9%

Changes and Useful Information:

- Budget numbers listed above reflect County funding only.
- The Library's total FY2018 budget including State and other revenues equal \$5.7 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.
- The **Agency Funding** budget increase includes additional funding to support the Library's Mobile Services Department whose mission is to provide home delivery of books, materials, and programs to those who are unable to travel to a branch.

Education

Department:	Education Appropriations	01.47
Division\Program:	Charles County Public Library (CCPL)	Fund: General
Program Administrator:	Janet Salazar, 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>FY14</u> <u>FTE</u>	<u>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</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	0.0	0.7	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	1.0	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	0.0	1.0	1.0	1.0	1.0
Marketing/Development Manager	0.0	0.0	0.0	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	1.2	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	14.0	17.8	17.8	17.1	17.1
Outreach Associate-Mobile Library	0.0	0.0	0.0	2.0	2.0
Young Adult Associate	1.0	1.0	1.0	1.0	1.0
Public Services Assistant	2.7	1.3	1.3	1.3	1.3
Technical Services Assistant	0.4	0.7	0.7	0.7	0.7
Circulation Assistant	9.5	8.0	8.0	8.0	8.0
Custodial Worker II	0.4	0.7	0.7	0.7	0.7
Marina Technician	0.0	2.1	2.1	2.1	2.1
Computer Technician	0.4	0.0	0.0	0.0	0.0
Public Services Librarian	2.0	1.0	1.0	1.0	1.0
Reference Librarian/MLS	1.0	0.0	0.0	0.0	0.0
Interlibrary Loan/Marina	1.3	0.0	0.0	0.0	0.0
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)	3.7	4.8	4.8	4.8	4.8
Total Full Time Equivalent	64.8	66.6	66.9	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: Janet Salazar, Director

Objectives & Measurements:	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Projected	FY18 Estimated
Circulation (physical & electronic materials for FY 2016)	799,110	771,235	972,197	970,000	970,000
Registered Borrowers (Customers)	79,587	88,355	66,082	70,000	73,351
(Purge of inactive records in December 2016)					
Customer Count	612,400	634,200	622,935	630,759	635,394
Total Reference Questions	39,616	39,002	46,433	48,000	51,076
<i>Customers are being trained to use on-line resources remotely</i>					
Program Attendance	32,341	36,049	44,197	45,000	48,617
Total Service Hours	11,710	11,710	11,710	11,710	11,710
Computer & Wi-Fi Sessions	180,260	201,624	156,850	160,000	160,000
Meeting Room Usage	56,178	53,026	57,231	60,000	61,809

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

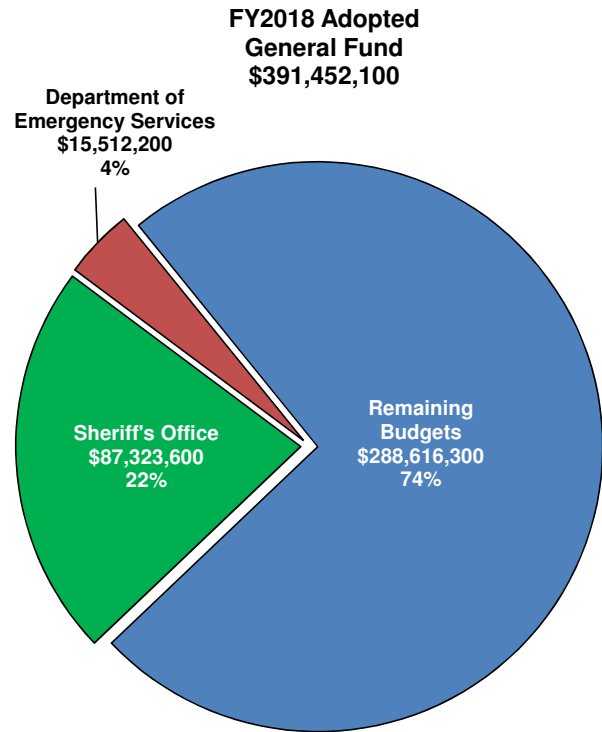
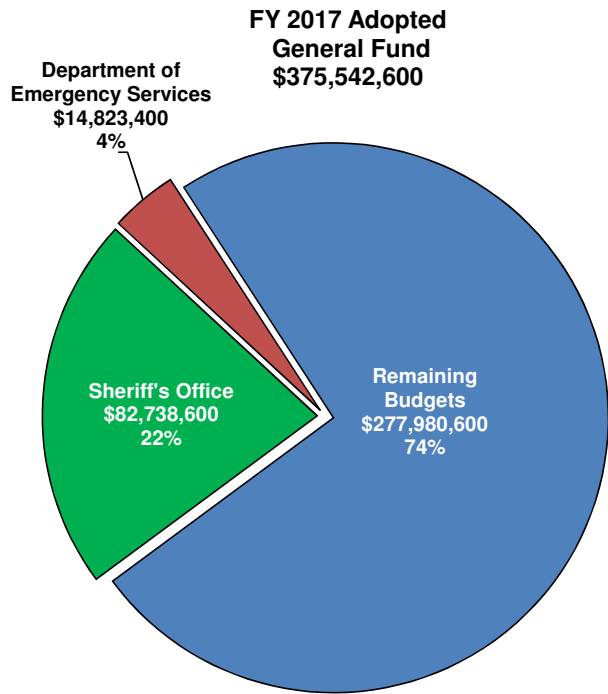
Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Operating Costs	9,000	13,600	13,600	13,600	0	0.0%
Agency Funding	20,000	0	0	0	0	N/A
Total Expenditures	\$29,000	\$13,600	\$13,600	\$13,600	\$0	0.0%

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.
- **Agency Funding** budget reduction in funding compared to FY2016 is due to the budget being transferred to the Economic Development Function. Agency funding is determined by Department of Economic Development.

Public Safety Summary

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$55,811,191	\$56,141,900	\$61,127,200	\$58,711,700	\$2,569,800	4.6%
Fringe Benefits	23,715,005	24,628,300	27,716,000	26,492,700	1,864,400	7.6%
Operating Costs	13,289,069	14,492,900	17,156,500	14,730,100	237,200	1.6%
Agency Funding	16,474	24,000	0	0	(24,000)	-100.0%
Transfers Out	709,571	1,070,900	985,700	991,000	(79,900)	-7.5%
Capital Outlay	335,408	1,204,000	3,741,100	1,910,300	706,300	58.7%
Total Expenditures	\$93,876,717	\$97,562,000	\$110,726,500	\$102,835,800	\$5,273,800	5.4%
Revenues	\$12,635,334	\$11,241,100	\$11,383,500	\$11,383,500	\$142,400	1.3%
Total Expenditures as % of Budget:	25.9%	26.0%	26.8%	26.3%		



Public Safety - Sheriff's Office Summary

Sheriff Troy D. Berry

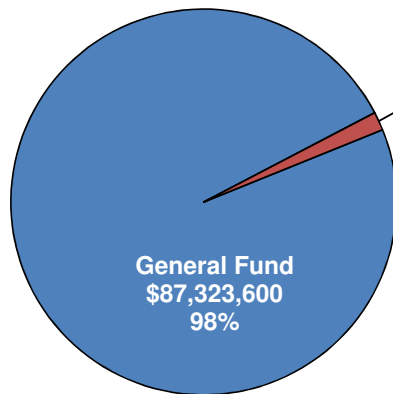
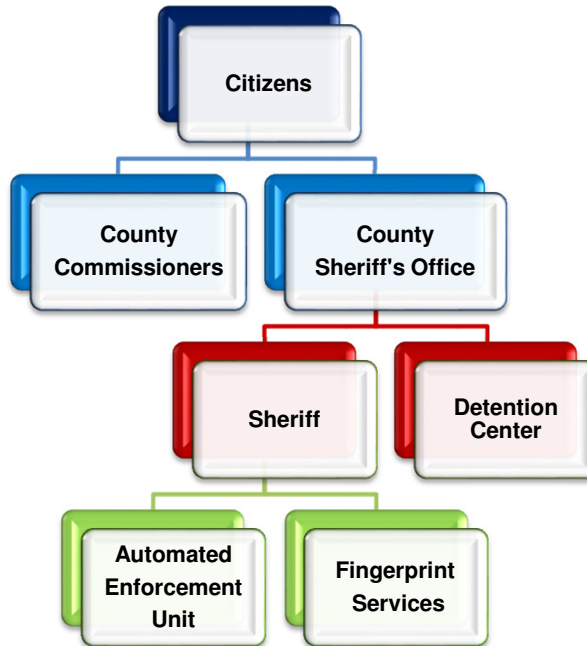
Non-Emergency 301-932-2222

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

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

www.ccsso.us

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$46,893,234	\$46,780,000	\$50,216,300	\$48,797,800	\$2,017,800	4.3%
Fringe Benefits	21,242,974	22,087,900	24,689,300	23,784,200	1,696,300	7.7%
Operating Costs	9,693,704	11,696,600	14,204,300	11,958,700	262,100	2.2%
Agency Funding	16,474	24,000	0	0	(24,000)	-100.0%
Transfers Out	609,625	984,900	899,900	905,200	(79,700)	-8.1%
Capital Outlay	311,358	1,165,200	3,708,500	1,877,700	712,500	61.1%
Total Expenditures	\$78,767,369	\$82,738,600	\$93,718,300	\$87,323,600	\$4,585,000	5.5%
Revenues	\$5,687,044	\$5,508,000	\$5,567,900	\$5,567,900	\$59,900	1.1%
Total Expenditures as % of Budget:	21.7%	22.0%	22.7%	22.3%		



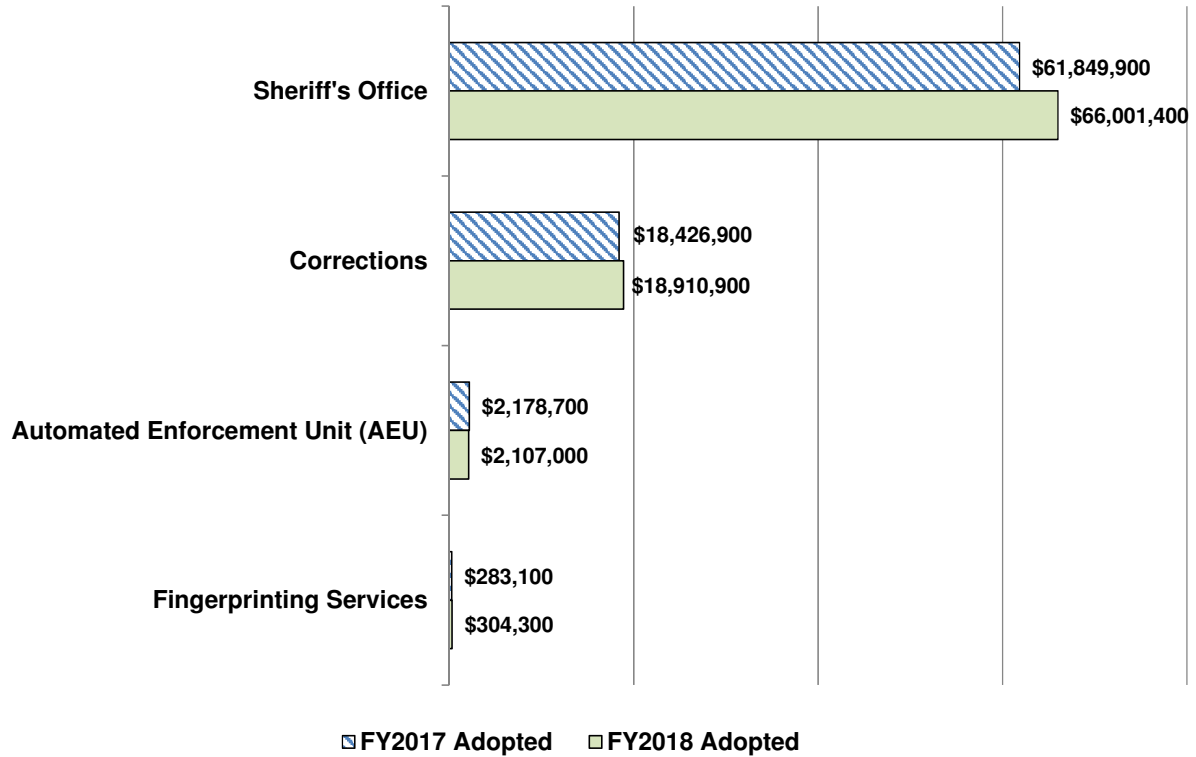
TOTAL FY2018 AGENCY BUDGET
\$88,697,018

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

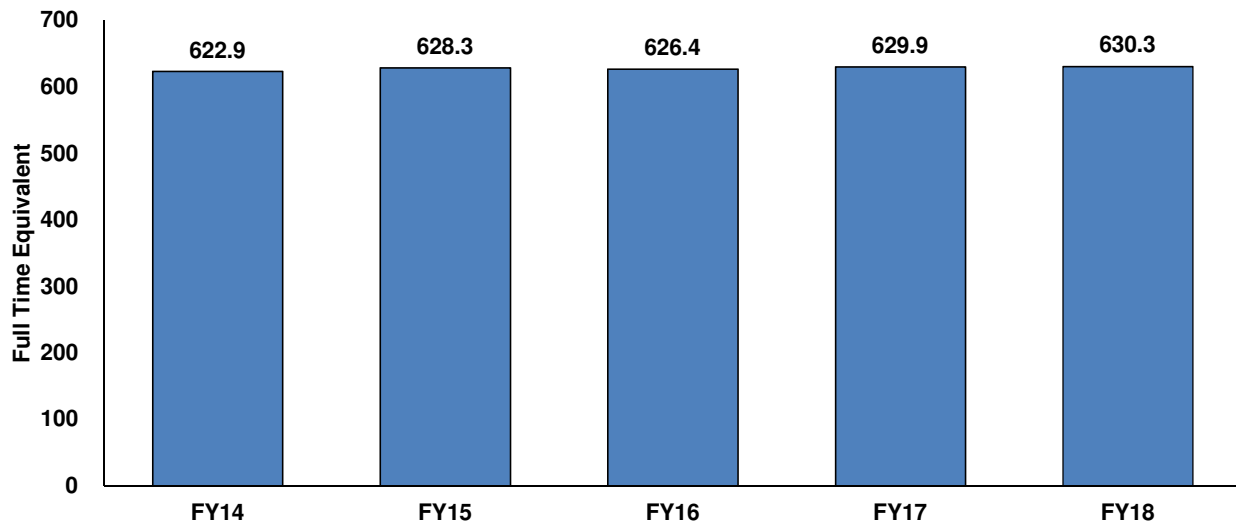
As indicated by the graph, the Sheriff's Office is mostly funded by the General Fund.

Sheriff's Office Expenditure and Staffing History

GENERAL FUND



Staffing History



Positions by Program:

	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>
Sheriff	463.2	465.9	464.5	466.9	467.9
Corrections	155.1	155.1	155.1	155.1	155.1
Automated Enforcement Unit (AEU)	4.6	6.6	4.6	4.6	4.0
Fingerprinting Services	0.0	0.6	2.2	3.2	3.2
Total Full Time Equivalent	622.9	628.3	626.4	629.9	630.3

Public Safety

Department: Sheriff's Office 01.24.24
Division\Program: Sheriff www.ccs0.us Fund: General
Program Administrator: Troy D. Berry, Sheriff

Expenditure Category	FY2016	FY2017	FY2018	FY2018	\$ Change from FY2017	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$36,659,149	\$36,261,500	\$38,872,700	\$37,989,700	\$1,728,200	4.8%
Fringe Benefits	17,469,488	18,137,900	20,317,200	19,664,400	1,526,500	8.4%
Operating Costs	4,567,675	5,521,700	7,529,900	5,680,800	159,100	2.9%
Agency Funding	14,364	21,700	0	0	(21,700)	-100.0%
Transfers Out	609,625	984,900	899,900	905,200	(79,700)	-8.1%
Capital Outlay	248,114	922,200	3,013,400	1,761,300	839,100	91.0%
Total Expenditures	\$59,568,415	\$61,849,900	\$70,633,100	\$66,001,400	\$4,151,500	6.7%
Revenues	\$1,736,686	\$1,657,500	\$1,757,700	\$1,757,700	\$100,200	6.0%

Changes and Useful Information:

- The **Personal Services** increase includes approved salary increases, the full year impact of new FY2017 positions and funding to support hiring one additional narcotics officer to address the opioid crisis.
- The cost of the (18) School Resource Officers who are assigned to every high school and middle school in Charles County as part of an agreement with Charles County Public Schools equals \$1.5 million in salaries and \$960,000 estimated fringe.
- **Operating costs** increase is related to the new officers that were added during FY2017 and for the additional officer approved for FY2018.
- The **Agency Funding** budget represents funding for Pension related costs. For FY2018 these costs will now be consolidated under the Central Services budget.
- **Transfer Out** represents the Local Match for grants and Charles County's share of the Southern Maryland Criminal Justice Academy (SMCJA). The FY2018 budget was reduced due to the COPS grant only funding 3 new officers. The FY2017 adopted budget assumed 5 officers would be funded. Funding to support the Heroin Coordinator grant was also included for FY2018.
- The **Capital Outlay** budget includes funding for replacement equipment and five new vehicles for new sworn officers approved in FY2017.

Description:

The Charles County Sheriff's Office, a full-service law enforcement agency, is committed to protecting the lives and property of the citizens of Charles County. The Sheriff's Office carries out this mission through the preservation of peace and order, enforcement of all laws and ordinances, confining of prisoners, and thorough crime prevention efforts. The Sheriff's Office is a progressive law enforcement agency committed to protecting and serving more than 150,000 citizens. The Sheriff's Office is the major law enforcement agency in the County. The Agency serves as the County Police Department as well as performing the traditional Sheriff's services.

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:

Life - We believe the protection of life is our highest priority.

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.

Fairness - We believe in the delivery of service that provides fair and equal treatment to all citizens without regard to age, gender, race, creed, color, religion or national origin.

Trust - We believe in order to provide effective service we must develop and maintain the confidence of the community.

Partnerships - We believe in working in partnership with the community and each other to identify and resolve problems and issues, which affect the safety of our citizens.

Loyalty - We believe in an allegiance to the community, to the organization and to each other.

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

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 the ever rising crime rate.

Police Communications	Child Support Enforcement Unit	Domestic Violence Unit	Auto Theft Unit
D.A.R.E Unit	Asset Forfeiture/Drug Division Unit	Warrants/Fugitives Unit	Boat Unit
K-9 Unit	Crime Prevention Unit	Civil Unit	COPS in School
Traffic Safety Unit	Crimes Against Persons Units	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 Units		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.

Positions:	FY14	FY15	FY16	FY17	FY18
<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	1.0	0.5	0.0	0.0	0.0
Major	2.0	2.0	2.0	1.0	1.0
Captains	9.0	9.0	9.0	10.0	10.0
Lieutenant	21.0	21.0	21.0	21.0	21.0
Sergeant	44.0	44.0	47.0	47.0	47.0
Corporal	70.0	70.0	70.0	70.0	70.0
PFC, Patrolman I & II	154.0	154.5	152.0	157.0	158.0
Total Sworn Officers	302.0	302.0	302.0	307.0	308.0
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	0.0	0.0	(3.0)	(3.0)
Vehicle Theft Grant	(2.0)	(2.0)	(2.0)	(2.0)	(2.0)
Total Other Funding	(7.0)	(7.0)	(7.0)	(10.0)	(10.0)
Total Officers funded by General Fund	295.0	295.0	295.0	297.0	298.0
<u>Office of the Sheriff</u>					
Chief of Staff	0.0	0.5	1.0	1.0	1.0
Assistant Sheriff of Administration	0.0	0.0	0.0	1.0	1.0
General Counsel	1.0	1.0	1.0	1.0	1.0
Associate Counsel	0.8	1.0	1.0	1.0	1.0
Law Clerk	0.2	0.0	0.0	0.0	0.0
Executive Office Administrator	1.0	1.0	1.0	1.0	1.0
OPR Administrator	0.0	0.0	0.0	0.0	1.0
Administrative Coordinator	1.0	1.0	1.0	1.0	0.0
Executive Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
Part-time	1.2	0.6	0.0	0.0	0.0
	6.2	6.1	6.0	7.0	7.0
<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	1.0	1.0
	2.0	2.0	2.0	2.0	2.0
<u>Executive Services Division</u>					
Deputy Director, Planning & Accreditation	1.0	1.0	1.0	1.0	1.0
Press Secretary	1.0	1.0	0.0	0.0	0.0
Public Relations Specialist	0.0	1.0	1.0	1.0	1.0
Media Relations Specialist	1.0	1.0	1.0	1.0	1.0
Civilian Planner I	2.0	2.0	2.0	2.0	2.0
Grant Coordinator	1.0	1.0	1.0	1.0	1.0
Part Time	4.7	2.1	0.0	0.0	0.0
	10.7	9.1	6.0	6.0	6.0

Public Safety

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

Positions:	FY14	FY15	FY16	FY17	FY18
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
<u>Information Services Division - Communications</u>					
Communications Supervisor	5.0	4.5	4.0	4.0	4.0
Police Comm. Officer I - III	15.0	15.5	16.0	16.0	16.0
Communications - Administrative Assistant	1.0	1.0	0.0	0.0	0.0
Part Time	0.0	0.6	0.9	0.9	0.9
	21.0	21.6	20.9	20.9	20.9
<u>Informational 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>Administrative Services Division - Records Management</u>					
Records Supervisor	1.0	1.0	1.0	1.0	1.0
Manager, Police Records	1.0	0.5	0.0	0.0	0.0
Deputy Director, Records Management	0.0	0.5	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</u>					
Director, Administrative Services	0.0	0.5	1.0	0.0	0.0
Deputy Director, Financial Services	1.0	0.5	0.0	0.0	0.0
Deputy Director, Budgeting	0.0	0.5	1.0	1.0	1.0
Deputy Director, Accounting	0.0	0.5	1.0	1.0	1.0
Finance Manager	1.0	0.5	0.0	0.0	0.0
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	0.0	0.0	1.0
Accounting Associate	0.9	0.9	0.9	0.9	0.9
Office Associate	1.0	1.0	1.0	1.0	0.0
Office Associate - Speed Program	1.0	1.0	0.0	0.0	0.0
Deputy Director, Human Resources	1.0	0.0	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	0.0	0.4	1.0	1.0	1.0
Background Investigator	0.0	0.0	0.0	0.0	0.9
Background Supervisor	0.9	0.9	0.9	0.9	0.0
Recruiter	0.0	0.0	0.0	0.9	0.9
Part Time	3.6	3.6	3.2	3.0	3.0
Grant/Program Funded Positions	(2.0)	(1.5)	0.0	0.0	0.0
	14.3	14.8	17.0	16.7	16.7
<u>Informational Services Division - Management Information System</u>					
Deputy Director, MIS	1.0	1.0	1.0	1.0	1.0
CAD/RMS Manager	1.0	1.0	0.0	0.0	1.0
CAD/RMS Support Supervisor	0.0	0.0	1.0	1.0	0.0
CAD/RMS Support Specialist I	0.0	0.0	1.0	1.0	1.0
PC Operations Manager	1.0	1.0	1.0	1.0	1.0
Systems Administrator	0.0	0.0	1.0	1.0	2.0
Systems Operations Manager	1.0	1.0	1.0	1.0	1.0
Database Administrator	1.0	1.0	1.0	1.0	0.0
Applications Specialist I - II	2.0	2.0	0.0	0.0	0.0
PC Operations Specialist I - II	2.0	2.7	3.0	3.0	3.0
Network Specialist II	1.0	0.3	0.0	0.0	0.0
MIS Support Specialist	1.0	1.0	1.0	1.0	1.0
Part Time	0.6	0.6	0.6	0.0	0.0
	11.6	11.6	11.6	11.0	11.0

Public Safety

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

01.24.24
 Fund: General

Positions:	FY14	FY15	FY16	FY17	FY18
<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	0.6	0.6	0.0	0.0
Part Time	0.0	2.6	3.0	3.0	3.0
	4.7	7.3	7.7	7.1	7.1
<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 Sci. Tech./Quality Assurance Mgr.	0.0	0.0	1.0	1.0	1.0
Forensic Science Technician I -III	3.0	3.0	2.0	2.0	2.0
Crime Analyst	2.0	1.5	1.0	1.0	1.0
Heroin Coordinator	0.0	0.0	0.0	1.0	1.0
Victim Services Coordinator	1.0	1.0	1.0	1.0	1.0
Intelligence Specialist (Grant)	0.6	0.0	0.0	0.0	0.0
Intelligence Specialist	0.4	1.0	1.0	1.0	1.0
Part Time	1.6	1.6	1.2	1.2	1.2
Grant Funded Positions	(0.6)	0.0	0.0	(1.0)	(1.0)
	13.0	13.1	12.2	12.2	12.2
<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	1.0	1.0	0.0
AEU Office Specialist	2.0	2.0	2.0	2.0	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	0.6	0.6	0.0
Electronic Fingerprint Technician	0.0	1.0	1.0	2.0	2.0
PT - Electronic Fingerprint Technician	0.0	0.6	1.2	1.2	1.2
Part Time	0.6	1.1	1.9	1.9	1.9
Other Funding Source	(4.6)	(6.2)	(6.8)	(7.8)	(7.2)
	2.6	3.1	3.9	3.9	3.9
<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	2.0	2.0
Court Security Deputy	8.0	8.0	8.0	9.0	9.0
Part Time	3.0	3.0	3.0	3.0	3.0
	21.0	21.0	21.0	22.0	22.0

Public Safety

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

Positions:	FY14	FY15	FY16	FY17	FY18
<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 (Grant)	0.0	0.0	0.0	0.0	0.0
Domestic Violence Coordinator	1.0	1.0	1.0	1.0	1.0
VICS Supervisor	0.0	1.0	1.0	1.0	1.0
VICS Coordinator	1.0	0.0	0.0	0.0	0.0
VICS Specialist	2.0	2.0	2.0	2.0	2.0
Part Time	4.2	4.2	4.2	4.2	4.2
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	15.0	15.0
<u>Special Services Division - Property Management</u>					
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	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	0.8	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	1.8	1.8
	12.4	12.6	12.6	12.6	12.6
SWORN PERSONNEL:					
General Funded	295.0	295.0	295.0	297.0	298.0
Grant/Other Funding	7.0	7.0	7.0	10.0	10.0
Total Sworn Personnel:	302.0	302.0	302.0	307.0	308.0
CLASSIFIED PERSONNEL:					
General Funded	168.2	170.9	169.5	169.9	169.9
Grant/Other Funding	14.0	14.6	13.7	15.7	15.0
Total Classified Personnel:	182.2	185.5	183.1	185.6	185.0
TOTAL PERSONNEL					
Full -time	459.2	461.3	460.4	469.3	470.3
Part-time	25.1	26.2	24.7	23.3	22.7
Total:	484.2	487.5	485.1	492.6	493.0

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:

Patrol Division

Goal: To increase staffing by 20 with the Patrol Division, to cover the increase need for service.
Objective: 1. Hire and Train New Patrol Officers.
Status: *On-going. Received funding to hire 5 new officers in January 2017. Funding for additional officers for patrol will be requested in future budgets.*

Special Operations Division

Goal: Provide Ballistic helmets to the Emergency Response Team
Objective: 1. Purchase (20) new IIA Level helmets. Current ones are expired.
Status: *Approved in FY2018 Funds*

Goal: Replacement of two K-9 dogs.
Objective: 1. Due to age of K-9 funding is needed in FY-18 to purchase untrained dogs.
Status: *Approved in FY2018 Funds*

Criminal Investigations Division- Investigations Section

Goal: Increase storage for digital images, video files, and evidence files.
Objective: 1. Replace and upgrade the existing DIMS system.
Status: *On going*

Executive Services Division- Planning & Accreditation

Goal: Attend the 2017 CALEA Conference
Objective: 1. Send 2 Accreditation staff members and 1 command staff member to conference.
Status: *Pending. Waiting on Conference details.*

Office of Professional Responsibility

Goal: Conduct and Complete internal investigations within a 45 day time period.
Objective: 1. Increase Internal Affairs to 2 Investigators
Status: *On Going*

Special Services Division:

Goal: To replace the aging fleet with new patrol vehicles.
Objective: 1. To provide officers with new vehicles and reduce the cost of repairs and maintenance to an agency fleet. Purchases through lease/purchase and the general fund.
Status: *(50) new patrol vehicles were approved in FY 2018.*

Information Services Division- Management Information Section

Goal: Replace software and equipment for the Fixed Asset Program.
Objectives: 1. Purchase new software and all necessary equipment.
Status: *Two Hand Scanners were approved for FY18, but not software.*

Information Services Division- Management Information Section

Goal: Provide better building security at Headquarters and District 3.
Objectives: 1. Purchase additional DVR devices for both locations.
Status: *On-Going*

Goal: Increase storage area Network Devices
Objectives: Purchase new storage devices to accommodate the increase of agency digital collection.
Status: *On-Going*

Goal: Provide fully functioning technology to the new Intake area at Detention Center
Objectives: Purchase necessary computers, printers, copiers, phones and etc. for the new area.
Status: *On-Going*

Public Safety

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

<u>Objectives & Measurements:</u>	CY12 Official	CY13 Official	CY14 Official	CY15 Official	CY16 Unofficial
<u>Uniform Crime Report</u>					
Murder	6	3	2	3	6
Rape	32	24	23	23	38
Robbery	154	147	148	120	123
Aggravated Assault	383	414	373	435	356
Breaking & Entering	614	704	507	539	344
Larceny	2,543	3,631	2,387	2,200	1,803
Motor Vehicle Theft	186	192	157	207	158
Total	3,918	5,115	3,597	3,527	2,828
- Police Calls for Service	235,371	253,292	258,591	271,363	298,499
Population	151,148	152,865	154,749	156,234	164,045
- Police Call for Service Per Capita	1.6	1.7	1.7	2.2	2.3
# of Sworn Officers	301	301	301	301	306
- Police Calls for Service per Officer	782	842	859	902	975
Volunteers in Community Service	3,056	3,011	3,011	3,000	3,000

NOTES:

CY12-15 data is from "Crime in Maryland," annual report prepared by the Maryland State Police, actual UCR data is countywide.

Public Safety

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

Expenditure Category	FY2016	FY2017	FY2018	FY2018	\$ Change from FY2017	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$9,956,768	\$10,230,400	\$11,050,600	\$10,549,300	\$318,900	3.1%
Fringe Benefits	3,700,011	3,875,100	4,291,100	4,042,500	167,400	4.3%
Operating Costs	3,505,038	4,202,700	4,588,600	4,202,700	0	0.0%
Agency Funding	2,110	2,300	0	0	(2,300)	-100.0%
Capital Outlay	18,943	116,400	695,100	116,400	0	0.0%
Total Expenditures	\$17,182,870	\$18,426,900	\$20,625,400	\$18,910,900	\$484,000	2.6%
Revenues	\$339,757	\$431,900	\$308,200	\$308,200	(\$123,700)	-28.6%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and additional funding for overtime based on current trends.
- The **Agency Funding** budget represents funding for Pension related costs. For FY2018 these costs will now be consolidated under the Central Services budget.
- The **Capital Outlay** budget includes funding to replace a prisoner transport van, make renovations to the medical cell door and for an office desk.
- **Revenues** associated with this program are from State Aid for Transportation, State Aid for Inmate Operating, and Room & Board Reimbursement. FY2018 revenues were adjusted to current trends.

Description:

The Charles County Detention Center opened August 1995. It is comprised of 135,000 square feet, 206 cells with 508 beds including Work Release. The Detention Center is comprised of four sections: Administrative Services, Custody and Security, Support Services and Annex. The Detention Center Annex reopened July 2007, with 148 beds, currently holding Work Release, Work Release authorized and weekenders.

Positions:

Title	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE	FY18 FTE
Correctional Officers					
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	90.0	90.0
Total Correctional Officers	143.0	143.0	143.0	143.0	143.0

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	155.6	155.6
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	155.1	155.1

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

Public Safety

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

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 that the inmates 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 staffing of Correctional Officers in a several areas of concern. |
| Objectives: | Hire 13 new Correctional Officers. |
| Status: | <i>No new Correctional Officers were approved in FY18. Additional Officers will be requested in future budgets.</i> |
|
 | |
| Goal: | To replace flooring in the Annex Intake area |
| Objectives: | Floor has exceeded life expectancy. Will quote prices for an exact amount. |
| Status: | <i>On-Going</i> |

Objectives & Measurements:

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Projected	FY18 Estimated
Average Daily Population	368	367	333	404	399
Prisoners Transported	10,407	10,146	10,691	11,161	12,892
# of Prisoner Transports	2,742	2,657	2,652	2,923	3,182
Transport Miles	69,931	63,485	57,319	69,834	68,782
Inmates Processed	3,573	3,408	3,344	3,749	4,012
Work Release Inmates	302	325	321	358	385
Total Drug Screening	653	692	746	761	895
Emergency Response Team Responses	1,312	1,188	1,337	1,307	1,604
Bookings	11,106	10,890	10,194	11,979	12,232

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	FY2016	FY2017	FY2018	FY2018	\$ Change from FY2017	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$210,781	\$201,200	\$189,700	\$153,400	(\$47,800)	-23.8%
Fringe Benefits	59,426	59,800	51,400	47,500	(12,300)	-20.6%
Operating Costs	1,470,018	1,847,700	1,906,100	1,906,100	58,400	3.2%
Capital Outlay	44,301	70,000	0	0	(70,000)	-100.0%
Total Expenditures	\$1,784,525	\$2,178,700	\$2,147,200	\$2,107,000	(\$71,700)	-3.3%
Revenues	\$3,354,303	\$3,134,300	\$3,200,000	\$3,200,000	\$65,700	2.1%

Changes and Useful Information:

- The Automated Enforcement Unit consists of both the Red Light Camera and Speed Camera programs.
- **Personal Services** includes approved salary increase, eliminating the part time budget due to no activity and adjusted for recent staff turnover.
- **Operating costs** were adjusted to cover costs associated with contract services and credit card processing, as well as, replacing a printer and providing funding for wireless communication.
- The FY2017 **Capital Outlay** budget replaced two motorcycles.
- **Revenues** represent the fines collected for the Red Light Camera and Speed Camera programs. These revenues were adjusted based on current trends.

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 issue to the red light violator. Funds from this program are used to cover the cost of the program.

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. Funds from this program are used to cover the cost of the current program.

Positions:

Title	FY14	FY15	FY16	FY17	FY18
	FTE	FTE	FTE	FTE	FTE
AEU Supervisor - Civilian	1.0	1.0	1.0	1.0	1.0
AEU Office Specialist	1.0	2.0	2.0	2.0	2.0
AEU Civilian Deputy (Special)	1.0	1.0	1.0	1.0	1.0
Office Associate	1.0	2.0	0.0	0.0	0.0
Part Time - Red Light Technician	0.6	0.6	0.6	0.6	0.0
Total Full Time Equivalent	4.6	6.6	4.6	4.6	4.0

Objectives & Measurements:

	FY14	FY15	FY16	FY17	FY18
	Actual	Actual	Actual	Projected	Estimated
Number of Red Light Citations Issued:	25,858	27,603	29,194	27,376	30,113
Number of Speed Camera Citations Issued:	24,459	41,666	36,709	42,729	47,002

Public Safety

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

01.24.99
 Fund: General

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$66,536	\$86,900	\$103,300	\$105,400	\$18,500	21.3%
Fringe Benefits	14,049	15,100	29,600	29,800	14,700	97.4%
Operating Costs	150,973	124,500	179,700	169,100	44,600	35.8%
Capital Outlay	0	56,600	0	0	(56,600)	-100.0%
Total Expenditures	\$231,559	\$283,100	\$312,600	\$304,300	\$21,200	7.5%
Revenues	\$256,298	\$284,300	\$302,000	\$302,000	\$17,700	6.2%

Changes and Useful Information:

- **Personal Services and Fringe Benefits** increase includes the impact of the new full time position that was approved during FY2017 which was offset by a reduction in part time (additional part time was approved in FY2017 and converted to full time mid year) and approved salary increases.
- **Operating Costs** were adjusted to correspond with the revenue increase. The Sheriff's Office hires a contractor to process fingerprinting. The FY2018 increase also includes funding for rent based on the rental agreement for the Fingerprinting Office in the St. Charles Town Center.
- The FY2017 **Capital Outlay** budget provided funding for (2) fingerprint systems.
- **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 \$50.

Positions:

	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Electronic F.P. Technician	0.0	0.0	1.0	2.0	2.0
Part Time	0.0	0.6	1.2	1.2	1.2
Total Full Time Equivalent	0.0	0.6	2.2	3.2	3.2

Objectives & Measurements:

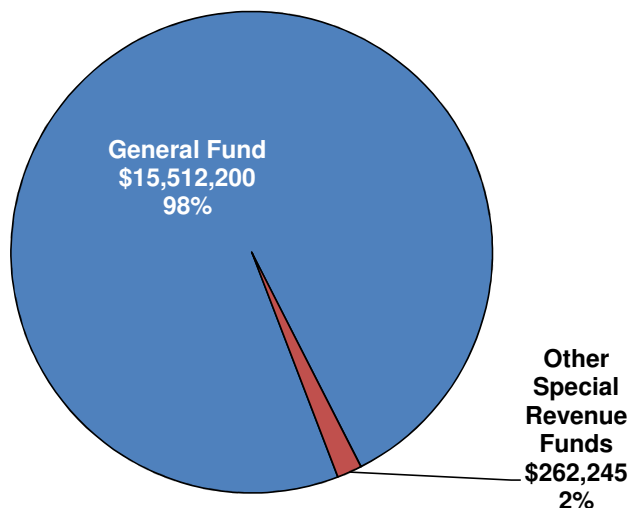
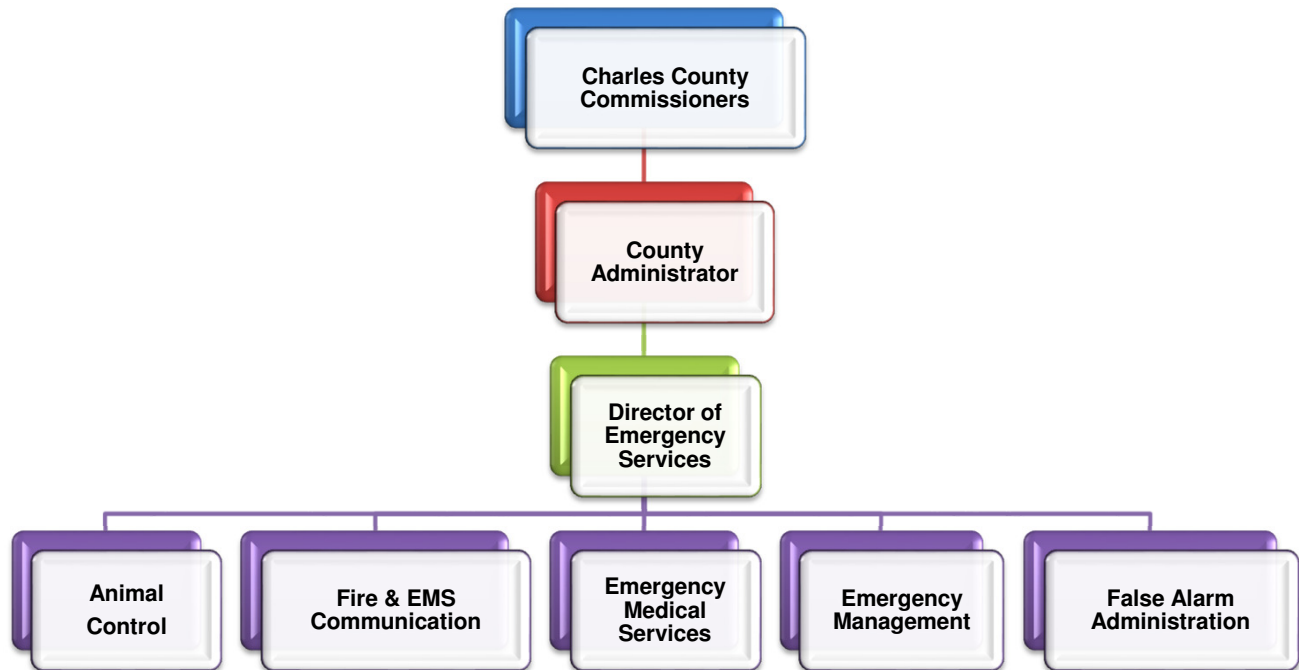
	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
Number of Fingerprint cards processed:	3,139	3,940	5,081	5,195	5,715

Public Safety - Emergency Services Summary

William Stephens, Director of Emergency Services
 Mailing Address: P.O. Box 2150, La Plata, MD 20646
 Physical 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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$8,917,956	\$9,361,900	\$10,910,900	\$9,913,900	\$552,000	5.9%
Fringe Benefits	2,472,031	2,540,400	3,026,700	2,708,500	168,100	6.6%
Operating Costs	3,595,365	2,796,300	2,952,200	2,771,400	(24,900)	-0.9%
Transfers Out	99,946	86,000	85,800	85,800	(200)	-0.2%
Capital Outlay	24,050	38,800	32,600	32,600	(6,200)	-16.0%
Total Expenditures	\$15,109,348	\$14,823,400	\$17,008,200	\$15,512,200	\$688,800	4.6%
Revenues	\$6,948,291	\$5,733,100	\$5,815,600	\$5,815,600	\$82,500	1.4%
Total Expenditures as % of Budget:	4.2%	3.9%	4.1%	4.0%		



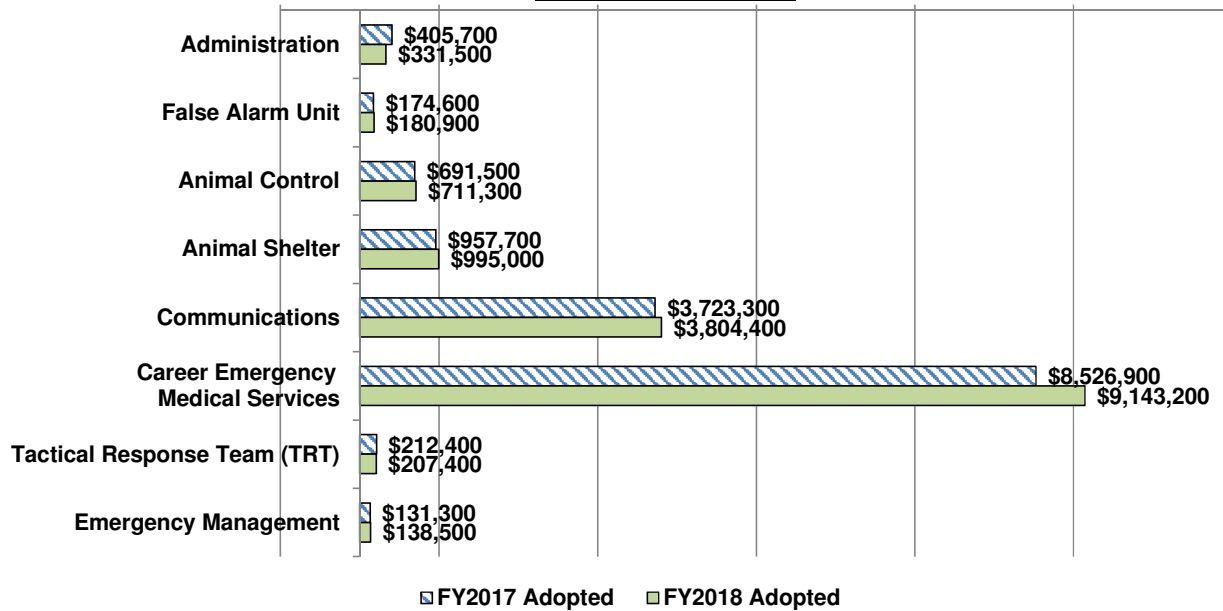
TOTAL FY2018 DEPARTMENT BUDGET
\$15,774,445

(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



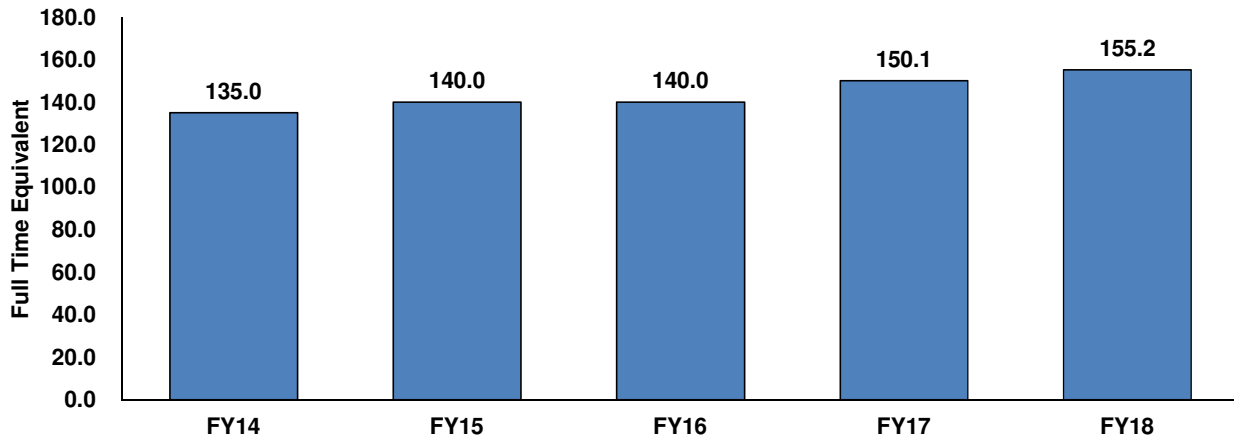
Objectives & Measurements:

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Projected	FY18 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	0.38	0.36	0.33	0.33	0.33
<i>Animal Shelter: Improve ratio of live releases of Adoptable/Rescuable/Reclaimable Animals (ARRA) to total intakes.</i>					
Dogs	2478-80%	2509-82%	2309-85%	2475-86%	2300-87%
Cats	1969-42%	1988-45%	2131-47%	2030-47%	1800-48%
Other	<u>628-98%</u>	<u>425-96%</u>	<u>496-96%</u>	<u>415-96%</u>	<u>400-96%</u>
Total	5075-60%	4922-62%	4936-64%	4920-65%	4500-65%
<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	72,231	78,790	78,722	84,500	82,500
Percent 911 Calls Dispatched < 2 mins (Target is 90%)	N/A	60%	50%	70%	60%
<i>Emergency Medical Services: Countywide EMS Fiscal Transports</i>					
Responses by Career EMS	12,290	13,188	15,375	16,500	17,500
Responses by Volunteer Companies	<u>10,207</u>	<u>9,040</u>	<u>9,641</u>	<u>9,000</u>	<u>9,000</u>
Total Number of Responses	22,497	22,228	25,016	25,500	26,500
Percent of Responses by Career EMS	55%	59%	61%	65%	66%
Transports by Career EMS	7,055	8,035	8,321	8,800	9,200
Transports by Volunteer Companies	<u>3,612</u>	<u>4,277</u>	<u>4,028</u>	<u>3,800</u>	<u>3,800</u>
Total Number of Transports*	10,667	12,312	12,349	12,600	12,800
Percent of Transports by Career EMS	66%	65%	67%	70%	72%

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

Emergency Services Staffing History

Staffing History



Positions by Program:

	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>
Administration	3.3	3.3	3.3	3.3	3.3
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	13.2	13.2	17.2	17.2
Fire/EMS Communications	26.7	31.7	31.7	31.7	31.7
Career Emergency Medical Services	81.1	81.1	81.1	87.1	92.1
Tactical Response Team (TRT)	1.7	1.7	1.7	1.7	1.7
Emergency Management	1.0	1.0	1.1	1.2	1.2
Total Full Time Equivalent	135.0	140.0	140.0	150.1	155.2

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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$268,566	\$246,500	\$359,400	\$260,200	\$13,700	5.6%
Fringe Benefits	59,168	60,100	78,000	57,700	(2,400)	-4.0%
Operating Costs	8,453	99,100	22,300	13,600	(85,500)	-86.3%
Total Expenditures	\$336,187	\$405,700	\$459,700	\$331,500	(\$74,200)	-18.3%
Revenues	\$276,751	\$254,000	\$284,000	\$284,000	\$30,000	11.8%

Changes and Useful Information:

- The **Personal Services** increase includes approved salary increases and provides additional funding for the employee reclassification that was approved during FY2017.
- **Operating Costs** were reduced for the one time Strategic Planning Study.
- **Revenues** represent income from Tower Rentals.

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>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>
Director of Emergency Services	1.0	1.0	1.0	1.0	1.0
Assistant to the Director	0.0	0.0	0.0	1.0	1.0
Administrative Associate	1.0	1.0	1.0	0.0	0.0
Part Time	1.3	1.3	1.3	1.3	1.3
Total Full Time Equivalent	3.3	3.3	3.3	3.3	3.3

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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$99,949	\$106,600	\$107,900	\$110,700	\$4,100	3.8%
Fringe Benefits	32,770	32,800	34,700	35,000	2,200	6.7%
Operating Costs	32,647	35,200	35,200	35,200	0	0.0%
Total Expenditures	\$165,366	\$174,600	\$177,800	\$180,900	\$6,300	3.6%
Revenues	\$542,048	\$535,500	\$538,500	\$538,500	\$3,000	0.6%

Changes and Useful Information:

- **Revenues** represent fees and penalties from the False Alarm program.

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:

<u>Title</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>
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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$429,238	\$423,100	\$430,900	\$435,200	\$12,100	2.9%
Fringe Benefits	151,543	139,200	146,500	147,100	7,900	5.7%
Operating Costs	126,683	129,200	129,000	129,000	(200)	-0.2%
Capital Outlay	24,050	0	0	0	0	N/A
Total Expenditures	\$731,514	\$691,500	\$706,400	\$711,300	\$19,800	2.9%
Revenues	\$29,614	\$30,600	\$31,500	\$31,500	\$900	2.9%

Changes and Useful Information:

- **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.
- Conduct periodic Rabies Vaccination clinics to assist in controlling the spread of Rabies through the domestic pet population.

Positions:

<u>Title</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$442,778	\$576,300	\$641,300	\$614,800	\$38,500	6.7%
Fringe Benefits	129,254	181,400	207,900	191,400	10,000	5.5%
Operating Costs	149,160	200,000	189,800	188,800	(11,200)	-5.6%
Total Expenditures	\$721,192	\$957,700	\$1,039,000	\$995,000	\$37,300	3.9%
Revenues	\$460,132	\$603,800	\$582,700	\$582,700	(\$21,100)	-3.5%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and provides additional funding for the full year impact of the new FY2017 positions.
- **Operating Costs** were adjusted based on recent trends.
- The Animal Shelter is currently a Tri-County effort serving the citizens of Charles, Calvert and St. Mary's County. Calvert County has announced their intention to operate their own Animal Shelter. The FY2018 **Revenues** assumes that Calvert will be leaving the Animal Shelter in Spring 2018 and assumes costs will be shared equally between the remaining counties.

Description:

The Tri-County Animal Shelter (TCAS) serves the 254,000 plus citizens of Charles, Calvert and St. Mary's Counties. These three counties consist of 1,134 square miles. Over 8,600 animals were received by the Tri-County Animal Shelter in FY 2016. The Tri-County Animal Shelter receives stray and unwanted animals. The Shelter then attempts to ascertain the identity of the owner of these animals and may release the animals to them after payment of the mandated fees. If the animal is unwanted or unredeemed in accordance with State, County and Shelter regulations, it may then be placed for adoption/rescue. The Tri-County Animal Shelter may euthanize unredeemed, unwanted or diseased animals. The Tri-County Animal Shelter also acts as the Tri-County region's rabies quarantine center. 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 Tri-County Animal Shelter shall continue to provide humane treatment of all animals, at all times, under its care. All citizens coming in contact with the Tri-County Animal Shelter shall continue to be treated with courtesy and consideration.

Positions:

<u>Title</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 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	3.0	3.0	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	0.7	0.7	0.0	0.0
Part-time Positions	3.2	3.2	3.2	3.8	3.8
Total Full Time Equivalent	13.8	13.8	13.8	17.8	17.8
Allocated to Special Revenue	(0.7)	(0.7)	(0.7)	(0.6)	(0.6)
Net Cost to General Fund	13.2	13.2	13.2	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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$1,836,330	\$1,887,500	\$1,885,400	\$1,914,000	\$26,500	1.4%
Fringe Benefits	516,301	533,200	528,600	530,900	(2,300)	-0.4%
Operating Costs	1,221,673	1,302,400	1,359,500	1,359,500	57,100	4.4%
Transfers Out	527	200	0	0	(200)	-100.0%
Total Expenditures	\$3,574,830	\$3,723,300	\$3,773,500	\$3,804,400	\$81,100	2.2%
Revenues	\$1,093,630	\$1,090,000	\$1,110,000	\$1,110,000	\$20,000	1.8%

Changes and Useful Information:

- **Operating Costs** were adjusted for the following reasons:
 - To begin replacing HVAC units at all twelve radio shelters. The FY2018 budget replaces the HVAC units at the La Plata radio shelter.
 - To purchase a spare antenna for radio system recovery and additional new radio communication equipment.
 - Since the warranty period on various equipment has expired, maintenance funding was increased to fund potential repairs.
- The **Transfer Out** budget represents funding for Pension related costs. For FY2018 these costs were consolidated under the Central Services budget.
- **Revenues** represent primarily from Local 911 fees.

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 Enhanced 911, Reverse 911, Computer Aided Dispatch, Automatic Fire/Intrusion Alarm monitoring, Emergency Medical Dispatch/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:

<u>Title</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>
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	15.0	20.0	20.0	20.0	20.0
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	26.7	31.7	31.7	31.7	31.7

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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$5,632,866	\$6,024,800	\$6,783,600	\$6,475,200	\$450,400	7.5%
Fringe Benefits	1,464,929	1,575,100	1,806,500	1,725,200	150,100	9.5%
Operating Costs	839,873	927,000	1,009,000	942,800	15,800	1.7%
Transfers Out	3,743	0	0	0	0	N/A
Total Expenditures	\$7,941,411	\$8,526,900	\$9,599,100	\$9,143,200	\$616,300	7.2%
Revenues	\$3,495,093	\$3,219,200	\$3,268,900	\$3,268,900	\$49,700	1.5%

Changes and Useful Information:

- **Personal Services** includes approved salary increases, funding for five new positions to meet the growing demands for service in the Waldorf area, and funding for a new Paramedic position that was approved during FY2017 for the Mobile Integrated Healthcare Program.
- The **Operating Costs** budget increase provides funding for the five new positions such as uniforms and medical supplies.
- **Revenues** represents the revenue equivalent of one cent on the property tax rate and fees from EMS services. The FY2018 budget includes additional funding from the Health Department and Charles Regional Medical Center to support the Mobile Integrated Healthcare Program.

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 services as follows:

EMS 3 - Waldorf	EMS 8 - Tenth District (Marbury)
EMS 12 - Westlake/Waldorf	EMS 14 - Newburg
EMS 51 - La Plata	EMS 2- Hughesville
EMS 11- Bryan's Road	EMS 60 - Charles County Mobile Intensive Care Unit
CCSO District III - EMS Supervisor in Chase Vehicle	
EMS 16 - La Plata - EMS Supervisor in Chase Vehicle	

Positions:

<u>Title</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>
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	2.0	2.0	4.0	4.0
Paramedic Supervisor/Lieutenant	8.0	8.0	8.0	8.0	8.0
Paramedics	38.0	38.0	38.0	39.0	42.0
Emergency Medical Technician	28.0	28.0	28.0	31.0	33.0
Part Time Help	3.1	3.1	3.1	3.1	3.1
Total Full Time Equivalent	81.1	81.1	81.1	87.1	92.1

Public Safety

Department: Emergency Services 01.26.86
Division\Program: Tactical Response Team (TRT) Fund: General
Program Administrator: John Filer, Chief of Emergency Medical Services
www.charlescountymd.gov/es/ems/tactical-response-team

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$93,938	\$70,100	\$671,500	\$71,300	\$1,200	1.7%
Fringe Benefits	15,793	8,300	212,500	8,700	400	4.8%
Operating Costs	56,595	95,200	199,700	94,800	(400)	-0.4%
Capital Outlay	0	38,800	32,600	32,600	(6,200)	-16.0%
Total Expenditures	\$166,327	\$212,400	\$1,116,300	\$207,400	(\$5,000)	-2.4%

Changes and Useful Information:

- The **Capital Outlay** budget for FY2018 replaces twenty-one (21) self-contained breathing apparatus (SCBA). The FY2017 budget replaced twenty-nine (29) units.

Description:

The Tactical Response Team Division of the Department of Emergency Services was created in December 2003 to support planning, prevention, response and mitigation activities related to Chemical, Biological, Radiological, Nuclear and Explosive Weapons of Mass Destruction and industrial/transportation hazardous materials incidents. This program is a mandated capability pursuant to local, regional, and state level Homeland Security directives. Funding is used for operations, training, equipment maintenance, upkeep and replacement, and the acquisition of special detection/mitigation technology.

Positions:

<u>Title</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$114,293	\$27,000	\$30,900	\$32,500	\$5,500	20.4%
Fringe Benefits	102,273	10,300	12,000	12,500	2,200	21.4%
Operating Costs	1,160,281	8,200	7,700	7,700	(500)	-6.1%
Transfers Out	95,676	85,800	85,800	85,800	0	0.0%
Total Expenditures	\$1,472,523	\$131,300	\$136,400	\$138,500	\$7,200	5.5%
Revenues	\$1,051,023	\$0	\$0	\$0	\$0	N/A

Changes and Useful Information:

- This Division is partially grant funded. The FY2018 grant budget assumes funding will remain flat which caused an increase to **Personal Services** and **Fringe Benefits**.
- The **Transfers Out** budget is the County's local match for the Emergency Management Performance Grant.
- **Operating Costs** for FY2016 include costs from Winter Storm Jonas. Majority of the costs were reimbursed by FEMA and these **Revenues** are listed above.

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:

<u>Title</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>
Chief of Emergency Management	1.0	1.0	1.0	1.0	1.0
Emergency Services 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	(1.0)	(1.0)	(0.9)	(0.8)	(0.8)
Net Cost to General Fund	1.0	1.0	1.1	1.2	1.2

Debt

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

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Operating Costs	\$195,608	\$108,000	\$178,000	\$178,000	\$70,000	64.8%
Debt Service	24,244,424	26,613,100	27,783,200	27,885,200	1,272,100	4.8%
Transfers Out	482,883	502,300	520,800	520,800	18,500	3.7%
Total Expenditures	\$24,922,915	\$27,223,400	\$28,482,000	\$28,584,000	\$1,360,600	5.0%
Revenues	\$2,428,106	\$3,442,600	\$3,037,900	\$3,037,900	(\$404,700)	-11.8%

Changes and Useful Information:

- **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:

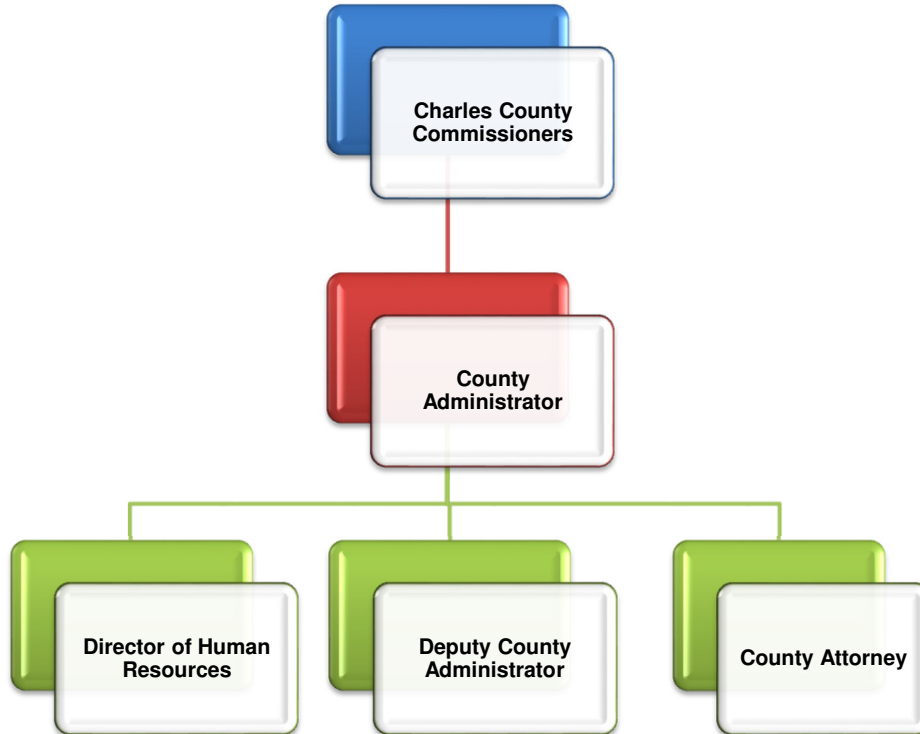
	FY2016 Actual	FY2017 Adopted	FY2018 Adopted	\$ Change from FY2017	% Chg.
Bonds					
Board Of Education	\$3,651,043	\$4,068,200	\$4,513,300	\$445,100	10.9%
College of Southern Maryland	1,554,972	1,637,600	1,653,200	15,600	1.0%
General Government	4,633,050	6,271,500	6,307,900	36,400	0.6%
Public Safety	1,706,820	1,914,700	1,811,200	(103,500)	-5.4%
Transportation	8,332,270	8,492,600	9,211,100	718,500	8.5%
Miscellaneous	107,575	99,500	10,900	(88,600)	-89.0%
Bond Principal & Interest	\$19,985,731	\$22,484,100	\$23,507,600	\$1,023,500	4.6%
Leases					
Public Works - Facilities	\$339,570	\$409,300	\$402,500	(\$6,800)	-1.7%
Recreation, Parks, and Tourism	167,134	179,600	234,700	55,100	30.7%
Emergency Services	732,758	598,000	783,600	185,600	31.0%
Fiscal & Administrative Services	9,663	9,700	17,800	8,100	83.5%
Planning & Growth Management	2,703	59,700	10,600	(49,100)	-82.2%
Community Services	8,025	10,700	13,300	2,600	24.3%
General Government	4,977	2,500	0	(2,500)	N/A
Sheriff	2,112,460	1,976,600	2,088,200	111,600	5.6%
Volunteer Fire & EMS	826,939	840,900	803,000	(37,900)	-4.5%
Library	5,535	5,500	2,800	(2,700)	-49.1%
Other Agencies	48,930	36,500	21,100	(15,400)	-42.2%
Capital Lease Principal & Interest	\$4,258,694	\$4,129,000	\$4,377,600	\$248,600	6.0%
Transfer to Enterprise Fund	\$482,883	\$502,300	\$520,800	\$18,500	3.7%
Operating Costs	\$195,608	\$108,000	\$178,000	\$70,000	64.8%
Total	\$24,922,916	\$27,223,400	\$28,584,000	\$1,360,600	5.0%

Objectives & Measurements:

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Actual	FY18 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	AA+	AA+	AAA	AAA
Moody's Investors Service	Aa1	Aa1	Aa1	Aaa	Aaa
Fitch Investors Service	AA+	AAA	AAA	AAA	AAA

General Government Summary

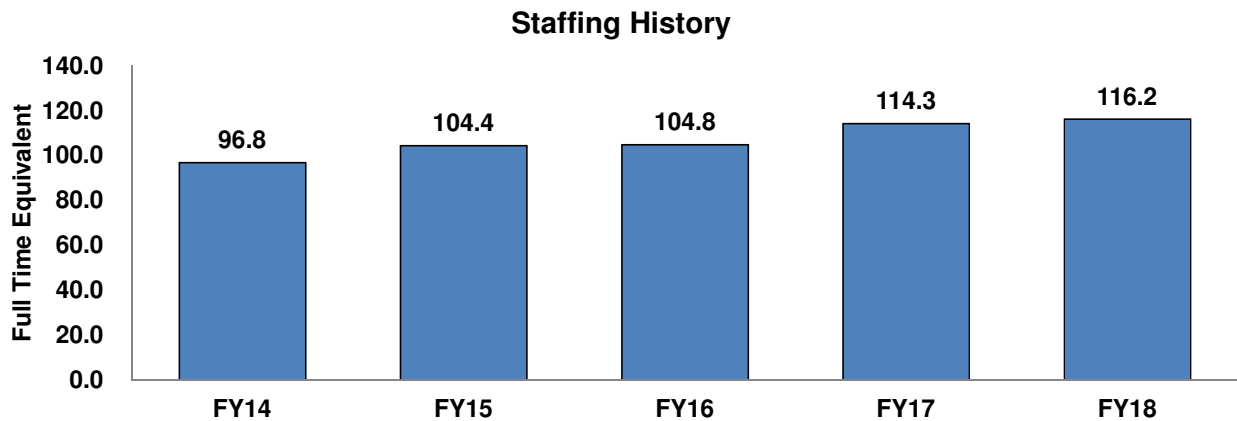
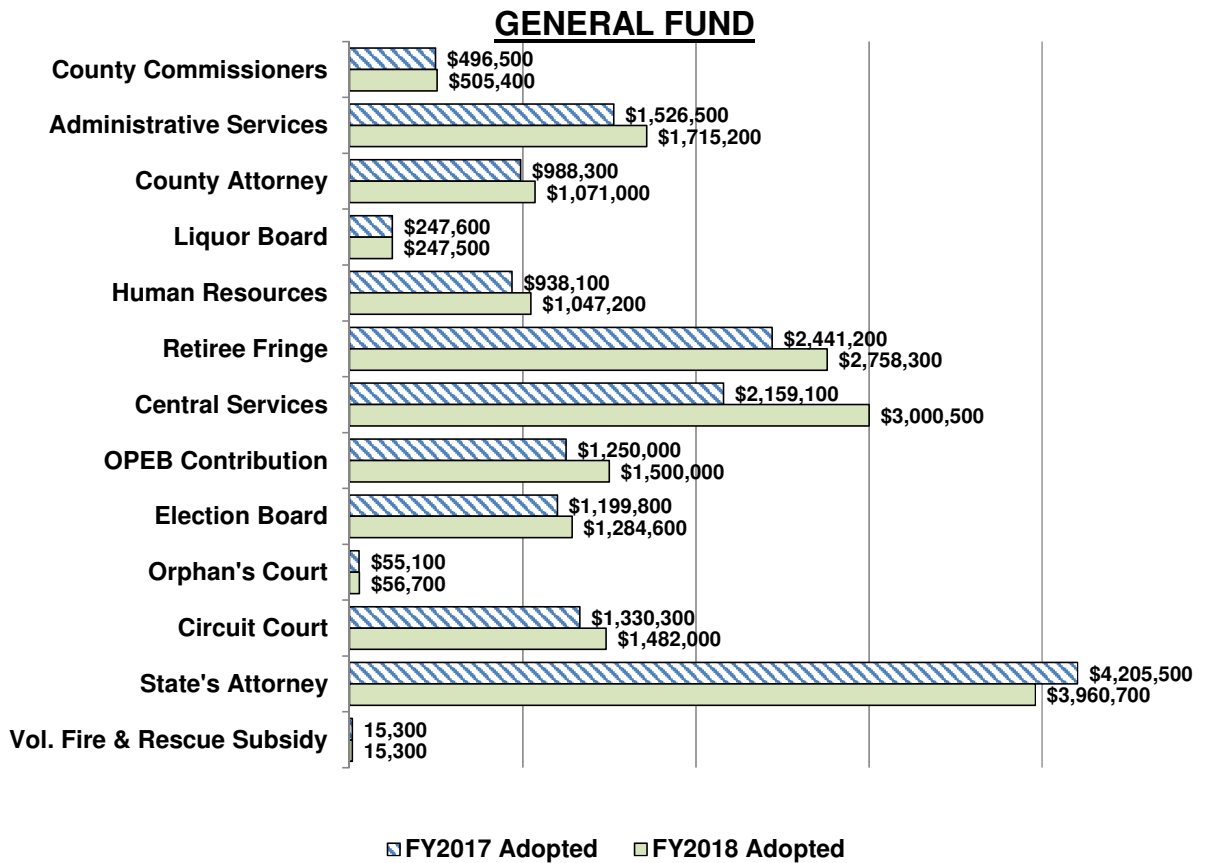
Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$6,122,132	\$6,833,100	\$7,398,500	\$7,220,000	\$386,900	5.7%
Fringe Benefits	3,119,411	4,297,400	4,777,200	4,694,700	397,300	9.2%
Operating Costs	3,882,861	3,927,200	5,773,400	5,060,800	1,133,600	28.9%
Transfers Out	379,386	437,200	106,400	106,400	(330,800)	-75.7%
Agency Funding	1,007,964	1,260,000	1,533,800	1,533,800	273,800	21.7%
Capital Outlay	92,666	98,400	28,700	28,700	(69,700)	-70.8%
Total Expenditures	\$14,604,419	\$16,853,300	\$19,618,000	\$18,644,400	\$1,791,100	10.6%
Total Expenditures as % of Budget:	4.0%	4.5%	4.7%	4.8%		
Revenues	\$613,372	\$538,500	\$551,600	\$551,600	\$13,100	2.4%



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



<u>Positions by Program:</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>
County Commissioners	5.0	5.0	5.0	5.0	5.0
Administrative Services	22.0	22.0	22.0	23.0	23.0
County Attorney	8.0	8.0	8.0	8.5	8.5
Liquor Board	1.9	1.9	1.9	1.8	1.8
Human Resources	8.0	8.0	8.0	10.5	12.4
Circuit Court	14.6	14.2	14.2	16.2	16.2
State's Attorney	37.4	45.4	45.8	49.4	49.4
Total Full Time Equivalent	96.8	104.4	104.8	114.3	116.2

General Government

Department: Board of County Commissioners 01.01
Division\Program: Board of County Commissioners Fund: General
Program Administrator: Peter F. Murphy, Debra Davis; Ken Robinson, Bobby Rucci, Amanda Stewart
www.charlescountymd.gov/commissioners/welcome

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$251,924	\$251,000	\$251,000	\$251,000	\$0	0.0%
Fringe Benefits	75,668	68,200	69,300	69,300	1,100	1.6%
Operating Costs	157,822	177,300	185,100	185,100	7,800	4.4%
Total Expenditures	\$485,414	\$496,500	\$505,400	\$505,400	\$8,900	1.8%

Changes and Useful Information:

- The **Fringe Benefits** increase is the result of adjusting the Workers' Compensation rate for FY2018, a Health and Dental rate increase, and a Pension increase.
- Included in the **Operating Costs** are the individual Commissioner expense accounts. Per the County Commissioner Expense Policy (SOP#: CC.1.014), 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.
- The **Operating Costs** increase for FY2018 is to fund the Council of Governments membership fee increase and to reinstate funding for the National Association of Counties (NACo) membership.

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>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 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 Administrators Office Administration Fund: General
Program Administrator: Michael D. Mallinoff, Esq., ICMA-CM, County Administrator
www.charlescountymd.gov/coadmin/welcome

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$444,167	\$466,200	\$490,400	\$498,400	\$32,200	6.9%
Fringe Benefits	125,571	128,400	135,600	136,500	8,100	6.3%
Operating Costs	56,732	131,000	239,500	239,500	108,500	82.8%
Total Expenditures	\$626,471	\$725,600	\$865,500	\$874,400	\$148,800	20.5%

Changes and Useful Information:

- **Personal Services** increased mainly due to the full year impact of a position approved in FY2017 and approved salary increases.
- The **Operating Costs** increase provides funding for Federal and State lobbying services to explore relevant program funding and pursue grant opportunities.

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>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 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	0.0	1.0	1.0
Total Full Time Equivalent	3.0	3.0	3.0	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 /
 Michael D. Mallinoff, Esq., ICMA-CM, County Administrator
<https://www.charlescountymd.gov/commissioners/cro>
www.charlescountymd.gov/coadmin/clerk/clerk-commissioners

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$361,907	\$363,100	\$368,800	\$375,400	\$12,300	3.4%
Fringe Benefits	124,695	106,400	125,400	125,900	19,500	18.3%
Operating Costs	17,223	21,200	24,300	23,000	1,800	8.5%
Total Expenditures	\$503,824	\$490,700	\$518,500	\$524,300	\$33,600	6.8%

Changes and Useful Information:

- **Personal Services** includes approved salary increases.
- **Operating Costs** were increased to support the cost of after hour meetings and include minor adjustments to other line items.

Description:

The Commissioner Office Administration provides administrative support to the Commissioners.

Positions:

Title	<u>FY14</u> <u>FTE</u>	<u>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>
Citizens' Liaison	1.0	0.0	0.0	0.0	0.0
Executive Office Manager	1.0	1.0	1.0	1.0	1.0
Clerk to the Commissioners	1.0	1.0	1.0	1.0	1.0
Exec. Asst. to the Commissioner President	0.0	1.0	1.0	1.0	1.0
Senior Commissioner Specialist	1.0	1.0	1.0	1.0	1.0
Commissioner Specialist - Scheduler	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

General Government

Department: Administrative Services 01.03.52
Division\Program: Safety/Security Fund: General
Program Administrator: Deborah Hall, Deputy County Administrator / Joane Gulvas, Safety Officer /
 John McConnell, Security Building Officer

www.charlescountymd.gov/coadmin/safety/safety-office

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$192,238	\$200,600	\$245,500	\$205,300	\$4,700	2.3%
Fringe Benefits	37,426	34,700	50,000	36,300	1,600	4.6%
Operating Costs	46,107	74,900	77,400	74,900	0	0.0%
Total Expenditures	\$275,772	\$310,200	\$372,900	\$316,500	\$6,300	2.0%

Changes and Useful Information:

- The **Personal Services** includes approved salary increases.

Description:

The Safety and Security Division, under the supervision of the Deputy County Administrator, is responsible for the safety and security of persons, equipment and facilities on all County Government property.

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 Safety Officer is 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:

	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Safety Officer	1.0	1.0	1.0	1.0	1.0
Building Security Officer	1.0	1.0	1.0	1.0	1.0
Part-Time	1.9	1.9	1.9	1.9	1.9
Total Full Time Equivalent	3.9	3.9	3.9	3.9	3.9

Objectives & Measurements:

	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<i><u>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.</u></i>					
# of safety inspections (facility related)	20	20	25	20	20
<i><u>OBJECTIVE: To minimize the number of work related accidents in order to decrease days away from work and workers' compensation costs.</u></i>					
<i><u>WORK RELATED INJURIES (This information includes Sheriff's workers' compensation)</u></i>					
# of work related injuries	50	38	65	60	55

General Government

Department: County Attorney 01.16
Division\Program: County Attorney Fund: General
Program Administrator: Rhonda Weaver, Esq., County Attorney
www.charlescountymd.gov/coattny/welcome

Expenditure Category	FY2016	FY2017	FY2018	FY2018	\$ Change from FY2017	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$492,712	\$642,600	\$658,400	\$672,700	\$30,100	4.7%
Fringe Benefits	151,847	186,400	185,200	186,400	0	0.0%
Operating Costs	307,695	159,300	211,900	211,900	52,600	33.0%
Total Expenditures	\$952,254	\$988,300	\$1,055,500	\$1,071,000	\$82,700	8.4%

Changes and Useful Information:

- **Personal Services** was increased mainly due to a reallocation between County Attorney and Liquor Board, as well as, approved salary increases.
- **Operating Costs** includes funding for independent legal services for the Board of Appeals and to convert to an online subscription for an electronic law library.

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	FY14	FY15	FY16	FY17	FY18
	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	3.0
Legal Office Administrator	1.0	1.0	1.0	1.0	1.0
Paralegal Supervisor	1.0	1.0	0.0	0.0	0.0
Paralegal	0.0	0.0	0.0	1.0	1.0
Legal Assistant III	2.0	2.0	2.0	2.0	2.0
Legal Assistant I	0.0	0.0	1.0	1.0	1.0
Part Time	0.6	0.6	0.6	0.0	0.0
Total Full Time Equivalent	9.6	9.6	9.6	10.0	10.0
Allocated to Capital Projects	(0.8)	(0.8)	(0.8)	(0.8)	(0.8)
Allocated to Liquor Board	(0.9)	(0.9)	(0.9)	(0.8)	(0.8)
Net Cost to General Fund	8.0	8.0	8.0	8.5	8.5

General Government

Department: Liquor Board 01.15
Division\Program: Liquor Board Fund: General
Program Administrator: Pamela Smith, Chairman

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

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$174,207	\$171,500	\$168,100	\$169,200	(\$2,300)	-1.3%
Fringe Benefits	76,750	72,200	74,400	74,500	2,300	3.2%
Operating Costs	2,336	3,900	3,800	3,800	(100)	-2.6%
Total Expenditures	\$253,293	\$247,600	\$246,300	\$247,500	(\$100)	0.0%
Revenues	\$228,612	\$187,500	\$230,700	\$230,700	\$43,200	23.0%

Changes and Useful Information:

- **Personal Services** were adjusted to account for the reallocation of personnel between the County Attorney's Office and Liquor Board and provides funding for approved salary increases for eligible employees.
- **Operating Costs** were adjusted to current trends.
- Liquor Board **Revenues** were adjusted to FY2016 activity.

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 Article 2B of the Annotated Code of Maryland and the Rules and Regulations of the Board of License Commissioners for Charles County, Maryland.

Positions:

<u>Title</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>
Associate County Attorney I - II	0.4	0.4	0.4	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	1.9	1.8	1.8

General Government

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

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$521,413	\$610,300	\$699,500	\$704,000	\$93,700	15.4%
Fringe Benefits	154,082	167,100	180,900	181,400	14,300	8.6%
Operating Costs	113,538	160,700	161,800	161,800	1,100	0.7%
Total Expenditures	\$789,033	\$938,100	\$1,042,200	\$1,047,200	\$109,100	11.6%
Revenues	\$86,265	\$84,900	\$97,700	\$97,700	\$12,800	15.1%

Changes and Useful Information:

- **Personal Services** is increasing mainly due to the full year impact of a previously approved position, approved salary increases, and the expansion of the Summer Intern Program.
- The **Operating Costs** budget were increased for the anticipated costs associated with the Affordable Care Act.
- **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:

	FY14	FY15	FY16	FY17	FY18
Title	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	0.0	0.0	1.0	1.0
Recruitment & Retention Administrator	1.0	1.0	1.0	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
Part-time positions	2.0	2.0	2.0	2.0	2.0
Summer Intern Program	0.0	0.0	0.0	1.5	3.4
Total Full Time Equivalent	8.0	8.0	8.0	10.5	12.4

Objectives & Measurements:

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Projected	FY18 Estimated
<i>Objective: Measures employment and recruitment activity.</i>					
# of formal staff grievances	0	2	0	0	0
# of full time positions filled	67	74	76	82	84
diversity of all applicants	50%/37%	51%/45%	55%/50%	*60%/60%	65%/65%
% women/%minority					
Average # of applications per job	70	66	74	70	75

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)	127/59	125/78*	140/65	140/65	145/70
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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	33	33	35	35	35
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General Government

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

Expenditure Category	FY2016	FY2017	FY2018	FY2018	\$ Change from FY2017	% Chg.
	Actual	Adopted	Request	Adopted		
Retiree Health Benefits	\$2,230,911	\$2,411,200	\$2,728,300	\$2,728,300	\$317,100	13.2%
Operating Costs	15,315	30,000	30,000	30,000	0	0.0%
Total Expenditures	\$2,246,226	\$2,441,200	\$2,758,300	\$2,758,300	\$317,100	13.0%

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. Additionally, the Post Employment Health Plan account (PEHP) was established. The Post Employment Health Program (PEHP), is a Voluntary Employee Beneficiary Association (VEBA). It is a Health Reimbursement Arrangement (HRA) that employees hired after January 1, 2017 who elect to participate in the active employee health insurance program are automatically enrolled.

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: Central Services 01.23
Division\Program: Central Services Fund: General
Program Administrator: David Eicholtz, Director of Fiscal & Administrative Services

Expenditure Category	FY2016	FY2017	FY2018	FY2018	\$ Change from FY2017	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$0	\$92,500	\$132,200	\$136,400	\$43,900	47.5%
Fringe Benefits	(792,538)	111,100	121,500	121,700	10,600	9.5%
Operating Costs	1,204,051	1,172,000	1,226,600	1,226,600	54,600	4.7%
Operating Costs - Studies	0	0	1,436,700	771,700	771,700	New
Operating Costs - SDAT	664,316	681,600	681,600	681,600	0	0.0%
Agency Funding - OPEB	1,000,000	1,250,000	1,500,000	1,500,000	250,000	20.0%
Agency Funding - Trust	7,964	10,000	33,800	33,800	23,800	238.0%
Capital Outlay	10,467	91,900	28,700	28,700	(63,200)	-68.8%
Total Expenditures	\$2,094,260	\$3,409,100	\$5,161,100	\$4,500,500	\$1,091,400	32.0%

Changes and Useful Information:

- The **Personal Services** and **Fringe Benefits increase** includes the full year impact of the Internal Auditor and Assistant Internal Auditor positions that were approved in FY2017.
- **Operating Costs** were adjusted based on historical trends.
- **Operating Costs- Studies** represents the budget for studies which were previously part of Capital Project Transfer. FY2018 funding is for:
 - \$178,200 Various Planning Studies
 - 30,000 Engineering Plan Digitization
 - 10,000 Develop Road Safety Prioritization Measure & Inventory
 - 77,000 Waldorf Urban Redevelopment Corridor Implementation Studies
 - 80,000 Intersection Analysis/Traffic Signal Warrant Analysis
 - 250,000 Public Facility Impact Fee Analysis
 - 80,000 Government Center Master Plan
 - 66,500 Groundwater Study (50% cost share with Water and Sewer fund)
 - \$771,700 Total
- **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. For FY 2018 these costs will be consolidated under the Central Services budget.
- **Capital Outlay** budget represents the cost for various camera and security upgrades. It is decreasing due to the one-time cost of upgrading the Card Access system in FY2017.

General Government

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

Description:

This budget is used to account for the general administrative costs of county government by acquiring asset, vehicle, and personal liability insurance coverage; handling the expenses of photocopying, postage, community promotions, internal audit, SDAT, OPEB, and other general miscellaneous needs.

The Department of Fiscal and Administrative Services is responsible for the management of insurance coverage to include: Public Official Liability, General Liability, Sheriff's Office Liability, vehicle liability & property damage, property coverage, Environmental Liability, Fiduciary, Surety Bonds, & Crime Bond Coverage.

Positions:	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Internal Auditor	0.0	0.0	0.0	1.0	1.0
Assistant Internal Auditor	0.0	0.0	0.0	1.0	1.0
Total Full Time Equivalent	0.0	0.0	0.0	2.0	2.0

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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Operating Costs	\$13,767	\$15,300	\$15,300	\$15,300	\$0	0.0%
Total Expenditures	\$13,767	\$15,300	\$15,300	\$15,300	\$0	0.0%

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 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: Election Board 01.12
Division\Program: Election Board Fund: General
Program Administrator: Tracy Dickerson, Election Director
 Mailing Address: P.O. Box 2150, 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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$182,032	\$245,000	\$245,000	\$245,000	\$0	0.0%
Fringe Benefits	4,740	10,400	10,400	10,400	0	0.0%
Operating Costs	984,542	944,400	1,029,200	1,029,200	84,800	9.0%
Total Expenditures	\$1,171,314	\$1,199,800	\$1,284,600	\$1,284,600	\$84,800	7.1%

Changes and Useful Information:

- **Operating Costs** were increased to fund a new position for the Election Board. The Agency received funding to hire a new Administrative Assistant position to assist the Election Director. Election Board employees are State employees and the County reimburses the State for the 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>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</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	0.0	0.0	0.3	0.3	0.3
*IT specialist	1.0	1.0	1.0	1.0	1.0
*Election Supervisor	3.0	1.0	1.0	1.0	1.0
*Data Applications	0.0	2.0	2.0	3.0	3.0
*Election Clerk	0.0	1.0	1.0	0.0	0.0
*Administrative Assistant	0.0	0.0	0.0	0.0	1.0
Part-time positions	2.3	1.8	2.2	2.5	2.5
Total Full Time Equivalent	8.3	8.8	9.4	9.8	10.8

*State Employees who are reimbursed by the County.

Objectives & Measurements:

	12 General Election	14 Primary* Election	14 General Election	16 Primary* Election	16 General Election
Total Registered Voters	97,687	99,857	100,449	86,741	108,276
% Democratic	57.0%	58.4%	59.3%	70.7%	59.7%
% Republican	25.9%	24.3%	24.5%	29.3%	24.3%
% Other	0.6%	0.5%	0.5%	0.0%	0.4%
% Declines	16.1%	16.3%	15.3%	0.0%	15.1%
Total Voting Percentage	77.3%	22.1%	47.5%	39.1%	72.8%
Democratic- Voting Percentage	43.1%	15.3%	28.0%	26.7%	44.5%
Republicans- Voting Percentage	18.9%	5.0%	13.6%	12.4%	18.3%
Other- Voting Percentage	0.9%	0.0%	0.2%	0.0%	0.3%
Declines- Voting Percentage	9.5%	1.1%	5.4%	0.0%	9.4%

* 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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$32,514	\$33,900	\$35,400	\$35,400	\$1,500	4.4%
Fringe Benefits	13,921	14,000	14,200	14,200	200	1.4%
Operating Costs	5,714	7,200	7,100	7,100	(100)	-1.4%
Total Expenditures	\$52,150	\$55,100	\$56,700	\$56,700	\$1,600	2.9%

Changes and Useful Information:

- **Personal Services** was adjusted to reflect 2014 State Legislation approval that provides a salary increase to the Charles County Orphan's Court Judges in January.

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:

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Projected	FY18 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	378	393	210	200	200
# of petitions granted	972	1,209	1,045	1,200	1,200

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: P.O. Box 3060, La Plata, MD 20646 301-932-3202 301-870-2659
 Physical Address: 200 Charles Street, La Plata, MD 20646 8:00 a.m.-4:30 p.m. M-F
www.courts.state.md.us/clerks/charles

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$739,571	\$818,500	\$970,400	\$898,600	\$80,100	9.8%
Fringe Benefits	199,693	203,300	265,700	233,900	30,600	15.1%
Operating Costs	176,532	196,200	276,900	243,100	46,900	23.9%
Transfers Out	89,046	105,800	106,400	106,400	600	0.6%
Capital Outlay	16,708	6,500	0	0	(6,500)	-100.0%
Total Expenditures	\$1,221,550	\$1,330,300	\$1,619,400	\$1,482,000	\$151,700	11.4%
Revenues	\$218,695	\$187,200	\$223,200	\$223,200	\$36,000	19.2%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase includes approved salary increases and the addition of the Judicial Administrative Assistant for the 5th Circuit Court Judge that was approved during FY2017.
- **Operating Costs** were adjusted to accommodate the full year operating impact of new positions added to the Circuit Court and for court outreach initiatives. Jury fees were also increased based on current activity. The County receives reimbursement for these fees by the State of Maryland.
- **Transfers Out** is for the County's local match on the Child Support Program and Law Library Program.
- The **Capital Outlay** decrease is due to a one-time purchase in FY2017.
- **Revenues** represent Jury Fee Reimbursement, Bail Bond Fees, and Child Support rent revenue and indirect cost reimbursement. The FY2018 increase represents the increase in jury reimbursements based on the FY2018 expenditure budget.

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: \$3,000 of the transfer out line is reserved as a local subsidy for the Law Library. The Law Library is funded primarily with 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: P.O. Box 3060, La Plata, MD 20646 301-932-3202 301-870-2659
 Physical Address: 200 Charles Street, La Plata, MD 20646 8:00 a.m.-4:30 p.m. M-F
www.courts.state.md.us/clerks/charles

Positions:	FY14	FY15	FY16	FY17	FY18
<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
Drug Court Clerk	0.5	0.3	0.0	0.0	0.0
Family Recovery Court Assist. Case Mgr	0.0	0.7	1.0	1.0	1.0
Alternative Dispute Resolution Coordinator	0.0	0.0	0.0	1.0	1.0
Administrative Associate	2.0	2.0	2.0	1.0	1.0
Administrative Assistant	0.0	0.0	0.0	1.0	1.0
Judicial Administrative Assistant	0.0	0.0	0.0	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	0.0	0.0	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
Domestic Relations Clerk	1.0	1.0	1.0	1.0	1.0
Part-Time positions	0.6	0.2	0.2	0.2	0.2
Total Full Time Equivalent	22.1	22.2	22.2	25.2	25.2
Allocated to Grants	(7.5)	(8.0)	(8.0)	(9.0)	(9.0)
Net Cost to General Fund	14.6	14.2	14.2	16.2	16.2

Objectives & Measurements:	FY14	FY15	FY16	FY17	FY18
	Actual	Actual	Actual	Projected	Estimated

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 will 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.

# of Scheduled Hearings	25,218	26,340	25,567	24,700	25,750
Case Type - % Concluded within # of days					
General Civil - 98% within 548 days	*	84.1%	95.2%	95.5%	96.5%
Foreclosure Cases - 98% within 730 days	*	N/A	95.0%	96.0%	96.5%
Criminal Cases - 98% within 180 days	*	88.6%	90.7%	92.0%	93.0%
Family Law - 98% within 365 days		96.6%	95.0%	97.0%	97.5%
Family Law (Limited Divorce)					
98% within 730 days	*	100.0%	100.0%	100.0%	100.0%
Juvenile - 98% within 90 days	*	99.7%	99.7%	99.7%	99.7%
Child in Need of Assistance (CINA)					
Non-Shelter - 100% within 60 days	*	100.0%	100.0%	100.0%	100.0%
CINA Shelter - 100% within 30 days	*	100.0%	96.9%	100.0%	100.0%
Termination of Parental Rights					
100% within 180 days	*	100.0%	100.0%	100.0%	100.0%

**Circuit Court did not begin reporting these measurements for the annual budget book until the beginning of FY2015.*

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.charlescountymd.gov/sao/welcome

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$2,729,447	\$2,937,900	\$3,133,800	\$3,028,600	\$90,700	3.1%
Fringe Benefits	716,645	784,000	816,300	775,900	(8,100)	-1.0%
Operating Costs	117,169	152,200	166,200	156,200	4,000	2.6%
Transfers Out	290,339	331,400	0	0	(331,400)	-100.0%
Capital Outlay	65,491	0	0	0	0	N/A
Total Expenditures	\$3,919,091	\$4,205,500	\$4,116,300	\$3,960,700	(\$244,800)	-5.8%
Revenues	\$79,800	\$78,900	\$0	\$0	(\$78,900)	-100.0%

Changes and Useful Information:

- **Personal Services** reflects approved salary increases.
- **Operating Costs** increase is based on current activity in prisoner transportation and victim/witness expense budgets.
- **Transfers Out** represented the local match for the Child Support Grant award. The Child Support Division is being transferred to the Maryland State Department of Human Resources, Charles County Social Services Division, starting on July 1, 2017.
- The FY2018 **Revenues** represent the grant share of rent revenue and indirect cost revenue which is no longer being received due to the Child Support Division being transferred.

Description:

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 presents cases on behalf of the Child Support Enforcement Unit of the Department of Social Services in cases establishing paternity, setting child support payments and enforcing those payments.

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.

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.charlescountymd.gov/sao/welcome

Positions:	FY14	FY15	FY16	FY17	FY18
Title	FTE	FTE	FTE	FTE	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	14.0	16.0	16.0	14.0	16.0
Law Clerk	1.0	1.0	1.0	1.0	1.0
Victim/Witness Liaison	5.0	6.0	6.0	5.0	5.0
Police Witness/Coordinator	1.0	1.0	0.0	0.0	0.0
Domestic Violence Coordinator	1.0	1.0	0.0	1.0	1.0
Investigator	2.0	2.0	2.0	2.0	2.0
Executive Assistant to the State's Attorney	0.0	0.0	0.0	1.0	1.0
Executive Administrator	0.0	0.0	3.0	2.0	2.0
Unit Supervisor	0.0	0.0	3.0	3.0	3.0
Administrative Secretary	1.0	1.0	0.0	2.0	0.0
Administrative Assistant	0.0	1.0	0.0	0.0	0.0
Administrative Associate	0.0	1.0	0.0	0.0	0.0
Secretary	9.6	10.6	10.0	11.8	11.8
Receptionist	0.0	0.8	0.8	1.0	1.0
Network Specialist III	0.0	1.0	1.0	1.0	1.0
Part-time positions	0.8	1.0	1.0	2.6	2.6
General Fund Full Time Equivalent	37.4	45.4	45.8	49.4	49.4
CHILD SUPPORT GRANT					
Assistant State's Attorney	1.8	1.8	1.8	1.8	0.0
Legal Specialist	6.0	6.0	6.0	6.0	0.0
Administrative Associate	0.0	1.0	1.0	1.0	0.0
Computer Technician	0.6	0.6	0.0	0.0	0.0
Part-time positions	0.0	0.0	0.6	0.6	0.0
Child Support Full Time Equivalent	8.4	9.4	9.4	9.4	0.0
Total Full Time Equivalent	45.8	54.8	55.2	58.8	49.4

* 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.

Goals:

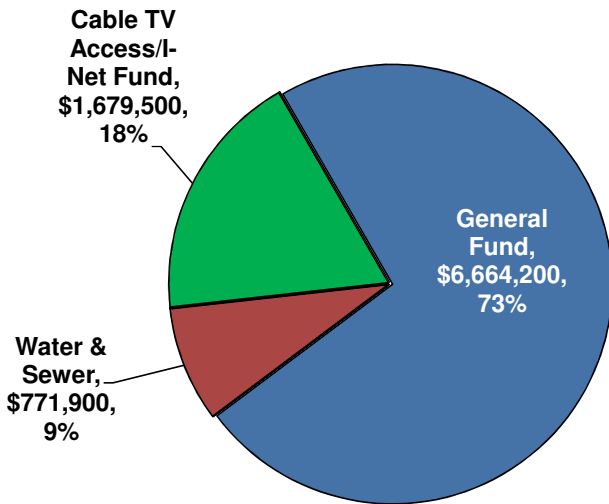
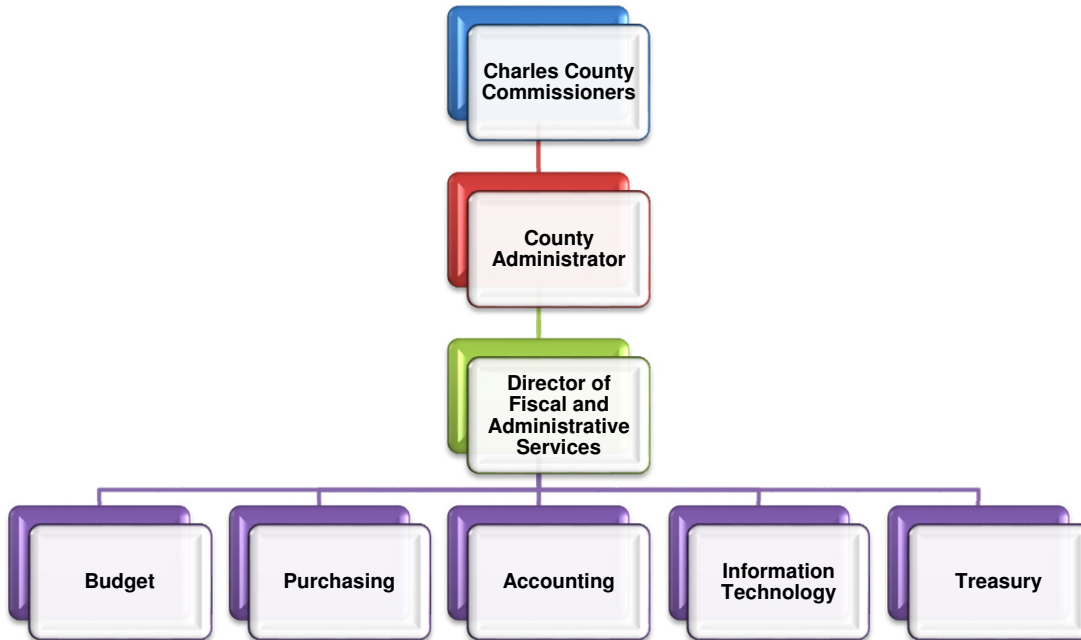
The State's Attorney's Office is responsible for the enforcement of State criminal laws within the geographical borders of the County.

Fiscal & Administrative Services Summary

David Eicholtz, Director of Fiscal & Administrative Services
 Mailing Address: P.O. Box 2150, La Plata, MD 20646
 Physical Address: 200 Baltimore St., 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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$3,416,916	\$3,454,300	\$3,505,500	\$3,533,800	\$79,500	2.3%
Fringe Benefits	1,164,620	1,095,700	1,179,500	1,172,300	76,600	7.0%
Operating Costs	1,365,332	1,724,800	2,064,000	1,958,100	233,300	13.5%
Total Expenditures	\$5,946,867	\$6,274,800	\$6,749,000	\$6,664,200	\$389,400	6.2%
Revenues	\$354,860	\$440,100	\$396,000	\$396,000	(\$44,100)	-10.0%
Total Expenditures as % of Budget:	1.6%	1.7%	1.6%	1.7%		



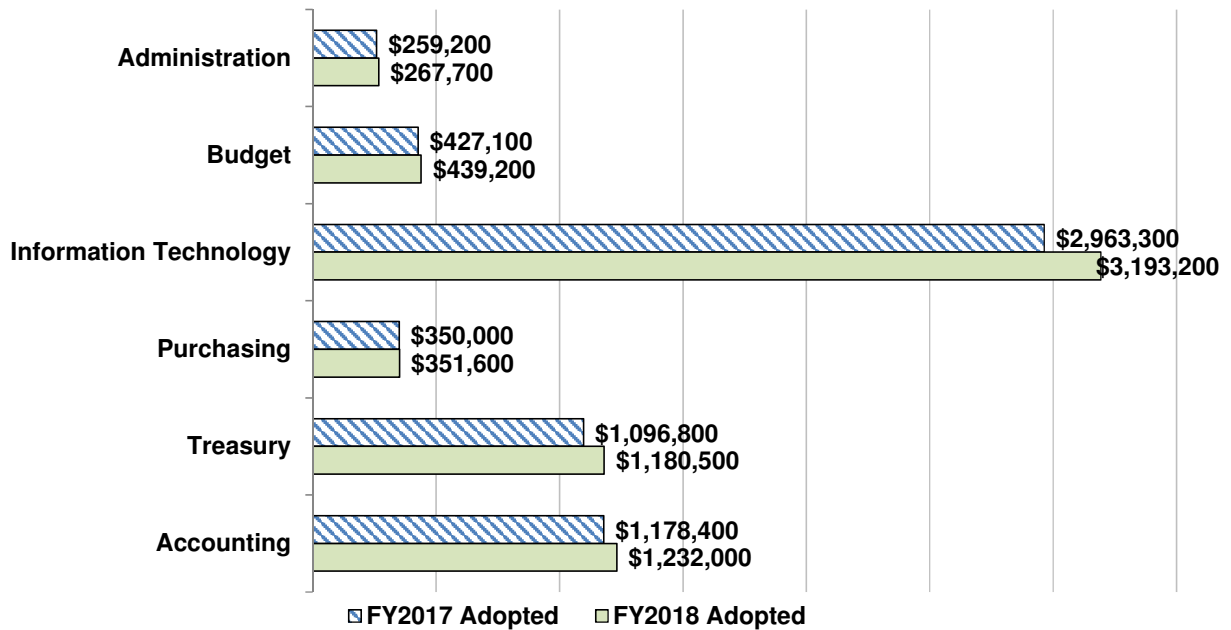
TOTAL FY2018 DEPARTMENT BUDGET
\$9,115,600

(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:

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Projected	FY18 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	98.2%	99.1%	96.8%	98.0%	98.0%
General Fund Expense	98.3%	98.8%	99.0%	98.7%	98.7%
Water & Sewer Revenue	95.9%	96.1%	98.5%	96.8%	96.8%
Water & Sewer Expense	95.0%	91.4%	92.9%	93.1%	93.1%
Landfill Revenue	95.5%	89.1%	97.3%	94.0%	94.0%
Landfill Expense	94.3%	94.3%	98.0%	95.5%	95.5%
Cable Revenue	98.8%	99.1%	98.8%	98.9%	98.9%
Cable Expense	91.2%	96.0%	88.7%	92.0%	92.0%
Environmental Service Fund Revenue	95.9%	97.3%	99.7%	97.6%	97.6%
Environmental Service Fund Expense	95.2%	99.5%	98.2%	97.6%	97.6%
Watershed Revenue	99.8%	98.2%	94.4%	97.5%	97.5%
Watershed Expense	76.3%	85.4%	94.4%	89.9%	89.9%

FY17 Projected is based on a three year average of actual results.

FY18 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	8.55	5.58	5.05	5.50	5.50
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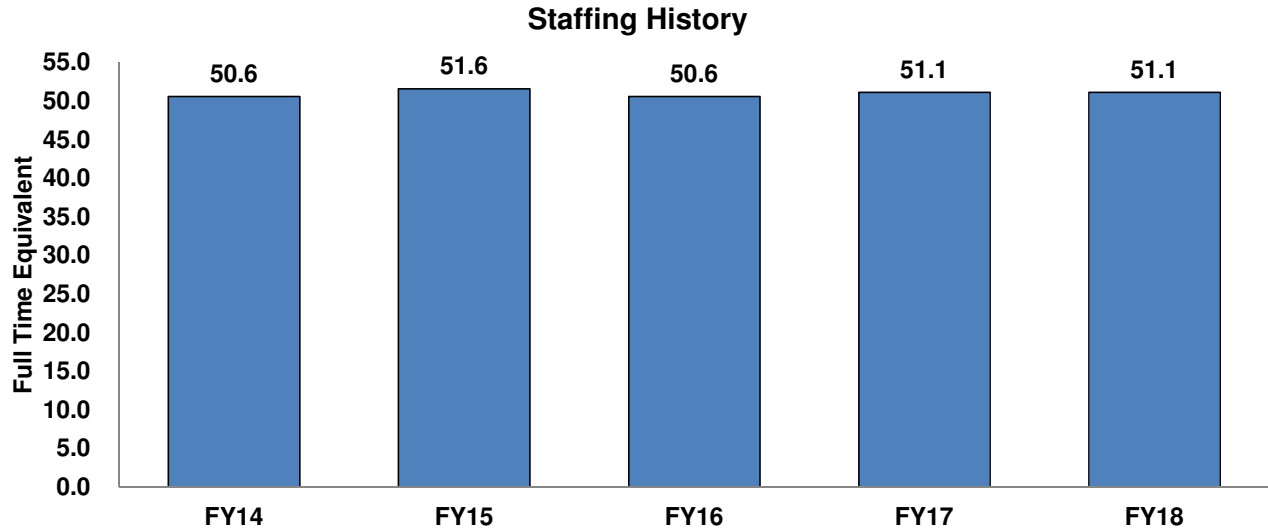
Information Technology: Provide technical support and assistance with computer related requests.

Percent of IT (Information Technology) work request completed	100%	100%	98%	95%	95%
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Fiscal & Administrative Services Objectives & Measurements Cont.

<u>Objectives & Measurements:</u>	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Projected	FY18 Estimated
<u>Information Technology: Provide and maintain an informative and current Charles County Government website.</u>					
Average website page views per month	288,197	325,358	328,979	340,000	360,000
<u>Information Technology: Operate, maintain and enhance the information technology network infrastructure.</u>					
Number of PC/laptops/tablets supported	892	922	1,079	985	1,050
<u>Purchasing: To ensure timely processing of purchase orders.</u>					
Average number of business days to process purchase orders (YTD)	0.186	0.161	0.105	0.170	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)	\$5,625,553	\$2,189,910	\$2,455,117	\$6,610,009	\$2,500,000
<u>Purchasing: To measure the percentage of Minority Business Enterprise (MBE) participation in Charles County Departments and Circuit Court of formal contracts awarded.</u>					
Minority business participation percentage (YTD)	28.2%	51.0%	20.1%	6.6%	25.0%
<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	31.2%	38.6%	39.9%	42.0%	44.0%
<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	6	6	5	6	5
<u>Treasury: To respond to customer inquires in a timely manner (24 hours).</u>					
Average time to respond to public inquiries (Hours)	N/A	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)	N/A	5	4	7	7

Fiscal & Administrative Services Staffing History



Positions by Program:

	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>
Administration	2.0	2.0	2.0	2.0	2.0
Budget	4.0	4.0	4.0	4.0	4.0
Information Technology	14.8	14.8	14.8	14.8	14.8
Purchasing	5.0	5.0	4.0	4.0	4.0
Accounting	10.8	11.8	11.8	12.8	12.8
Treasury	14.0	14.0	14.0	13.5	13.5
Total Full Time Equivalent	50.6	51.6	50.6	51.1	51.1

Fiscal & Administrative Services

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

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$193,680	\$195,100	\$197,500	\$200,600	\$5,500	2.8%
Fringe Benefits	60,977	57,800	60,300	60,800	3,000	5.2%
Operating Costs	4,972	6,300	6,300	6,300	0	0.0%
Total Expenditures	\$259,629	\$259,200	\$264,100	\$267,700	\$8,500	3.3%

Changes and Useful Information:

- **Personal Services** reflects approved salary increases.

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:

<u>Title</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 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	1.0	1.0
Total Full Time Equivalent	2.0	2.0	2.0	2.0	2.0

Fiscal & Administrative Services

Department: Fiscal & Administrative Services

01.04.04

Division\Program: Budget

Fund: General

Program Administrator: Jenifer Ellin, Chief of Budget

www.charlescountymd.gov/budgetprocess

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$316,155	\$315,200	\$321,700	\$326,800	\$11,600	3.7%
Fringe Benefits	107,910	99,400	102,000	102,600	3,200	3.2%
Operating Costs	9,074	12,500	9,800	9,800	(2,700)	-21.6%
Total Expenditures	\$433,139	\$427,100	\$433,500	\$439,200	\$12,100	2.8%
Revenues	\$151,793	\$166,800	\$110,900	\$110,900	(\$55,900)	-33.5%

Changes and Useful Information:

- **Personal Services** reflects approved salary increases and adjusting for a non-competitive promotion from FY2017.
- Decrease in **Operating Cost** is due to one time FY2017 cost for a revision in the Cost Allocation Plan due to a reorganization within County Government.
- **Revenues** are associated with the indirect cost reimbursement for work dealing with grants and is determined based on salary levels. The decrease in FY2018 is due the Child Support function of the State's Attorney's Office transitioning to the Department of Social Services which is a State run department. Therefore, the County will no longer be receiving revenues associated with this program.

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 Allocated plan, and compilation of federal grant information for completion of the A-133 single audit.

Positions:

Title	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE	FY18 FTE
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	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	5.0	5.0	5.0	5.0	5.0
Allocated to Capital Projects	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Net Cost to General Fund	4.0	4.0	4.0	4.0	4.0

Fiscal & Administrative Services

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

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$1,127,459	\$1,137,500	\$1,141,300	\$1,160,100	\$22,600	2.0%
Fringe Benefits	401,603	379,900	389,800	391,700	11,800	3.1%
Operating Costs	1,030,450	1,445,900	1,743,900	1,641,400	195,500	13.5%
Total Expenditures	\$2,559,512	\$2,963,300	\$3,275,000	\$3,193,200	\$229,900	7.8%

Changes and Useful Information:

- **Personal Services** reflects approved salary increases.
- The **Operating Costs** increase includes an upgrade to the voice communication systems, the replacement of the e-mail system, the purchase of performance measurements software, computers for new Emergency Medical Services positions, and to cover annual maintenance cost for existing systems.

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	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE	FY18 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	0.0	0.0	1.0	1.0	1.0
Systems Analyst II	4.0	4.0	4.0	4.0	4.0
Network Specialist III	4.0	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	0.5	1.7	1.7	1.7	2.2
Total Full Time Equivalent	21.5	23.7	24.7	24.7	25.2
Allocated to Cable TV / I-Net Fund	(4.6)	(5.8)	(6.8)	(6.8)	(7.3)
Allocated to W&S Enterprise Fund	(2.0)	(2.0)	(2.0)	(2.0)	(2.0)
Allocated to State's Attorney's Office	0.0	(1.0)	(1.0)	(1.0)	(1.0)
Net Cost to General Fund	14.8	14.8	14.8	14.8	14.8

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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$283,440	\$243,200	\$253,100	\$229,000	(\$14,200)	-5.8%
Fringe Benefits	114,007	98,100	126,200	113,900	15,800	16.1%
Operating Costs	11,027	8,700	12,100	8,700	0	0.0%
Total Expenditures	\$408,473	\$350,000	\$391,400	\$351,600	\$1,600	0.5%

Changes and Useful Information:

- **Personal Services** decrease is due to turnover which offsets approved salary increases.

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>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 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
Purchasing Programs Outreach Admin.	1.0	1.0	0.0	0.0	0.0
Senior Procurement Specialist	0.0	1.0	1.0	1.0	1.0
Procurement Specialist	2.0	2.0	2.0	2.0	2.0
Office Associate II	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	6.0	7.0	6.0	6.0	6.0
Allocated to Capital Projects	(1.0)	(2.0)	(2.0)	(2.0)	(2.0)
Net Cost to General Fund	5.0	5.0	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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$788,344	\$843,200	\$865,500	\$879,800	\$36,600	4.3%
Fringe Benefits	256,116	255,000	270,400	271,600	16,600	6.5%
Operating Costs	72,904	80,200	80,600	80,600	400	0.5%
Total Expenditures	\$1,117,364	\$1,178,400	\$1,216,500	\$1,232,000	\$53,600	4.5%
Revenues	\$62,059	\$140,900	\$148,400	\$148,400	\$7,500	5.3%

Changes and Useful Information:

- **Personal Services** reflects approved salary increases and the full year impact of the new FY2017 Assistant Chief of Accounting position.
- **Revenues** are associated with the indirect cost reimbursement to the Enterprise Funds and the purchasing card program.

Description:

The functions of the Accounting Division include: processing payroll, accounts payable, accounts receivable, risk management 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 FY16 by the Government Finance Officers, Association of the United States and Canada.

Positions:

Title	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE	FY18 FTE
Chief of Accounting	1.0	1.0	1.0	1.0	1.0
Assistant Chief of Accounting	0.0	0.0	0.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0	1.0	1.0
Risk Management Accountant	1.0	1.0	1.0	1.0	1.0
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	1.0	1.0	1.0
Accounting Technician	2.0	3.0	3.0	3.0	3.0
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	5.0	5.0	6.0	6.0	6.0
Total Full Time Equivalent	18.0	19.0	20.0	21.0	21.0
Allocated to W&S Fund	(7.3)	(7.3)	(8.3)	(8.3)	(8.3)
Net Cost to General Fund	10.8	11.8	11.8	12.8	12.8

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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$707,838	\$720,100	\$726,400	\$737,500	\$17,400	2.4%
Fringe Benefits	224,007	205,500	230,800	231,700	26,200	12.7%
Operating Costs	236,905	171,200	211,300	211,300	40,100	23.4%
Total Expenditures	\$1,168,750	\$1,096,800	\$1,168,500	\$1,180,500	\$83,700	7.6%
Revenues	\$141,008	\$132,400	\$136,700	\$136,700	\$4,300	3.2%

Changes and Useful Information:

- **Personal Services** reflects the approved salary increases.
- **Operating Costs** increased based on current trends in credit card processing and contract personnel which is used for the collection of delinquent property tax accounts..
- **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 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:

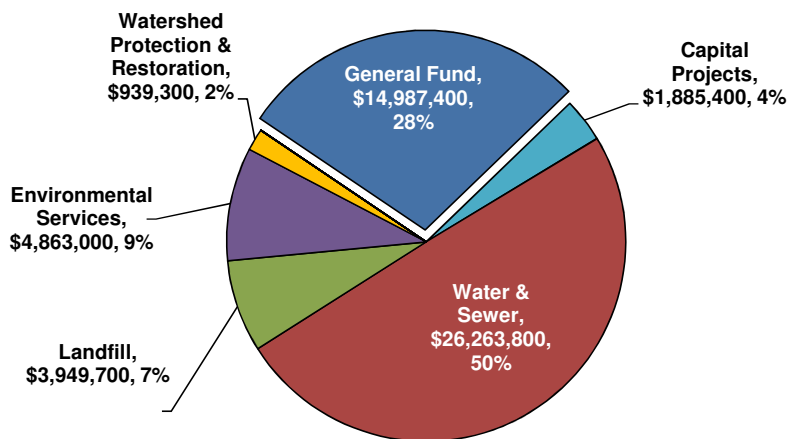
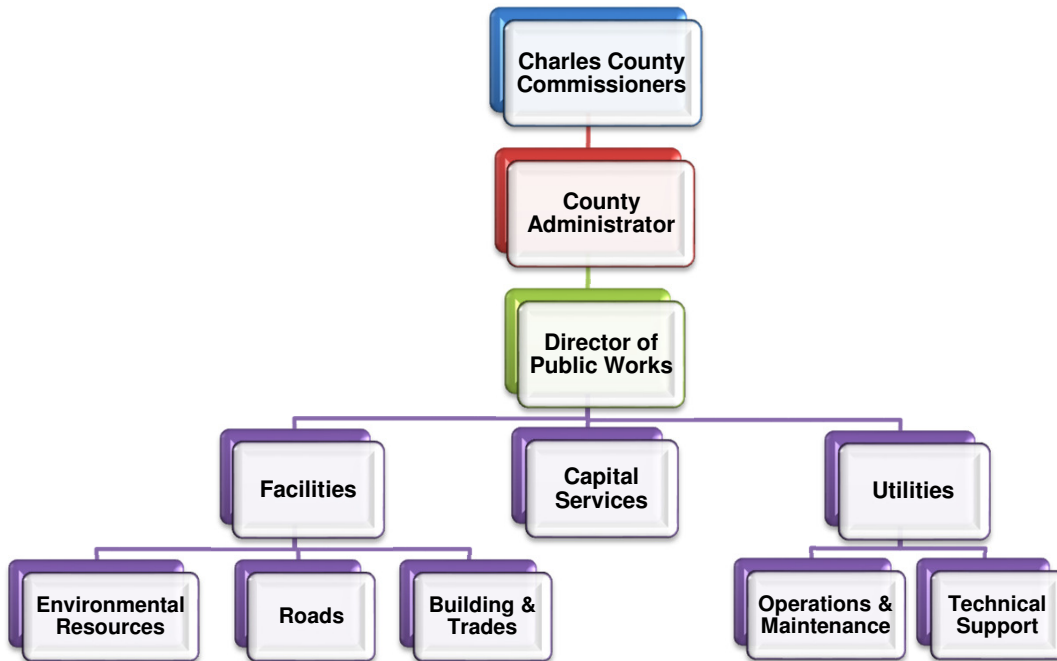
<u>Title</u>	<u>FY14</u> <u>FTE</u>	<u>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>
Chief of Treasury	1.0	1.0	1.0	1.0	1.0
Deputy Treasurer	1.0	1.0	1.0	1.0	1.0
Senior Tax Specialist	1.0	1.0	1.0	1.0	1.0
Tax Specialist	3.0	3.0	3.0	3.0	3.0
Deed Specialist	2.0	2.0	2.0	1.0	1.0
Revenue Specialist	6.0	6.0	6.0	5.0	5.0
Office Associate III	0.0	0.0	0.0	1.0	1.0
Part Time	0.0	0.0	0.0	0.5	0.5
Total Full Time Equivalent	14.0	14.0	14.0	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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$6,200,031	\$5,961,500	\$6,409,700	\$6,316,200	\$354,700	5.9%
Fringe Benefits	2,101,316	1,979,700	2,103,300	2,058,900	79,200	4.0%
Operating Costs	5,597,737	6,269,000	6,837,100	6,612,300	343,300	5.5%
Capital Outlay / Maintenance	57,534	0	0	0	0	N/A
Total Expenditures	\$13,956,618	\$14,210,200	\$15,350,100	\$14,987,400	\$777,200	5.5%
Revenues	\$594,814	\$611,900	\$619,800	\$619,800	\$7,900	1.3%
Total Expenditures as % of Budget:	3.9%	3.8%	3.7%	3.8%		



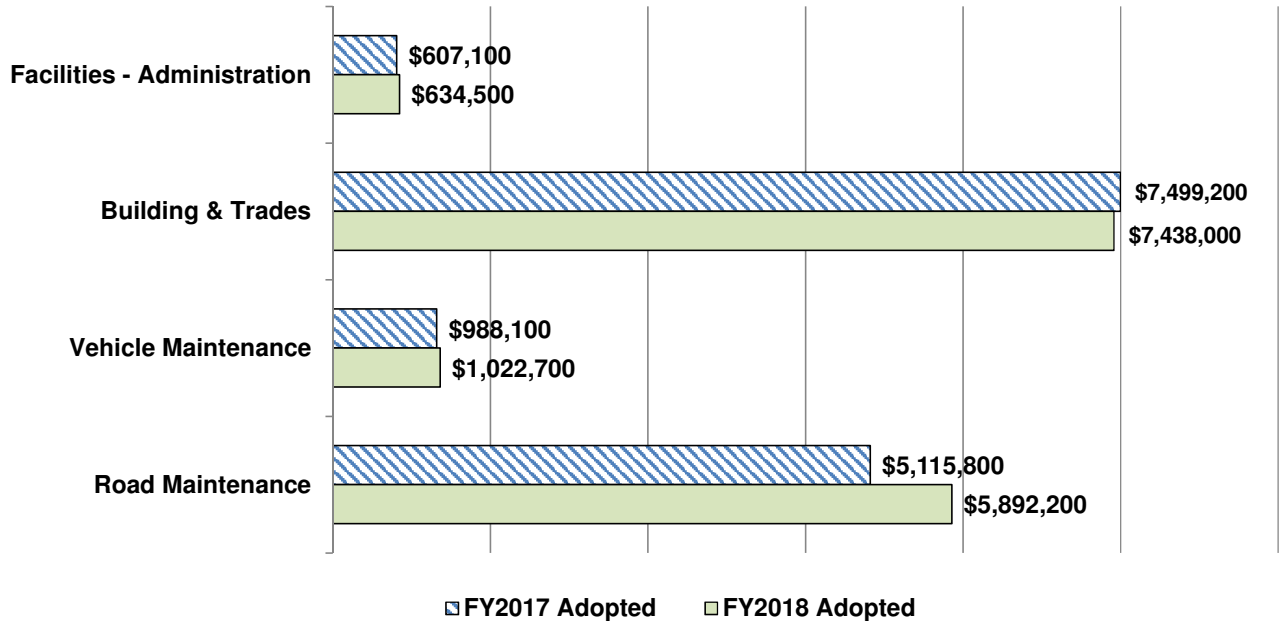
TOTAL FY2018 DEPARTMENT BUDGET
\$52,888,600

(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

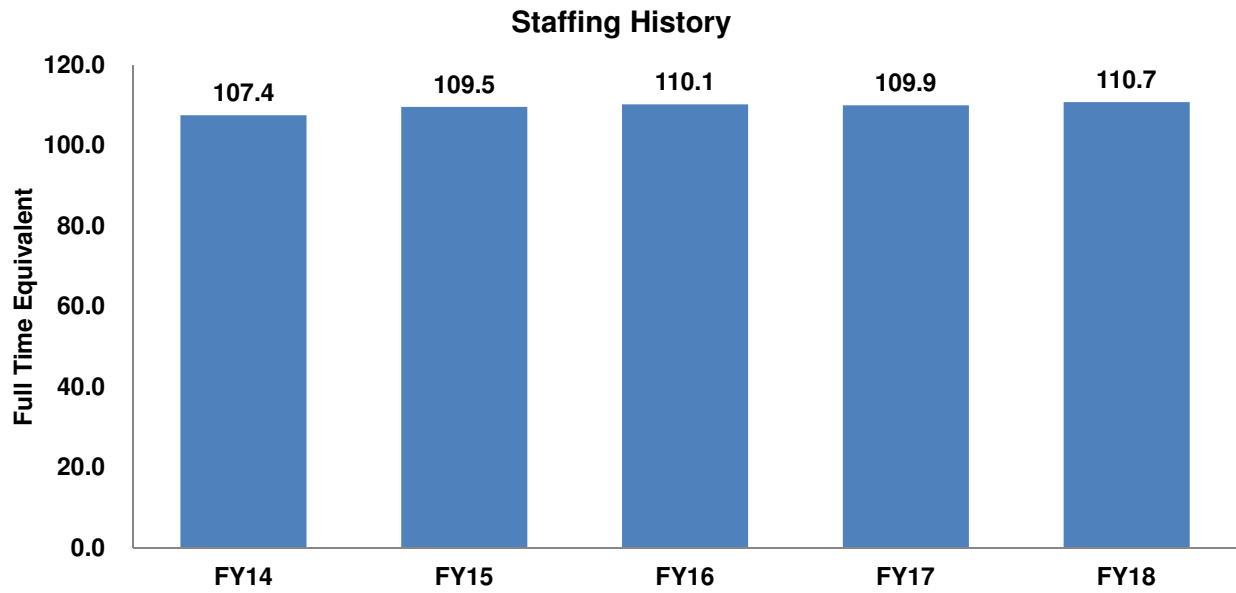
GENERAL FUND



Objectives & Measurements:

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Projected	FY18 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	N/A	N/A	676,683	683,449	690,284
Cost of custodial services per sq. ft.	N/A	N/A	\$0.12	\$0.11	\$0.11
<u><i>Building & Trades: To ensure all facilities are maintained to a safe and comfortable standard.</i></u>					
Number of requested work orders	6,474	5,674	9,319	9,422	9,506
% Corrective	N/A	N/A	38%	39%	40%
% Preventive	N/A	N/A	62%	61%	60%
<u><i>Vehicle Maintenance: To complete all work orders promptly to ensure minimum downtime.</i></u>					
Number of vehicles maintained	887	906	923	935	945
% Corrective	74%	75%	74%	74%	75%
% Preventive	26%	25%	26%	26%	25%
Cost per vehicle	\$135	\$147	\$145	\$153	\$150
<u><i>Roads: To assure safe & smooth surfaced roads, cost per mile depends on width of roadway.</i></u>					
Miles resurfaced	58	66	62	60	60
Cost per mile	\$253,147	\$218,483	\$191,616	\$272,700	\$233,700
% of paved lane miles assessed as satisfactory	N/A	N/A	98%	96%	95%
<u><i>Roads: To repair all reported potholes within 24 hours.</i></u>					
Number of Pothole Reports	306	268	1,018	250	500
Cost per repair	N/A	N/A	\$86	\$90	\$90
<u><i>Roads: To provide maximum road maintenance with minimum number of staff.</i></u>					
# of lane miles maintained	1,662	1,672	1,681	1,725	1,700
Cost per mile maintained	N/A	N/A	\$2,574	\$2,508	\$2,545

Public Works Staffing History



Positions by Program:

	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>
Facilities - Administration	8.8	8.8	8.4	6.9	6.9
Building & Trades	50.7	52.8	52.8	52.8	53.7
Vehicle Maintenance	8.6	8.6	9.6	9.6	9.6
Road Maintenance	39.3	39.3	39.3	40.6	40.5
Total Full Time Equivalent	107.4	109.5	110.1	109.9	110.7

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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$548,701	\$412,400	\$423,500	\$432,400	\$20,000	4.8%
Fringe Benefits	207,328	158,400	157,900	158,600	200	0.1%
Operating Costs	31,796	36,300	46,300	43,500	7,200	19.8%
Total Expenditures	\$787,825	\$607,100	\$627,700	\$634,500	\$27,400	4.5%
Revenues	\$6,035	\$9,000	\$10,300	\$10,300	\$1,300	14.4%

Changes and Useful Information:

- **Personal Services** reflects approved salary increases and the reclassification of one employee that was previously approved.
- The **Operating Costs** budget includes funds for a replacement battery charger for a forklift as well as the projected increase for Computerized Fleet Analysis.
- **Revenues** were adjusted based on actual. Revenues are from agencies that use the County's fuel pumps.

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:

<u>Title</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>
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	0.0	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 Coordinator	1.0	0.0	0.0	0.0	0.0
Inventory Control Specialist	0.0	1.0	1.0	1.0	1.0
Public Facilities Specialist	1.0	1.0	1.0	0.0	0.0
Management Support Specialist	1.0	1.0	1.0	1.0	1.0
Administrative Associate	2.0	2.0	3.0	3.0	3.0
Inventory Control Associate	0.0	1.0	1.0	1.0	1.0
Office Associate II	1.0	1.0	0.0	0.0	0.0
Supply Clerk I	2.0	0.0	0.0	0.0	0.0
Total Full Time Equivalent	12.0	12.0	12.0	11.0	11.0
Allocated to:					
Water & Sewer Enterprise Fund	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Solid Waste Enterprise Fund	(0.8)	(0.8)	(0.9)	(0.9)	(0.9)
Environmental Service Enterprise Fund	(0.4)	(0.4)	(0.8)	(0.8)	(0.8)
Watershed Protection & Restoration Fund	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Capital Projects	0.0	0.0	0.0	(0.5)	(0.5)
Net Cost to General Fund	8.8	8.8	8.4	6.9	6.9

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	FY2016	FY2017	FY2018	FY2018	\$ Change from FY2017	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$2,868,207	\$2,809,700	\$3,069,700	\$2,923,800	\$114,100	4.1%
Fringe Benefits	956,946	928,900	998,100	947,100	18,200	2.0%
Operating Costs	2,972,203	3,760,600	3,674,800	3,567,100	(193,500)	-5.1%
Capital Outlay	50,194	0	0	0	0	N/A
Total Expenditures	\$6,847,550	\$7,499,200	\$7,742,600	\$7,438,000	(\$61,200)	-0.8%
Revenues	\$588,779	\$602,900	\$609,500	\$609,500	\$6,600	1.1%

Changes and Useful Information:

- **Personal Services** reflects approved salary increases, the FY2017 approved reclassification of one employee, and additional part time help.
- The **Operating Costs** decreased due to one time funding provided in FY2017 and based on anticipated expenses in utilities and electricity.
- **Revenues** represent funds received from the Health Department and the Courthouse.

Description:

Buildings & Trades Division is responsible for the efficient operation and maintenance of 162 County facilities, covering over 1,500,000 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:

Title	FY14	FY15	FY16	FY17	FY18
	FTE	FTE	FTE	FTE	FTE
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
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	1.0	1.0
Electrician II	3.0	3.0	3.0	3.0	3.0
Facilities Maintenance Technician II	8.0	8.0	8.0	8.0	8.0
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	2.0	3.0	3.0	4.0	4.0
Custodial Worker I	15.7	15.7	15.7	14.7	14.7
Part-time Positions	3.0	4.1	4.1	4.1	4.9
Total Full Time Equivalent	53.7	55.8	55.8	55.8	56.7
Allocated to:					
Water & Sewer Enterprise Fund	(3.0)	(3.0)	(3.0)	(3.0)	(3.0)
Net Cost to General Fund	50.7	52.8	52.8	52.8	53.7

Public Works

Department: Public Works 01.05.44
Division\Program: Vehicle Maintenance Fund: General
Program Administrator: Dennis Fleming, Chief of Environmental Resources
www.charlescountymd.gov/pw/facilities/la-plata-office-facilities

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$576,956	\$587,500	\$586,900	\$596,600	\$9,100	1.5%
Fringe Benefits	189,163	182,500	210,500	211,600	29,100	15.9%
Operating Costs	180,534	218,100	218,500	214,500	(3,600)	-1.7%
Capital Outlay	7,008	0	0	0	0	N/A
Total Expenditures	\$953,660	\$988,100	\$1,015,900	\$1,022,700	\$34,600	3.5%

Changes and Useful Information:

- **Personal Services** reflects approved salary increases.
- The **Operating Costs** decreased due to adjustments to various expenses including vehicle fuel.

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>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>
Chief of Environmental Resources	1.0	1.0	1.0	1.0	1.0
Fleet Maintenance Superintendent	1.0	1.0	1.0	1.0	1.0
Lead Mechanic	1.0	1.0	1.0	1.0	1.0
Auto Body Mechanic	1.0	1.0	1.0	1.0	1.0
Fleet Maintenance Technician III	3.0	3.0	3.0	3.0	3.0
Fleet Maintenance Technician II	3.0	3.0	3.0	3.0	3.0
Fleet Maintenance Technician I	1.8	1.8	1.8	1.8	1.8
Golf / Equipment Mechanic Assistant	1.0	1.0	1.0	1.0	1.0
Part Time Positions	0.6	0.6	0.6	0.6	0.6
Total Full Time Equivalent	13.4	13.4	13.4	13.4	13.4
Allocated to:					
Water & Sewer Enterprise Fund	(2.0)	(2.0)	(2.0)	(2.0)	(2.0)
Solid Waste Enterprise Fund	(1.8)	(1.8)	(1.8)	(1.8)	(1.8)
Recreation Enterprise Fund	(1.0)	(1.0)	0.0	0.0	0.0
Net Cost to General Fund	8.6	8.6	9.6	9.6	9.6

Public Works

Department: Public Works 01.05.53
Division\Program: Road Maintenance Fund: General
Program Administrator: Steve Staples, Chief of Roads
www.charlescountymd.gov/pw/roads/roads

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$2,206,167	\$2,151,900	\$2,329,600	\$2,363,400	\$211,500	9.8%
Fringe Benefits	747,878	709,900	736,800	741,600	31,700	4.5%
Operating Costs	2,413,204	2,254,000	2,897,500	2,787,200	533,200	23.7%
Capital Outlay	332	0	0	0	0	N/A
Total Expenditures	\$5,367,582	\$5,115,800	\$5,963,900	\$5,892,200	\$776,400	15.2%

Changes and Useful Information:

- **Personal Services** reflects approved salary increases and provides an increase in the overtime budget for snow removal to better match expenses during a normal winter.
- The **Operating Costs** increased to provide additional funding in the storm accounts to better reflect actual expenses incurred during a normal winter and to provide additional funding for traffic signal maintenance due to the transition of county owned traffic signal maintenance from the State Highway Administration to Charles County.

Description:

The Roads Division performs repair and maintenance for over 1,684 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:

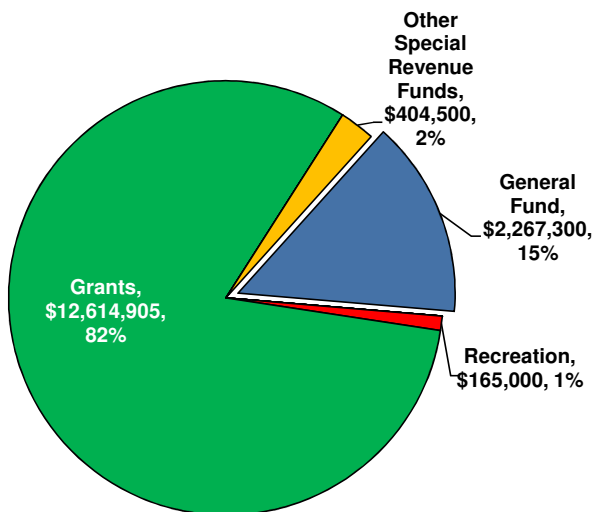
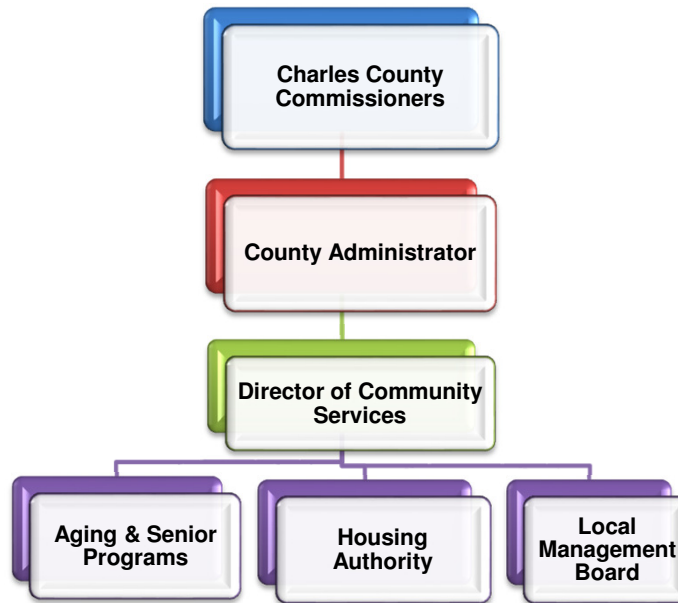
<u>Title</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>
Chief of Roads	1.0	1.0	1.0	1.0	1.0
Roads Superintendent	2.0	2.0	2.0	2.0	2.0
Road Project Manager	1.0	1.0	1.0	1.0	1.0
Bridge Mgmt./Project Manager	1.0	1.0	1.0	1.0	1.0
Special Projects Manager-Pavement	1.0	1.0	1.0	1.0	1.0
Road Maintenance Supervisor	5.0	5.0	5.0	5.0	5.0
Construction Inspector	0.0	0.0	0.0	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	12.0	12.0	11.0	11.0
Part Time Positions	5.7	5.7	5.7	7.0	7.0
Total Full Time Equivalent	39.7	39.7	39.7	41.0	41.0
Allocated to:					
Watershed Protection & Restoration Fund	0.0	0.0	0.0	0.0	(0.1)
Capital Projects	(0.4)	(0.4)	(0.4)	(0.4)	(0.4)
Net Cost to General Fund	39.3	39.3	39.3	40.6	40.5

Community Services Summary

Haywood Evans, Director of Community Services
 Mailing Address: 8190 Port Tobacco Rd., Port Tobacco, MD 20677
 Physical 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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$1,471,097	\$1,248,900	\$1,186,700	\$1,215,900	(\$33,000)	-2.6%
Fringe Benefits	504,040	440,300	426,700	430,200	(10,100)	-2.3%
Operating Costs	340,367	338,400	438,900	438,900	100,500	29.7%
Agency Funding	40,873	50,000	0	0	(50,000)	-100.0%
Transfers Out	109,940	212,400	182,300	182,300	(30,100)	-14.2%
Total Expenditures	\$2,466,316	\$2,290,000	\$2,234,600	\$2,267,300	(\$22,700)	-1.0%
Revenues	\$4,150	\$7,200	\$5,500	\$5,500	(\$1,700)	-23.6%
Total Expenditures as % of Budget:	0.7%	0.6%	0.5%	0.6%		



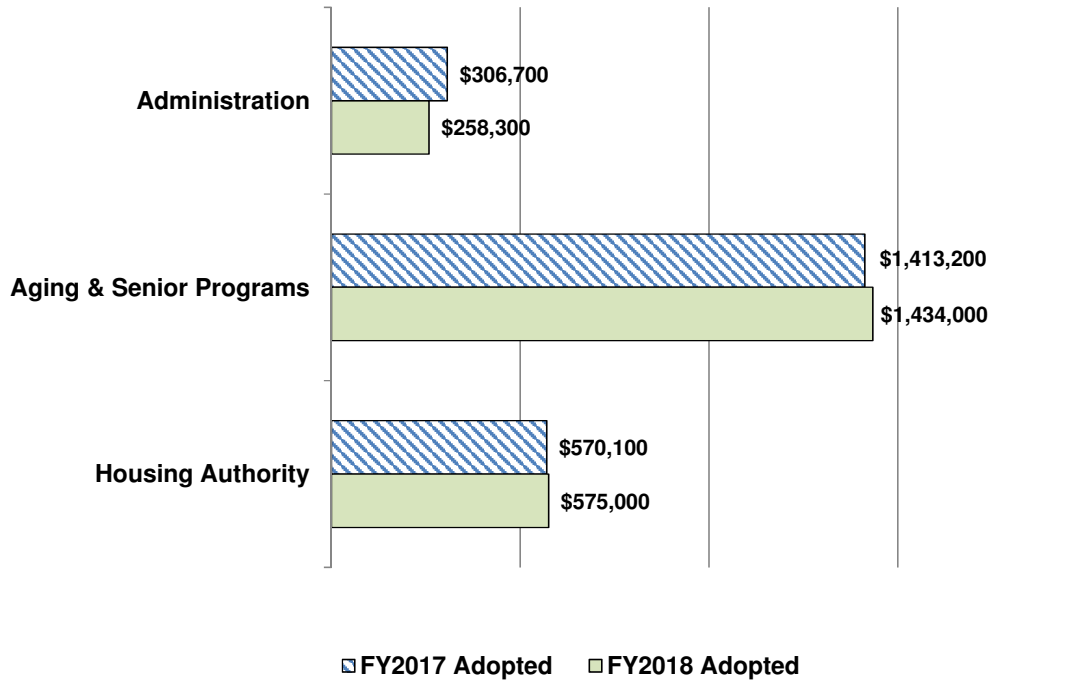
TOTAL FY2018 DEPARTMENT BUDGET \$15,451,705

(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

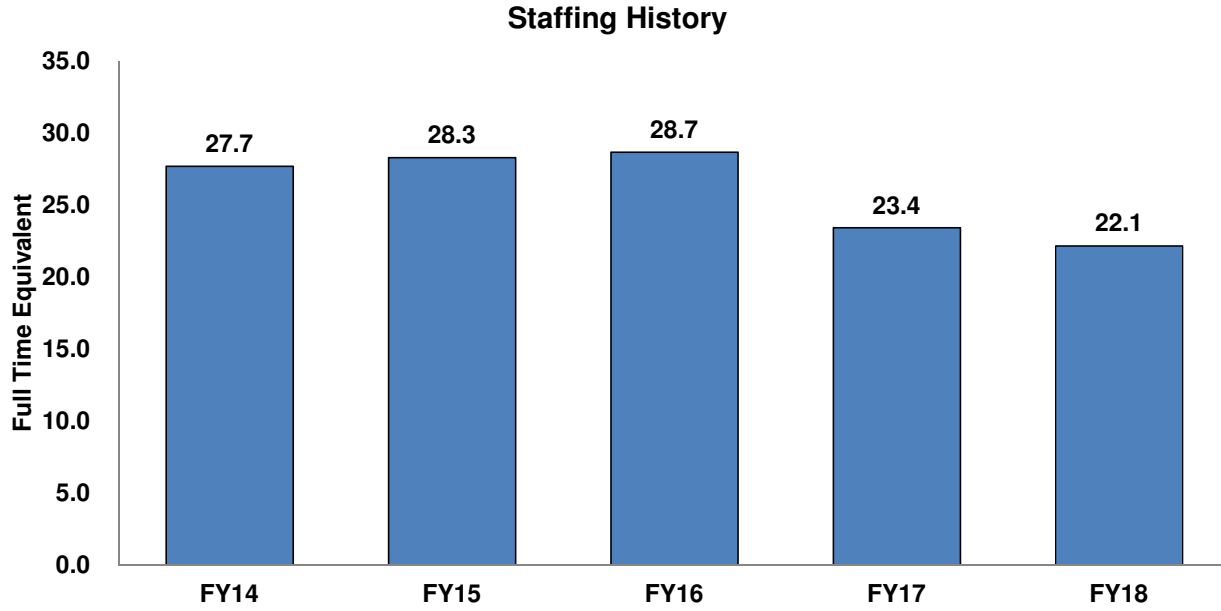
GENERAL FUND



Objectives & Measurements:	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Projected	FY18 Estimated
<i>Aging: To increase participation in Maryland Access Point (MAP)</i>					
# of persons who accessed MAP for long term care support services & benefits coordination	1,100	1,747	1,781	1,800	1,850
# of registered seniors served (unduplicated)	4,041	4,233	4,262	4,300	4,350
# of billable units for Community Options Waiver	*	*	10,172	9,750	9,900
Total Units of Service	240,457	245,589	262,337	247,500	260,000
<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	814	793	784	820	820
# HCV recertification's completed	814	793	784	820	820
# of low income housing rental assistance provided	*	*	790	820	820
# of SLP applications approved by MDHCD	*	*	7	10	10

*New for FY2016

Community Services Staffing History



Positions by Program:

	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>
Administration	5.0	5.5	5.5	2.0	1.5
Aging & Senior Programs	19.4	19.5	19.9	18.4	17.6
Housing Authority	3.2	3.2	3.2	3.0	3.0
Total Full Time Equivalent	27.7	28.3	28.7	23.4	22.1

Community Services

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

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$329,580	\$188,500	\$108,000	\$110,600	(\$77,900)	-41.3%
Fringe Benefits	94,488	51,400	31,800	32,000	(19,400)	-37.7%
Operating Costs	17,090	16,800	115,700	115,700	98,900	588.7%
Agency Funding	40,873	50,000	0	0	(50,000)	-100.0%
Total Expenditures	\$482,031	\$306,700	\$255,500	\$258,300	(\$48,400)	-15.8%

Changes and Useful Information:

- **Personal Services and Fringe Benefits** reduction is the net result of turnover, approved salary increases and redirecting salary funding towards the Western County Family Medical Center.
- **Operating Costs** include a third party service contract for Western County Family Medical Center located within the Nanjemoy Community Center.
- Decrease in **Agency Funding** is reprogramming of funding, historically provided to Tri-County Council for Southern Maryland for a Summer Youth Program, to support an enhanced summer internship program through the Department of Human Resources.

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>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>
Director of Community Services	0.8	0.8	0.8	0.8	0.9
Assistant to Director	1.0	1.0	1.0	0.0	0.0
Social Worker	1.0	1.0	1.0	0.0	0.0
Program Manager (Recreation)	1.0	1.0	1.0	0.0	0.0
Administrative Associate	0.8	0.8	0.8	0.8	0.8
Office Associate II	1.0	1.0	1.0	0.5	0.5
Part Time Positions	0.0	0.5	0.5	0.5	0.0
Total Full Time Equivalent	5.6	6.1	6.1	2.6	2.2
Allocated to Recreation Fund	(0.3)	(0.3)	0.0	0.0	0.0
Allocated to CCACCYF	0.0	0.0	(0.3)	(0.3)	(0.4)
Allocated to Housing Assistance Fund	(0.3)	(0.3)	(0.3)	(0.3)	(0.3)
Net Cost to General Fund	5.0	5.5	5.5	2.0	1.5

Community Services

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

Expenditure Category	FY2016	FY2017	FY2018	FY2018	\$ Change from FY2017	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$966,573	\$869,800	\$887,100	\$909,900	\$40,100	4.6%
Fringe Benefits	352,665	334,500	344,800	347,700	13,200	3.9%
Operating Costs	156,859	178,800	176,400	176,400	(2,400)	-1.3%
Transfers Out	0	30,100	0	0	(30,100)	-100.0%
Total Expenditures	\$1,476,097	\$1,413,200	\$1,408,300	\$1,434,000	\$20,800	1.5%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increases are the net result of staff turnover, reallocation of the Fiscal Specialist position based on time worked on the Aging programs, and approved salary increases.
- **Operating Costs** were reduced to meet current trends.
- The **Transfers Out** reduction is due to transition of the Maryland Access Point Program to a fee for service. The program is anticipated to be self sufficient in FY2018.

Description:

The Aging and Senior Programs 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 Senior Programs 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 Senior Programs 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 & Senior Programs Fund: General
Program Administrator: Dina Barclay, Chief of Aging & Human Services

Positions:	FY14	FY15	FY16	FY17	FY18
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
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	2.7	2.9	2.9	2.9	2.9
Long Term Care Program Specialist	1.0	1.0	1.0	1.0	1.0
Fiscal Specialist	1.0	1.0	1.0	0.4	0.4
Program Specialist (Aging)	1.0	1.0	1.0	1.0	1.0
Physical Fitness Coordinator	1.0	1.0	1.0	1.0	1.0
Administrative Associate	0.2	0.2	0.2	0.2	0.2
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	15.2	14.6	14.3	14.0
Total Full Time Equivalent	32.7	33.4	32.9	31.9	31.6
Allocated to Recreation Fund	(3.5)	(3.6)	(3.6)	(3.2)	(3.0)
Allocated to Grants	(9.8)	(10.3)	(9.3)	(10.3)	(11.0)
Net Cost to General Fund	19.4	19.5	19.9	18.4	17.6

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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$174,944	\$190,600	\$191,600	\$195,400	\$4,800	2.5%
Fringe Benefits	56,888	54,400	50,100	50,500	(3,900)	-7.2%
Operating Costs	166,417	142,800	146,800	146,800	4,000	2.8%
Transfers Out	109,940	182,300	182,300	182,300	0	0.0%
Total Expenditures	\$508,189	\$570,100	\$570,800	\$575,000	\$4,900	0.9%
Revenues	\$4,150	\$7,200	\$5,500	\$5,500	(\$1,700)	-23.6%

Changes and Useful Information:

- **Personal Services** increase includes the reallocation of the Fiscal Specialist position based on time worked on the Aging programs and approved salary increases.
- Increase in **Operating Costs** includes additional funding for office supplies and provides additional funding for the Robert J. Fuller Transitional House to keep up with rising costs.
- The **Transfer Out** budget represents the County's subsidy for the Housing and Urban Development (HUD) Housing Choice Voucher (HCV) Program. FY2018 subsidy funding remains flat until further information is available on anticipated Federal Funding.
- **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, Rental Allowance Program, Emergency Solutions Grant Program, Down Payment Assistance Program, 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:

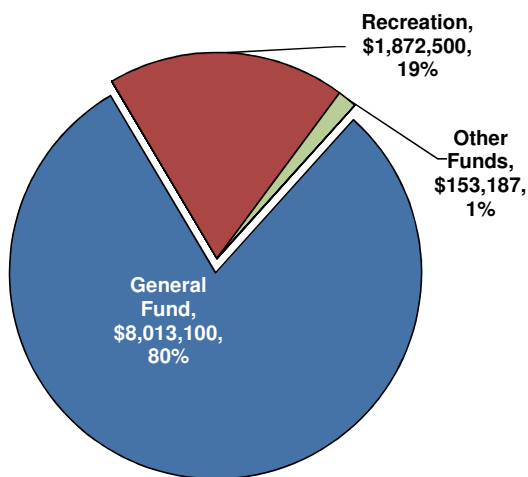
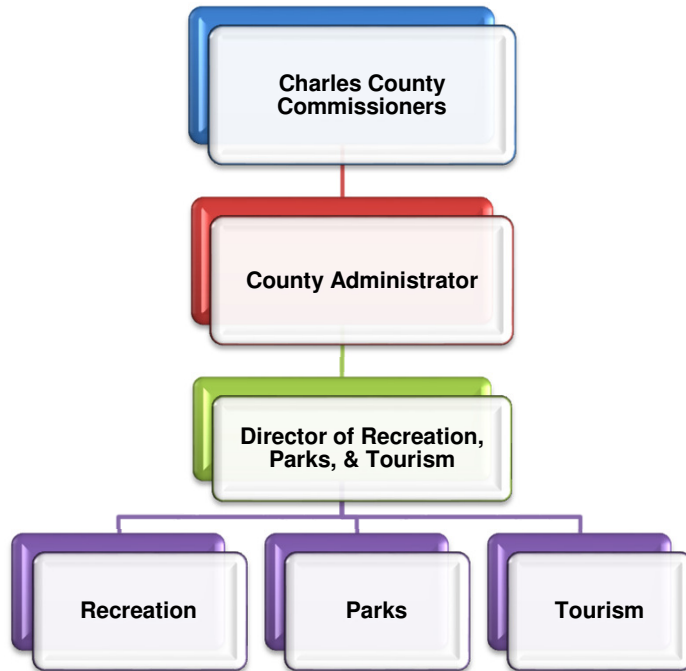
<u>Title</u>	<u>FY14</u> <u>FTE</u>	<u>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>
Chief of Housing Authority	1.0	1.0	1.0	1.0	1.0
Community Development Administrator	1.0	1.0	1.0	1.0	1.0
Housing Program Supervisor	1.0	1.0	1.0	1.0	1.0
Housing Inspector Supervisor	1.0	1.0	1.0	1.0	1.0
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	1.0	1.0	0.6	0.6
Housing Inspector	1.0	1.0	1.0	1.0	1.0
Occupancy Specialist	4.0	4.0	4.0	5.0	5.0
Administrative Associate	1.0	1.0	1.0	0.0	0.0
Part Time Positions	0.6	0.6	0.6	0.6	0.6
Total Full Time Equivalent	13.6	13.6	13.6	13.2	13.2
Allocated to Housing Assistance Fund	(9.9)	(9.9)	(9.9)	(9.9)	(9.9)
Allocated to Transportation Fund	(0.2)	(0.2)	(0.2)	0.0	0.0
Allocated to Human Services Fund	(0.3)	(0.3)	(0.3)	(0.2)	(0.2)
Net Cost to General Fund	3.2	3.2	3.2	3.0	3.0

Recreation, Parks, & Tourism Summary

Eileen Minnick, Director of Recreation, Parks, & Tourism
 Mailing Address: 8190 Port Tobacco Rd., Port Tobacco, MD 20677
 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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$4,041,026	\$4,676,600	\$4,898,100	\$4,826,600	\$150,000	3.2%
Fringe Benefits	1,218,871	1,284,800	1,398,800	1,349,500	64,700	5.0%
Operating Costs	1,416,032	1,895,300	1,859,900	1,837,000	(58,300)	-3.1%
Capital Outlay	10,677	0	0	0	0	N/A
Total Expenditures	\$6,686,605	\$7,856,700	\$8,156,800	\$8,013,100	\$156,400	2.0%
Revenues	\$853,101	\$924,600	\$877,900	\$877,900	(\$46,700)	-5.1%
Total Expenditures as % of Budget:	1.8%	2.1%	2.0%	2.0%		



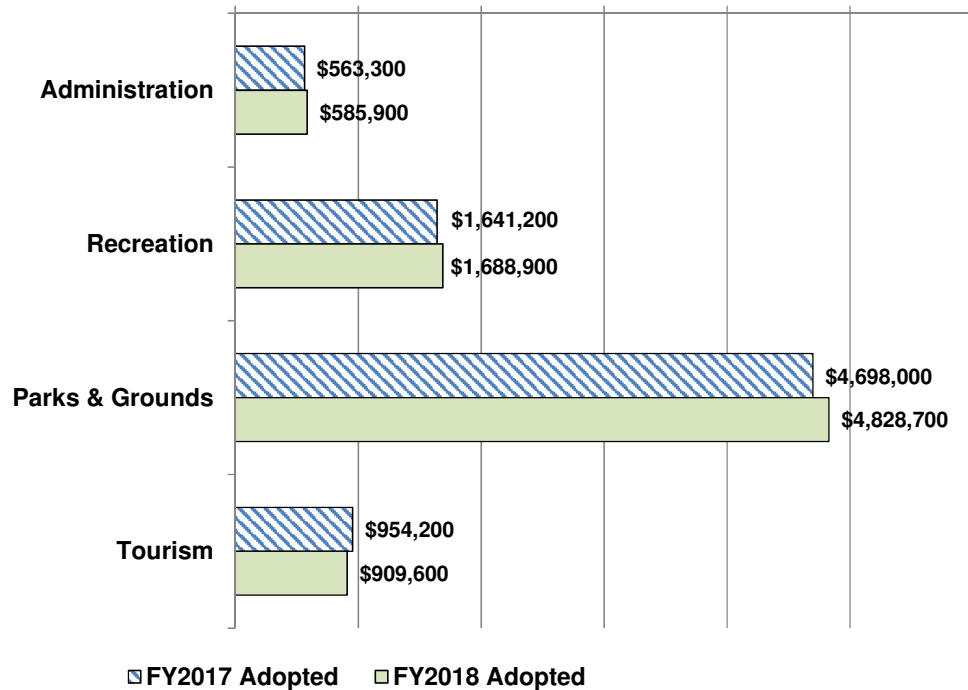
TOTAL FY2018 DEPARTMENT BUDGET
\$10,038,787

(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

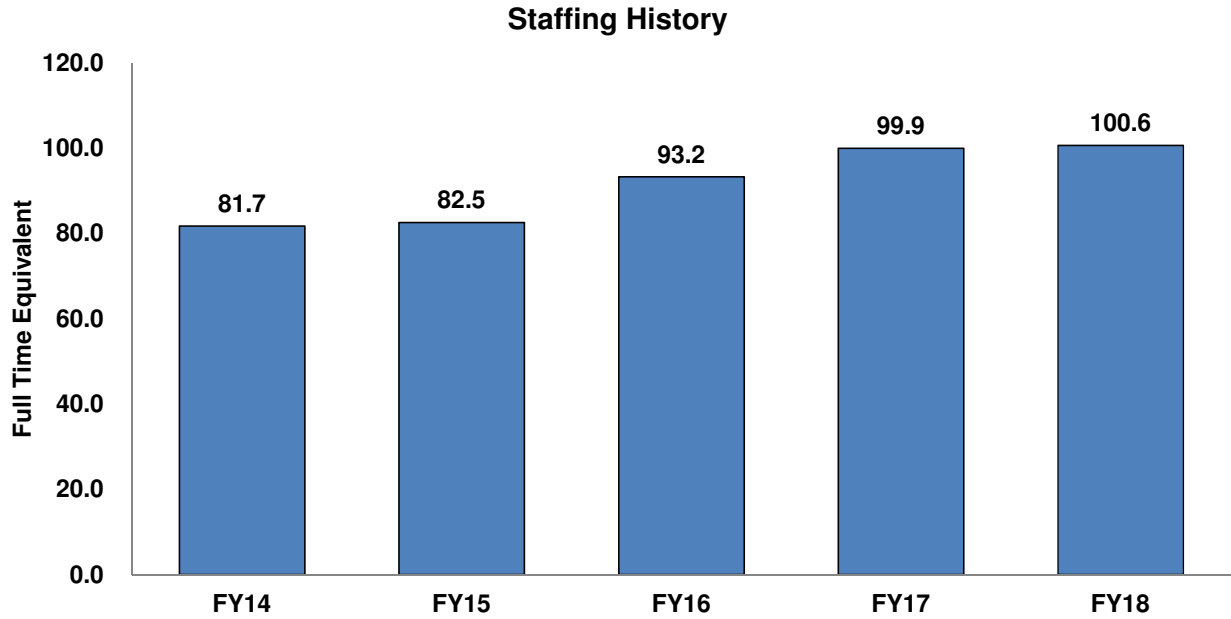


Objectives & Measurements:

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Projected	FY18 Estimated
<u><i>Parks: To effectively meet the outdoor recreation / active sports needs of county residents.</i></u>					
Number of Participants (\$/participant)	17,305	17,058	16,800	17,300	17,500
Average Games per Athletic Field	77	78	79	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	790	792	800	810	815
(\$/acre)	N/A	N/A	\$156/acre	\$156/acre	\$156/acre
Number of (acres or sq ft) of field maintained	N/A	N/A	187	197	197
(\$/acre)	N/A	N/A	\$620/acre	\$620/acre	\$620/acre
<u><i>Recreation: Implementation of well rounded recreational programs for all ages. Monitor and adjust programs as needed to suite the needs of the Community.</i></u>					
Total # of Recreation activity registrations	N/A	N/A	13,651*	17,900	18,000
% of online vs. traditional registrations	N/A	N/A	54%	54%	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	\$912,531	\$1,026,772	\$1,190,544	\$1,257,800	\$1,214,000
Amusement / Admission Tax	\$757,375	\$753,104	\$683,792	\$737,000	\$737,000

*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>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>
Administration	0.0	0.0	0.0	5.5	5.5
Recreation	26.4	27.2	27.2	28.2	28.2
Parks & Grounds*	46.8	46.8	57.5	57.7	58.4
Tourism	8.5	8.5	8.5	8.5	8.5
Total Full Time Equivalent	81.7	82.5	93.2	99.9	100.6

**FY16 increase is mainly due to the Golf Course positions being transferred to the General Fund.*

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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$2,452	\$428,000	\$444,600	\$454,700	\$26,700	6.2%
Fringe Benefits	0	119,000	116,800	117,800	(1,200)	-1.0%
Operating Costs	0	16,300	13,400	13,400	(2,900)	-17.8%
Total Expenditures	\$2,452	\$563,300	\$574,800	\$585,900	\$22,600	4.0%

Changes and Useful Information:

- **Personal Services** increased due to approved salary increases, the full year impact of an employee reclassification and new FY2017 approved position.
- **Operating Costs** were reduced to meet current trends.

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 facilitates 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>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>
Director of Recreation, Parks, & Tourism	0.0	0.0	0.0	1.0	1.0
Assistant Director	0.0	0.0	0.0	1.0	1.0
Program Manager	0.0	0.0	0.0	1.0	1.0
Recreation, Parks, & Tourism Specialist	0.0	0.0	0.0	1.0	1.0
Financial Support Administrator	0.0	0.0	0.0	1.0	1.0
Office Associate I	0.0	0.0	0.0	0.5	0.5
Total Full Time Equivalent	0.0	0.0	0.0	5.5	5.5

Recreation, Parks, & Tourism

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

01.30.40
 Fund: General

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$1,084,113	\$1,250,400	\$1,251,600	\$1,275,700	\$25,300	2.0%
Fringe Benefits	285,837	303,900	315,500	318,400	14,500	4.8%
Operating Costs	86,068	86,900	94,800	94,800	7,900	9.1%
Total Expenditures	\$1,456,018	\$1,641,200	\$1,661,900	\$1,688,900	\$47,700	2.9%

Changes and Useful Information:

- **The Personal Services** increase is the net result of turnover and approved salary increases.
- **Operating Costs** increased due to the associated costs of increased participation for indoor sports games.

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 nine school-based Community Centers, the Port Tobacco gymnasium, three year-round school-based Indoor Community Pools, three seasonal outdoor public pools, 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>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 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
Sports Program Supervisor	1.0	1.0	1.0	1.0	1.0
Recreation Center Coordinator	1.0	1.0	1.0	1.0	1.0
Aquatics Supervisor	1.0	1.0	1.0	1.0	1.0
Community Center Supervisor	1.0	1.0	1.0	1.0	1.0
Special Projects Coordinator	1.0	1.0	1.0	1.0	1.0
Pool Manager	2.0	3.0	3.0	3.0	3.0
Multi-Center Coordinator	4.0	4.0	4.0	5.0	5.0
Registration Specialist	2.0	2.0	2.0	2.0	2.0
Assistant Recreation Specialist	0.8	0.8	0.8	0.8	0.8
Part Time Positions	38.8	40.5	42.0	42.0	42.0
Total Full Time Equivalent	54.6	57.3	58.8	59.8	59.8
Allocated to Recreation Fund	(28.2)	(30.1)	(31.6)	(31.6)	(31.6)
Net Cost to General Fund	26.4	27.2	27.2	28.2	28.2

Recreation, Parks, & Tourism

Department: Recreation, Parks, & Tourism
Division\Program: Parks & Grounds
Program Administrator: John Snow, Chief of Parks & Grounds
www.charlescountyparks.com

01.30.41
Fund: General

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$2,645,261	\$2,639,400	\$2,839,100	\$2,730,200	\$90,800	3.4%
Fringe Benefits	854,043	775,700	871,700	818,100	42,400	5.5%
Operating Costs	1,056,856	1,282,900	1,303,300	1,280,400	(2,500)	-0.2%
Capital Outlay	10,677	0	0	0	0	N/A
Total Expenditures	\$4,566,837	\$4,698,000	\$5,014,100	\$4,828,700	\$130,700	2.8%
Revenues	\$845,641	\$916,300	\$869,600	\$869,600	(\$46,700)	-5.1%

Changes and Useful Information:

- **Personal Services** increased due to approved salary increases, as well as various position reclassifications, and additional part time help to support the Malloys Bay Potomac River National Marine Sanctuary designation.
- **Operating Costs** includes the following:
 - Funding to pursue partnership initiative with the Maryland State Park Service for Chapel Point State Park.
 - Funding to support the operations of Malloys Bay Potomac River National Sanctuary.
- 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>Title</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 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
Grounds Operation Manager	1.0	1.0	1.0	1.0	1.0
Parks & Grounds Superintendent	1.0	1.0	1.0	1.0	1.0
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	0.0	0.0	1.0	1.0
Parks Services Specialist	2.0	2.0	2.0	1.0	1.0
Golf Course Equipment 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	0.0	0.0	1.0	1.0
Assistant Park Manager	7.0	6.0	7.0	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	2.0	3.0	3.0	3.0	3.0
Grounds Maintenance Worker I	4.0	4.0	3.0	3.0	3.0
Part Time Positions	23.5	23.5	23.5	23.7	24.4
Total Full Time Equivalent	57.5	57.5	57.5	57.7	58.4
Allocated to Recreation Enterprise Fund	(10.7)	(10.7)	0.0	0.0	0.0
Net Cost to General Fund	46.8	46.8	57.5	57.7	58.4

Recreation, Parks, & Tourism

Department: Recreation, Parks, & Tourism 01.30.69
Division\Program: Tourism Fund: General
Program Administrator: Debra Pence, Chief of Tourism and Special Events
<http://www.charlescountymd.gov/Tourism>

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$309,200	\$358,800	\$362,800	\$366,000	\$7,200	2.0%
Fringe Benefits	78,991	86,200	94,800	95,200	9,000	10.4%
Operating Costs	273,107	509,200	448,400	448,400	(60,800)	-11.9%
Total Expenditures	\$661,298	\$954,200	\$906,000	\$909,600	(\$44,600)	-4.7%
Revenues	\$7,460	\$8,300	\$8,300	\$8,300	\$0	0.0%

Changes and Useful Information:

- The **Operating Costs** decreased due to the removal of a one time fishing tournament that occurred during FY2017.

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:

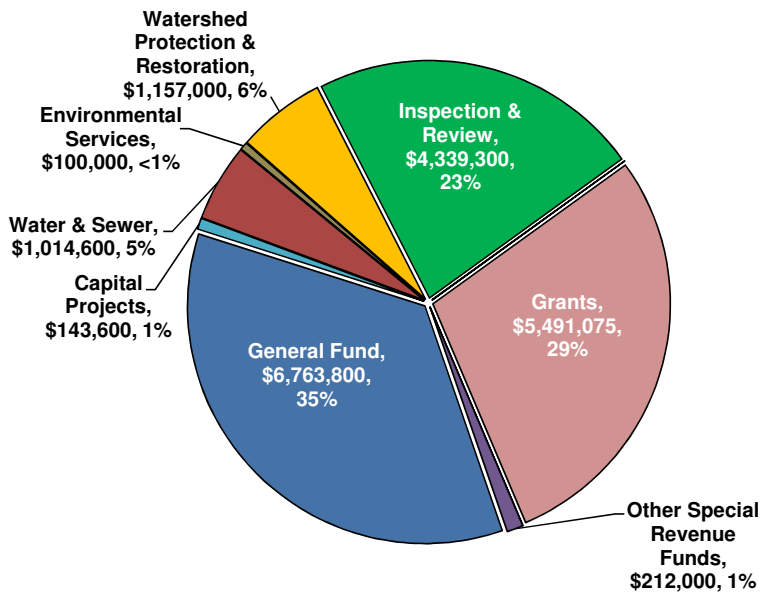
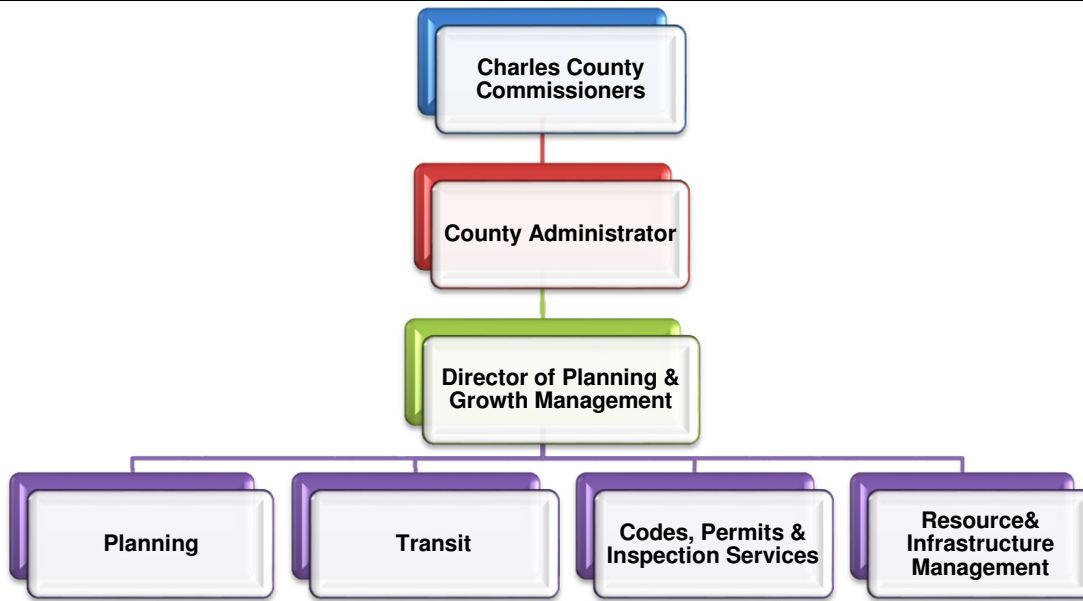
<u>Title</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>
Chief of Tourism and Special Events	1.0	1.0	1.0	1.0	1.0
Tourism Marketing Coordinator	1.0	1.0	1.0	1.0	1.0
Promotions Specialist	1.0	1.0	1.0	1.0	1.0
Administrative Associate	0.0	0.0	0.0	1.0	1.0
Office Associate II	1.0	1.0	1.0	0.0	0.0
Part Time	4.5	4.5	4.5	4.5	4.5
Total Full Time Equivalent	8.5	8.5	8.5	8.5	8.5

Planning & Growth Management Summary

Steve Kaii-Ziegler, Director of Planning & Growth Management
 Mailing Address: P.O. Box 2150, La Plata, MD 20646
 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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$2,040,357	\$2,203,200	\$2,414,100	\$2,312,000	\$108,800	4.9%
Fringe Benefits	632,699	652,000	771,200	720,000	68,000	10.4%
Operating Costs	45,778	66,800	92,000	68,200	1,400	2.1%
Transfers Out	2,657,790	3,011,100	3,203,000	3,213,300	202,200	6.7%
Capital Outlay	0	0	459,400	450,300	450,300	New
Total Expenditures	\$5,376,625	\$5,933,100	\$6,939,700	\$6,763,800	\$830,700	14.0%
Revenues	\$682,286	\$610,400	\$642,400	\$642,400	\$32,000	5.2%
Total Expenditures as % of Budget:	1.5%	1.6%	1.7%	1.7%		



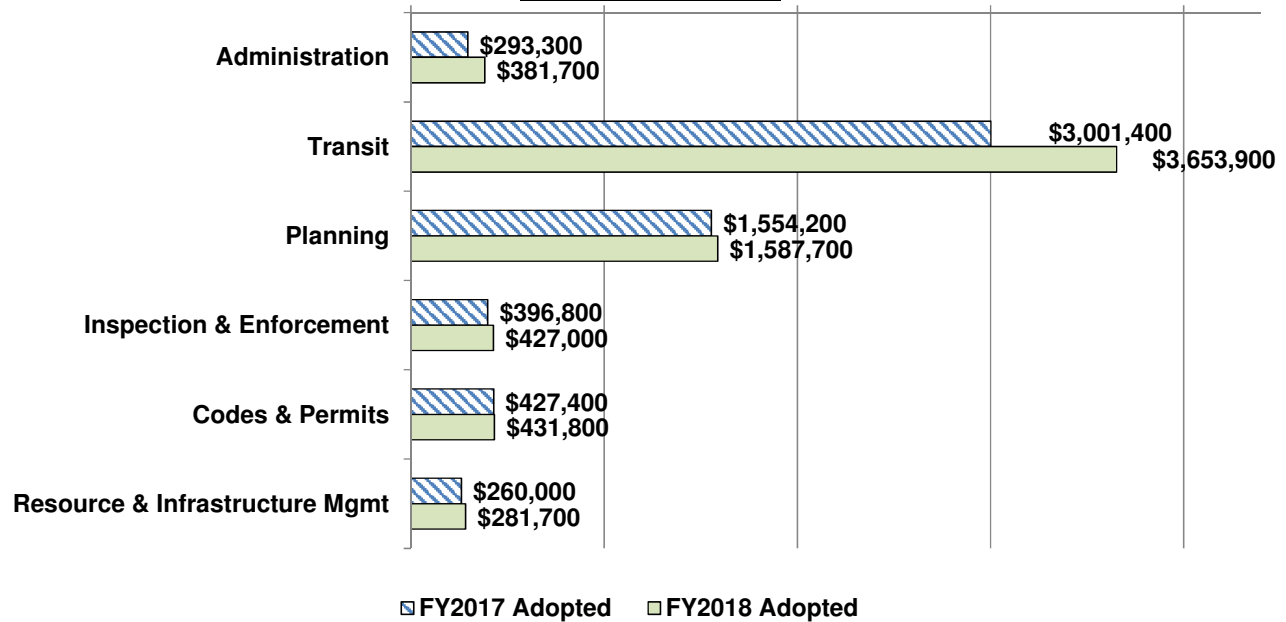
TOTAL FY2018 DEPARTMENT BUDGET \$19,221,375

(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:

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Projected	FY18 Estimated
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Transit: Refine routes and services in order to effectively implement VanGO transit.

of passengers transported per service hour (*New for FY2016)

- Fixed Route	*	*	40	163	175
- Door to Door Service	*	*	5	23	32

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	612	896*	464*	257	290
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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	29	27	13	31	20
Number of Plans Approved	26	24	7	87	75

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.

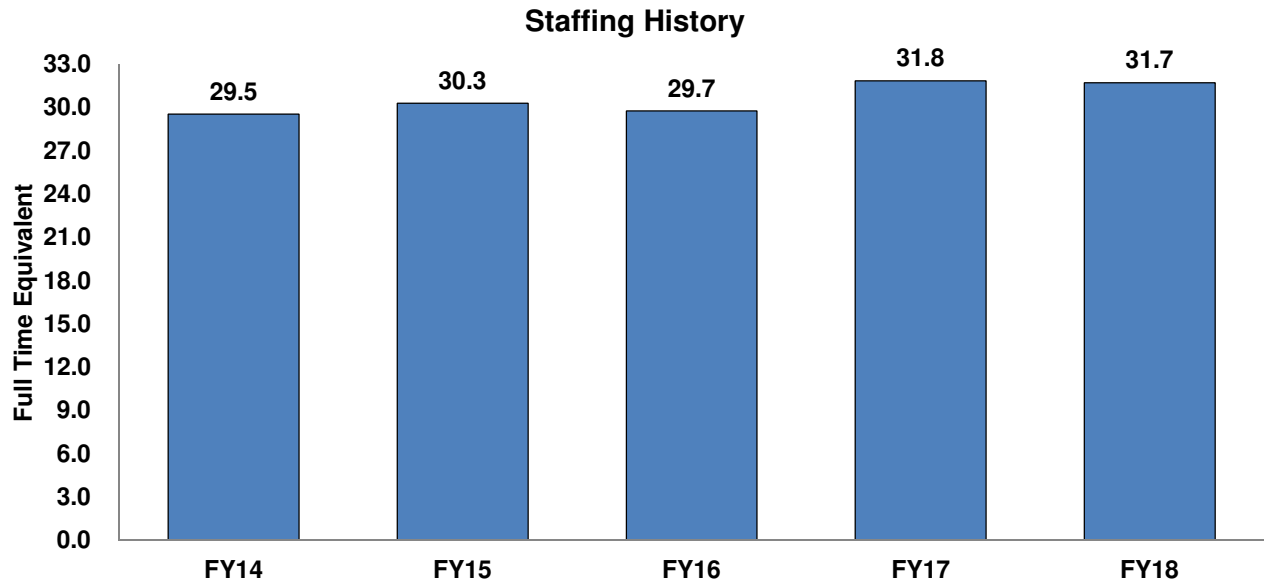
# of total inspections	5,077	5,591	4,163	18,125*	20,000*
per FTE	2,538	2,875	2,082	2,266	2,500

*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	1,194	820	971	624	575
- per FTE (2.0)	796	410	486	312	288
- # of same day permits processed	672	681	1,343	1,042	1,000
- # electrical permits issued	2,416	2,409	3,130	3,790	3,500
# of use & occupancy permits PERM	1,467	1,269	1,623	1,824	1,700
# of use & occupancy permits TEMP	337	542	556	555	550

Planning & Growth Management Staffing History



Positions by Program:

	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>
Administration	2.2	2.2	1.2	3.0	3.0
Transit (allocated to grants)	0.0	0.0	0.0	0.0	0.0
Planning	15.7	16.4	16.9	15.9	15.8
Inspection & Enforcement	3.5	3.5	3.5	4.5	4.5
Codes & Permits	5.9	5.9	5.9	5.9	5.9
Resource & Infrastructure Mgmt	2.4	2.4	2.4	2.6	2.5
Total Full Time Equivalent	29.5	30.3	29.7	31.8	31.7

Planning & Growth Management

Department: Planning and Growth Management 01.07.06
Division\Program: Administration Fund: General
Program Administrator: Steve Kaii-Ziegler, Director of Planning and Growth Management
www.charlescountymd.gov/pgm/welcome

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$196,422	\$222,600	\$300,500	\$294,500	\$71,900	32.3%
Fringe Benefits	53,285	62,100	81,700	78,300	16,200	26.1%
Operating Costs	5,614	8,600	20,300	8,900	300	3.5%
Total Expenditures	\$255,321	\$293,300	\$402,500	\$381,700	\$88,400	30.1%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increased based on a recent reorganization and approved salary increases.
- The **Operating Costs** budget increase provides additional funding for appraisals.

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>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>
Director of PGM	1.0	1.0	1.0	1.0	1.0
Deputy Director	0.0	0.0	0.0	1.0	1.0
Property Acquisition Officer	1.0	1.0	1.0	1.0	1.0
Administration Manager	1.0	1.0	1.0	0.0	0.0
Assistant to the Director	0.0	0.0	0.0	1.0	1.0
Administrative Associate	1.0	1.0	0.0	0.0	0.0
Total Full Time Equivalent	4.0	4.0	3.0	4.0	4.0
Allocated to:					
Capital Projects	(0.8)	(0.8)	(0.8)	0.0	0.0
Water & Sewer Fund	(1.1)	(1.1)	(1.1)	(1.0)	(1.0)
Net Cost to General Fund	2.2	2.2	1.2	3.0	3.0

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	FY2016	FY2017	FY2018	FY2018	\$ Change from FY2017	% Chg.
	Actual	Adopted	Request	Adopted		
Transfers Out	\$2,648,116	\$3,001,400	\$3,193,300	\$3,203,600	\$202,200	6.7%
Capital Outlay	0	0	459,400	450,300	450,300	New
Total Expenditures	\$2,648,116	\$3,001,400	\$3,652,700	\$3,653,900	\$652,500	21.7%

Changes and Useful Information:

- **Transfer Out** represents the County's share of transportation operating grants as well as a 10% match on capital grant items.
- **Capital Outlay** represents replacing three Fixed Route Buses that have exceeded their useful life.

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:

<u>Title</u>	<u>FY14</u> <u>FTE</u>	<u>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>
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

Planning & Growth Management

Department: Planning and Growth Management

01.07.19

Division\Program: Planning

Fund: General

Program Administrator: Steven Ball, Planning Director

www.charlescountymd.gov/pgm/planning/planning

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$1,090,632	\$1,164,500	\$1,289,500	\$1,183,300	\$18,800	1.6%
Fringe Benefits	348,553	345,000	404,100	357,700	12,700	3.7%
Operating Costs	26,137	35,000	49,300	37,000	2,000	5.7%
Transfers Out	9,674	9,700	9,700	9,700	0	0.0%
Total Expenditures	\$1,474,996	\$1,554,200	\$1,752,600	\$1,587,700	\$33,500	2.2%
Revenues	\$172,995	\$165,500	\$166,400	\$166,400	\$900	0.5%

Changes and Useful Information:

- **Personal Services** increased includes approved salary increases and was adjusted for a recent reorganization.
- The **Operating Costs** budget increase provides additional funding for minor office equipment and office printing supplies.
- **Transfers Out** is to help fund the Contract Archeologist in the Inspection and Review Fund.
- **Revenues** were adjusted based on current trends.

Description:

The services provided by the Planning Division include three major program areas: Community Planning, Subdivision and Site Planning and Environmental Planning.

Community Planning includes working on long range plans such as the Comprehensive Plan as well as a variety of area wide or neighborhood plans such as for the villages of Port Tobacco, Hughesville and Benedict. They also compile information on population, growth & demographic characteristics of the county and manage the Historic Preservation Commission.

Subdivision and Site Planning includes efforts related to the review, processing and approval of small and large scale development within the County. This includes supplying staff support for the Board of Zoning Appeals for Special Exception and Variance applications, reviewing of final subdivision plats and site plans, and coordination with State and county agencies. They process development requests that are presented to the Planning Commission as well as rezoning requests and code amendments that ultimately are reviewed by the Board of County Commissioners.

Environmental Planning works to implement various programs from agricultural preservation to forest conservation and watershed management. They ensure environmental resources are protected in conjunction with any impacts from land use and development. They have begun various projects related to retrofitting old development to treat water runoff and community education to help promote protection of our water bodies and the Chesapeake Bay.

Positions:

<u>Title</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>
Planning Director	1.0	1.0	1.0	1.0	1.0
Planner IV	3.0	3.0	3.0	3.0	3.0
Planner I-III	9.0	9.0	9.0	10.0	10.0
Planning Technician	2.0	2.0	2.0	1.0	1.0
Administrative Associate	0.0	0.0	1.0	0.0	0.0
Office Associate III	2.0	2.0	2.0	2.0	2.0
Part-time Positions	1.7	1.7	1.2	1.2	1.2
Total Full Time Equivalent	18.7	18.7	19.2	18.2	18.2
Allocated to:					
Inspection & Review Fund	(0.2)	(0.2)	(0.2)	(0.2)	(0.2)
Ag. Preservation Fund	(1.0)	(0.0)	(0.0)	(0.0)	(0.1)
Watershed Protection & Restoration Fund	(1.8)	(2.0)	(2.0)	(2.0)	(2.0)
Grant Funds	(0.1)	(0.1)	(0.1)	(0.1)	(0.1)
Net Cost to General Fund	15.7	16.4	16.9	15.9	15.8

Planning & Growth Management

Department: Planning and Growth Management 01.07.31
Division\Program: Codes, Permits & Inspection Services\Inspections & Enforcement Fund: General
Program Administrator: Hamendra K Mathur, Acting Chief of Codes, Permits, and Inspection Services
www.charlescountymd.gov/pgm/cpis/inspections

Expenditure Category	FY2016	FY2017	FY2018	FY2018	\$ Change from FY2017	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$262,907	\$297,000	\$312,300	\$318,700	\$21,700	7.3%
Fringe Benefits	80,440	89,500	97,900	98,600	9,100	10.2%
Operating Costs	6,341	10,300	9,700	9,700	(600)	-5.8%
Total Expenditures	\$349,688	\$396,800	\$419,900	\$427,000	\$30,200	7.6%
Revenues	\$420,762	\$356,000	\$386,600	\$386,600	\$30,600	8.6%

Changes and Useful Information:

- **Personal Services** increased due to the full year impact of the Zoning Technician that was approved in FY2017 and includes funding for approved salary increases.
- The **Operating Costs** budget was adjusted to current trends.
- **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	FY14	FY15	FY16	FY17	FY18
	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	1.0	1.0	1.0
Inspections Superintendent	1.0	1.0	1.0	1.0	1.0
Building Code Official	1.0	1.0	0.0	0.0	0.0
Code Inspection & Enforcement Officer	1.0	1.0	1.0	1.0	1.0
Construction Inspector Supervisor	2.0	2.0	2.0	2.0	2.0
Construction Inspectors	2.0	2.0	2.0	2.0	2.0
Zoning Technician	2.0	2.0	2.0	3.0	3.0
Project Administrative Specialist	1.0	1.0	1.0	1.0	1.0
Office Associate III	1.0	1.0	1.0	1.0	1.0
Part-time Positions	0.1	0.1	0.1	0.1	0.1
Total Full Time Equivalent	13.1	13.1	12.1	13.1	13.1
Allocated to Inspection & Review Fund	(9.6)	(9.6)	(8.6)	(8.6)	(8.6)
Net Cost to General Fund	3.5	3.5	3.5	4.5	4.5

Planning & Growth Management

Department: Planning and Growth Management 01.07.61
Division\Program: Codes, Permits & Inspection Services\Codes & Permits Fund: General
Program Administrator: Hamendra K Mathur, Acting Chief of Codes, Permits, and Inspection Services
www.charlescountymd.gov/pgm/cpis/permits

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$308,619	\$323,500	\$334,200	\$333,600	\$10,100	3.1%
Fringe Benefits	92,941	96,100	92,900	90,100	(6,000)	-6.2%
Operating Costs	5,057	7,800	8,200	8,100	300	3.8%
Total Expenditures	\$406,617	\$427,400	\$435,300	\$431,800	\$4,400	1.0%
Revenues	\$82,056	\$83,000	\$83,100	\$83,100	\$100	0.1%

Changes and Useful Information:

- **Personal Services** increased due to approved salary increases and from employee reclassifications.
- The **Operating Costs** increase adjusted 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:

Title	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE	FY18 FTE
Engineer I - IV	5.0	5.0	4.0	4.0	4.0
PGM Project/Program Manager	0.0	0.0	0.0	1.0	1.0
Development Services Manager	0.0	0.0	1.0	1.0	1.0
Building Code Official	0.0	0.0	1.0	1.0	1.0
Permits Processing Supervisor	1.0	1.0	1.0	1.0	1.0
ROW Agent	1.0	1.0	1.0	1.0	1.0
Development & Bond Specialist	1.0	1.0	1.0	1.0	1.0
Water/WW Permit Technician	1.0	1.0	1.0	0.0	0.0
Ombudsman	1.0	1.0	1.0	1.0	1.0
Administrative Associate	1.0	1.0	1.0	1.0	1.0
Permit Specialist	2.0	2.0	3.0	3.0	3.0
Office Associate I-III	5.0	5.0	4.0	4.0	4.0
Total Full Time Equivalent	18.0	18.0	19.0	19.0	19.0
Allocated to:					
Inspection & Review Fund	(7.8)	(7.8)	(8.7)	(8.7)	(8.7)
Watershed Protection & Restoration Fund	(0.5)	(0.5)	(0.6)	(0.6)	(0.6)
Water & Sewer Fund	(3.9)	(3.9)	(3.9)	(3.9)	(3.9)
Net Cost to General Fund	5.9	5.9	5.9	5.9	5.9

Planning & Growth Management

Department: Planning and Growth Management 01.07.91
Division\Program: Resource & Infrastructure Management (RIM) Fund: General
Program Administrator: Jason Groth, Chief of Resource & Infrastructure Management
www.charlescountymd.gov/pgm/rim/resource-and-infrastructure-management-rim

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$181,779	\$195,600	\$177,600	\$181,900	(\$13,700)	-7.0%
Fringe Benefits	57,479	59,300	94,600	95,300	36,000	60.7%
Operating Costs	2,630	5,100	4,500	4,500	(600)	-11.8%
Total Expenditures	\$241,887	\$260,000	\$276,700	\$281,700	\$21,700	8.3%
Revenues	\$6,472	\$5,900	\$6,300	\$6,300	\$400	6.8%

Changes and Useful Information:

- The **Personal Services** decrease is the net result of a recent reorganization, approved salary increases and reallocation of personnel to the Watershed Protection & Restoration Fund based on assigned duties.
- The **Fringe Benefits** increase includes costs previously funded by the Capital Projects Fund.
- **Operating Costs** were adjusted to recent trends.
- **Revenues** are increasing due to historical trends in the sales of maps and publications.

Description:

The Resource and Infrastructure Management Division of PGM 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 public school capacity allocation for development. Resource management includes the oversight and management of water resources for potable water supply, wastewater treatment capacities, and associated planning activities.

Specific responsibilities include development review and coordination through the County's Adequate Public Facilities Ordinance, development and maintenance of the County's Geographic Information Systems (GIS) to internal and external customers, mapping and modeling of County infrastructure systems for planning and analysis, capacity management of the County's water and wastewater infrastructure through an allocation system, administration of the County petition process, drafting and writing of the solid waste & water /sewer plans; & coordination with Federal, State, & local resource agencies.

Positions:

<u>Title</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>
Chief Resource & Infrastructure Mgmt.	1.0	1.0	1.0	1.0	1.0
Resource Manager	1.0	1.0	1.0	1.0	1.0
Engineer I -IV	0.0	1.0	1.0	2.0	2.0
Resource Analyst - GIS	1.0	1.0	1.0	1.0	1.0
Planner I-III	2.0	2.0	2.0	2.0	2.0
PGM Coordinator	0.0	0.0	0.0	1.0	1.0
Administration Associate	1.0	1.0	1.0	0.0	0.0
Part Time I	0.0	0.0	0.1	0.3	0.3
Total Full Time Equivalent	6.0	7.0	7.1	8.3	8.3
Allocated to:					
Water & Sewer Fund	(2.1)	(2.1)	(2.3)	(3.2)	(3.2)
Watershed Protection & Restoration Fund	0.0	0.0	0.0	0.0	(0.1)
Capital Projects	(1.5)	(2.5)	(2.5)	(2.5)	(2.5)
Net Cost to General Fund	2.4	2.4	2.4	2.6	2.5

Economic Development Summary

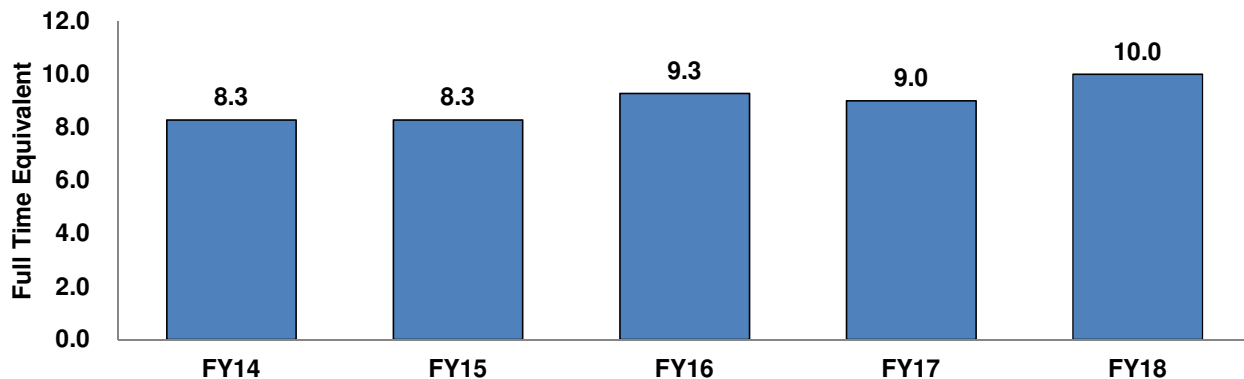
Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$575,029	\$707,500	\$879,700	\$819,500	\$112,000	15.8%
Fringe Benefits	175,137	208,600	259,600	239,400	30,800	14.8%
Operating Costs	563,175	807,200	773,700	768,800	(38,400)	-4.8%
Agency Funding	228,300	243,300	167,000	167,000	(76,300)	-31.4%
Total Expenditures	\$1,541,641	\$1,966,600	\$2,080,000	\$1,994,700	\$28,100	1.4%
Revenues	\$61,247	\$25,000	\$25,000	\$25,000	\$0	0.0%
Total Expenditures as % of Budget:	0.4%	0.5%	0.5%	0.5%		



Economic Development Objectives/Measurements & Staffing History

<u>Objectives & Measurements:</u>	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Projected	FY18 Estimated
<i>Objective: Support a healthy, local economy in Charles County.</i>					
County unemployment rate	5.7	5.6	4.7	4.6	4.4
<i>Objective: Increase employment in the County.</i>					
Average annual employment in County	40,887	41,266	43,362	43,700	44,000
Job creation (above average salary of \$40k per year)	229	1,036	1,150	1,300	1,500

Staffing History



<u>Positions by Program:</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>
Economic Development Department	8.3	8.3	9.3	9.0	10.0
Total Full Time Equivalent	8.3	8.3	9.3	9.0	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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$575,029	\$707,500	\$879,700	\$819,500	\$112,000	15.8%
Fringe Benefits	175,137	208,600	259,600	239,400	30,800	14.8%
Operating Costs	563,175	807,200	773,700	768,800	(38,400)	-4.8%
Total Expenditures	\$1,313,341	\$1,723,300	\$1,913,000	\$1,827,700	\$104,400	6.1%
Revenues	\$61,247	\$25,000	\$25,000	\$25,000	\$0	0.0%

Changes and Useful Information:

- **Personal Services** reflects approved salary increases and includes a new position, an Agriculture Business Development Manager, which was approved during FY2017 to start in FY2018. The position will support local farm businesses, identify opportunities, implement agriculture enhancement programs, and recommend policies to enhance and encourage agriculture and ag-related industries.
- The **Operating Costs** decreased to assist in funding the Agriculture Business Development Manager position that was added during FY2017, as well as to assist in funding the federal lobbyist contract which is included in County Administrator's budget.

Economic Development Goals & Objectives:

- Implement the 5-year Economic Development Strategic Plan for Charles County to include metrics and performance measurements.
- 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 the 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.
- Update the Business Retention and Expansion Survey to identify and implement strategies for supporting local business.
- Enhance attractions/recruitment marketing materials.
- 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.

Economic Development

Department:	Economic Development	01.38.126
Division\Program:	Economic Development Department	Fund: General
Program Administrator:	Darrell Brown, Director of Economic Development	

Positions:	FY14	FY15	FY16	FY17	FY18
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Director of Economic Development	1.0	1.0	1.0	1.0	1.0
Deputy Director	0.0	0.0	0.0	1.0	1.0
Chief of Business Development	0.0	0.0	0.0	1.0	1.0
Business Development Managers	2.0	2.0	2.0	0.0	0.0
Agriculture Business Development Manager	0.0	0.0	0.0	0.0	1.0
Redevelopment Manager	1.0	1.0	1.0	1.0	1.0
Business Development Specialist	0.0	0.0	1.0	1.0	1.0
Economic Research Specialist	1.0	1.0	1.0	1.0	1.0
Marketing Coordinator	0.0	0.0	0.0	1.0	1.0
Project Coordinator	1.0	1.0	1.0	1.0	1.0
Administrative Associate	0.0	0.0	1.0	1.0	1.0
Office Associate I	1.0	1.0	0.0	0.0	0.0
Part Time	1.3	1.3	1.3	0.0	0.0
Total Full Time Equivalent	8.3	8.3	9.3	9.0	10.0

Department:	Economic Development	01.39
Division\Program:	Other	Fund: General

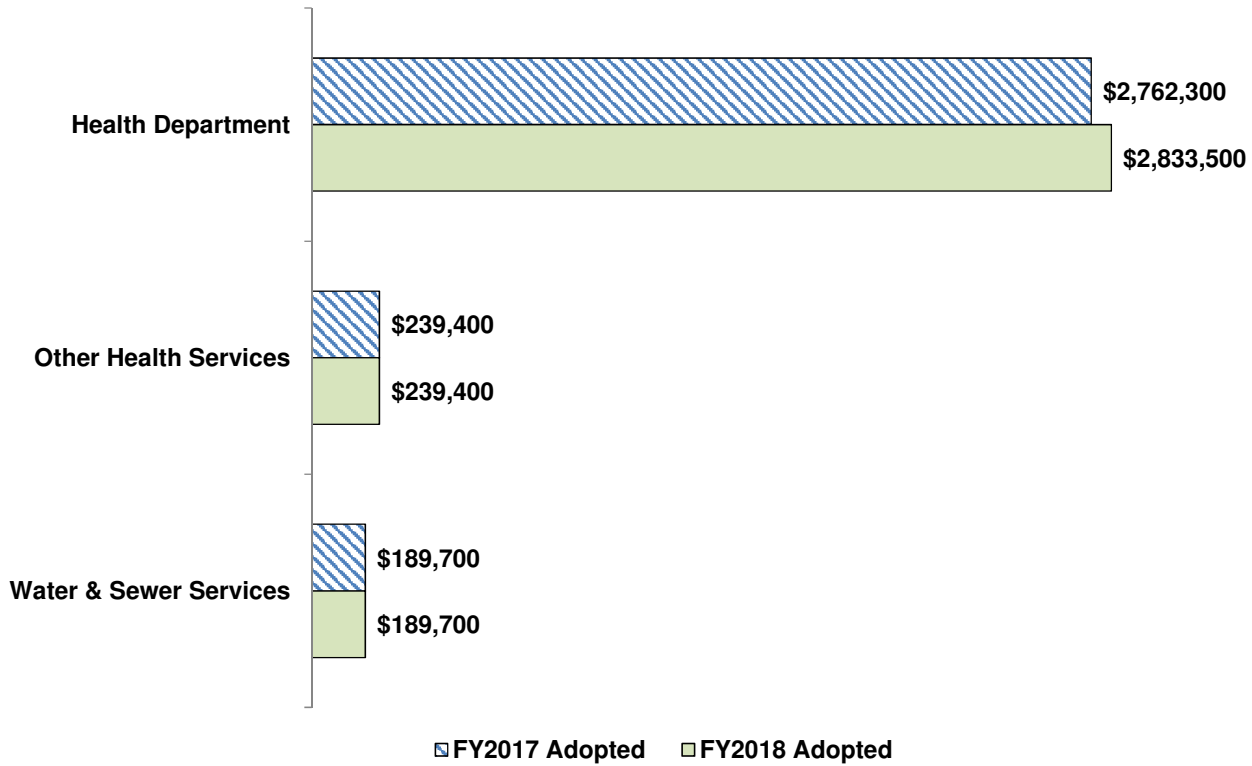
Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Agency Funding	\$228,300	\$243,300	\$167,000	\$167,000	(\$76,300)	-31.4%
Total Expenditures	\$228,300	\$243,300	\$167,000	\$167,000	(\$76,300)	-31.4%

Changes and Useful Information:

- Applications from not-for-profit agencies and recommendations of funding levels are made by the Economic Development Department and Recreation, Parks, and Tourism Department.
- FY2018 budget was decreased to fund the Agriculture Business Development Manger position in Economic Development.

Health Summary

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$22,015	\$21,900	\$33,900	\$33,900	\$12,000	54.8%
Fringe Benefits	1,724	2,200	2,800	2,800	600	27.3%
Operating Costs	331,631	359,500	355,700	355,700	(3,800)	-1.1%
Agency Funding	2,745,046	2,807,800	3,193,100	2,870,200	62,400	2.2%
Total Expenditures	\$3,100,416	\$3,191,400	\$3,585,500	\$3,262,600	\$71,200	2.2%
Revenues	\$67,836	\$81,500	\$81,000	\$81,000	(\$500)	-0.6%
Total Expenditures as % of Budget:	0.9%	0.8%	0.9%	0.8%		



Health Objective & Measurements

Objectives & Measurements:	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Projected	FY18 Estimated
<i>Health Department: To provide and promote public health support services to the citizens of Charles County.</i>					
# of MD Medical Assistance Applicants	4,323	6,058	5,904	6,200	6,400
# of WIC service recipients	6,193	6,240	5,870	6,014	6,014
# of services in School Health Rooms	149,103	229,851	293,373	295,000	295,000
# of seniors/ AERS services recipients	419	409	482	495	503
# of Disabilities Services recipients	627	682	764	779	794
# of infants and toddler services	307	351	383	389	397
# of Birth/Death Certificates	11,951	13,563	14,016	14,000	14,500
<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	1,534	1,838	1,810	2,513	2,513
# of Reproductive Health Promotion through folic acid distribution	391	605	392	100	150
# of clients STD Clinic	876	634	1,258	825	825
# of HIV Testing & Counseling recipients	1,288	917	580	670	670
# of Breast and Cervical Cancer screening recipients	114	74	89	100	100
# of Colonoscopy service recipients	66	27	27	40	45
# Adult Dental Clinical service recipients	672	1,315	1,319	750	1,000
# Child Dental Clinical service recipients	3,049	2,864	2,314	2,500	2,500
# Dental Health Education recipients	11,301	11,808	8,731	10,000	10,000
# of Anti-TB treatment	130	56	65	75	75
# TB testing service recipients	252	73	107	100	100
# of Adult Immunization recipients	438	335	539	550	550
# of children immunization recipients	202	197	233	250	260
# of annual Flu vaccination recipients	8,063	6,055	6,251	4,000	4,000
# of post-exposure Rabies vaccine recipients	68	51	236	150	150
# of Mental Health service recipients	1,334	1,221	1,097	1,400	1,450
# of Mental Health visits	22,557	23,865	19,092	23,500	24,000
# of Substance Use service recipients	1,960	1,825	1,743	1,800	1,850
# of Substance Use visits	20,264	34,183	31,432	35,000	35,000
# of smoking cessation visits	562	339	242	315	315
# of food service facility inspections	562	996	1,173	900	1,000
# of food borne illnesses investigated	21	5	8	10	15
# of animal rabies vaccine	1,176	1,312	952	1,000	1,000
# of animal bite investigations	727	764	603	650	650
# of perk tests applications/completed	647	687	476	100	100
% of perk tests completed	100%	100%	100%	100%	100%
# of well construction permits	206	214	123	130	150
% of construction permits completed	100%	100%	100%	100%	100%
# of water samples collected	1,455	1,539	1,343	1,300	1,300
# School based - fluoride varnish	826	998	1,148	2,500	2,500
# School based - sealant applications	633	670	1,873	2,000	2,000
# Community Oral Cancer Screenings	294	454	1,056	750	1,000
<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	2,189	1,213	3,581	2,000	2,000
# BBH - Pregnancy Care Navigation	284	490	160	300	300

Health

Department: Health 01.35
Division\Program: Department of Health Fund: General
Program Administrator: Dianna E. Abney, MD, 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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$22,015	\$21,900	\$33,900	\$33,900	\$12,000	54.8%
Fringe Benefits	1,724	2,200	2,800	2,800	600	27.3%
Operating Costs	139,586	169,800	166,000	166,000	(3,800)	-2.2%
Agency Funding	2,328,400	2,568,400	2,953,700	2,630,800	62,400	2.4%
Total Expenditures	\$2,491,725	\$2,762,300	\$3,156,400	\$2,833,500	\$71,200	2.6%
Revenues	\$3,727	\$6,500	\$6,000	\$6,000	(\$500)	-7.7%

Changes and Useful Information:

- The Health Department is a State Agency.
- Budget numbers listed above reflect County funding only.
 - The FY2018 **Personal Services** and **Fringe Benefits** budget increase provides additional salary funding for the Director of Administration.
 - The FY2018 **Agency Funding** budget increase addresses the opioid crisis. The additional funding will support two peer recovery specialists who are trained in evidence-based methods to help people through stages of overdose recovery and funds Narcan supplies used to reverse the effect of opioids.
- **Operating costs** represent utilities, electricity, and vehicle insurance/fuel. These budgets were adjusted to current trends.

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.

Health

Department: Health

01.35

Division\Program: Other

Fund: General

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Operating Costs	192,046	189,700	189,700	189,700	0	0.0%
Agency Funding	416,646	239,400	239,400	239,400	0	0.0%
Total Expenditures	\$608,691	\$429,100	\$429,100	\$429,100	\$0	0.0%
Revenues	\$64,109	\$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 FY2017 & FY2018 **Agency Funding** budget represents funding of \$119,000 for Mosquito Control and \$120,400 to the State Department of Health & Mental Hygiene. Reduction in funding compared to FY2016 is due to the budget being transferred to the Social Services Function. These funds are determined by the Charles County Charitable Trust, Inc.
- **Revenues** represent Neighborhood participation in Mosquito Control program.

Social Services Summary

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$3,678	\$0	\$0	\$0	\$0	N/A
Operating Costs	92,106	0	0	0	0	N/A
Agency Funding	907,500	1,143,800	1,414,900	1,399,000	255,200	22.3%
Total Expenditures	\$1,003,284	\$1,143,800	\$1,414,900	\$1,399,000	\$255,200	22.3%
Total Expenditures as % of Budget:	0.3%	0.3%	0.3%	0.4%		

Changes and Useful Information:

- The FY2018 **Total Expenditures** budget represents funding for the Department of Social Services, funding for Tri-County Community Action, Tri-County Youth Services Bureau and Children's Aid Society which are required by County Code and funding determined by the new Charles County Charitable Trust, Inc. In past years, Agency Funding was allocated by the Grant Panel and included appropriations in Health and Other Education Functions.

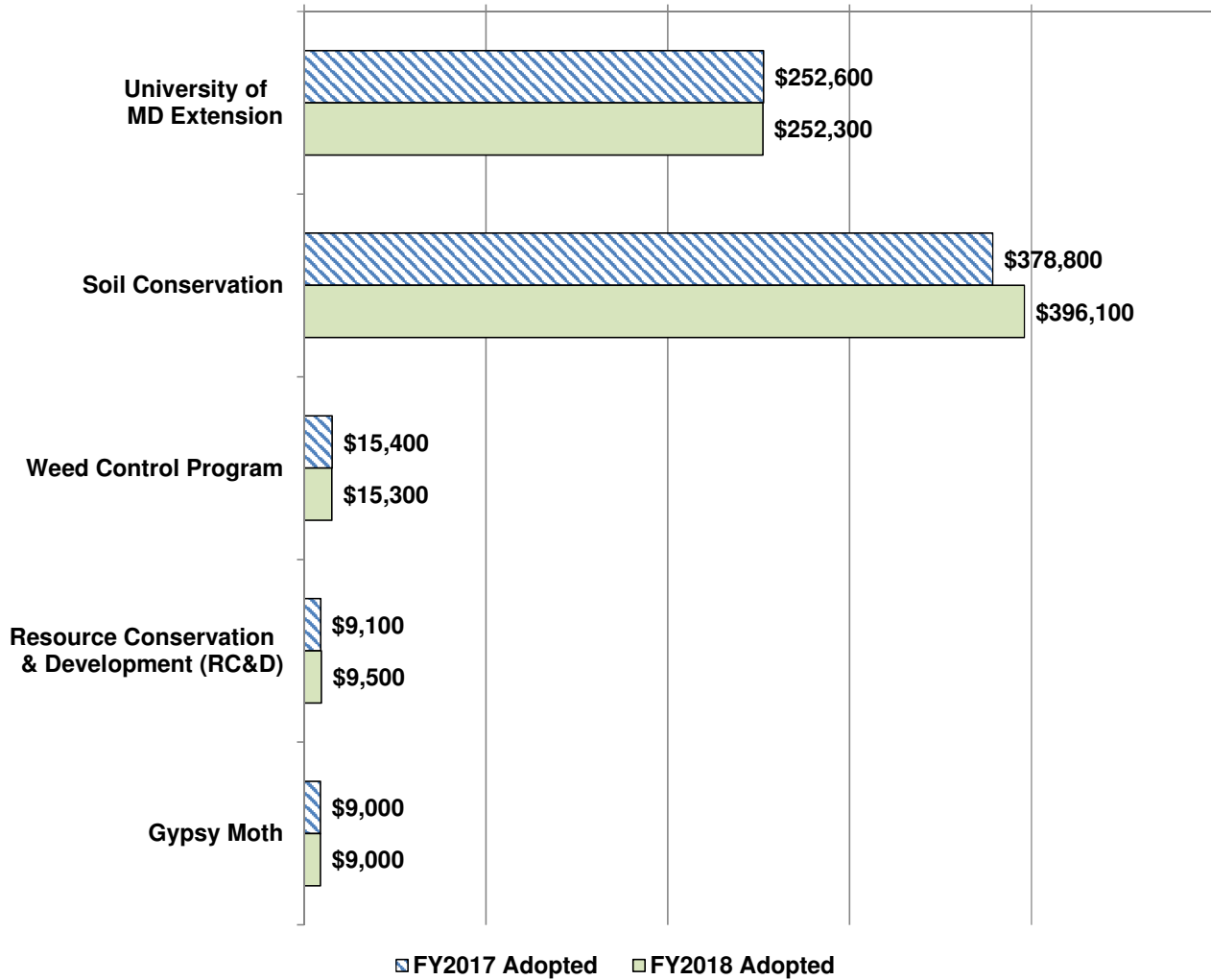
Description:

	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017
<u>Agency Funding</u>					
Department of Social Services	\$311,000	\$311,000	\$341,000	\$341,000	\$30,000
Tri-County Community Action- (required funding)		4,000	4,000	4,000	0
Tri-County Youth Services Bureau- (required funding)		43,700	43,700	43,700	0
Children's Aid Society- (required funding)		1,000	1,000	1,000	0
	\$311,000	\$359,700	\$389,700	\$389,700	\$30,000
Agency Funding- Grant Panel	\$596,500				
<u>Agency Funding- Charles County Charitable Trust, Inc.</u>					
Non-Profit Grant Award Program		\$784,100	\$800,000	\$784,100	\$0
Operating Budget		*	225,200	225,200	225,200
	\$0	\$784,100	\$1,025,200	\$1,009,300	\$225,200
TOTAL SOCIAL SERVICES	\$907,500	\$1,143,800	\$1,414,900	\$1,399,000	\$255,200

* The FY2017 budget was amended to provide partial year.

Conservation of Natural Resources Summary

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$283,078	\$287,900	\$297,800	\$299,500	\$11,600	4.0%
Fringe Benefits	114,072	105,700	111,800	111,800	6,100	5.8%
Operating Costs	240,536	255,800	266,000	255,400	(400)	-0.2%
Agency Funding	8,750	15,500	15,500	15,500	0	0.0%
Total Expenditures	\$646,436	\$664,900	\$691,100	\$682,200	\$17,300	2.6%
Revenues	\$112,393	\$95,500	\$105,300	\$105,300	\$9,800	10.3%
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: Dr. Chris Seubert, 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	FY2016	FY2017	FY2018	FY2018	\$ Change from FY2017	% Chg.
	Actual	Adopted	Request	Adopted		
Operating Costs	\$239,664	\$252,600	\$262,900	\$252,300	(\$300)	-0.1%
Total Expenditures	\$239,664	\$252,600	\$262,900	\$252,300	(\$300)	-0.1%

Changes and Useful Information:

- **Operating Costs** were adjusted to current spending patterns.

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:

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Projected	FY18 Estimated
4-H and Youth Development					
<i>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.</i>					
# of Youth Enrolled in 4-H	676	645	1,041	1,200	1,300
Per FTE 2.5*	338	430	416	480	520
# of Youth Reached in School & Special Interest Programs	2,290	2,072	3,674	3,700	3,800
Per FTE 2.5*	1,145	1,381	1,470	1,480	1,520
*Increase of 1 FTE starting in 2016.					
<i>Objective: To increase the abilities of Extension volunteers to successfully carry out Extension programs.</i>					
# of Adult Volunteers Enrolled	253	232	248	260	275
Per FTE 2*	126	154	124	130	138
# of Volunteers Hours Given	35,420	32,480	47,580	48,000	48,500
Per FTE 2*	17,710	21,653	23,790	24,000	24,250
*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	1,151	1,175	1,019	1,200	1,500
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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	470	485	400	450	450
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Conservation of Natural Resources

Department: University of MD Extension 01.49
Division\Program: University of MD Extension Fund: General
Program Administrator: Dr. Chris Seubert, Area Extension Director for Calvert, Charles, and St. Mary's

Objectives & Measurements:	FY14	FY15	FY16	FY17	FY18
	Actual	Actual	Actual	Projected	Estimated

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	251	235	432	475	525
# of Farmers Recertified As Pesticide Applicators	67	34	102	120	125
# of Acres of Nutrient Management Plans Written/Updated	11,238	13,922	13,187	13,500	13,600
# of Master Gardener Volunteer Hours	4,277	4,320	3,800	4,000	4,000

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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$267,050	\$270,500	\$276,500	\$281,800	\$11,300	4.2%
Fringe Benefits	110,812	102,400	107,900	108,400	6,000	5.9%
Agency Funding	5,900	5,900	5,900	5,900	0	0.0%
Total Expenditures	\$383,762	\$378,800	\$390,300	\$396,100	\$17,300	4.6%
Revenues	\$86,343	\$80,100	\$86,100	\$86,100	\$6,000	7.5%

Changes and Useful Information:

- The **Personal Services** increase includes approved salary increases and an adjustment for a position reclassification.
- **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:	FY14	FY15	FY16	FY17	FY18
Title	FTE	FTE	FTE	FTE	FTE
District Manager	1.0	1.0	1.0	1.0	1.0
Administrative Specialist	1.0	1.0	1.0	1.0	1.0
Engineer II	0.0	0.0	1.0	1.0	1.0
Planning Technician	2.0	2.0	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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$9,856	\$10,800	\$10,800	\$10,800	\$0	0.0%
Fringe Benefits	1,178	1,400	1,400	1,400	0	0.0%
Operating Costs	872	3,200	3,100	3,100	(100)	-3.1%
Total Expenditures	\$11,906	\$15,400	\$15,300	\$15,300	(\$100)	-0.6%
Revenues	\$26,050	\$15,400	\$19,200	\$19,200	\$3,800	24.7%

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:

	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
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

Conservation of Natural Resources

Department: Conservation of Natural Resources 01.36
Division\Program: Gypsy Moth Suppression Program Fund: General

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Agency Funding	\$2,250	\$9,000	\$9,000	\$9,000	\$0	0.0%
Total Expenditures	\$2,250	\$9,000	\$9,000	\$9,000	\$0	0.0%

Description:

Agency Funding is for the Gypsy Moth Suppression Program. This program is focused on protecting both private and public forest lands from gypsy moth defoliation.

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.somdracd.org

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$6,172	\$6,600	\$10,500	\$6,900	\$300	4.5%
Fringe Benefits	2,082	1,900	2,500	2,000	100	5.3%
Agency Funding	600	600	600	600	0	0.0%
Total Expenditures	\$8,854	\$9,100	\$13,600	\$9,500	\$400	4.4%

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:

<u>Title</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 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	(0.8)	(0.9)	(0.9)	(0.9)	(0.9)
Net Cost to General Fund	0.2	0.1	0.1	0.1	0.1

Other

Department: Other Misc. Appropriations 01.48
Division\Program: Capital Project Transfer Fund: General
Program Administrator: David Eicholtz, Director of Fiscal & Administrative Services

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Transfers Out	\$2,037,900	\$913,000	\$318,000	\$318,000	(\$595,000)	-65.2%
Capital Outlay	15,600	0	0	0	0	N/A
Total Expenditures	\$2,053,500	\$913,000	\$318,000	\$318,000	(\$595,000)	-65.2%

Changes and Useful Information:

- **Transfers Out** represents funding for PayGo projects. Funds are transferred to the Capital Project Fund. Starting in FY2018 governmental studies are now part of the Central Services operating budget.
- **Capital Outlay** represents miscellaneous project costs that are not part of 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.

<u>Projects:</u>	<u>FY2016 Actual</u>	<u>FY2017 Adopted</u>	<u>FY2018 Adopted</u>
<u>TRANSPORTATION</u>			
Road Overlay Program	327,900	7,000	0
Light Rail Transit Initiative	270,000	270,000	0
Sidewalk Improvement Program	153,000	153,000	0
Traffic Signal Program	0	0	31,000
Neighborhood Traffic Calming Program	0	0	37,000
Miscellaneous Road Projects/Studies	50,000	50,000	0
<u>GENERAL GOVERNMENT</u>			
Various Planning Studies	232,000	141,000	0
Various Maintenance Projects	198,000	0	0
National Guard Armory Renovations Study	80,000	0	0
Security Upgrades	61,000	0	0
Tri-County Animal Shelter Improvements	18,000	0	0
Develop Road Safety Prioritization Measure & Inventory	18,000	0	0
Detention Center Intake Area	391,000	0	0
Animal Shelter Feasibility Study	0	50,000	0
<u>PARKS</u>			
Park Repair & Maintenance Projects	239,000	239,000	250,000
Waterfront Acquisition	0	3,000	0
	<u>\$2,037,900</u>	<u>\$913,000</u>	<u>\$318,000</u>

Other

Department: Contingency 01.54
Division\Program: Contingency Fund: General
Program Administrator: Board of County Commissioners

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Operating Contingency	\$0	\$1,173,600	\$150,000	\$971,500	(\$202,100)	-17.2%
Total Expenditures	\$0	\$1,173,600	\$150,000	\$971,500	(\$202,100)	-17.2%

Changes and Useful Information:

- The FY2018 **Operating Contingency** budget is earmarked for:
 - \$150,000 = Contingency for emergency expenditures or revenue shortfalls
 - \$821,500 = Contingency for potential leave buyback and one time Correctional Officer's bonus
- $$\begin{array}{r} \$150,000 \\ \$821,500 \\ \hline \$971,500 \end{array}$$

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 FY2017, Contingency funds was allocated as follows:

1. To cover the cost of the Maryland State pay scale change with the Charles County Sheriff sworn officers follow.	\$991,000
2. New Court Security Deputy position for the new Circuit Court judge.	28,240
3. Purchase of automated external defibrillators (AEDs) and install cabinets in all County owned buildings.	49,400
4. To purchase furniture for the new Circuit Court judge.	14,500
5. Election Board equipment costs passed down by the State of Maryland exceeded the adopted budget.	90,460
Total FY2017 Contingency Use	\$1,173,600

Department: Financing Uses 01.23
Division\Program: Fiscal & Administrative Services Fund: General
Program Administrator: David Eicholtz, Director of Fiscal & Administrative Services

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Watershed Fund Subsidy	\$386,579	\$550,000	\$550,000	\$550,000	\$0	0.0%
Capital Lease Purchase	5,963,553	3,342,500	2,987,700	3,934,200	591,700	17.7%
Total Expenditures	\$6,350,132	\$3,892,500	\$3,537,700	\$4,484,200	\$591,700	15.2%
Revenues	\$6,979,100	\$3,342,500	\$2,987,700	\$3,934,200	\$591,700	17.7%

Changes and Useful Information:

- The **Watershed Fund Subsidy** budget is to help support the Watershed Protection & Restoration Enterprise Fund.
- The budgeted **Capital Lease Purchase** represents the General Fund asset value of the Capital Lease Agreement.
- **Revenue represents** Capital Lease Proceeds which offset the Capital Lease Purchase (actual may vary due to timing of purchases).

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.

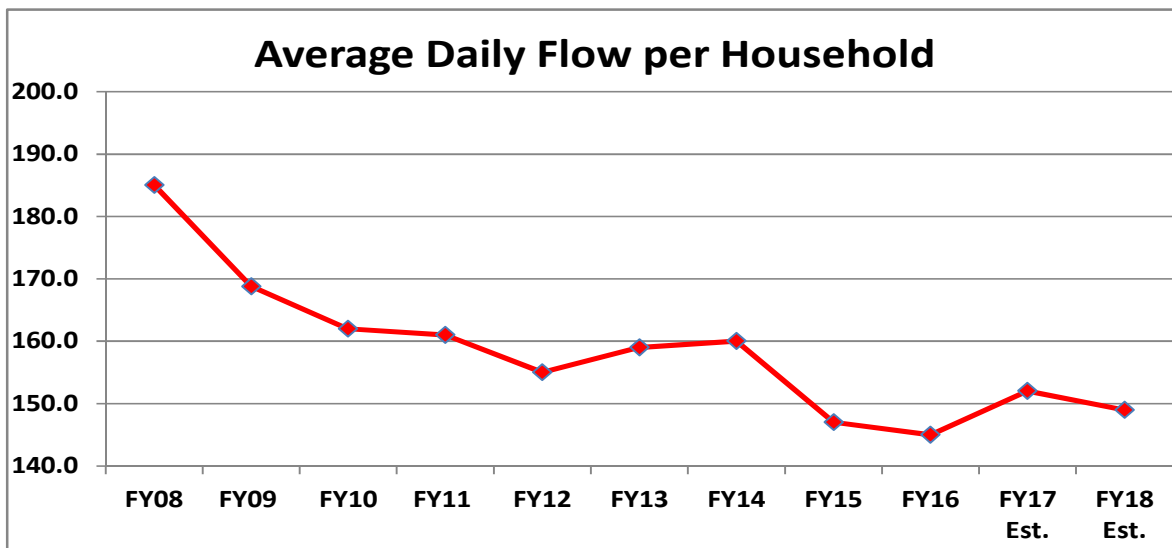
Enterprise Fund Revenues

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 FY18, water user fees will increase by 6.1% for single family customers and 4.2% for multi-family/commercial customers. The sewer user fee rate will increase by .7%. Billing fees increased by 1.6%. The total FY18 budget is 7.0% greater than the FY17 budget. Expenditures were adjusted to cover an increase in debt service costs due to related capital projects, to fund seven full time new positions, and to cover the increased cost of operation & maintenance. Based on an average daily consumption of 149 gallons, a consumer could expect to pay approximately \$158 per quarter. The County remains in the lower half of surrounding jurisdictions in rate comparisons.

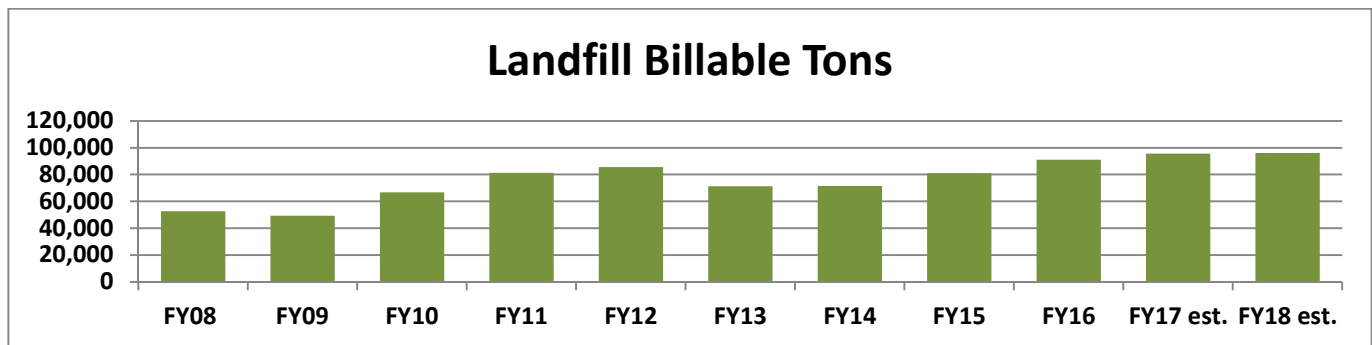
ENTERPRISE FUNDS

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 FY18. This fee is the primary revenue source for the Landfill operation comprising over 95% of the revenues for this operation.

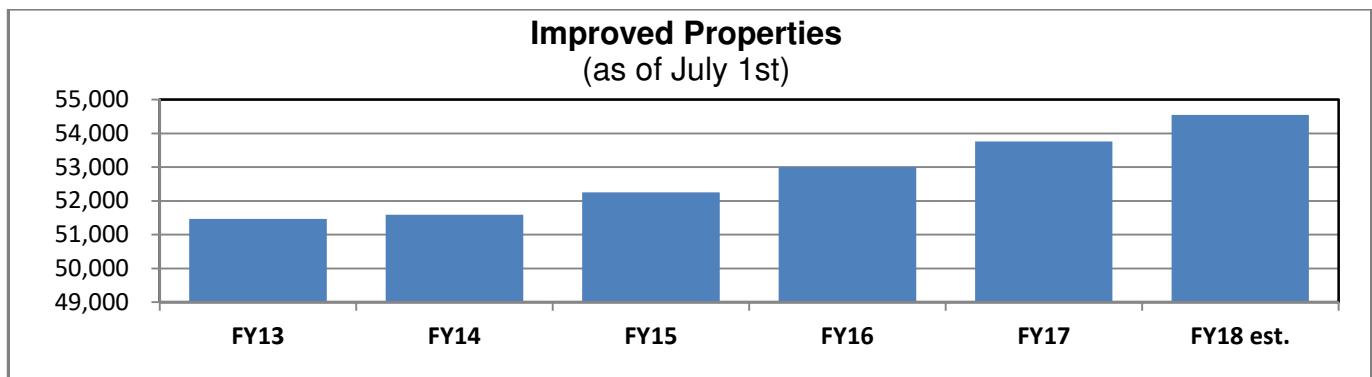
Both a fiscal and operational impact resulted from the free trade legislation approved by the Federal Government many years ago which removed restrictions on landfills and opened the waste removal business to interstate transactions. Consequently, what once was a predictable estimate for tons of waste 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. FY18 tons are conservatively estimated. The landfill is located on a 16 acre site and is estimated to be 56% filled at the end of FY17. 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 97% 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 fee was increased from \$99 to \$101 in FY18 to expand the curbside collection program by 1,500 homes, to provide additional part-time funding to assist in coverage at the Piney Church Yard Waste Facility and the Citizens Disposal area at the Landfill.



NOTE: The towns of Indian Head and La Plata have their own recycling program and pay a reduced ESF fee. The rate is currently \$20 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 80% of revenues. The Stormwater Remediation fee was increased from \$39 in FY17 to \$54 per improved property in FY18 to cover the debt service related to capital projects and to fund increase operation & maintenance costs. The fee is established annually based on the estimated cost of various programs divided by the number of improved properties. Properties within the Town of La Plata are not charged the fee, since the Town has a stormwater fee for similar purposes.

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, overall funding was reduced by 4.2%.

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. 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 FY17, operations are budgeted to be relatively flat.

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.

Tourism & Concert

The Tourism and Special Events Division will research with the Regency Furniture Stadium the feasibility of creating a sustainable Premier Stadium Concert Series.

ENTERPRISE FUND OPERATING BUDGETS⁽¹⁾

	<u>FY2016</u> <u>Actual</u>	<u>FY2017</u> <u>Budget</u>	<u>FY2018</u> <u>Request</u>	<u>FY2018</u> <u>Adopted</u>	<u>\$ Change</u> <u>from FY2017</u>	<u>%</u> <u>Chg.</u>
Water & Sewer						
Revenue						
Service Charges	\$26,280,862	\$29,055,100	\$30,570,800	\$31,288,700	\$2,233,600	7.7%
Local Government	1,027,505	1,015,700	1,076,000	1,076,000	60,300	5.9%
Fines & Forfeitures	622,695	605,000	622,800	622,800	17,800	2.9%
Rent Revenues	276,751	272,000	272,000	272,000	0	0.0%
Licenses & Permits	83,745	74,000	81,700	81,700	7,700	10.4%
Miscellaneous	79,041	56,700	47,300	47,300	(9,400)	-16.6%
Operating Revenues	\$28,370,599	\$31,078,500	\$32,670,600	\$33,388,500	\$2,310,000	7.4%
Fund Balance Appropriation	0	350,000	250,000	250,000	(100,000)	-28.6%
Total	\$28,370,599	\$31,428,500	\$32,920,600	\$33,638,500	\$2,210,000	7.0%
Expense						
Personal Services	\$8,428,756	\$8,544,100	\$9,126,700	\$9,085,200	\$541,100	6.3%
Fringe Benefits	2,870,020	2,967,300	3,242,400	3,226,200	258,900	8.7%
Operating Costs	10,258,493	13,540,200	14,675,900	14,673,000	1,132,800	8.4%
Debt Service	4,536,638	5,203,000	5,585,000	5,585,000	382,000	7.3%
Operating Contingency	0	41,900	0	60,600	18,700	44.6%
Capital Outlay	619,513	965,000	810,000	810,000	(155,000)	-16.1%
Capital Projects	142,492	167,000	198,500	198,500	31,500	18.9%
Total	\$26,855,912	\$31,428,500	\$33,638,500	\$33,638,500	\$2,210,000	7.0%
Variance	\$1,514,687	\$0	(\$717,900)	\$0		

Solid Waste

Revenue						
Service Charges	\$6,752,417	\$5,885,700	\$7,385,700	\$7,385,700	\$1,500,000	25.5%
Licenses & Permits	725	3,000	3,000	3,000	0	0.0%
Miscellaneous	248	2,400	2,400	2,400	0	0.0%
Operating Revenues	\$6,753,390	\$5,891,100	\$7,391,100	\$7,391,100	\$1,500,000	25.5%
Fund Balance Appropriation	3,310	713,000	645,000	645,000	(68,000)	-9.5%
Total	\$6,756,700	\$6,604,100	\$8,036,100	\$8,036,100	\$1,432,000	21.7%
Expense						
Personal Services	\$1,628,650	\$1,636,900	\$1,679,900	\$1,679,900	\$43,000	2.6%
Fringe Benefits	516,804	527,700	570,100	570,100	42,400	8.0%
Operating Costs	866,563	1,031,500	1,028,700	1,028,700	(2,800)	-0.3%
Debt Service	49,951	61,300	79,500	79,500	18,200	29.7%
Landfill Expansion/Closure	2,251,500	2,063,300	3,436,500	3,436,500	1,373,200	66.6%
Capital Outlay	0	713,000	671,000	671,000	(42,000)	-5.9%
Equipment/Tech Reserve	547,100	570,400	570,400	570,400	0	0.0%
Total	\$5,860,567	\$6,604,100	\$8,036,100	\$8,036,100	\$1,432,000	21.7%
Variance	\$896,133	\$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⁾

	FY2016 <u>Actual</u>	FY2017 <u>Budget</u>	FY2018 <u>Request</u>	FY2018 <u>Adopted</u>	\$ Change from FY2017	% Chg.
Environmental Services						
Revenue						
Service Charges	\$4,485,453	\$5,204,700	\$5,208,100	\$5,308,100	\$103,400	2.0%
Interest Income	113,088	10,000	10,000	10,000	0	0.0%
Operating Revenues	\$4,598,541	\$5,214,700	\$5,218,100	\$5,318,100	\$103,400	2.0%
Fund Balance Appropriation	147,600	0	500,000	500,000	500,000	N/A
Total	\$4,746,141	\$5,214,700	\$5,718,100	\$5,818,100	\$603,400	11.6%
Expense						
Personal Services	\$987,126	\$965,300	\$1,010,600	\$1,010,600	\$45,300	4.7%
Fringe Benefits	268,603	284,300	324,700	324,700	40,400	14.2%
Operating Costs	2,584,302	3,138,100	3,127,700	3,127,700	(10,400)	-0.3%
Debt Service	655,365	706,000	734,100	734,100	28,100	4.0%
Capital Outlay	4,506	0	500,000	500,000	500,000	N/A
Equipment Reserve	121,000	121,000	121,000	121,000	0	0.0%
Total	\$4,620,902	\$5,214,700	\$5,818,100	\$5,818,100	\$603,400	11.6%
Variance	\$125,239	\$0	(\$100,000)	\$0		

Watershed Protection and Restoration

Revenue						
Service Charges	\$1,807,225	\$2,018,300	\$2,059,400	\$2,832,200	\$813,900	40.3%
Interest Income	6,510	5,300	7,200	7,200	1,900	35.8%
Operating Revenues	\$1,813,735	\$2,023,600	\$2,066,600	\$2,839,400	\$815,800	40.3%
General Fund Subsidy	386,579	550,000	550,000	550,000	0	0.0%
Fund Balance Appropriation	48,665	112,000	170,000	170,000	58,000	51.8%
Total	\$2,248,979	\$2,685,600	\$2,786,600	\$3,559,400	\$873,800	32.5%
Expense						
Personal Services	\$237,938	\$253,400	\$312,500	\$279,100	\$25,700	10.1%
Fringe Benefits	67,797	73,900	98,300	85,700	11,800	16.0%
Operating Costs	1,167,914	1,192,600	1,663,300	1,661,500	468,900	39.3%
Debt Service	740,331	1,053,700	1,413,100	1,413,100	359,400	34.1%
Capital Budget Reserve	35,000	112,000	120,000	120,000	8,000	7.1%
Total	\$2,248,979	\$2,685,600	\$3,607,200	\$3,559,400	\$873,800	32.5%
Variance	\$0	\$0	(\$820,600)	\$0		

Footnotes:

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ENTERPRISE FUND OPERATING BUDGETS⁽¹⁾

	FY2016 <u>Actual</u>	FY2017 <u>Budget</u>	FY2018 <u>Request</u>	FY2018 <u>Adopted</u>	<u>\$ Change</u> from FY2017	<u>%</u> <u>Chg.</u>
Inspections and Review						
Revenue						
Service Charges	\$4,209,753	\$3,772,600	\$3,900,100	\$3,900,100	\$127,500	3.4%
Operating Revenues	\$4,209,753	\$3,772,600	\$3,900,100	\$3,900,100	\$127,500	3.4%
Transfers from General Fund	9,674	9,700	9,700	9,700	0	0.0%
Fund Balance Appropriation	0	777,000	456,000	456,000	(321,000)	-41.3%
Total	\$4,219,427	\$4,559,300	\$4,365,800	\$4,365,800	(\$193,500)	-4.2%
Expense						
Personal Services	\$1,252,343	\$1,273,300	\$1,453,800	\$1,269,600	(\$3,700)	-0.3%
Fringe Benefits	401,116	418,200	510,600	432,000	13,800	3.3%
Operating Costs	1,765,646	1,774,800	2,122,900	2,096,600	321,800	18.1%
Debt Service	20,204	26,800	26,500	26,500	(300)	-1.1%
Operating Contingency	0	206,300	39,800	52,500	(153,800)	-74.6%
Capital Outlay	0	859,900	488,600	488,600	(371,300)	-43.2%
Total	\$3,439,309	\$4,559,300	\$4,642,200	\$4,365,800	(\$193,500)	-4.2%
Variance	\$780,118	\$0	(\$276,400)	\$0		

Recreation

Revenue						
Service Charges	\$1,626,885	\$1,821,300	\$1,912,500	\$1,912,500	\$91,200	5.0%
Rent Revenue	59,794	59,700	61,200	61,200	1,500	2.5%
Miscellaneous	38,225	47,000	46,000	46,000	(1,000)	-2.1%
State Grants	20,949	20,900	20,900	20,900	0	0.0%
Federal Grants	1,463	3,900	0	0	(3,900)	NA
Interest Income	0	500	100	100	(400)	-80.0%
Operating Revenues	\$1,747,317	\$1,953,300	\$2,040,700	\$2,040,700	\$87,400	4.5%
Fund Balance Appropriation	11,200	100,000	0	0	(100,000)	NA
Total	\$1,758,517	\$2,053,300	\$2,040,700	\$2,040,700	(\$12,600)	-0.6%
Expense						
Personal Services	\$832,201	\$957,500	\$1,041,900	\$1,044,600	\$87,100	9.1%
Fringe Benefits	119,077	157,400	161,800	162,200	4,800	3.0%
Operating Costs	570,305	758,700	820,400	820,400	61,700	8.1%
Debt Service	150,414	151,700	3,200	3,200	(148,500)	-97.9%
Operating Contingency	0	18,500	13,400	10,300	(8,200)	-44.3%
Capital Outlay	9,517	9,500	0	0	(9,500)	NA
Total	\$1,681,513	\$2,053,300	\$2,040,700	\$2,040,700	(\$12,600)	-0.6%
Variance	\$77,003	\$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>FY2016 Actual</u>	<u>FY2017 Budget</u>	<u>FY2018 Request</u>	<u>FY2018 Adopted</u>	<u>\$ Change from FY2017</u>	<u>% Chg.</u>
Vending Machine						
Service Charges	\$132,555	\$140,600	\$140,600	\$140,600	\$0	0.0%
Operating Costs	\$107,085	\$140,600	\$140,600	\$140,600	\$0	0.0%
Variance	\$25,469	\$0	\$0	\$0		

Tourism Stadium Concert						
Miscellaneous	\$0	\$73,200	\$73,200	\$73,200	\$0	0.0%
Operating Costs	\$0	\$73,200	\$73,200	\$73,200	\$0	0.0%
Variance	\$0	\$0	\$0	\$0		

Total Enterprise Funds

Total Revenues	\$48,232,918	\$52,759,300	\$56,081,700	\$57,672,400	\$4,913,100	9.3%
Total Expenses	\$44,814,268	\$52,759,300	\$57,996,600	\$57,672,400	\$4,913,100	9.3%
Variance	\$3,418,650	\$0	(\$1,914,900)	\$0		

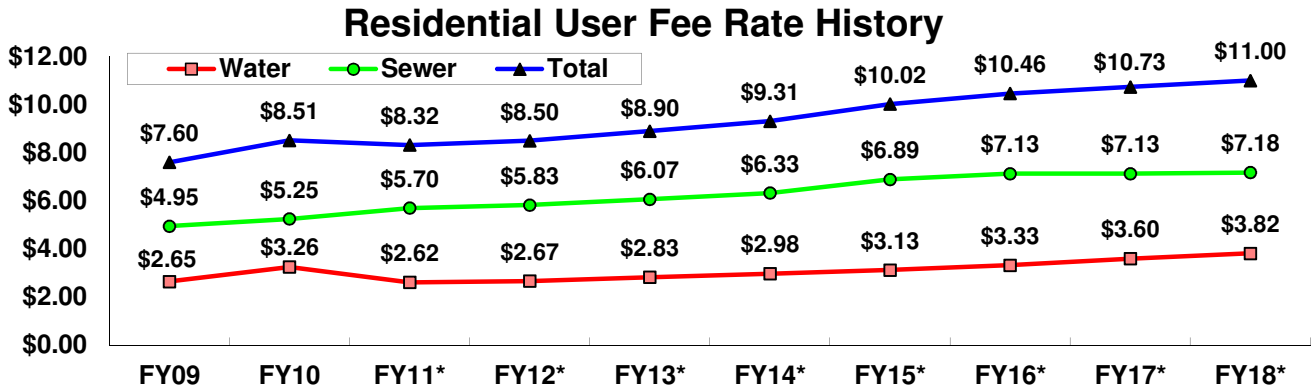
Footnotes:

(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.

Water and Sewer Fund

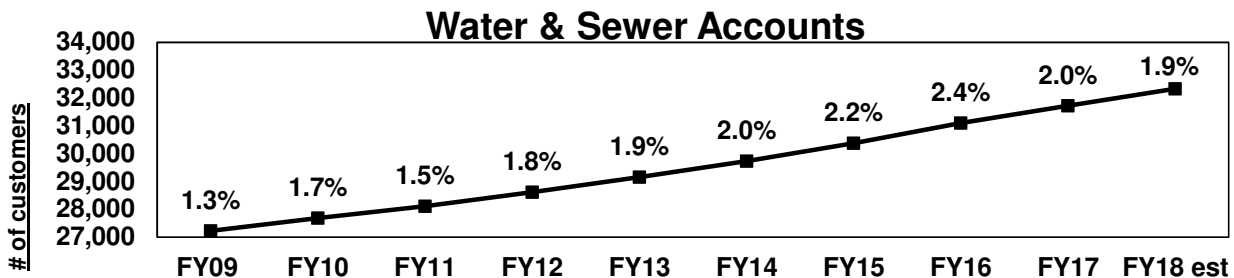
William A. Shreve, Director of Public Works
 Address: 5310 Hawthorne Rd., La Plata, MD 20646
www.charlescountymd.gov/pw/utilities/mattawoman-office-utilities

301-609-7400 301-753-8270
 7:00 a.m.-3:00 p.m. M-F



*The user fee rate structure was adjusted for FY11 to a tiered method. This resulted in a rate decrease for the average residential customer who consumes less than 18,000 gallons per quarter. Customers consuming more than 18,000 gallons per quarter will be charged a higher rate on the excess usage. The tiered method approach will continue in FY2018. **See additional rates below:**

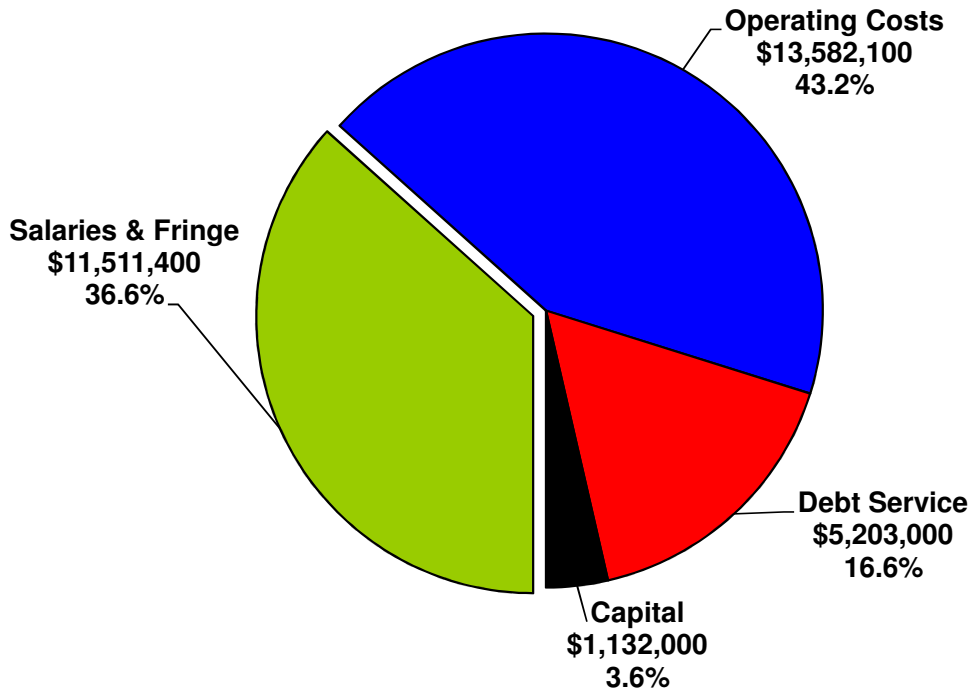
Water User Fee Rate		FY2018 Rates:
Single Family Residential: 0 - 18,000 gallons.....		\$3.82 per 1,000 gallons
Single Family Residential: 18,001 - 24,000 gallons.....		\$7.64 per 1,000 gallons
Single Family Residential: Over 24,000 gallons.....		\$11.46 per 1,000 gallons
Multi-Family/Commercial: based on metered usage.....		\$4.69 per 1,000 gallons
Sewer User Fee Rate		
Single Family Residential: Billing capped at 24,000 gallons.....		\$7.18 per 1,000 gallons
Multi-Family/Commercial: based on metered usage.....		\$7.18 per 1,000 gallons
Customer Account Fee		
Customer Account Charge.....		\$10.68 flat fee
Sewer "Only" Non-Metered Customer Account Charge.....		\$5.38 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.....		\$143 to \$368
Reconnect/Disconnect of Water Service (weekdays).....		\$52
Reconnect/Disconnect Water Service (evenings/weekends/holidays).....		\$112



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.

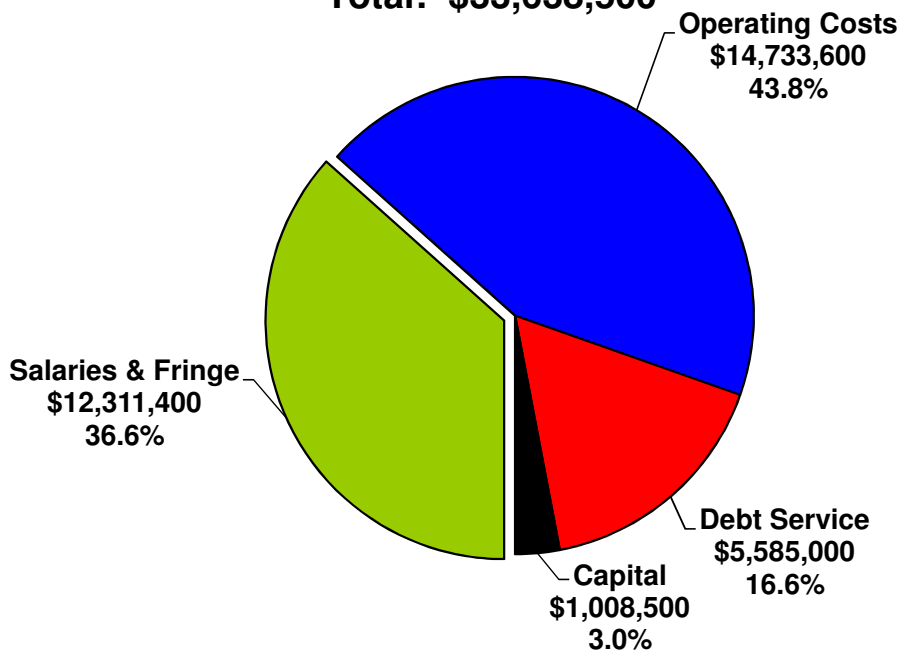
FY2017 Operating Expenses by Account Classification

Total: \$31,428,500



FY2018 Operating Expenses by Account Classification

Total: \$33,638,500



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.

Objectives and Measurements

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Projected	FY18 Estimated
<u>Public Works Objective: To provide excellent customer service.</u>					
Water & Sewer Line Breaks					
Number of Breaks	N/A	5	32	42	37
\$ per event	N/A	\$26,364	\$188,202	\$208,250	\$200,000
Water/Sewer Regulatory Compliance					
% Violations	N/A	7.84%	2.20%	3.00%	4.34%
Potential Violations	N/A	51	51	51	51
Water delivered					
	N/A	198.8 mg/average	176.15 mg/average	221.04 mg/average	198.65 mg/average
Sewer treated					
	N/A	261.3 mg/average	317.13 mg/average	286.95 mg/average	288.46 mg/average
Customer Complaints					
Number of Complaints	N/A	27	72	144	108
% resolved within 24 hours	N/A	96%	99%	100%	99%
# of injury and property damage claims	N/A	0	32	17	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	N/A	126	1,930	1,117	1,500
<u>PGM Objective: Inventory of inadequate water, sewer and drainage facilities.</u>					
Water Facilities	2.0	2.0	2.0	2.0	2.0
Sewer Facilities	0.0	0.0	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	129,034	129,222	133,057	135,158	137,861
# of regular invoices	124,394	124,580	128,000	130,000	132,600
# of finals	4,640	4,642	5,057	5,158	5,261
# of customer accounts	29,733	31,606	32,348	32,600	33,000
% of ebilling customer accounts	N/A	3.61%	5.56%	7%	10%
# of delinquent invoices per year	38,371	38,208	40,077	40,547	41,358
- % of total billed	30%	30%	30%	30%	30%
<u>Fiscal & Administrative Services Objective: To follow up on past due accounts/ improve collection efforts.</u>					
# of final notice letters	1,510	1,258	1,091	1,453	1,272
# of liens	429	320	276	290	283
# of liens released	478	381	343	320	331

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	FY2016	FY2017	FY2018	FY2018	\$ Change	%
	Actual	Adopted	Request	Adopted	FY2017	Chg.
Personal Services	\$2,740,571	\$2,764,000	\$2,918,100	\$2,918,100	\$154,100	5.6%
Fringe Benefits	938,926	992,000	1,050,400	1,050,400	58,400	5.9%
Operating Costs	2,096,786	2,587,600	2,966,400	2,966,400	378,800	14.6%
Debt Service	2,369,498	2,727,900	2,949,500	2,949,500	221,600	8.1%
Capital Outlay/Maintenance	96,419	450,000	300,000	300,000	(150,000)	-33.3%
Capital Projects	88,592	95,000	94,600	94,600	(400)	-0.4%
Total Expenditures	\$8,330,792	\$9,616,500	\$10,279,000	\$10,279,000	\$662,500	6.9%

Changes and Useful Information:

- **Personal Services** reflects approved salary increases as well as the full year impact of the FY2017 approved positions. Included in FY2018 are funds for an additional Instrumentation Technician and an Electrician which are also supported by the Water Division.
- The **Operating Costs** budget was increased to provide funding for cleaning sewer lines and to cover the increase need for Bioxide for odor and corrosion control.
- The increase in **Debt Service** is for payments related to bond issues for capital projects and lease payments for vehicle and equipment purchases.
- The **Capital Outlay/Maintenance** is mainly for sewer line pipe replacements.
- **Capital Projects** budget is for the Sewer Model Update.

Description:

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

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

Positions:

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Total Full Time Equivalent	43.7	44.9	45.7	48.1	49.1

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	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change FY2017	% Chg.
Personal Services	\$1,966,855	\$2,002,000	\$2,152,300	\$2,152,300	\$150,300	7.5%
Fringe Benefits	656,412	660,000	741,200	741,200	81,200	12.3%
Operating Costs	4,825,526	6,283,100	6,990,000	6,990,000	706,900	11.3%
Debt Service	16,600	20,000	21,100	21,100	1,100	5.5%
Total Expenditures	\$7,475,752	\$8,965,100	\$9,904,600	\$9,904,600	\$939,500	10.5%
WSSC Contribution/ CPV/Panda	\$1,095,309	\$1,550,200	\$2,393,400	\$2,393,400	\$843,200	54.4%

Changes and Useful Information:

- **Personal Services** reflects approved salary increases as well as the full year impact of a FY2017 approved position. Included for FY2018 is funding for an additional Inventory Control Specialist and an Environmental Operator Trainee.
- The **Operating Costs** budget includes the increased operation and maintenance cost associated with the Competitive Power Ventures (CPV) power plant which is offset with an increase in revenues. Also included are additional funds for sludge disposal processing.
- **WSSC Contribution/CPV/Panda** revenues are reimbursements which are based on the increased operation and maintenance cost mainly associated with CPV.

Description:

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

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

Positions:

	<u>FY 2014</u> <u>FTE</u>	<u>FY 2015</u> <u>FTE</u>	<u>FY 2016</u> <u>FTE</u>	<u>FY 2017</u> <u>FTE</u>	<u>FY 2018</u> <u>FTE</u>
Total Full Time Equivalent	34.0	33.6	35.1	36.4	38.4

Water & Sewer

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

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change FY2017	% Chg.
Personal Services	\$2,438,611	\$2,432,800	\$2,598,200	\$2,598,200	\$165,400	6.8%
Fringe Benefits	834,535	864,800	947,800	947,800	83,000	9.6%
Operating Costs	3,153,214	4,111,500	4,198,900	4,198,900	87,400	2.1%
Debt Service	1,756,785	2,074,100	2,261,700	2,261,700	187,600	9.0%
Capital Outlay/Maintenance	512,735	515,000	510,000	510,000	(5,000)	-1.0%
Capital Projects	53,900	72,000	103,900	103,900	31,900	44.3%
Total Expenditures	\$8,749,780	\$10,070,200	\$10,620,500	\$10,620,500	\$550,300	5.5%

Changes and Useful Information:

- **Personal Services** reflects approved salary increases as well as the full year impact of the FY2017 approved positions. Also included are funds for an additional Instrumentation Technician and an Electrician, which are also supported by the Sewer Division, and two Environmental Operator Trainees.
- The **Operating Costs** budget includes funding for a dual valve check program, additional chemicals, as well as adjustments to electricity.
- 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 watermain repairs.
- **Capital Projects** budget is for the Water Model Update Project and the Bensville/Bryans Rd Water System Interconnection Study.

Description:

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

Positions:

	<u>FY 2014</u> <u>FTE</u>	<u>FY 2015</u> <u>FTE</u>	<u>FY 2016</u> <u>FTE</u>	<u>FY 2017</u> <u>FTE</u>	<u>FY 2018</u> <u>FTE</u>
Total Full Time Equivalent	37.6	38.3	39.5	40.7	43.7

Water & Sewer

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

Positions:	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Director of Public Works	0.5	0.5	0.5	0.5	0.5
Assistant Director of Public Works - Utilities	0.9	0.9	0.9	0.9	0.9
Chief of Operations and Maintenance	1.0	1.0	1.0	1.0	1.0
Chief of Technical Support	1.0	1.0	1.0	1.0	1.0
Inventory & Fleet Mgmt Operations Manager	0.0	0.2	0.2	0.2	0.2
Utilities Senior Project Manager	0.8	0.8	0.8	0.8	0.8
Senior Environmental Operations Superintendent	0.0	0.0	0.0	1.0	1.0
Engineer I - III	2.0	2.0	2.0	2.0	2.0
Technical Support Operations Superintendent	1.0	0.0	1.0	1.0	1.0
Equipment Maintenance Supt.	1.0	1.0	1.0	1.0	1.0
Environmental Operations Superintendent	4.0	4.0	4.0	3.0	3.0
Financial Support Manager	0.5	1.5	1.0	1.0	1.0
Laboratory Supervisor	1.0	1.0	1.0	1.0	1.0
Laboratory Management Information Systems/Data Technician	0.0	0.0	1.0	1.0	1.0
Line Maintenance Superintendent	1.0	1.0	1.0	1.0	1.0
Systems Analyst	1.0	1.0	1.0	1.0	1.0
Network Specialist III	1.0	1.0	1.0	1.0	1.0
Wastewater Operations Supervisor II	5.0	6.0	6.0	8.0	8.0
Assistant Project Manager	2.0	2.0	2.0	2.0	2.0
Line Maintenance Supervisor	3.0	3.0	3.0	4.0	4.0
Equipment Maintenance Supervisor	3.0	3.0	3.0	3.0	3.0
Water Operations Supervisor II	2.0	2.0	2.0	0.0	0.0
Water Operations Supervisor I	1.0	1.0	1.0	1.0	1.0
Wastewater Operations Supervisor I	2.0	0.0	0.0	0.0	0.0
Fleet Maintenance Technician III	1.0	1.0	1.0	1.0	1.0
Pretreatment Specialist	1.0	1.0	1.0	1.0	1.0
Cross Connection Control Specialist	1.0	1.0	1.0	1.0	1.0
Laboratory Technician I - II	3.0	3.0	3.0	3.0	3.0
Inventory Control Specialist	0.0	0.2	0.2	0.2	1.2
Management Support Specialist	1.0	1.0	1.0	1.0	1.0
Instrumentation Technician	2.0	3.0	4.0	4.0	5.0
Electrician III	2.0	2.0	1.0	1.0	1.0
Facilities Maintenance Technician III	1.0	1.0	1.0	1.0	1.0
Administrative Project Specialist	1.0	1.0	1.0	1.0	1.0
Equipment Maintenance Technician II	3.0	3.0	3.0	3.0	3.0
Fleet Maintenance Technician II	1.0	1.0	1.0	1.0	1.0
Environmental Operator / Trainee	31.0	33.0	33.0	33.0	36.0
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	3.0	3.0	4.0
Inventory Control Associate	0.0	0.2	0.2	0.2	0.2
Regulatory Compliance Associate	0.0	1.0	1.0	1.0	1.0
Equipment Operator III - IV	8.0	7.0	7.0	9.0	9.0
Painter	1.0	0.0	0.0	0.0	0.0
Equipment Maintenance Technician	5.0	5.0	5.0	7.0	7.0
Office Associate III	1.0	1.0	1.0	2.0	2.0
Facilities Maintenance Technician I	1.0	1.0	1.0	1.0	1.0
Line Maintenance Worker	8.0	8.0	10.0	9.0	9.0
Part Time I	0.6	0.6	0.6	0.6	0.6
Total Full Time Equivalent	115.3	116.8	120.2	125.2	131.2
Salaries are charged out to the Water, Sewer, and Mattawoman divisions based on job duties. Full Time Equivalent positions per division are as follows:					
Sewer	43.7	44.9	45.7	48.1	49.1
Mattawoman	34.0	33.6	35.1	36.4	38.4
Water	37.6	38.3	39.5	40.7	43.7
Total Full Time Equivalent	115.3	116.8	120.2	125.2	131.2

Water & Sewer

Department: Planning and Growth Management 30.07.06
Division \ Program: Water & Sewer Administration Fund: Enterprise
Program Administrator: Steve Kaii-Ziegler, Director of Planning & Growth Management
www.charlescountymd.gov/pgm/welcome

Expenditure Category	FY2016	FY2017	FY2018	FY2018	\$ Change	%
	Actual	Adopted	Request	Adopted	FY2017	Chg.
Personal Services	\$92,729	\$85,500	\$101,900	\$90,800	\$5,300	6.2%
Fringe Benefits	25,297	21,500	30,200	26,300	4,800	22.3%
Operating Costs	1,393	1,900	3,200	2,000	100	5.3%
Operating Contingency	0	41,900	0	16,200	(25,700)	-61.3%
Total Expenditures	\$119,419	\$150,800	\$135,300	\$135,300	(\$15,500)	-10.3%
Revenues	\$4,371	\$7,000	\$5,200	\$5,200	(\$1,800)	-25.7%

Baseline Changes and Useful Information:

- **Personal Services** includes approved salary increases.
- **Operating Contingency** is to cover any potential revenue shortfall or unexpected expenditures.
- **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:

Title	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	FTE	FTE	FTE	FTE	FTE
Director of Planning & Growth Mgmt	0.3	0.3	0.3	0.3	0.3
Deputy Director	0.0	0.0	0.0	0.3	0.3
Administration Manager	0.3	0.3	0.3	0.0	0.0
Property Acquisition Officer	0.3	0.3	0.3	0.3	0.3
Assistant to the Director	0.0	0.0	0.0	0.3	0.3
Administrative Associate	0.3	0.3	0.3	0.0	0.0
Part Time	0.0	0.0	0.0	0.1	0.1
Total Full Time Equivalent	1.1	1.1	1.1	1.2	1.2

Water & Sewer

Department: Planning and Growth Management 30.07.61
Division \ Program: Codes, Permits & Inspection Services\Codes & Permits Fund: Enterprise
Program Administrator: Hamendra Mathur, Acting Chief of Codes, Permits & Inspection Services
www.charlescountymd.gov/pgm/cpis/codes-permits-inspection-services

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change FY2017	% Chg.
Personal Services	\$231,007	\$232,800	\$270,000	\$239,600	\$6,800	2.9%
Fringe Benefits	79,573	85,400	88,000	75,700	(9,700)	-11.4%
Operating Costs	3,082	3,700	5,400	3,700	0	0.0%
Operating Contingency	0	0	0	44,400	44,400	NEW
Total Expenditures	\$313,662	\$321,900	\$363,400	\$363,400	\$41,500	12.9%

Changes and Useful Information:

- **Personal Services** includes approved salary increases as well as adjustments for a FY2017 approved reorganization.
- **Operating Contingency** is to cover any potential revenue shortfall or unexpected expenditures.

Description:

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

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

Positions:

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Title	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Development Services Manager	0.0	0.0	0.3	0.3	0.3
PGM Project/Program Manager	0.0	0.0	0.0	0.8	0.8
Engineer I / II / III / IV	1.1	1.1	0.7	0.7	0.7
Building Code Official	0.0	0.0	0.1	0.1	0.1
Right-of-Way Agent I	0.3	0.3	0.3	0.3	0.3
Water/Wastewater Permit Technician	0.8	0.8	0.8	0.0	0.0
Permits Specialist	0.8	0.8	1.0	1.0	1.0
Office Associate II	0.8	0.8	0.8	0.8	0.8
Office Associate I	0.3	0.3	0.0	0.0	0.0
Total Full Time Equivalent	3.9	3.9	3.9	3.9	3.9

Water & Sewer

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

Expenditure Category	FY2016	FY2017	FY2018	FY2018	\$ Change	%
	Actual	Adopted	Request	Adopted	FY2017	Chg.
Personal Services	\$156,709	\$210,400	\$220,200	\$220,200	\$9,800	4.7%
Fringe Benefits	81,533	92,500	100,300	100,300	7,800	8.4%
Operating Costs	5,878	248,300	195,400	195,400	(52,900)	-21.3%
Total Expenditures	\$244,120	\$551,200	\$515,900	\$515,900	(\$35,300)	-6.4%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and a FY2017 approved reorganization.
- Changes in **Operating Costs** provides for the Maryland Geological Survey Groundwater Monitoring agreement that monitors the effect of groundwater pumping from public production wells which is offset by a decrease due to one time cost associated with permanent flow monitoring.

Description:

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

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

Positions:

Title	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	FTE	FTE	FTE	FTE	FTE
Chief of Resource & Infrastructure Mgmt	0.7	0.7	0.7	0.7	0.7
Resource Manager	0.3	0.3	0.3	0.3	0.3
Engineer III	0.0	1.0	1.0	1.0	1.0
Engineer II	0.0	0.0	0.0	0.8	0.8
Resource Analyst - GIS	0.4	0.4	0.4	0.4	0.4
Planner I - III	0.4	0.4	0.4	0.4	0.4
PGM Coordinator	0.0	0.0	0.0	0.3	0.3
Administrative Associate	0.3	0.3	0.3	0.0	0.0
Part Time	0.0	0.0	0.1	0.3	0.3
Total Full Time Equivalent	2.1	3.1	3.2	4.2	4.2
Allocated to the Capital Project Fund	0.0	(1.0)	(1.0)	(1.0)	(1.0)
Net Cost to the Water & Sewer Fund	2.1	2.1	2.2	3.2	3.2

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 (PAYMENTS ONLY)
 Physical Address: 200 Baltimore St., La Plata, MD 20646 301-645-0624 301-870-2542
www.charlescountymd.gov/fas/wsbilling/water-and-sewer-billing 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2016	FY2017	FY2018	FY2018	\$ Change	%
	Actual	Adopted	Request	Adopted	FY2017	Chg.
Personal Services	\$418,703	\$421,700	\$431,200	\$431,200	\$9,500	2.3%
Fringe Benefits	130,376	138,100	146,900	146,900	8,800	6.4%
Operating Costs	124,858	177,500	193,800	193,800	16,300	9.2%
Debt Service	0	5,400	9,000	9,000	3,600	66.7%
Total Expenditures	\$673,937	\$742,700	\$780,900	\$780,900	\$38,200	5.1%
Total Revenues	\$730,186	\$742,700	\$780,900	\$780,900	\$38,200	5.1%

Changes and Useful Information:

- **Personal Services** includes approved salary increases.
- The **Operating Costs** was increased to cover postage, credit card processing and the increased indirect cost for the Assistant Chief of Accounting position.
- The **Debt Service** budget increase is to cover the issuance of bonds for the Treasury Office Area Renovation.

Description:

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

Positions:

Title	FY14	FY15	FY16	FY17	FY18
	FTE	FTE	FTE	FTE	FTE
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	5.0	5.0	6.0	6.0	6.0
Total Full Time Equivalent	7.3	7.3	8.3	8.3	8.3

Water & Sewer

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

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change FY2017	% Chg.
Personal Services	\$383,571	\$394,900	\$434,800	\$434,800	\$39,900	10.1%
Fringe Benefits	123,367	113,000	137,600	137,600	24,600	21.8%
Operating Costs	47,756	126,600	122,800	122,800	(3,800)	-3.0%
Debt Service	393,755	375,600	343,700	343,700	(31,900)	-8.5%
Total Expenditures	\$948,449	\$1,010,100	\$1,038,900	\$1,038,900	\$28,800	2.9%
Total Revenues	\$967,922	\$900,800	\$1,038,900	\$1,038,900	\$138,100	15.3%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and funding for a new Meter Technician position.
- **Operating Costs** is decreasing due to a reduction in fuel based on activity.
- Included in **Debt Service** are funds to cover the Meter Replacement Lease and lease payments for vehicles. However, offsetting this cost is a decrease in lease payments due to the final payment on the FY2012 lease in FY2017.

Description:

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

Positions:

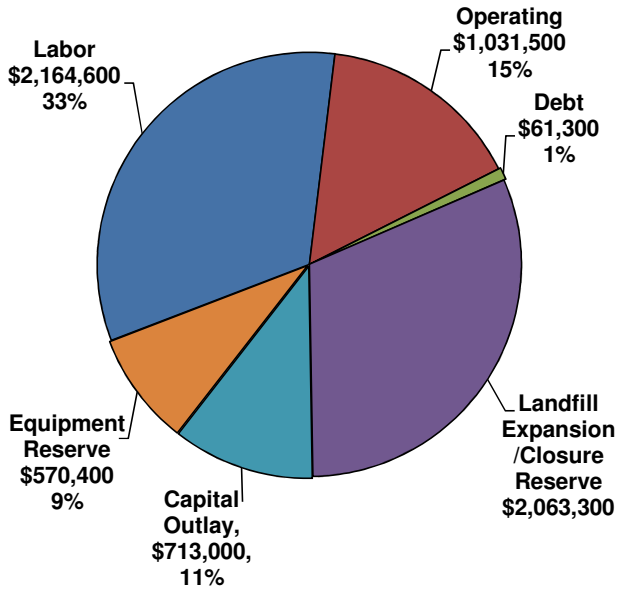
<u>Title</u>	<u>FY14</u> <u>FTE</u>	<u>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>
Asst Director of Public Works - Utilities	0.1	0.1	0.1	0.1	0.1
Meter Superintendent	1.0	1.0	1.0	1.0	1.0
Meter Technicians	5.0	5.0	5.0	5.0	6.0
Total Full Time Equivalent	6.1	6.1	6.1	6.1	7.1

Solid Waste Fund

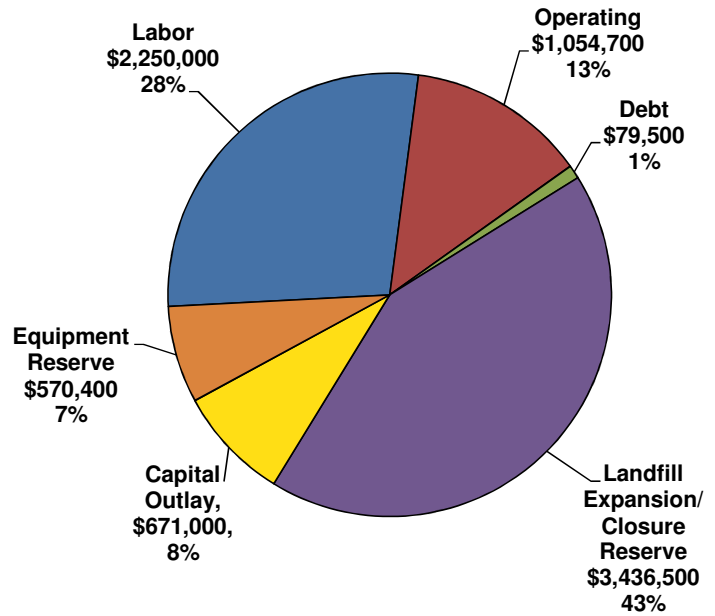
William A. Shreve, Director of Public Works
 Mailing Address: 1001 Radio Station Rd., La Plata, MD 20646
 St. Charles Landfill
 Physical Address: 12305 Billingsley Rd., Waldorf, MD 20602
www.charlescountymd.gov/pw/landfill/landfill-operations

301-932-9038
 Scalehouse & Landfill 7:30 a.m.-4:00 p.m. M-SA;
 Recycling Center 7:00 a.m.-7:00 p.m. M-SA

FY 17 Expenses
Total: \$6,604,100



FY 18 Expenses
Total: \$8,036,100

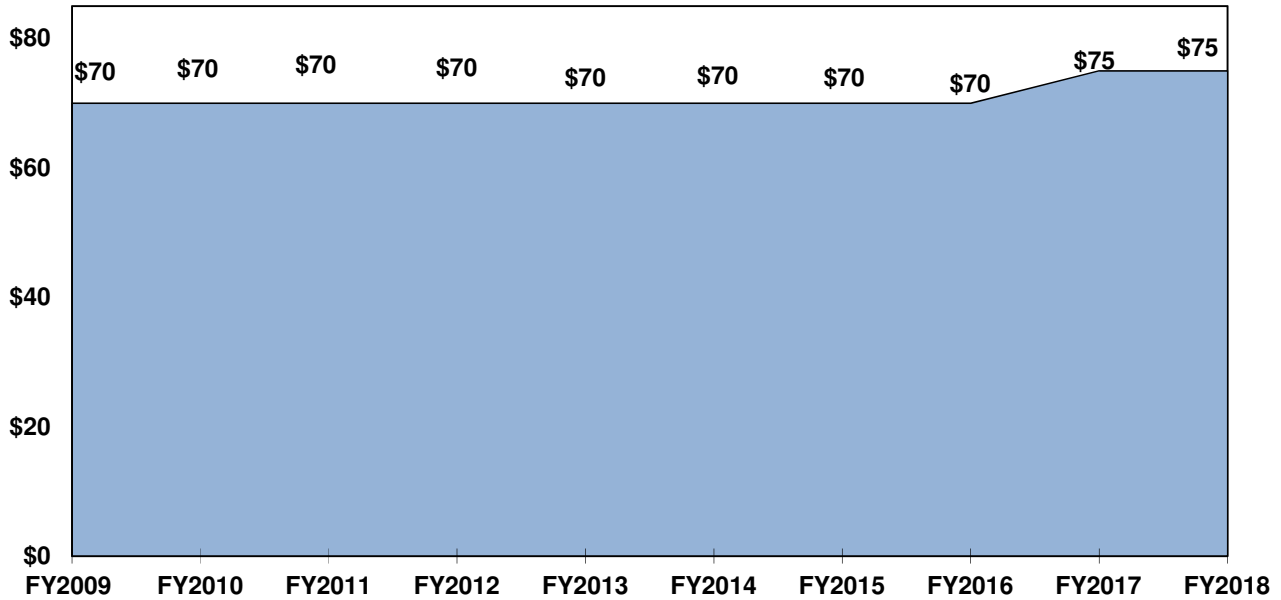


Objectives & Measurements:

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Projected	FY18 Estimated
<i>Objective: To monitor revenues to determine the life expectancy of the Landfill.</i>					
Total Tons	75,277	84,963	94,901	96,100	94,900
Number of Patrons	87,824	79,880	76,035	80,000	85,000

Solid Waste Fund

Solid Waste Tipping Fee



Solid Waste Fees:

Solid Waste Tipping Fee	\$75.00 per ton
Flat Rate Tipping Fee:	
Cars, Vans, SUVs	\$5.00 per vehicle
Pick-up Trucks w/out Trailers	\$15.00 per truck
Vehicles w/Trailers, Rented Trucks, Commercial	\$75/ton / \$15 min charge
Tag-a-Bag	\$2.25 per bag
Shredder Residual for Commercial Generators	\$15.00 per ton
Fill Dirt for Commercial Generators*	N/A
Contaminated Soil for Commercial Generators	\$75.00 per ton

*Due to shortage of Fill Dirt (Clean Soil)

Solid Waste

Department: Public Works - Facilities 27.05.38
Division \ Program: Landfill Fund: Enterprise
Program Administrator: Dennis Fleming, Chief of Environmental Resources

<http://www.charlescountymd.gov/pw/landfill/landfill-operations>

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$1,628,650	\$1,636,900	\$1,679,900	\$1,679,900	\$43,000	2.6%
Fringe Benefits	516,804	527,700	570,100	570,100	42,400	8.0%
Operating Costs	866,563	1,031,500	1,028,700	1,028,700	(2,800)	-0.3%
Debt Service	49,951	61,300	79,500	79,500	18,200	29.7%
Landfill Expansion/Closure	2,251,500	2,063,300	3,436,500	3,436,500	1,373,200	66.6%
Capital Outlay	0	713,000	671,000	671,000	(42,000)	-5.9%
Equipment/Tech Reserve	547,100	570,400	570,400	570,400	0	0.0%
Total Expenditures	\$5,860,567	\$6,604,100	\$8,036,100	\$8,036,100	\$1,432,000	21.7%

Changes and Useful Information:

- The **Personal Services** reflects approved salary increases and funds a new Equipment Operator IV position.
- The **Operating Costs** decreased due to one time cost for a revision to the solid waste plan in FY2017 as well as lower vehicle fuel cost anticipated in FY2018.
- **Debt Service** includes debt payments related to the Citizen's Waste Disposal Facility, Landfill Leachate Pretreatment Facility, Landfill Storm Water Management Ponds, and a lease for replacement radios.
- The **Landfill Expansion/Closure** budget funds the future development of the remaining space at the Landfill.
-The increase for FY18 corresponds with the increase in tonnage.
- The **Capital Outlay** budget is to replace a pick up truck, a hauler, and an excavator. Also included are funds to purchase a hydraulic boom and two waste oil furnaces.
- The **Equipment/Tech Reserve** budget is used to replace future equipment.

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 until 2034.

Positions:

<u>Title</u>	<u>FY14</u> <u>FTE</u>	<u>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</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	0.1	0.1	0.2	0.2	0.2
Landfill Superintendent	1.0	1.0	1.0	1.0	1.0
Scalemaster	1.0	1.0	1.0	1.0	1.0
Landfill Operations Supervisor	1.0	1.0	1.0	1.0	1.0
Landfill Equipment Technician	2.0	2.0	2.0	2.0	2.0
Fleet Maintenance Technician II	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
Assistant Scalemaster	1.0	1.0	1.0	1.0	1.0
Equipment Operator II - IV	7.0	8.0	8.0	8.0	9.0
Weigh Clerk	2.0	2.0	2.0	2.0	2.0
Facilities Maintenance Technician I	1.0	1.0	1.0	1.0	1.0
Solid Waste Worker	6.5	7.5	7.5	7.5	7.5
Part Time Positions	4.8	4.8	4.8	4.8	4.8
Total Full Time Equivalent	30.9	32.9	33.0	33.0	34.0

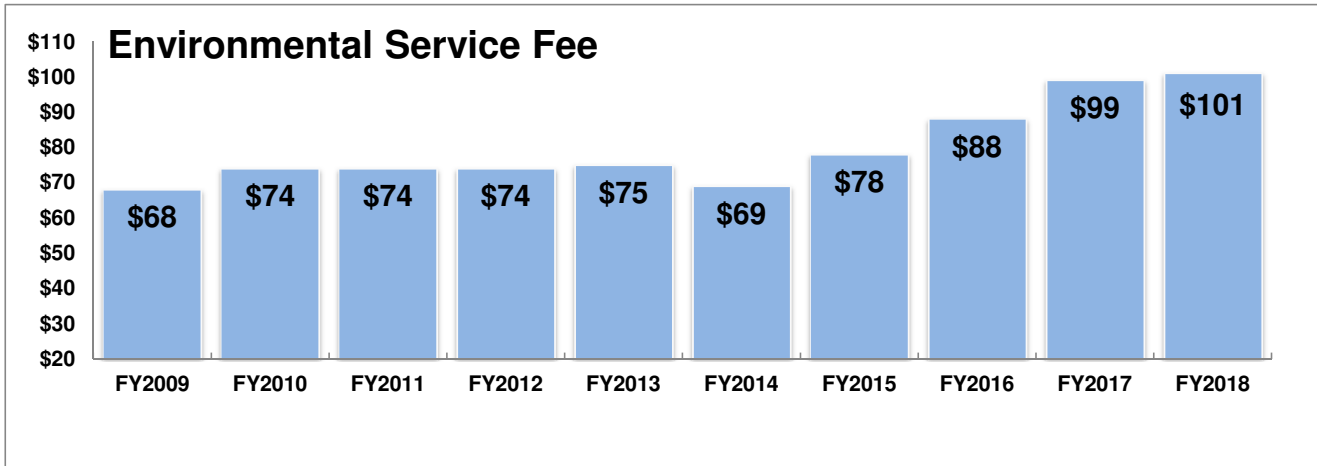
Environmental Service Fund

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

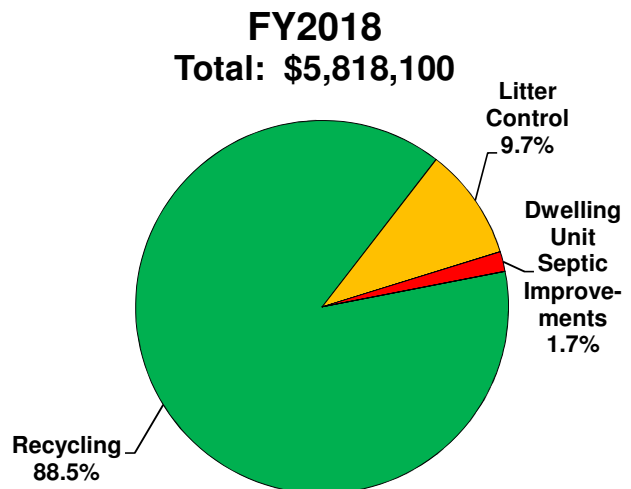
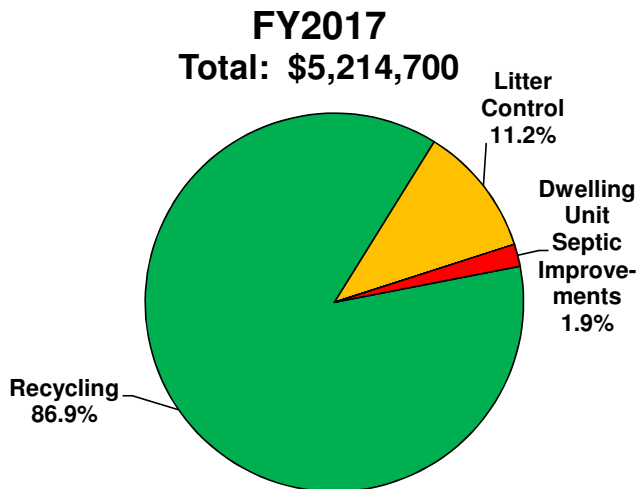
Steve Kaii-Ziegler, Director of Planning & Growth Management
 Mailing Address: P.O. Box 2150, La Plata, MD 20646
 Physical Address: 200 Baltimore St., La Plata, MD 20646
www.charlescountymd.gov/pgm/planning/planning

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 FY2018 fee increase covers the full year impact of the FY2017 lease and the FY2018 lease to purchase of 1,500 blue recycling carts, as well as additional part time help. 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 FY2018 ESF fee of \$20.



Objectives and Measurements

Department: Public Works - Facilities 35.05
Division \ Program: Recycling & Litter Control Fund: Enterprise
Program Administrator: Dennis Fleming, Chief of Environmental Resources

Objectives & Measurements:

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Projected	FY18 Estimated
<i>Objective: Divert recyclables from the waste stream and exceed the State's mandated recycling rate of 35%.</i>					
Recycling tons	16,358	16,587	18,414	19,500	20,500
Recycling rate (State Mandate = 35%)	CY 51.23%	CY 48.01%	CY 50.00%	CY 50.00%	CY 50.00%

Objective: Provide excellent customer service to the residents of Charles County.

# of complaints	360	199	174	200	200
% of complaints resolved	100%	100%	100%	100%	100%
Average time to resolve	24-48 hours	24-48 hours	24-48 hours	24-48 hours	24-48 hours

Curbside Collection

Objective: continue expansion of the curbside collection program into the growth areas.

Curbside collection tons	5,500	6,506	7,401	7,800	8,200
# of homes	38,372	41,372	43,560	44,700	46,200
% of homes in program	76.7%	82.7%	83.8%	86.5%	88.7%
tons per home	0.1433	0.1572	0.1699	0.1733	0.1745
# of complaints	1,670	1,216	1,161	1,250	1,350
# of carts distributed	38,000	3,000	3,000	3,000	2,000

Recycling Centers

Objective: Provide comprehensive recycling programs to the residents of Charles County.

Number of Patrons:

Breeze Farm	20,981	20,885	20,401	20,000	19,500
Gilbert Run	18,014	16,578	14,637	14,000	13,500
Landfill	62,411	53,981	58,040	60,000	62,000
Pisgah	<u>54,462</u>	<u>43,939</u>	<u>42,958</u>	<u>42,000</u>	<u>42,000</u>
Total Patrons	155,868	135,383	136,036	136,000	137,000

Mulch Facility

Objective: To recycle all yard waste in order to keep it out of Landfill's waste stream.

Yard Waste Tonnage	8,620	7,857	8,472	8,500	8,600
Number of Patrons	11,612	16,176	15,673	17,000	17,500
Household hazardous waste (tons)	35	33	17	20	25
Mulch given away (tons)	2,562	2,370	2,676	3,000	3,000
Compost utilized (tons)	700	0	0	0	0
Used Oil Collected (gallons)	50,500	35,000	40,700	41,500	42,500

Environmental Services

Department: Public Works - Facilities 35.05
Division \ Program: Recycling & Litter Control Fund: Enterprise
Program Administrator: Dennis Fleming, Chief of Environmental Resources
www.charlescountymd.gov/pw/recycling/recycling www.charlescountymd.gov/pw/litter/litter-control

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$987,126	\$965,300	\$1,010,600	\$1,010,600	\$45,300	4.7%
Fringe Benefits	268,603	284,300	324,700	324,700	40,400	14.2%
Operating Costs	2,494,172	3,038,100	3,027,700	3,027,700	(10,400)	-0.3%
Debt Service	655,365	706,000	734,100	734,100	28,100	4.0%
Capital Outlay	4,506	0	500,000	500,000	500,000	NEW
Equipment Reserve	121,000	121,000	121,000	121,000	0	0.0%
Total Expenditures	\$4,530,772	\$5,114,700	\$5,718,100	\$5,718,100	\$603,400	11.8%

Changes and Useful Information:

- **Personal Services** reflects approved salary increases as well as additional funds for part time help to assist in coverage at the Piney Church Yard Waste Facility and the Citizen Disposal at the County Landfill.
- **Operating Costs** decreased mainly due to adjustments in Pisgah postclosure contract services as well as adjustments in vehicle fuel based on activity.
- **Debt Service** increase is the full year impact of the FY2017 lease and for the FY2018 lease to purchase 1,500 blue recycling carts to expand the curbside recycling program.
- The FY2018 **Capital Outlay** budget is for the replacement of a pick up truck, a grinder, and a grapple truck.
- 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 51% recycling rate and a 5% source reduction credit equaling a total waste diversion rate of 56%. By the end of FY18 approximately 46,000 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 five 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 composting 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.

Positions:

<u>Title</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>
Director of Public Works	0.1	0.1	0.1	0.1	0.1
Asst. Dir. of Public Works - Facilities	0.1	0.1	0.2	0.2	0.2
Inventory & Fleet Mgmt Op. Manager	0.0	0.0	0.1	0.1	0.1
Financial Support Manager	0.1	0.1	0.2	0.2	0.2
Recycling/Litter Control Superintendent	1.0	1.0	1.0	1.0	1.0
Recycling Manager	1.0	1.0	1.0	1.0	1.0
Recycling Supervisor	1.0	1.0	1.0	2.0	2.0
Inventory Control Specialist	0.0	0.0	0.1	0.1	0.1
Management Support Specialist	0.1	0.1	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	0.0	0.0	0.1	0.1	0.1
Solid Waste Worker	3.5	3.5	4.5	4.5	4.5
Part Time Positions	12.5	12.5	12.5	13.1	14.9
Total Full Time Equivalent	24.4	24.4	25.8	27.4	29.2

Environmental Services

Department: Planning and Growth Management 35.07
Division \ Program: Various Environmental Programs Fund: Enterprise
Program Administrator: Steve Kaii-Ziegler, Director of Planning & Growth Management
<http://www.charlescountymd.gov/pgm/planning/watershed/septic-system-pump-out-reimbursement-program>

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Operating Costs	\$90,130	\$100,000	\$100,000	\$100,000	\$0	0.0%
Total Expenditures	\$90,130	\$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

Steve Kaii-Ziegler, Director of Planning & Growth Management

Mailing Address: P.O. Box 2150, La Plata, MD 20646

301-645-0627 301-870-3935

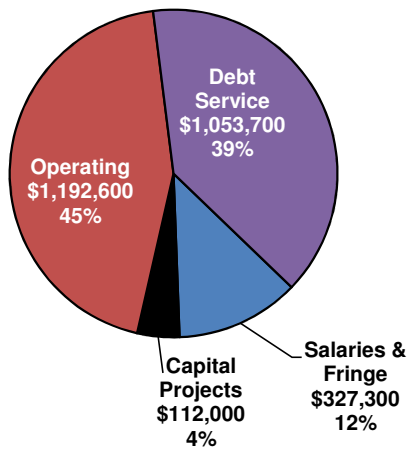
Physical Address: 200 Baltimore St., La Plata, MD 20646

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

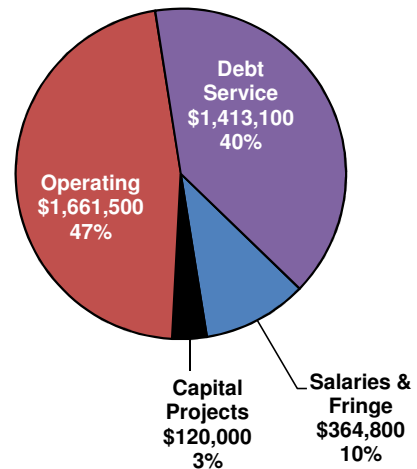
<http://www.charlescountymd.gov/pgm/planning/watershed/watershed-restoration-protection>

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 \$54 per improved property in FY2018. The fee is established annually based on the estimated cost of various programs divided by the number of improved properties. Properties within the Town of La Plata are not charged the fee, since the Town has a stormwater fee for similar purposes.

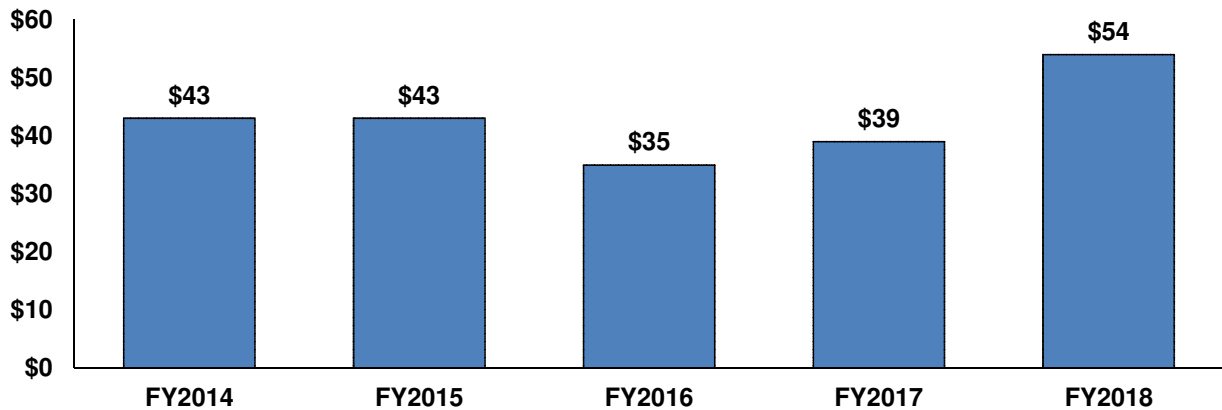
FY2017
Total: \$2,685,600



FY2018
Total: \$3,559,400



Stormwater Remediation Fee



Objectives & Measurements

<u>Objectives & Measurements:</u>	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Projected	FY18 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	100 outfalls	100 outfalls	101 outfalls	100 outfalls	100 outfalls
b) Property Maintenance & Management Inspection - # of sites	4	3	3	3	3
c) Watershed Assessment/Total Maximum Daily Load Planning - # of assessments/plans	1	1	3	1	7
d) Small Watershed Water Quality Monitoring (Chemical, Biological, Geomorphic, Best Management Practice Assess) - # of samples/surveys	12	12	18	12	12
e) Large Watershed Water Quality Monitoring (Chemicals) - # of samples	20	25	20	20	20
f) Public Outreach and Education Program - # of events	2	1	8	10	10
g) Public Service Announcements - # TV, Radio, Social Media Spots	0	365	365	3,328	3,500
h) WPRP Appeal, Credit, and Hardship Processing					
Property owners receiving a 50% Credit.	69	91	100	100	100
Property owners receiving a 100% Exemption.	5	8	8	5	8
i) Grants - # awarded	0	0	2	4	4
<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	1,777	2,068	1,452	2,250	2,000
<u>RIM 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	210 plans	230 plans	974 plans	950 plans	950 plans
<u>Roads Objective: To reduce pollution in the Chesapeake Bay Watershed.</u>					
Number of storm water basins/inlets inspected	2,120	1,670	1,895	1,700	1,700
Number of storm water basins/inlets cleaned	149	198	168	150	160
Number of storm water basins/inlets repaired	80	57	75	70	70
Tons of trash/debris removed from basins/inlets	124.9	36.0	57.4	80.0	80.0
Number of storm water management ponds cleaned/repared	12	28	33	20	30
Tons of trash/debris removed by street sweeping	162.9	198.0	213.1	200.0	200.0

Watershed Protection and Restoration Fund

Department: Planning and Growth Management 50.07.19
Division \ Program: Planning Fund: Enterprise
Program Administrator: Steven Ball, Planning Director
<http://www.charlescountymd.gov/pgm/planning/watershed/watershed-restoration-protection>

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$135,063	\$148,900	\$153,700	\$153,700	\$4,800	3.2%
Fringe Benefits	37,243	42,100	46,000	46,000	3,900	9.3%
Operating Costs	393,122	348,100	373,100	373,100	25,000	7.2%
Debt Service	740,331	1,053,700	1,413,100	1,413,100	359,400	34.1%
Capital Projects	35,000	112,000	120,000	120,000	8,000	7.1%
Total Expenditures	\$1,340,760	\$1,704,800	\$2,105,900	\$2,105,900	\$401,100	23.5%

Changes and Useful Information:

- **Personal Services** increase includes approved salary increases.
- The **Operating Costs** budget was increased to provide additional funds for the Watershed Grant Program.
- **Debt Service** represents principal and interest payments on stormwater management bonds.
- The FY2018 **Capital Projects** budget represents funding for two studies:
 - A fee review the application of the Watershed Fund to failing septic improvement projects and the associated parameters for those projects.
 - 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.

Positions:

<u>Title</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>
Planner IV	0.0	0.3	0.3	0.3	0.3
Planner I-III	1.8	1.8	1.8	1.8	1.8
Total Full Time Equivalent	1.8	2.0	2.0	2.0	2.0

Watershed Protection and Restoration Fund

Department: Planning and Growth Management 50.07.31
Division \ Program: Codes, Permits & Inspection Services \ Fund: Enterprise
 Inspections & Enforcement

Program Administrator: Hamendra K Mathur, Acting Chief of Codes, Permits, and Inspection Services

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$8,357	\$11,600	\$11,900	\$11,900	\$300	2.6%
Fringe Benefits	2,007	4,000	4,000	4,000	0	0.0%
Operating Costs	180,743	166,500	166,500	166,500	0	0.0%
Total Expenditures	\$191,106	\$182,100	\$182,400	\$182,400	\$300	0.2%

Changes and Useful Information:

- **Personal Services** increase includes approved salary increases.
- **Operating Costs** funds Contractual staff to perform stormwater maintenance inspections and illicit discharge inspections as required by the federal Clean Water Act.

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>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>
Development Services Manager	0.0	0.0	0.1	0.1	0.1
Total Full Time Equivalent	0.0	0.0	0.1	0.1	0.1

Department: Planning and Growth Management 50.07.61
Division \ Program: Codes, Permits & Inspection Services\Codes & Permits Fund: Enterprise
Program Administrator: Hamendra K Mathur, Acting Chief of Codes, Permits, and Inspection Services

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$38,258	\$38,900	\$73,500	\$40,100	\$1,200	3.1%
Fringe Benefits	13,624	13,200	26,700	14,100	900	6.8%
Operating Costs	0	0	1,800	0	0	N/A
Total Expenditures	\$51,882	\$52,100	\$102,000	\$54,200	\$2,100	4.0%

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>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>
Engineer I - IV	0.5	0.5	0.5	0.4	0.4
Floodplain Management Engineer	0.0	0.0	0.0	0.1	0.1
Total Full Time Equivalent	0.5	0.5	0.5	0.5	0.5

Watershed Protection and Restoration Fund

Department: Planning and Growth Management 50.07.91
Division \ Program: Resource & Infrastructure Management Fund: Enterprise
Program Administrator: Jason Groth, Chief of Resource & Infrastructure Management

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$0	\$0	\$9,300	\$9,300	\$9,300	NEW
Fringe Benefits	0	0	3,300	3,300	3,300	NEW
Operating Costs	184,957	215,000	215,000	215,000	0	0.0%
Total Expenditures	\$184,957	\$215,000	\$227,600	\$227,600	\$12,600	5.9%

Changes and Useful Information:

- **Personal Services and Fringe Benefits** represents charging 10% of a position who manages the mapping contracts for the Resource & Infrastructure Management Division.
- **Operating Costs** represent the cost of mapping Best Management Practice facilities, existing Impervious Surfaces, and Forest Conservation easements.

Description:

The Charles County storm sewer system is operated per its National Pollutant Discharge Elimination System (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. The Resource and Infrastructure Management Division work includes continuous updating of the digital mapping of the County's storm sewer system in the County's Geographic Information System.

Positions:

	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE	FY18 FTE
Title Resource Analyst - GIS	0.0	0.0	0.0	0.0	0.1
Total Full Time Equivalent	0.0	0.0	0.0	0.0	0.1

Department: Public Works 50.05.06
Division \ Program: Facilities - Administration Fund: Enterprise
Program Administrator: Bill Shreve, Director of Public Works
 Dennis Fleming, Chief of Environmental Resources

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$56,260	\$54,000	\$56,000	\$56,000	\$2,000	3.7%
Fringe Benefits	14,922	14,600	15,600	15,600	1,000	6.8%
Operating Costs	68,455	127,500	127,000	127,000	(500)	-0.4%
Total Expenditures	\$139,637	\$196,100	\$198,600	\$198,600	\$2,500	1.3%

Changes and Useful Information:

- **Personal Services** increase includes approved salary increases.
- **Operating Costs** was adjusted to estimate actual.

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:

	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE	FY18 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

Watershed Protection and Restoration Fund

Department: Public Works 50.05.53
Division \ Program: Road Maintenance Fund: Enterprise
Program Administrator: Steve Staples, Chief of Roads

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$0	\$0	\$8,100	\$8,100	\$8,100	NEW
Fringe Benefits	0	0	2,700	2,700	2,700	NEW
Operating Costs	316,972	319,500	729,900	729,900	410,400	128.5%
Total Expenditures	\$316,972	\$319,500	\$740,700	\$740,700	\$421,200	131.8%

Changes and Useful Information:

- **Personal Services and Fringe Benefits** represents charging 10% of a position who manages the storm water related contracts for the Road Maintenance Division.
- **Operating Costs** represent contract services for street sweeping, stormwater maintenance, storm drain, inlet cleaning, inlet inspection and scheduling, and deicing pollution prevention. For FY2018, additional funding was provided for staff to keep up with the growing demands to maintain and repair County owned stormwater facilities as required by the federal Clean Water Act.

Description:

Contract services needed to initiate a program that will monitor and control storm water quality as part of the NPDES.

Positions:	FY14	FY15	FY16	FY17	FY18
Title	FTE	FTE	FTE	FTE	FTE
Bridge Mgmt/Project Manager	0.0	0.0	0.0	0.0	0.1
Total Full Time Equivalent	0.0	0.0	0.0	0.0	0.1

Department: County Attorney 50.16
Division \ Program: County Attorney Fund: Enterprise
Program Administrator: Rhonda Weaver, Esq., County Attorney

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Operating Costs	\$23,665	\$16,000	\$50,000	\$50,000	\$34,000	212.5%
Total Expenditures	\$23,665	\$16,000	\$50,000	\$50,000	\$34,000	212.5%

Changes and Useful Information:

- The **Operating Costs** increase represents the estimated FY2018 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

Steve Kaii-Ziegler, Director of Planning & Growth Management

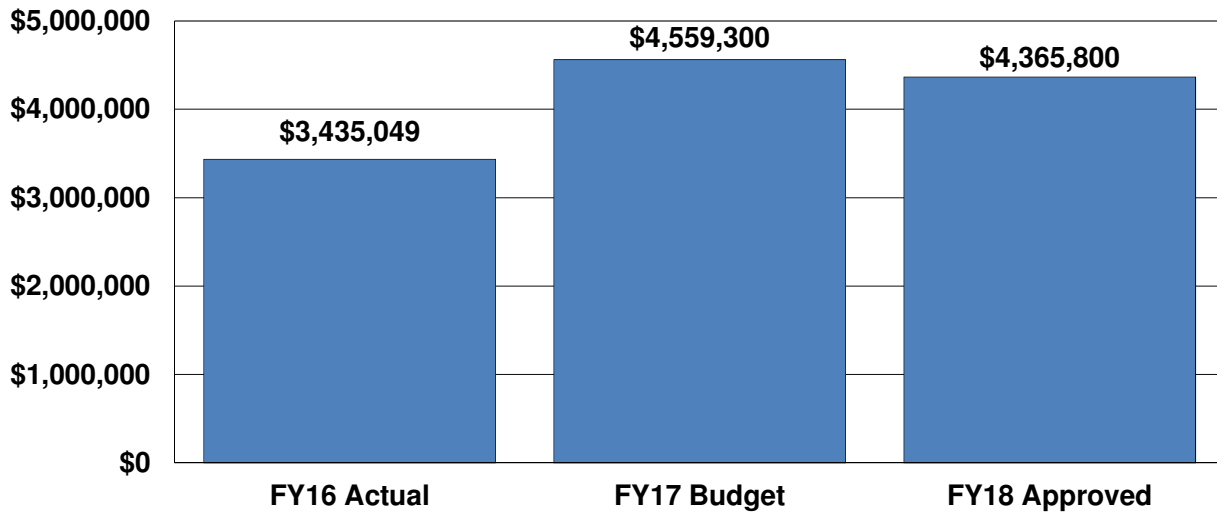
301-645-0627 301-870-3935

Mailing Address: P.O. Box 2150, La Plata, MD 20646

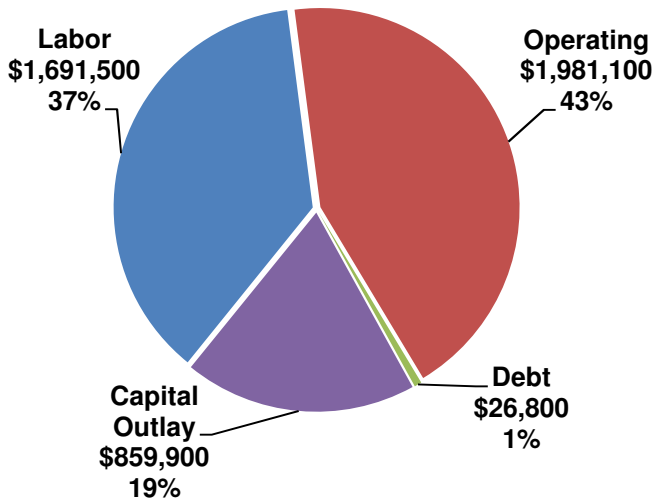
8:00 a.m.-4:30 p.m. M-F

Physical Address: 200 Baltimore St., La Plata, MD 20646

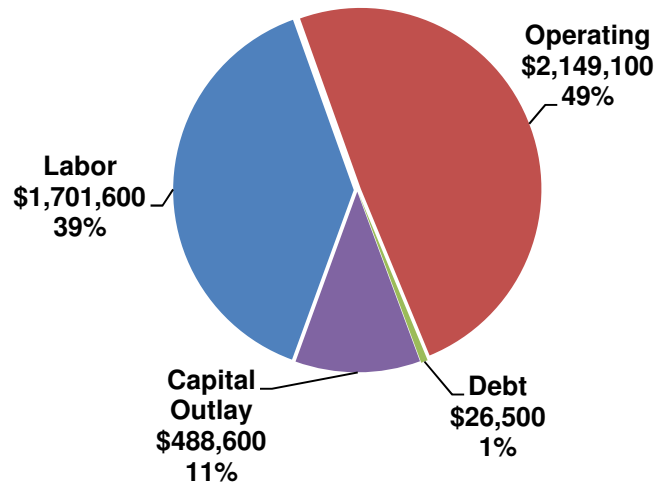
www.charlescountymd.gov/pgm/cpis/codes-permits-inspection-services



FY17
Total: \$4,559,300



FY18
Total: \$4,365,800



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:	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Projected	FY18 Estimated
Permits					
<i>Objective: privatized contract, for inspections complying with various local, state and federal laws.</i>					
Total all inspections	24,090	29,424	27,923	30,820	31,200
Total inspections per FTE	4,818	5,350	5,077	5,604	5,636
# of building inspections	11,624	15,566	13,528	13,835	14,000
% of inspections addressed w/i 24 hrs. per inspector (5.5) as of FY16	99%	99%	99%	99%	99%
	2,324	2,830	2,460	2,515	2,545
# of plumbing inspections (PGM & WS)	5,339	5,187	5,604	6,165	6,200
% of inspections addressed w/i 24 hrs. per inspector (5.5) as of FY16	99%	99%	99%	99%	99%
	1,068	929	1,019	1,233	1,127
# of electrical inspections	5,090	6,193	6,522	7,620	7,700
% of inspections addressed w/i 24 hrs. per inspector (5.5) as of FY16	99%	99%	99%	99%	99%
	1,006	1,126	1,186	1,385	1,400
# of mechanical inspections	2,037	2,558	2,269	3,200	3,300
per inspector (5.5) as of FY16	407	465	413	582	600
Request for assistance code enforcement/interpretation					
Initiated	486	758	572	417	500
Completed	484	497	500	567	800
Outstanding	787	1,048	976	826	526
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	112	131	128	129	129
# of active projects reviewed:					
Permits issued	123	101	130	123	127
Permit revisions issued	11	17	37	24	31
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	1,906	2,536	2,881	2,635	2,758
Average review span (days)	2	3	4	6	5
Building permit plan review commercial	262	364	330	217	274
Average review span (days)	4	4	6	12	9

Inspections & Review

Department: Planning and Growth Management Account: 07.07.31
Division\Program: Codes, Permits & Inspection Svcs\Inspections & Enforcement Fund: Enterprise
Program Administrator: Hamendra Mathur, Acting Chief of Codes, Permits & Inspection Services
www.charlescountymd.gov/pgm/cpis/inspections

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg
Personal Services	\$1,027,488	\$1,022,700	\$1,199,700	\$1,058,900	\$36,200	3.5%
Fringe Benefits	337,035	333,100	425,300	364,300	31,200	9.4%
Operating Costs	1,265,373	1,312,400	1,484,500	1,460,800	148,400	11.3%
Debt Service	18,693	18,900	18,700	18,700	(200)	-1.1%
Operating Contingency	0	192,100	15,600	33,300	(158,800)	-82.7%
Total Expenditures	\$2,648,589	\$2,879,200	\$3,143,800	\$2,936,000	\$56,800	2.0%
Revenues	\$3,390,145	\$3,104,600	\$3,189,500	\$3,189,500	\$84,900	2.7%
Surplus/(Deficit)	\$741,556	\$225,400	\$45,700	\$253,500	\$28,100	12.5%

Changes and Useful Information:

- **Personal Services were adjusted** based on current staffing levels and includes approved salary increases.
- The **Operating Costs** budget increase is due to the following:
 - Additional Contract Services due to Maryland Department of Transportation State Highway Administration (SHA) no longer inspecting traffic signal construction and modifications at the intersections of County roads with State roads.
 - Other line items were adjusted based on current activity and reduced for one time FY2017 costs.
- **Operating Contingency** is to cover unanticipated revenue shortfalls or expenditure overruns.
- **Revenues** were adjusted due to lower activity in FY2017 and for the net impact of new fees to fund County's cost to inspect Traffic Signals since SHA no longer provides this service.

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:	Hamendra Mathur, Acting Chief of Codes, Permits & Inspection Services		

<u>Positions:</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</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	0.5	0.5	0.5
Building & Permit & Enforcement Mgr	0.8	0.8	0.6	0.6	0.6
Engineer IV	0.2	0.2	0.0	0.0	0.0
Development Services Manager	0.0	0.0	0.3	0.3	0.3
Utilities Senior Project Manager	0.1	0.1	0.1	0.1	0.1
Floodplain Management Engineer	0.0	0.0	0.0	0.4	0.4
Engineer I-III	1.1	1.1	1.1	0.7	0.7
Inspections Superintendent	1.0	1.0	1.0	1.0	1.0
Permits Processing Supervisor	0.4	0.4	0.4	0.4	0.4
Construction Inspection Supervisor	2.0	2.0	2.0	2.0	2.0
Building Code Official	1.0	1.0	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	0.5	0.5	0.5
Construction Inspectors	2.0	2.0	2.0	2.0	2.0
Dev & Bond Specialist	0.5	0.5	0.5	0.5	0.5
Project Administrative Specialist	0.5	0.5	0.5	0.5	0.5
Administrative Associate	1.0	1.0	1.0	1.0	1.0
Permits Specialist	0.5	0.5	1.0	1.0	1.0
Office Associate I - III	2.3	2.3	1.8	1.8	1.8
Part Time	0.2	0.2	0.8	1.3	1.3
Total Full Time Equivalent	15.5	15.5	15.8	16.3	16.3

Inspections & Review

Department: Planning and Growth Management Account: 07.07.61
Division\Program: Codes, Permits & Inspection Services\Codes and Permits Fund: Enterprise
Program Administrator: Hamendra Mathur, Acting Chief of Codes, Permits & Inspection Services
www.charlescountymd.gov/pgm/cpis/permits

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg
Personal Services	\$185,009	\$189,100	\$238,300	\$194,900	\$5,800	3.1%
Fringe Benefits	64,081	63,700	85,300	67,700	4,000	6.3%
Operating Costs	454,190	438,300	502,800	500,200	61,900	14.1%
Debt Service	7,716	7,900	7,800	7,800	(100)	-1.3%
Operating Contingency	0	0	5,000	0	0	N/A
Total Expenditures	\$710,996	\$699,000	\$839,200	\$770,600	\$71,600	10.2%
Revenues	\$585,663	\$473,600	\$517,100	\$517,100	\$43,500	9.2%
Surplus/(Deficit)	(\$125,334)	(\$225,400)	(\$322,100)	(\$253,500)	(\$28,100)	12.5%

Changes and Useful Information:

- **Personal Services** funds approved salary increases.
- **Operating Costs** are increasing as a result of:
 - Contract Services increasing due to the Maryland Department of Transportation State Highway Administration (SHA) no longer inspecting traffic signal construction and modifications at the intersections of County roads with State roads and recent trends in contracts services on antenna/tower permit plan reviews.
- **Revenues** were adjusted based on anticipated FY2018 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:	FY14	FY15	FY16	FY17	FY18
Title	FTE	FTE	FTE	FTE	FTE
Chief of Codes, Permits, Inspections	0.1	0.1	0.1	0.1	0.1
Building & Permit & Enforcement Mgr	0.0	0.0	0.2	0.2	0.2
Floodplain Management Engineer	0.0	0.0	0.0	0.5	0.5
Engineer I - III	1.8	1.8	1.8	1.3	1.3
Permits Processing Supervisor	0.1	0.1	0.1	0.1	0.1
Office Associate III	0.1	0.1	0.1	0.1	0.1
Total Full Time	2.1	2.1	2.3	2.3	2.3

Inspections & Review

Department: Planning and Growth Management **Account:** 07.07.19
Division\Program: Site Design and Architectural Review (SDAR) **Fund:** Enterprise
Program Administrator: Steven Ball, Director of Planning
www.charlescountymd.gov/pgm/general/pgm-publications

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg
Personal Services	\$39,846	\$15,800	\$15,800	\$15,800	\$0	0.0%
Operating Costs	23,520	24,100	18,200	18,200	(5,900)	-24.5%
Operating Contingency	0	14,200	19,200	19,200	5,000	35.2%
Total Expenditures	\$63,366	\$54,100	\$53,200	\$53,200	(\$900)	-1.7%
Total Revenues	\$63,366	\$54,100	\$53,200	\$53,200	(\$900)	-1.7%
Surplus/(Deficit)	\$0	\$0	\$0	\$0	\$0	N/A

Changes and Useful Information:

- **Operating Costs** for Contract Archeologist were adjusted based estimated revenues.
- **Operating Contingency** covers unanticipated revenue shortfalls or expenditure overruns associated with the archeological resource review.
- **Revenues** were adjusted based on anticipated activity.

Description:

Site Design and Architectural Review

Established by the Commissioners in 2004, these accounts may be used for independent design professional services for review of developer design code. The design code was a requirement for the approval of a mixed residential cluster development but now will apply only to floating zones as mixed residential clusters are no longer permitted. The applicant pays the County for the service.

Positions:

<u>Title</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>
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

Inspections & Review

Department: Planning and Growth Management **Account:** 07.07.06
Division\Program: Administration - Technology Fee **Fund:** Enterprise
Program Administrator: Steve Kaii-Ziegler, Director of Planning Growth Management

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg
Personal Services	\$0	\$45,700	\$0	\$0	(\$45,700)	N/A
Fringe Benefits	0	21,400	0	0	(21,400)	N/A
Operating Costs	18,303	0	117,400	117,400	117,400	N/A
Debt Service	(6,205)	0	0	0	0	N/A
Capital Outlay	0	859,900	488,600	488,600	(371,300)	-43.2%
Total Expenditures	\$12,098	\$927,000	\$606,000	\$606,000	(\$321,000)	-34.6%
Total Revenues	\$175,994	\$927,000	\$606,000	\$606,000	(\$321,000)	-34.6%
Surplus/(Deficit)	\$163,896	\$0	\$0	\$0	\$0	N/A

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** were decreased due to one time costs incurred in FY2017.
- **Operating Costs** represents the software maintenance agreement and contract consultant.
- The FY2018 **Capital Outlay** budget represents the amount to purchase the second half of the land use, subdivision, code enforcement, and permit activities software.
- **Revenues** represent expected revenues and the use of Fund Balance.

Description

This department is used to account for the cost associated with the Technology Upgrade.

Positions:

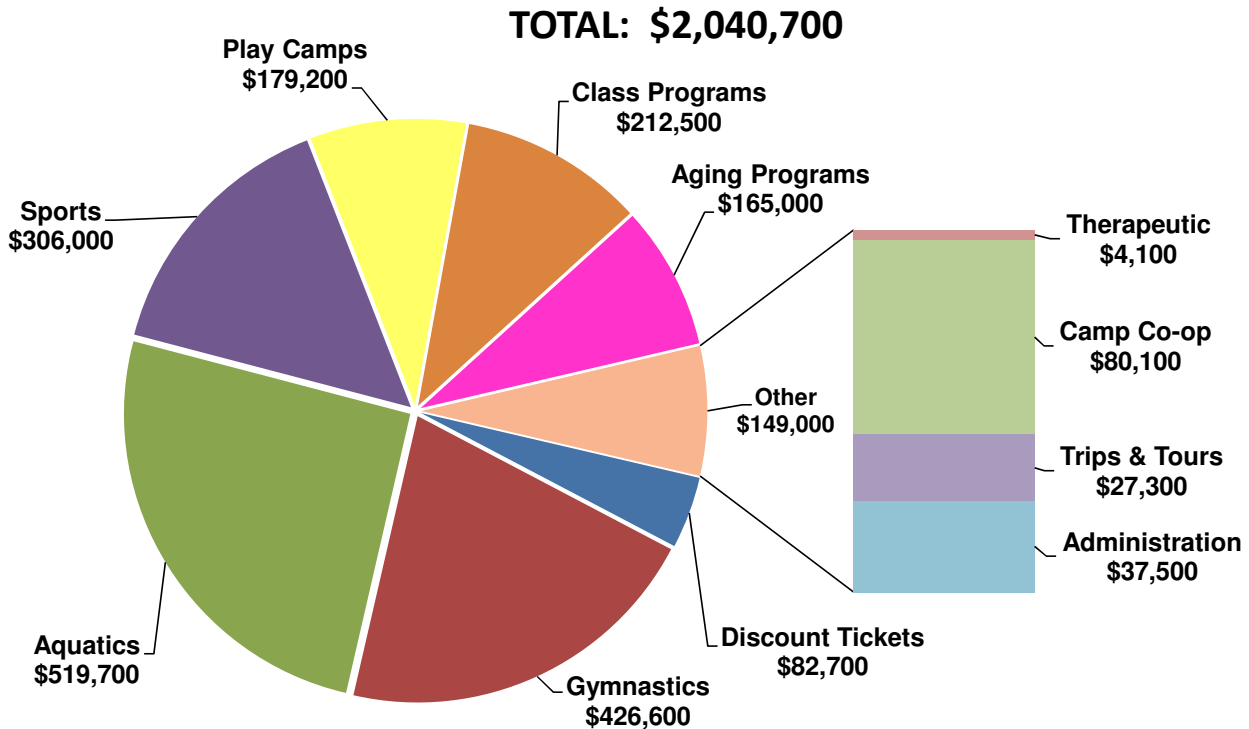
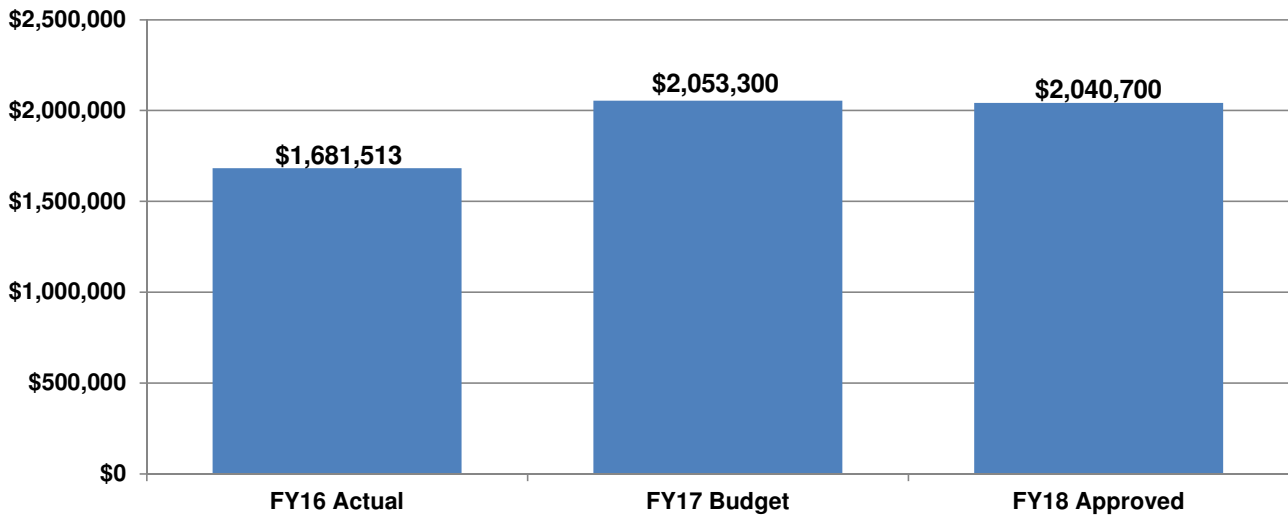
<u>Title</u>	<u>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>
Consultant/Director	0.0	0.0	0.0	0.3	0.0
Total Full Time Equivalent	0.0	0.0	0.0	0.3	0.0

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

Haywood Evans, 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		
	www.charlescountyparks.com		

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg.
Personal Services	\$809,370	\$889,100	\$980,200	\$982,800	\$93,700	10.5%
Fringe Benefits	115,742	148,900	153,300	153,700	4,800	3.2%
Operating Costs	497,909	670,000	733,800	733,800	63,800	9.5%
Debt Service	150,414	151,700	3,200	3,200	(148,500)	-97.9%
Operating Contingency	0	5,200	5,200	2,200	(3,000)	-57.7%
Capital Outlay	9,517	9,500	0	0	(9,500)	N/A
Total Expenditures	\$1,582,951	\$1,874,400	\$1,875,700	\$1,875,700	\$1,300	0.1%
Revenues	\$1,589,748	\$1,874,400	\$1,875,700	\$1,875,700	\$1,300	0.1%

Changes and Useful Information:

- **Personal Services** was increased to provide additional part time hours for the extended length of summer camps, and to fund approved salary increases.
- The **Operating Costs** budget was adjusted for recent trends and for the extended summer break for schools.
- **Debt Service** was decreased due to the retirement of debt associated with Elite Gymnastics.
- **Operating Contingency** is to cover unanticipated revenue shortfalls or expenditure overruns.

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. Additionally, martial arts is available at Elite.
- Community Centers are facilities that offer a variety of programs, services, activities and recreational opportunities to persons of all ages. More than merely a building, community centers are focal points in each geographic area of Charles County and generate a sense of community through interaction and programming. In addition to traditional recreation programs, the Centers offer less structured programs geared toward developing community cohesion and providing supportive services. Community Centers programs include: Class programs, Middle School After School program, Drop In programs, Summer Camps, Fitness classes and Special Events.

Positions:

<u>Title</u>	<u>FY14</u> <u>FTE</u>	<u>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>
Sports Program Supervisor	1.0	1.0	1.0	1.0	1.0
Recreation Center Coordinator	1.0	1.0	1.0	1.0	1.0
Administrative Associate	0.3	0.3	0.0	0.0	0.0
Assistant Recreation Specialist	0.8	0.8	0.8	0.8	0.8
Part Time Positions	25.5	27.2	28.9	28.9	29.3
Total Full Time Equivalent	28.6	30.3	31.7	31.7	32.1

Recreation

Department: Community Services Account: 24.06.21.11
Division/Program: Aging & Senior Programs - Nanjemoy Community Center Fund: Enterprise
Program Administrator: Dina Barclay, Chief of Aging & Human Services
www.charlescountymd.gov/cs/aging/aging-and-senior-programs

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg
Personal Services	\$3,710	\$8,100	\$8,100	\$8,100	\$0	0.0%
Fringe Benefits	416	1,200	1,200	1,200	0	0.0%
Operating Costs	4,464	8,300	5,500	5,500	(2,800)	-33.7%
Total Expenditures	\$8,590	\$17,600	\$14,800	\$14,800	(\$2,800)	-15.9%
Revenues	\$15,356	\$17,500	\$17,000	\$17,000	(\$500)	-2.9%

Changes and Useful Information:

- **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:	FY14	FY15	FY16	FY17	FY18
Title	FTE	FTE	FTE	FTE	FTE
Part Time Positions	0.3	0.3	0.3	0.2	0.2
Total Full Time Equivalent	0.3	0.3	0.3	0.2	0.2

Department: Community Services Account: 24.06.21
Division/Program: Aging & Senior Programs - Senior Services Fund: Enterprise
Program Administrator: Dina Barclay, Chief of Aging & Human Services
www.charlescountymd.gov/cs/aging/aging-and-senior-programs

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg
Personal Services	\$19,122	\$60,300	\$53,600	\$53,700	(\$6,600)	-10.9%
Fringe Benefits	2,919	7,300	7,300	7,300	0	0.0%
Operating Costs	67,932	80,400	81,100	81,100	700	0.9%
Operating Contingency	0	13,300	8,200	8,100	(5,200)	-39.1%
Total Expenditures	\$89,973	\$161,300	\$150,200	\$150,200	(\$11,100)	-6.9%
Revenues	\$142,213	\$161,400	\$148,000	\$148,000	(\$13,400)	-8.3%

Changes and Useful Information:

- **Personal Services** decreased due to a reduction in Part Time funding because of changes in program operation.
- **Operating Costs** were adjusted to recent trends.
- **Operating Contingency** is to cover unanticipated revenue shortfalls or expenditure overruns.

Description:

Program fees and donations support education, recreational, and social activities for Senior Citizens.

Positions:	FY14	FY15	FY16	FY17	FY18
Title	FTE	FTE	FTE	FTE	FTE
Senior Center Coordinator	0.0	0.1	0.1	0.1	0.1
Part Time Positions	3.2	3.2	3.2	2.8	2.8
Total Full Time Equivalent	3.2	3.3	3.3	3.0	3.0

Tourism Stadium Concert

Department: Administrative Services **Account:** 28
Division\Program: Tourism **Fund:** Enterprise
Program Administrator: Debra Pence, Chief of Tourism and Special Events
www.charlescountymd.gov/coadmin/tourism/tourism-office

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg
Operating Costs	\$0	\$73,200	\$73,200	\$73,200	\$0	0.0%
Total Expenditures	\$0	\$73,200	\$73,200	\$73,200	\$0	0.0%
Revenues	\$0	\$73,200	\$73,200	\$73,200	\$0	0.0%

Description:

The Tourism and Special Events Division will research with the Regency Furniture Stadium the feasibility of creating a sustainable Premier Stadium Concert Series.

Vending Machines

Department: Fiscal Services **Account:** 38
Division\Program: Accounting **Fund:** Enterprise
Program Administrator: William DeAtley, Chief of Accounting

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change from FY2017	% Chg
Operating Costs	\$107,085	\$140,600	\$140,600	\$140,600	\$0	0.0%
Total Expenditures	\$107,085	\$140,600	\$140,600	\$140,600	\$0	0.0%
Revenues	\$132,555	\$140,600	\$140,600	\$140,600	\$0	0.0%

Description

This fund is used to manage the vending machine funds collected in County facilities. Activity is estimated to remain flat for FY2018.

Other Governmental Funds

SPECIAL REVENUE FUNDS

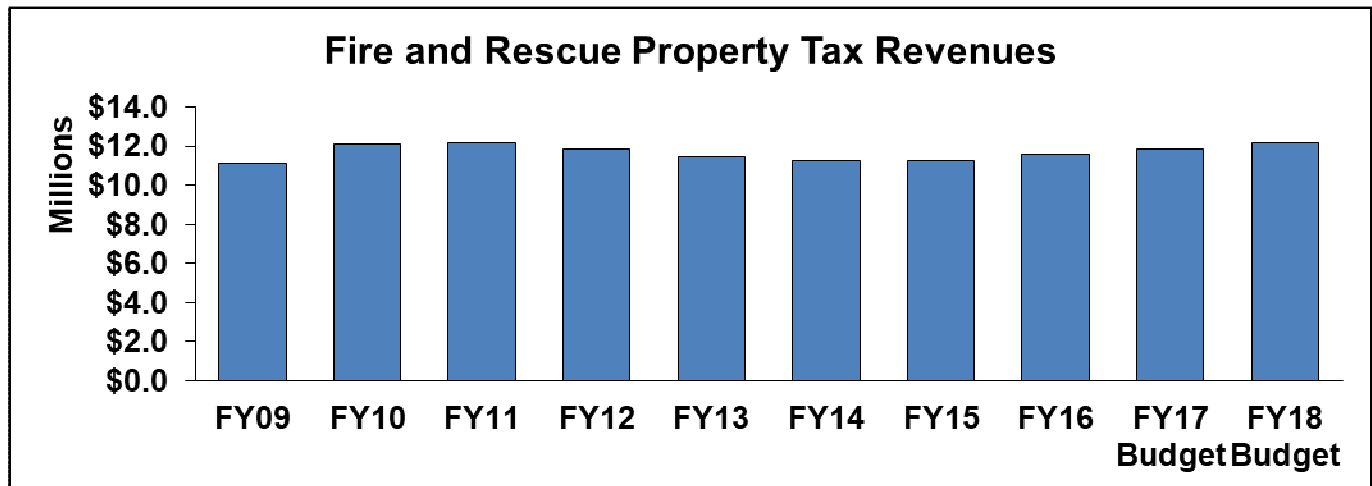
Special Revenue Funds are used to account for revenues that are legally restricted or formally designated for a particular purpose. The best examples of special revenue funds are State and Federal grant awards that have specific requirements associated with eligible program costs.

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.

The Maryland Department of Housing and Community Development provides 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 administers the Emergency Solutions Grant Program. This grant is awarded to local agencies.

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, and medical assistance. Operating revenues are primarily supported with Federal and State grants with 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.

Child Support programs are operated through a combined effort from the State's Attorney's Office (SAO) 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 SAO Child Support Division will move to the Charles County Department of Social Services effective July 1, 2018. 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 limited 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.

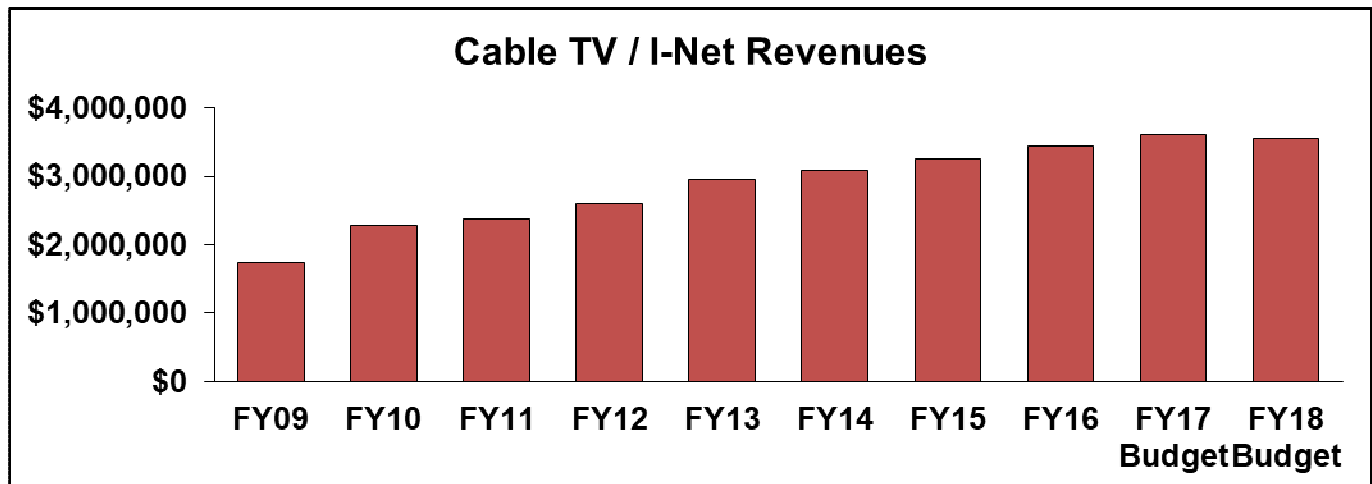
State grant funding provides support of local government efforts in the **Tourism** industry. The grant amount is determined based upon the County's prior year allowable expenditures; growth of prior year allowable expenditures over the same expenditures from the previous year to that year; growth of 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) which 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 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.

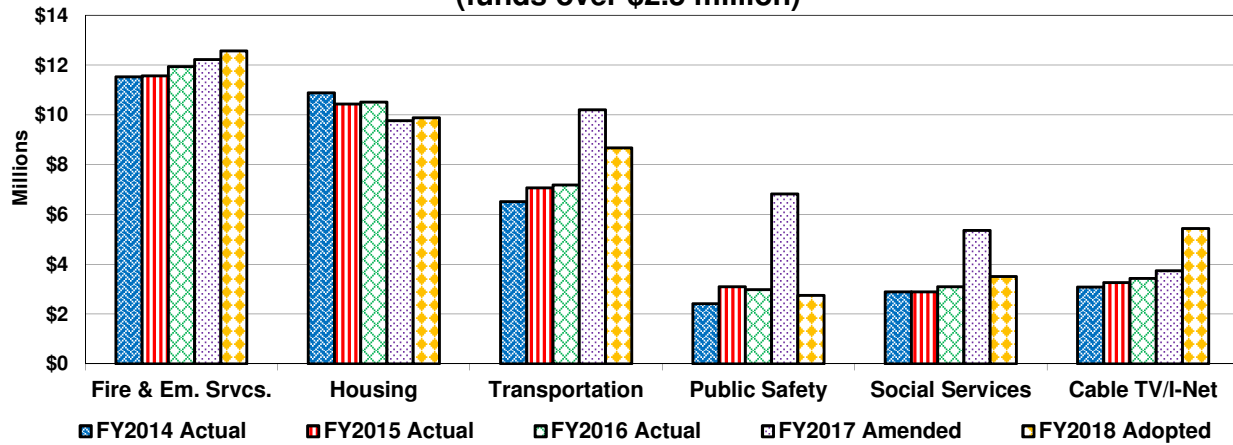
The **Southern Maryland Criminal Justice Academy** is funded by Charles, Calvert, and St. Mary's Counties. Funds from the Sheriff's General Fund budget are transferred to cover the Charles County share. Calvert and St. Mary's are billed for their respective portion of the cost.

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.

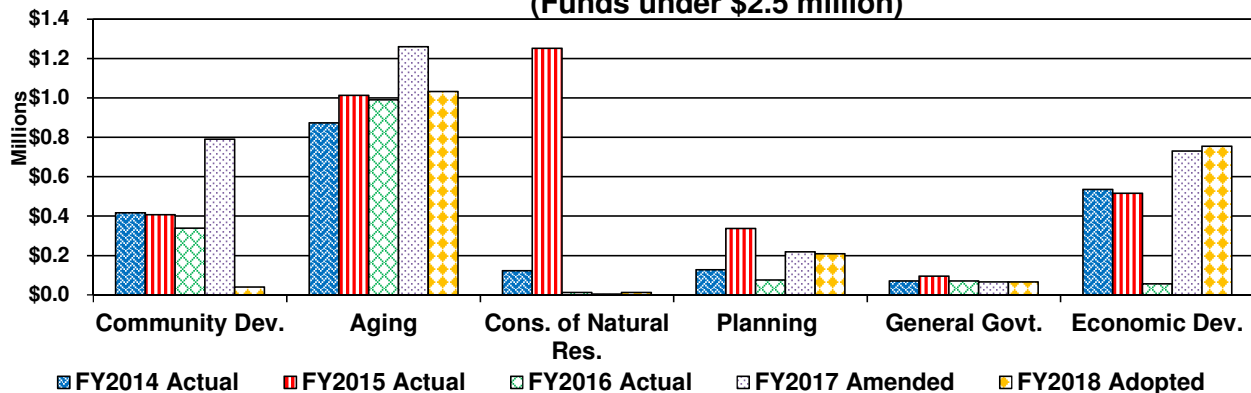
The **Nuisance Abatement Fund** was established to correct violations of Building Code, Nuisance Code or Zoning Ordinance. In those cases where the property owner has not met the requirements of a Court Order or Nuisance Abatement Hearing Board Order, County Code has provisions for the County to clean-up 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)



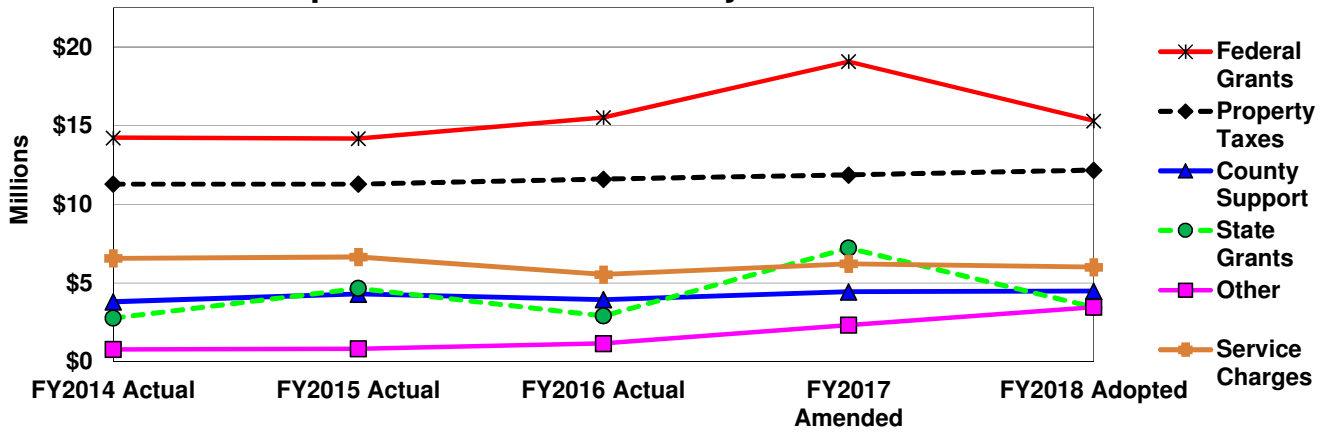
- Volunteer Fire and Emergency Medical Services continues to be the largest Special Revenue function. This program is funded primarily by Fire and Rescue Property Tax Revenue and will change based on property assessments.
- Housing program budgets fluctuate based on Federal funding and rent requirements.
- The increase in FY2017 for Transportation is due to roll over of multi-year capital grant items.
- Reduction in Public Safety grants is due to grants which are one time in nature.
- Social Services include Charles County Advocacy Council for Children, Youth, and Families (CCACCYF) and Child Support/Judicial grants. The FY2017 increase is due to the award of a multi-year federal grant to create the Southern Maryland Bridge Program. This program will provide children between the ages of 0-5, and their families, with Mental Health Services whether they are privately, publicly, or not insured. Reduction in FY2018 is the result of multi-year federal grants which are budgeted upon award and then unspent balances are carried over after fiscal year end and the move of the State's Attorney's Office Child Support Division to the Charles County Department of Social Services.
- The Cable TV/I-net Fund FY2018 increase provides one time funding from Fund Balance reserves to support the General Fund.

Special Revenue Fund by Account Function (Funds under \$2.5 million)



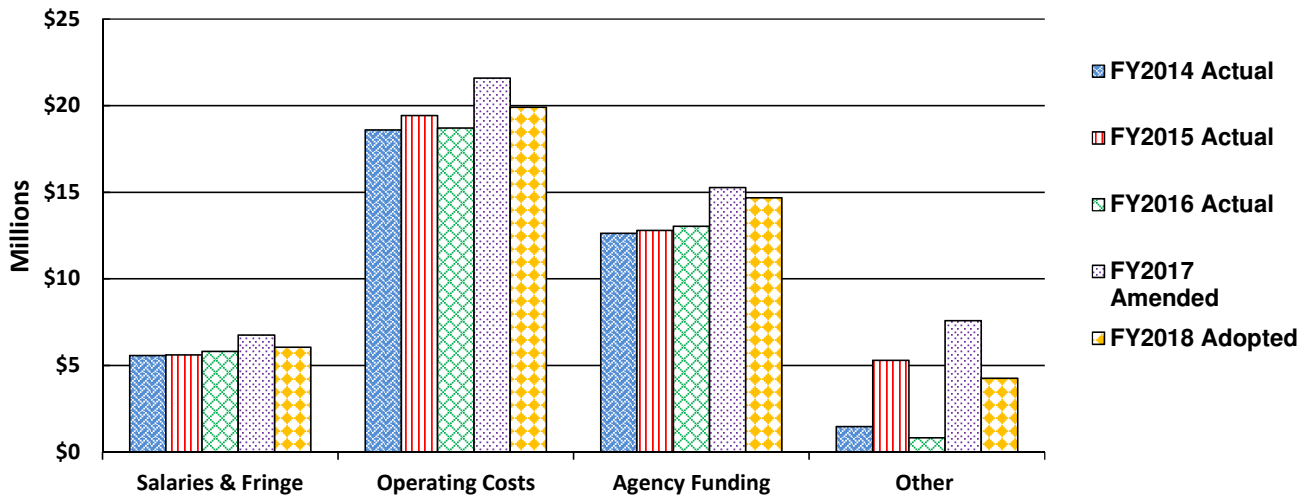
- Variations in Community Development are caused by grants which are typically one time in nature and are multi-year federal awards for which unspent balances will be carried over to FY2018.
- Variance in Aging grants is caused by Federal grants with a fiscal year end date of 09/30/17 for which unspent balances will be carried over to FY2018.
- The spike in FY2014 for Conservation of Natural Resources is to account for land purchases made through the Agricultural Preservation Program. The spike in FY2015 is due to the award of Tobacco Land Preservation Funds. Funds are not budgeted until awarded. Therefore, land purchase budgets are established during the fiscal year with a budget amendment.
- The spike in FY2015 for Planning Grants is due to the Community Economic Adjustment Assistance for Compatible Use and Joint Land Use Studies which is multi-year in nature. Any unspent balance was carried forward to FY2016 and FY2017 with a budget amendment.
- The trending 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. The increase in FY2018 is for a target of eight (8) Business Development Loans for Women, Minorities, and/or Veterans.

Special Revenue Funds by Revenue Source



- The Federal grants increase in FY2017 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 FY2018 funds may increase due to mid-year grant awards and carryover balances.
- Property Tax Revenue is reflective of flat or slightly increased property assessments through FY2017. A slight increase is projected for FY2018.
- 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.
- The County match funds have remained relatively flat.
- State grant funding increased in FY2015 and decreased in FY2016 due to the award of Tobacco Land Preservation Funds. Funds are not budgeted until award. If not spent in the current year, they are reserved for future use and budgeted once property has been identified for purchase. The spike in FY2017 is due to award of one-time Emergency Number Service Board 9-1-1 Trust Fund grants for capital items.
- Sources of Other revenue 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 FY2017 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.
- The second largest category is Agency Funding which primarily distributes the collected funds 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.
- The spiked in Other Expense is attributed to one-time capital purchases within the Transportation and Emergency Management Grants Programs and transfers related to the Cable Fund.

SPECIAL REVENUE FUNDS

	FY2016 <u>Actual</u>	FY2017 <u>Adopted</u>	FY2017 <u>Amended</u>	FY2018 <u>Adopted</u>	\$ Change from FY17 <u>Amended</u>	% <u>Change</u>
<u>PROPERTY TAX RELATED FUNDS:</u>						
Fire & Rescue						
Revenues						
Property Taxes	\$11,592,340	\$11,871,000	\$11,871,000	\$12,167,500	\$296,500	2.5%
State Grants	337,295	337,295	337,295	380,892	43,597	12.9%
Interest Income	15,064	7,000	7,000	15,000	8,000	114.3%
Total Revenues	\$11,944,699	\$12,215,295	\$12,215,295	\$12,563,392	\$348,097	2.8%
Expenses						
Personal Services	\$15,000	\$15,000	\$15,000	\$15,000	\$0	0.0%
Operating Costs	6,545	7,800	7,800	7,800	0	0.0%
Agency Funding	11,983,643	12,192,495	12,192,495	12,540,592	348,097	2.9%
Total	\$12,005,188	\$12,215,295	\$12,215,295	\$12,563,392	\$348,097	2.8%
Variance	(\$60,489)	\$0	\$0	\$0		
Beginning Fund Balance	<u>152,694</u>					
Ending Fund Balance	<u>\$92,205</u>					

Agricultural Preservation

Revenues						
Property Taxes	\$11,971	\$4,200	\$4,200	\$12,000	\$7,800	185.7%
Total Revenues	\$11,971	\$4,200	\$4,200	\$12,000	\$7,800	185.7%
Expenses						
Personal Services	\$10,911	\$3,000	\$3,000	\$9,800	\$6,800	226.7%
Operating Costs	1,060	1,200	1,200	2,200	1,000	83.3%
Total	\$11,971	\$4,200	\$4,200	\$12,000	\$7,800	185.7%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	<u>1,227,212</u>					
Ending Fund Balance	<u>\$1,227,212</u>					

SPECIAL REVENUE FUNDS

	FY2016 <u>Actual</u>	FY2017 <u>Adopted</u>	FY2017 <u>Amended</u>	FY2018 <u>Adopted</u>	\$ Change from FY17 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Housing Assistance						
Revenues						
Federal Grants	\$9,627,522	\$10,012,250	\$8,830,572	\$8,878,754	\$48,182	0.5%
Service Charges	398,450	81,300	334,545	358,000	23,455	7.0%
Miscellaneous	35,524	26,800	51,600	53,000	1,400	2.7%
Total Operating Revenues	\$10,061,496	\$10,120,350	\$9,216,717	\$9,289,754	\$73,037	0.8%
County Match	107,944	180,850	143,707	182,300	38,593	26.9%
Total Revenues	\$10,169,440	\$10,301,200	\$9,360,424	\$9,472,054	\$111,630	1.2%
Expenses						
Personal Services	\$665,161	\$676,000	\$680,764	\$665,900	(\$14,864)	-2.2%
Fringe Benefits	221,138	213,100	212,675	228,900	16,225	7.6%
Operating Costs	9,026,108	9,412,100	8,466,985	8,577,254	110,269	1.3%
Total	\$9,912,406	\$10,301,200	\$9,360,424	\$9,472,054	\$111,630	1.2%
Variance	\$257,034	\$0	\$0	\$0		
Beginning Fund Balance	148,649					
Ending Fund Balance	<u>\$405,683</u>					

Transportation Programs

Revenues						
Federal Grants	\$2,748,295	\$3,673,706	\$4,517,742	\$3,412,288	(\$1,105,454)	-24.5%
State Grants	473,627	602,933	699,650	767,380	67,730	9.7%
Service Charges	992,255	1,333,355	1,333,355	1,147,407	(185,948)	-13.9%
Fines & Forfeitures	143,008	0	294,300	0	(294,300)	-100.0%
Miscellaneous	179,408	215,000	218,000	155,000	(63,000)	-28.9%
Total Operating Revenues	\$4,536,593	\$5,824,994	\$7,063,047	\$5,482,075	(\$1,580,972)	-22.4%
County Match	2,648,116	3,001,342	2,918,622	3,194,454	275,832	9.5%
Fund Balance Appropriation	0	20,198	221,080	0	(221,080)	-100.0%
Total Revenues	\$7,184,709	\$8,846,534	\$10,202,749	\$8,676,529	(\$1,526,220)	-15.0%
Expenses						
Personal Services	\$346,966	\$349,900	\$349,900	\$357,600	\$7,700	2.2%
Fringe Benefits	109,632	102,800	102,800	109,100	6,300	6.1%
Operating Costs	6,652,259	7,392,634	7,988,905	7,308,129	(680,776)	-8.5%
Capital Outlay	53,806	1,001,200	1,761,144	901,700	(859,444)	-48.8%
Total	\$7,162,663	\$8,846,534	\$10,202,749	\$8,676,529	(\$1,526,220)	-15.0%
Variance	\$22,046	\$0	\$0	\$0		
Beginning Fund Balance	305,013					
Ending Fund Balance	<u>\$327,059</u>					

SPECIAL REVENUE FUNDS

	FY2016 <u>Actual</u>	FY2017 <u>Adopted</u>	FY2017 <u>Amended</u>	FY2018 <u>Adopted</u>	\$ Change from FY17 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Charles County Advocacy Council for Children, Youth, and Families						
Revenues						
Federal Grants	\$238,597	\$880,780	\$1,890,770	\$1,066,784	(\$823,986)	-43.6%
State Grants	1,098,130	1,102,440	1,125,786	1,124,120	(1,666)	-0.1%
Service Charge	64,304	54,340	54,715	60,818	6,103	11.2%
Miscellaneous	14,870	0	9,005	0	(9,005)	-100.0%
Total Revenues	\$1,415,901	\$2,037,560	\$3,080,276	\$2,251,722	(\$828,554)	-26.9%
Expenses						
Personal Services	\$102,471	\$135,712	\$153,099	\$140,127	(\$12,972)	-8.5%
Fringe Benefits	23,338	44,743	49,627	38,722	(10,905)	-22.0%
Operating Costs	280,694	17,482	25,048	29,043	3,995	15.9%
Operating Contingency	0	9,499	9,499	17,610	8,111	85.4%
Agency Funding	975,114	1,830,124	2,843,003	2,026,220	(816,783)	-28.7%
Total	\$1,381,617	\$2,037,560	\$3,080,276	\$2,251,722	(\$828,554)	-26.9%
Variance	\$34,283	\$0	\$0	\$0		
Beginning Fund Balance	163,324					
Ending Fund Balance	<u>\$197,607</u>					

Child Support/Judicial Grants

Revenues						
Federal Grants	\$961,058	\$749,125	\$1,314,678	\$496,090	(\$818,588)	-62.3%
State Grants	340,117	381,931	456,280	649,152	192,872	42.3%
Total Operating Revenues	\$1,301,175	\$1,131,056	\$1,770,958	\$1,145,242	(\$625,716)	-35.3%
County Match	376,385	416,341	512,449	103,843	(408,606)	-79.7%
Total Revenues	\$1,677,560	\$1,547,397	\$2,283,407	\$1,249,085	(\$1,034,322)	-45.3%
Expenses						
Personal Services	\$785,943	\$849,282	\$949,281	\$425,250	(\$524,031)	-55.2%
Fringe Benefits	254,943	374,554	513,742	208,450	(305,292)	-59.4%
Operating Costs	636,674	323,561	810,884	578,981	(231,903)	-28.6%
Capital Outlay	0	0	9,500	36,404	26,904	283.2%
Total	\$1,677,560	\$1,547,397	\$2,283,407	\$1,249,085	(\$1,034,322)	-45.3%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

SPECIAL REVENUE FUNDS

	FY2016 <u>Actual</u>	FY2017 <u>Adopted</u>	FY2017 <u>Amended</u>	FY2018 <u>Adopted</u>	\$ Change from FY17 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Public Safety Grants						
Revenues						
Federal Grants	\$686,305	\$561,704	\$851,014	\$769,218	(\$81,796)	-9.6%
State Grants	74,131	30,000	206,520	80,000	(126,520)	-61.3%
Miscellaneous	11,523	0	20,371	0	(20,371)	-100.0%
Total Operating Revenues	\$771,959	\$591,704	\$1,077,905	\$849,218	(\$228,687)	-21.2%
County Match	565,625	624,371	649,227	813,153	163,926	25.2%
Total Revenues	\$1,337,584	\$1,216,075	\$1,727,132	\$1,662,371	(\$64,761)	-3.7%
Expenses						
Personal Services	\$771,406	\$728,000	\$963,383	\$977,600	\$14,217	1.5%
Fringe Benefits	329,574	364,300	385,172	535,936	150,764	39.1%
Operating Costs	192,796	94,875	298,492	119,935	(178,557)	-59.8%
Capital Outlay	43,809	28,900	80,085	28,900	(51,185)	-63.9%
Total	\$1,337,584	\$1,216,075	\$1,727,132	\$1,662,371	(\$64,761)	-3.7%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

Aging Grants

Revenues						
Federal Grants	\$503,460	\$467,106	\$724,543	\$539,513	(\$185,030)	-25.5%
State Grants	272,181	247,495	255,359	248,306	(7,053)	-2.8%
Service Charge	153,248	180,015	180,015	183,310	3,295	1.8%
Miscellaneous	61,449	54,200	64,491	54,200	(10,291)	-16.0%
Total Operating Revenues	\$990,338	\$948,816	\$1,224,408	\$1,025,329	(\$199,079)	-16.3%
County Match	0	30,037	30,037	0	(30,037)	-100.0%
Fund Balance Appropriation	0	5,500	5,500	8,100	2,600	47.3%
Total Revenues	\$990,338	\$984,353	\$1,259,945	\$1,033,429	(\$226,516)	-18.0%
Expenses						
Personal Services	\$471,884	\$526,215	\$592,879	\$551,543	(\$41,336)	-7.0%
Fringe Benefits	37,308	24,350	24,350	25,250	900	3.7%
Operating Costs	440,273	433,788	619,316	451,436	(167,880)	-27.1%
Capital Outlay	6,407	0	23,400	0	(23,400)	-100.0%
Debt Service	0	0	0	5,200	5,200	N/A
Total	\$955,872	\$984,353	\$1,259,945	\$1,033,429	(\$226,516)	-18.0%
Variance	\$34,466	\$0	\$0	\$0		
Beginning Fund Balance	72,329					
Ending Fund Balance	<u>\$106,795</u>					

SPECIAL REVENUE FUNDS

	FY2016 <u>Actual</u>	FY2017 <u>Adopted</u>	FY2017 <u>Amended</u>	FY2018 <u>Adopted</u>	\$ Change from FY17 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Emergency Management Grants						
Revenues						
Federal Grants	\$435,560	\$103,509	\$367,039	\$103,344	(\$263,695)	-71.8%
State Grants	160,571	0	3,888,301	80,101	(3,808,200)	-97.9%
Miscellaneous	2,239	0	0	0	0	N/A
Total Operating Revenues	\$598,370	\$103,509	\$4,255,340	\$183,445	(\$4,071,895)	-95.7%
Transfers In	109,664	17,735	17,735	17,735	0	0.0%
County Match	99,419	85,774	85,609	85,609	0	0.0%
Total Revenues	\$807,453	\$207,018	\$4,358,684	\$286,789	(\$4,071,895)	-93.4%
Expenses						
Personal Services	\$197,980	\$171,548	\$189,374	\$171,218	(\$18,156)	-9.6%
Fringe Benefits	744	0	325	0	(325)	-100.0%
Operating Costs	291,189	35,470	218,420	35,470	(182,950)	-83.8%
Capital Outlay	317,541	0	3,950,565	80,101	(3,870,464)	-98.0%
Total	\$807,453	\$207,018	\$4,358,684	\$286,789	(\$4,071,895)	-93.4%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

Community Development Administration

Revenues						
Federal Grants	\$54,236	\$0	\$337,388	\$0	(\$337,388)	-100.0%
State Grants	117,028	40,000	153,031	40,000	(113,031)	-73.9%
Interest	14	0	19	0	(19)	-100.0%
Total Revenues	\$171,278	\$40,000	\$490,438	\$40,000	(\$450,438)	-91.8%
Expenses						
Personal Services	\$4,014	\$3,750	\$11,769	\$7,750	(\$4,019)	-34.1%
Operating Costs	167,263	36,250	478,669	32,250	(446,419)	-93.3%
Total	\$171,278	\$40,000	\$490,438	\$40,000	(\$450,438)	-91.8%
Variance	\$0	\$0	\$0	\$0	\$0	
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

SPECIAL REVENUE FUNDS

	FY2016 <u>Actual</u>	FY2017 <u>Adopted</u>	FY2017 <u>Amended</u>	FY2018 <u>Adopted</u>	\$ Change from FY17 <u>Amended</u>	% <u>Change</u>
GRANT RELATED FUNDS:						
Community Development Block Grants						
Revenues						
Federal Grants	\$168,193	\$200,000	\$200,000	\$0	(\$200,000)	-100.0%
Miscellaneous	0	100,000	100,000	0	(100,000)	-100.0%
Total Revenues	\$168,193	\$300,000	\$300,000	\$0	(\$300,000)	-100.0%
Expenses						
Personal Services	\$18,260	\$0	\$0	\$0	\$0	N/A
Operating Costs	60,000	300,000	300,000	0	(300,000)	-100.0%
Transfer Out	89,933	0	0	0	0	N/A
Total	\$168,193	\$300,000	\$300,000	\$0	(\$300,000)	-100.0%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					
Planning Grants						
Revenues						
Federal Grants	\$22,526	\$0	\$9,533	\$0	(\$9,533)	-100.0%
State Grants	9,000	9,000	9,000	9,000	0	0.0%
Total Revenues	\$31,526	\$9,000	\$18,533	\$9,000	(\$9,533)	-51.4%
Expenses						
Personal Services	\$6,623	\$5,430	\$5,430	\$5,430	\$0	0.0%
Fringe Benefits	2,377	3,570	3,570	3,570	0	0.0%
Operating Costs	34,766	0	9,533	0	(9,533)	-100.0%
Transfers Out	1,353	0	0	0	0	N/A
Total	\$45,119	\$9,000	\$18,533	\$9,000	(\$9,533)	-51.4%
Variance	(\$13,593)	\$0	\$0	\$0		
Beginning Fund Balance	13,593					
Ending Fund Balance	<u>\$0</u>					
Economic Development Loan Programs						
Revenues						
Interest	\$4,873	\$0	\$0	\$0	\$0	N/A
Miscellaneous	23,750	0	0	0	0	N/A
Total Operating Revenues	\$28,623	\$0	\$0	\$0	\$0	N/A
Fund Balance Appropriation	0	500,000	641,000	675,000	34,000	5.3%
Total Revenues	\$28,623	\$500,000	\$641,000	\$675,000	\$34,000	5.3%
Expenses						
Operating Costs	\$3,413	\$500,000	\$641,000	\$675,000	\$34,000	5.3%
Total	\$3,413	\$500,000	\$641,000	\$675,000	\$34,000	5.3%
Variance	\$25,210	\$0	\$0	\$0		
Beginning Fund Balance	958,835					
Ending Fund Balance	<u>\$984,045</u>					

SPECIAL REVENUE FUNDS

	FY2016 <u>Actual</u>	FY2017 <u>Adopted</u>	FY2017 <u>Amended</u>	FY2018 <u>Adopted</u>	\$ Change from FY17 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Tourism Grant						
Revenue: State Grants	\$27,891	\$34,734	\$89,695	\$79,587	(\$10,108)	-11.3%
Expense: Operating Costs	\$27,891	\$34,734	\$89,695	\$79,587	(\$10,108)	-11.3%
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

Service Charges	\$3,434,989	\$3,613,200	\$3,613,200	\$3,555,300	(\$57,900)	-1.6%
Total Operating Revenues	\$3,434,989	\$3,613,200	\$3,613,200	\$3,555,300	(\$57,900)	-1.6%
Fund Balance Appropriation	0	130,000	130,000	1,876,000	1,746,000	1343.1%
Total Revenues	\$3,434,989	\$3,743,200	\$3,743,200	\$5,431,300	\$1,688,100	45.1%

Expenses

Personal Services	\$893,936	\$1,040,600	\$1,040,600	\$1,060,800	\$20,200	1.9%
Fringe Benefits	256,251	267,900	267,900	280,800	12,900	4.8%
Operating Costs	271,536	436,500	440,780	859,000	418,220	94.9%
Agency Funding	79,950	230,100	230,100	123,600	(106,500)	-46.3%
Operating Contingency	0	417,300	36,500	0	(36,500)	-100.0%
Transfer Out	17,735	1,217,700	1,217,700	2,617,700	1,400,000	115.0%
Capital Outlay/Maintenance	185,336	79,600	109,700	160,500	50,800	46.3%
Equipment Reserve	53,500	53,500	399,920	328,900	(71,020)	-17.8%
Total	\$1,758,245	\$3,743,200	\$3,743,200	\$5,431,300	\$1,688,100	45.1%
Variance	\$1,676,744	\$0	\$0	\$0		
Beginning Fund Balance	2,240,779					
Annual Equipment Reserve Contribution	53,500					
Ending Fund Balance	<u>\$3,971,023</u>					

Nuisance Abatement Fund

Revenue: Service Charges	\$44,547	\$200,000	\$200,000	\$200,000	\$0	0.0%
Expense: Operating Costs	\$68,117	\$200,000	\$200,000	\$200,000	\$0	0.0%
Variance	(\$23,570)	\$0	\$0	\$0	\$0	
Beginning Fund Balance	64,347					
Ending Fund Balance	<u>\$40,777</u>					

SPECIAL REVENUE FUNDS

	FY2016 <u>Actual</u>	FY2017 <u>Adopted</u>	FY2017 <u>Amended</u>	FY2018 <u>Adopted</u>	\$ Change from FY17 <u>Amended</u>	% <u>Change</u>
<u>SERVICE CHARGE RELATED FUNDS:</u>						
Housing Special Loans						
Service Charges	\$338,469	\$404,500	\$404,500	\$404,500	\$0	0.0%
Total Operating Revenues	\$338,469	\$404,500	\$404,500	\$404,500	\$0	0.0%
County Match	0	500	500	500	0	0.0%
Total Revenues	\$338,469	\$405,000	\$405,000	\$405,000	\$0	0.0%
Expense: Operating Costs	\$195,739	\$405,000	\$405,000	\$405,000	\$0	0.0%
Variance	\$142,730	\$0	\$0	\$0	\$0	N/A
Beginning Fund Balance	68,457					
Ending Fund Balance	<u>\$211,187</u>					
Sheriff's Special Programs						
Revenues						
Fines & Forfeitures	\$179,961	\$200,700	\$200,700	\$200,700	\$0	0.0%
Miscellaneous	11,975	12,800	12,800	12,800	0	0.0%
Total Operating Revenues	\$191,936	\$213,500	\$213,500	\$213,500	\$0	0.0%
Fund Balance Appropriation	0	34,400	34,400	81,400	47,000	136.6%
Total Revenues	\$191,936	\$247,900	\$247,900	\$294,900	\$47,000	19.0%
Expenses						
Personal Services	\$128,924	\$168,800	\$168,800	\$173,100	\$4,300	2.5%
Fringe Benefits	43,650	44,000	44,000	48,700	4,700	10.7%
Operating Costs	18,860	35,100	35,100	38,100	3,000	8.5%
Capital Outlay	0	0	0	35,000	35,000	N/A
Total	\$191,434	\$247,900	\$247,900	\$294,900	\$47,000	19.0%
Variance	\$502	\$0	\$0	\$0		
Beginning Fund Balance	355,950					
Ending Fund Balance	<u>\$356,452</u>					
Drug Forfeitures						
Revenues						
Federal Grants	\$71,203	\$33,700	\$33,700	\$45,000	\$11,300	33.5%
Fines & Forfeitures	341,570	65,700	65,700	93,200	27,500	41.9%
Interest	23	100	100	100	0	0.0%
Miscellaneous	1,810	1,200	1,200	1,100	(100)	-8.3%
Total Operating Revenues	\$414,606	\$100,700	\$100,700	\$139,400	\$38,700	38.4%
Fund Balance Appropriation	0	54,300	54,300	88,300	34,000	62.6%
Total Revenues	\$414,606	\$155,000	\$155,000	\$227,700	\$72,700	46.9%
Expenses						
Personal Services	\$79,680	\$0	\$0	\$0	\$0	N/A
Operating Costs	108,725	155,000	155,000	172,700	17,700	11.4%
Capital Outlay	20,139	0	0	55,000	55,000	N/A
Total	\$208,544	\$155,000	\$155,000	\$227,700	\$72,700	46.9%
Variance	\$206,062	\$0	\$0	\$0		
Beginning Fund Balance	379,423					
Ending Fund Balance	<u>\$585,485</u>					

SPECIAL REVENUE FUNDS

	FY2016 <u>Actual</u>	FY2017 <u>Adopted</u>	FY2017 <u>Amended</u>	FY2018 <u>Adopted</u>	\$ Change from FY17 <u>Amended</u>	% <u>Change</u>
SERVICE CHARGE RELATED FUNDS:						
Southern Maryland Criminal Justice Academy						
Revenues						
Local Government	\$88,000	\$88,000	\$88,000	\$88,000	\$0	0.0%
Service Charge	1,180	0	0	0	0	N/A
Total Operating Revenues	\$89,180	\$88,000	\$88,000	\$88,000	\$0	0.0%
Transfers In	44,000	92,000	92,000	92,000	0	0.0%
Fund Balance Appropriation	0	19,300	57,300	21,300	(36,000)	-62.8%
Total Revenues	\$133,180	\$199,300	\$237,300	\$201,300	(\$36,000)	-15.2%
Expenses						
Operating Costs	\$91,030	\$199,300	\$199,300	\$201,300	\$2,000	1.0%
Capital Outlay	35,200	0	38,000	0	(38,000)	-100.0%
Total	\$126,230	\$199,300	\$237,300	\$201,300	(\$36,000)	-15.2%
Variance	\$6,950	\$0	\$0	\$0		
Beginning Fund Balance	269,656					
Ending Fund Balance	<u>\$276,606</u>					

Animal Shelter \ Control

Revenues						
Service Charges	\$73,599	\$67,900	\$77,900	\$67,800	(\$10,100)	-13.0%
Miscellaneous	17,169	11,000	20,249	11,000	(9,249)	-45.7%
Total Operating Revenues	\$90,768	\$78,900	\$98,149	\$78,800	(\$19,349)	-19.7%
Fund Balance Appropriation	0	0	1,500	0	(1,500)	-100.0%
Total Revenues	\$90,768	\$78,900	\$99,649	\$78,800	(\$20,849)	-20.9%
Expenses						
Personal Services	\$23,730	\$15,000	\$15,000	\$15,000	\$0	0.0%
Fringe Benefits	3,866	1,800	1,800	1,800	0	0.0%
Operating Costs	62,272	62,100	82,849	62,000	(20,849)	-25.2%
Total	\$89,868	\$78,900	\$99,649	\$78,800	(\$20,849)	-20.9%
Variance	\$900	\$0	\$0	\$0		
Beginning Fund Balance	95,075					
Ending Fund Balance	<u>\$95,975</u>					

SPECIAL REVENUE FUNDS

	FY2016 <u>Actual</u>	FY2017 <u>Adopted</u>	FY2017 <u>Amended</u>	FY2018 <u>Adopted</u>	\$ Change from FY17 <u>Amended</u>	% <u>Change</u>
<u>SERVICE CHARGE RELATED FUNDS:</u>						
Law Library						
Revenues						
Service Charges	\$47,315	\$34,000	\$34,000	\$34,000	\$0	0.0%
Fines & Forfeitures	19,980	27,500	27,500	27,500	0	0.0%
Miscellaneous	588	1,400	1,400	1,400	0	0.0%
Total Operating Revenues	\$67,883	\$62,900	\$62,900	\$62,900	\$0	0.0%
Transfers In	3,000	3,000	3,000	3,000	0	0.0%
Total Revenues	\$70,883	\$65,900	\$65,900	\$65,900	\$0	0.0%
Expenses						
Operating Costs	\$75,015	\$65,900	\$65,900	\$65,900	\$0	0.0%
Total	\$75,015	\$65,900	\$65,900	\$65,900	\$0	0.0%
Variance	(\$4,132)	\$0	\$0	\$0		
Beginning Fund Balance	75,064					
Ending Fund Balance	<u>\$70,932</u>					

TOTAL SPECIAL REVENUE FUNDS

Total Revenues	\$40,686,543	\$43,338,566	\$51,185,727	\$44,915,858	(\$6,269,869)	-12.2%
Total Expenses	\$38,381,400	\$43,338,566	\$51,185,727	\$44,915,858	(\$6,269,869)	-12.2%
Variance	\$2,305,143	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		
Beginning Fund Balance	6,590,400					
Annual Cable Fund Equipment Reserve Contribution	53,500					
Total Ending Fund Balance	<u>\$8,949,043</u>					

Cable TV/I-Net

Department:	Cable TV/I-Net	Account: 48 Fund
Division/Program:	Administrative Services	Fund: Special Rev.
Program Administrator:	Crystal Hunt, Public Information Officer/Chief of Media Services Evelyn Jacobson, Chief of Information Technology	Source: Srv. Charge

www.charlescountymd.gov/coadmin/ccgtv/ccgtv

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2017 Amended	FY2018 Adopted	\$ Change FY2017 Amended	% Chg.
Personal Services	\$893,937	\$1,040,600	\$1,040,600	\$1,060,800	\$20,200	1.9%
Fringe Benefits	256,252	267,900	267,900	280,800	12,900	4.8%
Operating Costs	271,536	436,500	440,780	859,000	418,220	94.9%
Agency Funding	79,950	230,100	230,100	123,600	(106,500)	-46.3%
Operating Contingency	0	417,300	413,020	275,400	(137,620)	-33.3%
Transfers Out	17,735	1,217,700	1,217,700	2,617,700	1,400,000	115.0%
Capital Outlay/Maintenance	185,336	79,600	79,600	160,500	80,900	101.6%
Equipment Reserve	53,500	53,500	53,500	53,500	0	0.0%
Total Expenditures	\$1,758,247	\$3,743,200	\$3,743,200	\$5,431,300	\$1,688,100	45.1%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes part time funding for the IT Help Desk to assist with the completion of daily help desk calls and approved salary increases.
- The **Operating Costs** budget increase includes the following:
 - Costs associated with implementing the 3-1-1 System.
 - To replace 361 older IP phones.
 - Increase funding for the vulnerability testing.
 - Equipment funding was reduced for one time purchases in FY2017.
- **Agency Funding** represents funds provided to the College of Southern Maryland for public TV broadcasts. FY2017 included one time funding to the Board of Education for Television Station Equipment Replacement and Upgrades.
- **Operating Contingency** is to cover unanticipated revenue shortfalls or expenditure overruns.
- **Transfers Out** represents the funding for 50% match on the Mass Notification System Grant, as well as ,funding provided to the General Fund operations. The FY2018 budget increase provides one time funding from Fund Balance reserves to support the General Fund.
- **Capital Outlay** is the associated cost for replacing equipment and the network core switch and other infrastructure.
- **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.

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.

Cable TV/I-Net

Department:	Cable TV/I-Net	Account: 48 Fund
Division/Program:	Administrative Services	Fund: Special Rev.
Program Administrator:	Crystal Hunt, Public Information Officer/Chief of Media Services Evelyn Jacobson, Chief of Information Technology	Source: Svc. Charge

Positions:	FY14	FY15	FY16	FY17	FY18
<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	1.0	2.0	2.0	2.0	2.0
Media Specialist	1.0	1.0	1.0	1.0	1.0
Assistant Graphics Designer	0.0	1.0	1.0	1.0	1.0
Public Information Specialist	1.0	1.0	1.0	1.0	1.0
Communications Coordinator	0.0	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	0.0	0.0	1.0	1.0	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	2.6	2.6	3.2	3.7
Total Full Time Equivalent	12.0	15.0	16.0	16.6	17.1

Objectives & Measurements:	FY14	FY15	FY16	FY17	FY18
	Actual	Actual	Actual	Projected	Estimated
<i>Objective: To inform the media/press/public, within 5 days of important and relevant County Government events.</i>					
- Number of news/press releases	393	381	316	348	348
- Number of social media posts	1,956	3,411	3,366	3,349	3,300
- Number of media inquiries	140	216	106	144	125

General Government

Department: Circuit Court Account: 33.09.10
Division/Program: Law Library Fund: Special Rev.
Program Administrator: Honorable Amy J. Bragunier Source: Svc. Charge
<http://www.mdcourts.gov/clerks/charles/lawlibrary.html>

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2017 Amended	FY2018 Adopted	\$ Change FY2017 Amended	% Chg.
Operating Costs	\$75,015	\$65,900	\$65,900	\$65,900	\$0	0.0%
Total Expenditures	\$75,015	\$65,900	\$65,900	\$65,900	\$0	0.0%

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 recognizance's forfeited to a circuit court shall be used to augment the court law library.

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 Animal Control Services Source: Svc. Charge
www.charlescountymd.gov/es/animalcontrol/animal-control

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2017 Amended	FY2018 Adopted	\$ Change FY2017 Amended	% Chg.
Personal Services	\$23,730	\$15,000	\$15,000	\$15,000	\$0	0.0%
Fringe Benefits	3,866	1,800	1,800	1,800	0	0.0%
Operating Costs	62,272	62,100	82,849	62,000	(20,849)	-25.2%
Total Expenditures	\$89,868	\$78,900	\$99,649	\$78,800	(\$20,849)	-20.9%

Changes and Useful Information:

- The majority of the **Operating Costs** decrease is due to FY2017 increased adoption with corresponding adoption revenues which results in increased need for medical expenses and award of a Snyder Foundation Grant. The grant period overlaps fiscal years and any unspent balance is carried over to FY2018 upon year end close.

Description:

The Tri-County Animal Shelter receives in excess of 8,500 animals a year from Charles, Calvert, 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. Each animal adopted from the shelter is taken directly to the veterinarian by shelter staff for surgery and then are picked up by the new owners from the veterinarian site.

All citizens adopting an animal pay a flat fee of \$85 per cat and \$125 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, 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. Puppies and kittens are also wormed for roundworms.

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.

Snyder Foundation Grant

For ten years, the Tri-County Animal Shelter received a Snyder Foundation grant to be used solely and specifically for the veterinary care for animals "hanging in the balance" between adoption and euthanasia. This grant has helped hundreds of animals.

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 Animal Control Services Source: Svc. Charge

Positions:	FY14	FY15	FY16	FY17	FY18
Title	FTE	FTE	FTE	FTE	FTE
Animal Shelter Van Driver	0.7	0.7	0.0	0.0	0.0
Part Time	0.0	0.0	0.6	0.6	0.6
Total Full Time Equivalent	0.7	0.7	0.6	0.6	0.6

Objectives & Measurements:	FY14	FY15	FY16	FY17	FY18
	Actual	Actual	Actual	Projected	Estimated

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	847	746	867	900	900
-% of total received (ARRA's)	10.2%	9.0%	11.2%	10.5%	10.6%

Adoptable, Rescuable, Reclaimable Animals

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	FY2016 Actual	FY2017 Adopted	FY2017 Amended	FY2018 Adopted	\$ Change FY2017 Amended	% Chg.
Personal Services	\$771,406	\$728,000	\$963,383	\$977,600	\$14,217	1.5%
Fringe Benefits	329,574	364,300	385,172	535,936	150,764	39.1%
Operating Costs	192,796	94,875	298,492	119,935	(178,557)	-59.8%
Capital Outlay	43,809	28,900	80,085	28,900	(51,185)	-63.9%
Total Expenditures	\$1,337,584	\$1,216,075	\$1,727,132	\$1,662,371	(\$64,761)	-3.7%

Changes and Useful Information:

- The overall decrease in Public Safety grants is because the FY2018 budget is for Child Support, Maryland Vehicle Theft Program and the Public Safety Partnership and Community Policing Grant. Due to the uncertain nature of grant funding, all other grants are budgeted upon award or carried over as appropriate.

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.

Tobacco Initiative

The Charles County Department of Health awards the Sheriff's office Cigarette Restitution Funds for tobacco use prevention and education. The goal of this collaborative agreement is to reduce the impact of youth tobacco use in Charles County. Funding provides for overtime costs incurred to conduct Compliance checks and incentives to youth who participate in these checks under the MD Tobacco Youth Access Law.

Domestic Violence Data Entry

The Charles County Sheriffs Office (CCSO) Domestic Violence Protective Order Entry and Service Program meets court mandates for timely entry and service of ex parte/protective orders. The program increases victim safety because data entry and service of papers is completed faster and officers are available during hours beyond their regular work schedules. Grant funds compensate overtime for sworn domestic violence officers who handle and serve domestic violence orders for the Charles County Sheriff's Office.

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

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.

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

High Intensity Drug Trafficking Areas Program (HIDTA)

This program, established by the Anti-Drug Abuse Act of 1988, authorized the Director of The Office of National Drug Control Policy (ONDCP) to designate areas within the United States which exhibit serious drug trafficking problems and harmfully impact other areas of the country as High Intensity Drug Trafficking Areas (HIDTA). Grant funds are provided to law enforcement initiatives in areas that have been designated as a HIDTA. The initiatives are developed to counter the regional drug threat by regional Executive Boards composed of a balance of Federal, State, local, and tribal law enforcement leadership. Initiatives must include collocated Federal and state/local law enforcement officers. Law enforcement officers cultivate and share intelligence information pertaining to individuals and organizations who use the County's highways as a means of transporting illegal drugs, currency, and other illicit commodities or create other threats and hazards on those highways. Funds provide for Vehicle repair and fuel related to HIDTA activities. In F2016, the County also received funding to purchase Overdose kits, Naloxone Syringes, and Nasal Atomizers. Naloxone, also known as Narcan, is a medication used to reverse the effects of opioids especially in overdose.

State Criminal Alien Assistance Program (SCAAP)

This reimbursement program provides funds to local jurisdictions for housing undocumented criminal aliens who have at least one felony or two misdemeanor convictions of state or local law and are incarcerated for at least 4 days during the reporting period. Funds are awarded several years in arrears and are used for Correctional purposes only and must increase the Corrections (Detention Center) budget by the amount of the award.

The Edward J. Byrne Memorial Justice Assistance Grants (BJAG)

Law Enforcement Training Scholarship Program (LETS) - In FY17, the CCSO received the following LETS grants:

- Investigative Interviewing and Interrogation Techniques
- International Breacher's Symposium Training

Local Solicitations - Equipment Upgrades and Drug Court Support Program

These multi-year grants covers the following:

FFY2013 award is for updating and replacing the following equipment: patrol bikes, crime scene processing kits, ballistic shields, covert camera systems and software, covert cell phone body wire and software. The grant was written to support fifty percent (50%) of the cost of a Drug Court Clerk to support the Drug Court Coordinator. Grant ended 09/30/16.

FFY2014 award is to support overtime and travel expenses for officers to serve extradition, equipment & software upgrade and replacement program purchases, and to fund the purchase of a tactical response robot. Grant ends 09/30/17.

FFY2015 award provides funding to produce a series of videos to build trust in the community and enhance recruitment efforts. These videos will demonstrate all facets of the Sheriff's Office to include all of the different services offered, the CCSO's work ethic, community outreach efforts, why the sheriffs office is a great place to work, and what the CCSO's seeks when hiring new recruits. Funding are also provided for officer overtime and travel cost associated with serving warrant extraditions and for billboard rental space to promote safe driving habits during the holiday season and community outreach. Grant ends 09/30/18.

FFY2016 award provides funding to support the purchase of equipment (vests for the Emergency Services Team and riot helmets for the Special Events Response Team) as well as pay a portion of the Drug Court Coordinator's Salary in support of the Family Recover Court for FY2018. Grant ends 09/30/19.

Comprehensive Traffic Safety Program

This Maryland Department of Transportation safety program provides funds to implement Traffic Safety Initiatives in Charles County in areas where the MD Highway Safety Data indicates there is a need. Funds are utilized for law enforcement overtime for various activities to include: Impaired, Aggressive and Distracted Driving; and Occupant Protection.

National Motor Carrier Safety Assistance Program (MCSAP)

Funding under the MCSAP Program is for commercial motor vehicle traffic enforcement and inspection. Funds provide for officer overtime relative to an MOU with the State.

School Bus Safety Enforcement Program

The CCSO Overtime Patrols program targets drivers who fail to stop for school buses that are loading or unloading students. The program supports proactive measures by focusing on school bus driver's routes and targeting violators of any Maryland motor vehicle laws for school bus safety zones as well as reckless traffic violations. Program funds provide officer overtime for enforcement efforts.

Ben Roethlisberg Foundation - K-9 Grant

Grant funds provide the K9 Unit with an additional K9 and associated equipment and training. The County is a subrecipient of the Waldorf Lions Club Foundation.

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

Local Government Insurance Trust (LGIT) Training Grant

The purpose of this grant is to provide training to eight (8) participants, four (4) from the Charles County Sheriff's Office and four (4) from the Department of Emergency Services to obtain FAA Pilot Licenses in Unmanned Aerial Systems (UAS). The UAS has proven to be an extremely effective tool for 1st responders while operating at a fraction of the cost typically seen with manned aircraft platforms.

Underage Drinking MOU

The Health Department Substance Use Prevention Initiative MOU provides funds to the Charles County Sheriff's Office (CCSO) to conduct youth access compliance checks as part of the Maryland Regulations regarding underage consumption and purchasing. In FY2017, the CCSO was required to conduct a minimum of 80 youth access compliance checks during the grant period.

Sex Offender Registration (COMAR 12.06.01.17)

The State of Maryland reimburses each local law enforcement unit for reasonable costs of Sex Offender Registration to include processing a registration statement, taking fingerprints and photographs, and implementing and maintaining community notification procedures.

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.

Badges for Baseball Grant - Cal Ripken Sr. Foundation

The purpose of this grant is to provide a positive program taught by Law Enforcement officers to at-risk youth in order to help them make better choices and have a better relationship with law enforcement. This grant contributes to the goals of the county to provide public safety to the community and positive programs for at-risk young people in the county. Grant funds are used for teaching aids to add the Healthy Choices/Healthy Children to the CCSO Summer Youth Achievement Program. Funding provides teaching resources and camp activity items utilized in a Baseball and Football camp.

Organized Crime Drug Enforcement Task Forces Program (OCDETF)

Funding supports work performed by the CCSO on Organized Crime Drug Enforcement Task Forces Case(s).

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.

Positions:	FY14	FY15	FY16	FY17	FY18
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Sworn Officers	6.0	6.0	6.0	6.3	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	0.2	0.0	0.0	0.0	0.0
Heroin Coordinator	0.0	0.0	0.0	1.0	1.0
Drug Court Coordinator	0.2	0.0	0.0	0.0	0.3
Drug Court Clerk	0.1	0.2	0.0	0.0	0.0
Part Time Positions	1.8	1.8	1.8	1.8	1.8
Total Full Time Equivalent	10.4	10.0	9.8	11.1	14.1

Objectives & Measurements:	FY14	FY15	FY16	FY17	FY18
	Actual	Actual	Actual	Projected	Estimated

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	1,110	892	998	895	915
# of writs/warrant/body attachment to be	529	413	421	415	420

Public Safety

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

Account: 49 Fund
Fund: Special Rev.
Source: Grant

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2017 Amended	FY2018 Adopted	\$ Change FY2017 Amended	% Chg.
Personal Services	\$197,980	\$171,548	\$189,374	\$171,218	(\$18,156)	-9.6%
Fringe Benefits	744	0	325	0	(325)	-100.0%
Operating Costs	291,189	35,470	218,420	35,470	(182,950)	-83.8%
Capital Outlay	317,541	0	3,950,565	80,101	(3,870,464)	-98.0%
Total Expenditures	\$807,453	\$207,018	\$4,358,684	\$286,789	(\$4,071,895)	-93.4%

Changes and Useful Information:

- The FY2018 budget is for the Emergency Management Performance Grant (EMPG). Budget Amendments are executed for the rollover funds and any mid-year awards.
- The **Capital Outlay** increase is for the replacement of the GIS mapping / AVL / ProQ4 servers and workstation equipment at the primary 9-1-1 Center.

Description:

Homeland Security Grant Programs (HSGP)

This special revenue fund provides support to prevent terrorism and other catastrophic events and to prepare emergency responders for the threats and hazards that pose the greatest risk to the security of the United States. The Homeland Security Grant Program (HSGP) plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The HSGP supports efforts to build and sustain core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery based on allowable costs. HSGP is comprised of three grant programs: State Homeland Security Program (SHSP), Urban Area Security Initiative (UASI), and Operation Stonegarden (OPSG).

Together, these grant programs fund a range of preparedness activities, including planning, organization, equipment purchase, training, exercises, and management and administration across all core capabilities and mission areas.

State Homeland Security Program (SHSP)

The SHSP assists state, tribal and local preparedness activities that address high-priority preparedness gaps across all core capabilities and mission areas that support terrorism preparedness. All supported investments are based on capability targets and gaps identified during the Threat and Hazard Identification and Risk Assessment (THIRA) process, and assessed in the State Preparedness Report (SPR). Law Enforcement is required to receive 25% of the award. Future Federal Fiscal Year grants overlap the County's fiscal year.

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.

Pre-Disaster Mitigation Grant Program

Funds allow Charles County to hire a contractor to assist with the update of the Charles County Multi-jurisdictional Hazard Mitigation Plan. The County must have a valid approved plan in place to be eligible for pre and post-disaster grant funding and Stafford Act Disaster Assistance.

National Bioterrorism Hospital Preparedness Program

Funding provided is to procure identified gaps in personal protective equipment (PPE) and preparedness supplies / equipment needed to accomplish the mission and response goals of the Strike Team. Charles is one of tow local EMSOPS in the State to officially join Maryland EMS Strike Team through a Memorandum of Understanding (MOU). As committed partners in the State's effort to provide continuity of emergency medical services and mass care to disaster stricken regions of the Country, preparation and readiness are essential. Charles County's EMS Strike Team is a collateral duty assignment with limited resources therefore these funds will enhance the resources of the Team. A detailed equipment list is included in

Interagency Hazardous Materials Public Sector Training and Planning Grants

FY2016-17 funding is for the purpose of sending members of the Tactical Response Team members to training in Baltimore, MD for the annual conference sponsored by the International Association of Fire Chiefs.

Emergency Number System Board (ENSB) - 9-1-1 Trust Fund

The 9-1-1 Trust fund consists of 9-1-1 fees collected and remitted to the Comptroller under the annotated State Code of

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

Maryland § 1-310, 311, and investment earnings of the fund. One of the purposes of the 9-1-1 Trust Fund is to reimburse counties for the cost of enhancing a 9-1-1 system. In FY2017, the County applied for multiple ENSB projects as outlined below and any unspent balance will be carried over to FY2018:

ENSB Project #16-197 This project provides funds to host two days of training entitled "A Victims' Plea, Meeting Expectations" presented by Denise Amber Lee Foundation, Inc. The courses will be made mandatory to the entire Communications Staff and will be made available to agencies throughout the state of Maryland.

ENSB Project #17-040 This project provides funds to host training offered by the Public Safety Training Consultants (PSTC). Courses will be open to all Maryland Public Safety Answering Point (PSAP's) and will be held at the Southern Maryland Regional Training Center in La Plata, MD.

ENSB Project #17-050 This project provides funds for the recertification fees for EMD, EMD-Q, EFD, EFD-Q, EPD, and ETC-1 Disciplines required for the positions of Fire/EMS 911 Dispatchers and CCSO Dispatchers.

ENSB Project #17-060 This project provides funds for enhancement to current training software to allow for documentation of training personnel seeking advancement in E911. County would upgrade current ADORE CTO software program with customization to include DER, one task list, and one call Log for the D2 Training Officer/Lieutenant.

ENSB Project #17-061 This project provides funds to purchase the Retina Interactive 911 Simulator for a 911 education program for children. This preferred model would contain a record to allow the ability to record the County's greeting and develop questioning format. The model also has speakers which would allow for a classroom setting of students to clearly learn the process as their classmates participate in the demonstration. The County 911 Communications Center will utilize this equipment as a demonstration for children on 911 event calls primarily in the school environment. Portability of equipment allows for demonstration for boy/girl scouts, Fire Department public education events, fairs and other County/Town demonstrations.

ENSB Project #17-064 This project provides funds for 911 public education within the County for 7-9 year old children. The County's 911 Communication Center would arrange for in-school education for this age group using tools we have available to enhance the experience. The County would purchase Fire Safety Xtreme Team School kits and magnetic dry erase boards with their personal emergency contacts and home address for delivery to students during training.

ENSB Project #17-133 This project provides funds for the replacement of the current 9-1-1 telephony system with a geodiverse, redundant, NENA i3 compliant GN 9-1-1, ESnet ready telephone platform. The system architecture creates two working systems in geographically different back rooms giving the County much greater survivability. Using diverse fiber routes between the primary 9-1-1 Center and the backup 9-1-1 center, the project will build a highly resilient network that will provide redundant IP connectivity between the two facilities. When an Emergency Services IP Network (ESnet) becomes available, this solutions NENA i3 architecture will provide us with NG9-1-1 capabilities including receiving voice calls, text messages, as well as the delivery, receipt, and display of videos and/or photography.

ENSB Project #17-134 This project provides funds for the replacement of the consoles in the primary 9-1-1 Center. The County currently has sixteen console positions, twelve of the sixteen consoles are fourteen years old and desperately need to be replaced. Four of the sixteen consoles are eight years old and were part of our last refresh project in 2009. As part of this project, the County intends to expand to eighteen positions in our primary PSAP.

ENSB Project #17-135 This project provides funds for the replacement of the current Meridian CS-1000 PBX at the primary 9-1-1 Call Center. This equipment was installed in 2010 and reaches end of manufacturer support in December 2017. The County will also replace the Mars Com Centrex PBX that was installed in our back up 9-1-1 Center in 2005. The solution proposed will replace the admin phone systems at both facilities.

ENSB Project #17-148 This project provides funds for the replacement of the GIS mapping / AVL / ProQ4 servers and workstation equipment at the primary 9-1-1 Center.

ENSB Project #17-149 This project provides funds for the replacement of the Uninterrupted Power Supply (UPS) in the 9-1-1 Center.

ENSB Project #17-150 This project provides funds for the replacement of the UPS in the backup 9-1-1 Center.

ENSB Project #17-188 This project provides funds for Emergency Medical Dispatch (EMD) certification training.

Maryland Institute for Emergency Medical Services Systems (MIEMSS) Advanced Life Support (ALS) Education Grant

This grant funding allows for EMS employees to attend ALS training and re-licensure which meets the course requirements standards of the National Department of Transportation. EMS employees will attend Advanced Life Support (ALS) licensure at the College of Southern Maryland, for refresher re-licensure programs and for re-licensure of inducting two Advanced Cardiac Life Support (ACLS) classes.

Positions:	FY14	FY15	FY16	FY17	FY18
Title	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Allocation from General Fund	1.0	1.0	0.9	0.8	0.8
Total Full Time Equivalent	1.0	1.0	0.9	0.8	0.8

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	FY2016 Actual	FY2017 Adopted	FY2017 Amended	FY2018 Adopted	\$ Change FY2017 Amended	% Chg.
Personal Services	\$15,000	\$15,000	\$15,000	\$15,000	\$0	0.0%
Operating Costs	6,545	7,800	7,800	7,800	0	0.0%
Agency Funding	11,983,643	12,192,495	12,192,495	12,540,592	348,097	2.9%
Total Expenditures	\$12,005,188	\$12,215,295	\$12,215,295	\$12,563,392	\$348,097	2.8%

Changes and Useful Information:

- Increase in **Agency Funding** is the net result of increased property tax revenue, interest earnings, and Senator William H. Amoss Fire, Rescue, and Ambulance Fund allocation for FY2018.

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: Svc. Charge

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2017 Amended	FY2018 Adopted	\$ Change FY2017 Amended	% Chg.
Personal Services	\$79,680	\$0	\$0	\$0	\$0	N/A
Operating Costs	108,725	155,000	155,000	172,700	17,700	11.4%
Capital Outlay	20,139	0	0	55,000	55,000	N/A
Total Expenditures	\$208,544	\$155,000	\$155,000	\$227,700	\$72,700	46.9%

Changes and Useful Information:

- Increased **Operating Costs** are for the Drug Take Back Program which was grant funded in FY2017 and will be paid for with drug forfeiture funds in FY2018.
- Increased **Capital Outlay** is for replacement of outdated capital items and an Advance Investigative Tool and Dialed Number Recorders.

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 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. Funds must be expended within two years or returned.

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: Svc. Charge

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2017 Amended	FY2018 Adopted	\$ Change FY2017 Amended	% Chg.
Personal Services	\$128,924	\$168,800	\$168,800	\$173,100	\$4,300	2.5%
Fringe Benefits	43,650	44,000	44,000	48,700	4,700	10.7%
Operating Costs	18,860	35,100	35,100	38,100	3,000	8.5%
Capital Outlay	0	0	0	35,000	35,000	N/A
Total Expenditures	\$191,434	\$247,900	\$247,900	\$294,900	\$47,000	19.0%

Changes and Useful Information:

- **Operating Costs** were increased to meet current trends.
- **Capital Outlay** is for the purchase of a 12 seat passenger van for the Volunteers in Community Service (VICS) program participants assigned weekend work schedules.

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.

Positions:	FY14	FY15	FY16	FY17	FY18
Title	FTE	FTE	FTE	FTE	FTE
VICS Supervisor	1.0	1.0	1.0	1.0	1.0
VICS Specialist	2.0	2.0	2.0	2.0	2.0
Correctional Officer	0.4	0.4	0.4	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	4.1	4.1	4.0

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

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2017 Amended	FY2018 Adopted	\$ Change FY2017 Amended	% Chg.
Operating Costs	\$91,030	\$199,300	\$199,300	\$201,300	\$2,000	1.0%
Capital Outlay	35,200	0	38,000	0	(38,000)	N/A
Total Expenditures	\$126,230	\$199,300	\$237,300	\$201,300	(\$36,000)	-15.2%

Changes and Useful Information:

- Increase in **Operating Costs** is the net result of a decrease in supplies and an increase in utilities and insurance.
- 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 2016 The Southern Maryland Criminal Justice Academy provided training for many different agencies. The academy instructed two police entry-level classes (PELTP Session 42 & Session 43). PELTP Session 42 graduated 17 recruits (Recruit breakdown of 5 Calvert County, 3 Charles County, 7 St. Mary's County and 2 Maryland State Fire Marshal's Office). PELTP Session 43 graduated 13 recruits (Recruit breakdown of 2 Calvert County, 4 Charles County, 4 St. Mary's County, 2 Cheverly Police Department and 1 Maryland State Fire Marshal's Office). The academy instructed two correctional entry-level classes (CELTP Session 54 & Session 55). CELTP Session 54 graduated 16 recruits (Recruit Breakdown of 3 Calvert County, 8 Charles County and 5 St. Mary's County). CELTP Session 55 graduated 13 recruits (Recruit breakdown of 6 Calvert County, 3 Charles County and 4 St. Mary's County).

During 2016 the academy provided in-service for 248 sworn officers. In-service provided for Calvert County – 120, Charles County – 3, St. Mary's County – 102, Department of Natural Resources Police – 1, LaPlata Police Department – 2, Morningside Police Department – 2, Riverdale Park – 17 and Brentwood Police Department – 1. The academy also hosted specialized courses such as an Enhanced Instructor's Course, FBI DT Instructors School, Corrections ERT School and Corrections Field Training Officer Course.

Community Services

Department:	Community Services	Account: 40 fund
Division/Program:	Aging Services: Federal Grants	Fund: Spec. Rev.
Program Administrator:	Dina Barclay, Chief of Aging & Human Services	Source: Grant
	www.charlescountymd.gov/cs/aging/aging-and-senior-programs	

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2017 Amended	FY2018 Adopted	\$ Change FY2017 Amended	% Chg.
Personal Services	\$260,089	\$278,753	\$334,832	\$294,363	(\$40,469)	-12.1%
Fringe Benefits	16,599	0	0	0	0	N/A
Operating Costs	270,341	278,090	466,891	302,250	(164,641)	-35.3%
Debt Service	0	0	0	2,600	2,600	NEW
Capital Outlay	6,407	0	23,400	0	(23,400)	N/A
Total Expenditures	\$553,436	\$556,843	\$825,123	\$599,213	(\$225,910)	-27.4%

Changes and Useful Information:

- The balance of Federal grants with a fiscal year end date of 09/30/17 or later will be carried over to FY2018. Budget Amendments are executed for the rollover funds.
- Decrease in **Capital Outlay** is due to one-time purchase of replacement vehicle for the Nutrition Program.
- **Debt Service** is a replacement vehicle to be purchased through a bank financed lease to align with fund earnings from the Maryland Access Point Program. The vehicle will be 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.

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.

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.

Community Services

Department:	Community Services	Account:	40 fund
Division/Program:	Aging Services: Federal Grants	Fund:	Spec. Rev.
Program Administrator:	Dina Barclay, Chief of Aging & Human Services	Source:	Grant

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. The Division offers several qualifying programs, so the Division will limit its Title IIID funds to support only these qualifying programs.

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.

Money Follows the Person (MFP) Rebalancing Demonstration

MFP in Maryland helps people transition from an institution, for example a nursing facility, to community living in an apartment, private home, or small group setting. MFP initiatives increase outreach to individuals in institutions and decrease barriers to transition. Efforts under MFP include enhanced transition assistance, improved information technology, flexible transition funds, and the addition of waiver services.

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 four 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.

Community Services

Department:	Community Services	Account: 40 fund
Division/Program:	Aging Services: Federal Grants	Fund: Spec. Rev.
Program Administrator:	Dina Barclay, Chief of Aging & Human Services	Source: 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.

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.

Positions:	FY14	FY15	FY16	FY17	FY18
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Aging & Human Services	0.1	0.2	0.2	0.1	0.1
Aging and Disability Resource Center (ADRC) Mgr	1.0	0.9	0.9	1.0	1.0
Centers Administrator	0.2	0.2	0.1	0.1	0.1
ADRC Coordinator	0.2	0.2	0.3	0.2	0.3
Long Term Care Coordinator	0.4	0.4	0.4	0.4	0.4
Nutritionist	0.3	0.5	0.4	0.4	0.3
ADRC Program Specialist	0.4	0.6	0.4	0.8	0.5
Part-time positions	2.5	3.3	2.6	2.9	3.5
Total Full Time Equivalent	5.0	6.3	5.3	5.9	6.1

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 Services: State Grants	Fund: Spec. Rev.
Program Administrator:	Dina Barclay, Chief of Aging & Human Services	Source: Grant

www.charlescountymd.gov/cs/aging/aging-and-senior-programs

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2017 Amended	FY2018 Adopted	\$ Change FY2017 Amended	% Chg.
Personal Services	\$211,795	\$247,462	\$258,047	\$257,180	(\$867)	-0.3%
Fringe Benefits	20,709	24,350	24,350	25,250	900	3.7%
Operating Costs	169,932	155,698	152,425	149,186	(3,239)	-2.1%
Debt Service	0	0	0	2,600	2,600	NEW
Total Expenditures	\$402,436	\$427,510	\$434,822	\$434,216	(\$3,206)	-0.1%

Changes and Useful Information:

- **Operating Costs** were adjusted to meet current trends.
- **Debt Service** is for a replacement vehicle to be purchased through a bank financed lease to align with fund earnings from the Community Options Waiver Program. The vehicle will be 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.

**This is still a separate grant but the goals are now integrated into the Maryland Access Point (MAP).*

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.

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.

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.

Community Services

Department:	Community Services	Account: 43 fund
Division/Program:	Aging Services: State Grants	Fund: Spec. Rev.
Program Administrator:	Dina Barclay, Chief of Aging & Human Services	Source: Grant

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 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).

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 FY2016 and FY2017, the SCOF grant funds were utilized to support a Patient Navigator position as a compliment to the health promotion activities offered at the Nanjemoy Community / Senior Center through an Memorandum of Understanding (MOU) with the Charles County Department of Health's Western County Family Medical Center. Funds for these initiatives are awarded based a State formula and will be budgeted upon award. For FY2018, the County has applied to for funds to purchase 3 new fitness machines to be used for the Senior Center Fitness Programs a the new Waldorf Multigenerational Facility.

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>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Aging and Disability Resource Center (ADRC) Coordinator	0.0	0.0	0.0	0.0	0.0
Long Term Care Coordinator	0.2	0.2	0.2	0.2	0.2
Home & Community Based Srvc Supervisor	1.0	1.0	1.0	1.0	1.0
Long Term Care Program Specialist	0.7	0.7	0.6	0.7	0.6
ADRC Program Specialist	0.0	0.0	0.0	0.0	0.0
Part-time positions	2.3	2.1	2.2	2.6	3.1
Total Full Time Equivalent	4.2	4.0	4.0	4.4	4.9

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	FY2016 Actual	FY2017 Adopted	FY2017 Amended	FY2018 Adopted	\$ Change FY2017 Amended	% Chg.
Personal Services	\$18,260	\$0	\$0	\$0	\$0	N/A
Operating Costs	60,000	300,000	300,000	0	(300,000)	-100.0%
Transfers Out	89,933	0	0	0	0	N/A
Total Expenditures	\$168,193	\$300,000	\$300,000	\$0	(\$300,000)	-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 FY2017 budget is for the Hughesville Tobacco Warehouse Façade Improvements & Plaza Project.

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 33 of those 42 years for 58 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 State fiscal year 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.

CDBG Disaster Recovery

The purpose of the CDBG Disaster Recovery grant is for unmet needs related to identified storm events, targeted to mitigating future risk to people and property related to flooding. The FY2016 project was for the acquisition and demolition of structures within the flood area.

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	FY2016 Actual	FY2017 Adopted	FY2017 Amended	FY2018 Adopted	\$ Change FY2017 Amended	% Chg.
Personal Services	\$665,161	\$676,000	\$680,764	\$665,900	(\$14,864)	-2.2%
Fringe Benefits	221,138	213,100	212,675	228,900	16,225	7.6%
Operating Costs	9,026,108	9,412,100	8,466,985	8,577,254	110,269	1.3%
Total Expenditures	\$9,912,406	\$10,301,200	\$9,360,424	\$9,472,054	\$111,630	1.2%

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. The decrease in **Personal Services** and increase in **Fringe Benefits** are due to staff turnover. **Operating Costs** increases are a 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.

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:

<u>Title</u>	<u>FY14</u> <u>FTE</u>	<u>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>
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	4.0	4.0	5.0	5.0
Administrative Associate	1.0	1.0	1.0	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	FY2016 Actual	FY2017 Adopted	FY2017 Amended	FY2018 Adopted	\$ Change FY2017 Amended	% Chg.
Operating Costs	\$128,715	\$405,000	\$405,000	\$405,000	0	0.0%
Total Expenditures	\$128,715	\$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

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2017 Amended	FY2018 Adopted	\$ Change FY2017 Amended	% Chg.
Personal Services	\$4,014	\$3,750	\$11,769	\$7,750	(\$4,019)	-34.1%
Operating Costs	167,263	36,250	478,669	32,250	(446,419)	-93.3%
Total Expenditures	\$171,278	\$40,000	\$490,438	\$40,000	(\$450,438)	-91.8%

Changes and Useful Information:

- The FY2018 budget is for the Rental Assistance Program (RAP) only. 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.

Description:

Rental Allowance Program (RAP)

In FY2017, the Rental Allowance Program provided fixed monthly rental allowance payments to approximately seven (7) low-income households that have critical and emergency housing needs. Any given household is limited to twelve (12) months participation in RAP.

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. Charles County applies for funding on behalf of local sub recipients and administers the grants when received. For FY2017, the local applicants were Robert J. Fuller Transitional House, Catholic Charities of the Archdiocese of Washington, Inc., d.b.a. Angel's Watch Shelter, and LifeStyles of Maryland Foundation, Inc.

Economic Development Initiative (EDI) – Indoor Plumbing

The EDI grant will assist Charles County households without indoor plumbing and/or potable water. The project will provide funding for the planning, design, and installation/rehabilitation of subject homes so that citizens can have these basic amenities. This is a multi-year grant ending 09/30/2017.

Social Services

Department:	State's Attorney, and Circuit Court	Account: 5 Fund
Division\Program:	Child Support/Judicial Grants	Fund: Special Rev.
Program Administrator:	Amy J. Bragunier, Circuit Court Anthony B. Covington, State's Attorney	Source: Grant

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2017 Amended	FY2018 Adopted	\$ Change FY2017 Amended	% Chg.
Personal Services	\$785,943	\$849,282	\$949,281	\$425,250	(\$524,031)	-55.2%
Fringe Benefits	254,943	374,554	513,742	208,450	(305,292)	-59.4%
Operating Costs	636,674	323,561	810,884	578,981	(231,903)	-28.6%
Capital Outlay	0	0	9,500	36,404	26,904	283.2%
Total Expenditures	\$1,677,560	\$1,547,397	\$2,283,407	\$1,249,085	(\$1,034,322)	-45.3%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** decrease is due to move of State's Attorney Office (SAO) Child Support Division to the Charles County Department of Social Services (DSS) starting on 07/01/2017.
- Reduction in **Operating Costs** is due to move of SAO Child Support Division to DSS and one time grants awarded in FY2017 that are not budgeted in FY2018. 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.
- Increase in **Capital Outlay** is for security improvements at the Courthouse to include duress alarms, upgrades to the camera system, and bullet resistant barriers.

Description:

Child Support - State's Attorney's Office and Circuit Court

Family Magistrates are appointed by the Administrative Judges 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, as well as, the modification and enforcement of child and medical support obligations filed by the Charles County Department of Social Services (DSS).

The Child Support Division of the State's Attorney's Office (SAO) operates pursuant to a cooperative agreement with the DSS to provide legal services to establish paternity and child support for the County residents. The handling of the cases also includes the modification of child support, enforcement of other statutory support-related issues, establishment and enforcement of interstate support cases, and appearing before Judges in the cases of civil contempt where the child support arrears exceed \$10,000.

In addition, pursuant to the cooperative agreement, the SAO presents cases before the Family Magistrates for civil enforcement of payments under the support orders. Effective, July 1, 2017, the Attorney General's Office will provide legal representation for the Department of Social Services in child support cases.

Family Support Services Program (FSSP) - Circuit Court

In 1998 the Maryland Judiciary with generous support from the Maryland General Assembly, provided funding for a Director of Family Programs and a budget for services to families involved in the judicial system. Thereafter, Family Support Services programs have been funded by the State, as approved by the General Assembly, on an annual basis. This grant funding can only be expended for legislatively and judicially approved purposes. The funding is intended to assist the court establish a variety of services and refocus its case management to ensure the thorough and holistic treatment of families. Services to which families are referred include home studies, counseling, parenting classes, substance abuse & mental health evaluations, mediation, co-parenting education, and visitation services.

The goal of the 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 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.

Families are given every opportunity through orders for participation in co-parenting educational programs and alternative dispute resolution programs to make ultimate parenting decisions for themselves. The Family Magistrates, Director of Family Programs, and Family Law Case Managers are trained to understand child development, the needs of the individual within the family unit, and the importance of family issues. Several staff members are also trained in Domestic Mediation and Conflict Resolution.

Social Services

Department:	State's Attorney, and Circuit Court	Account:	5 Fund
Division/Program:	Child Support/Judicial Grants	Fund:	Special Rev.
Program Administrator:	Amy J. Bragunier, Circuit Court Anthony B. Covington, State's Attorney	Source:	Grant

In FY2010, the Department of Family Administration awarded funding to sustain the Child Dependency Mediation Program. Child dependency mediation is a strategy for more efficient and effective placement for children who have been removed from their home due to neglect and abuse. Child dependency mediation is a dispute resolution process in which specially trained mediators assist disputing parties in reaching a mutually acceptable solution to the issues surrounding care and placement of children in the care and custody of the Department of Social Services.

The main goal of the Child Dependency Mediation Program is to assist children in finding a permanent solution to their home situation within twelve 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.

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 judicially 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 FY2018, 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.

Planning for the Charles County FRC began in March 2008 with a meeting of County stakeholders and representatives from the Maryland Judiciary's Office of Problem-Solving Courts. 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.

Implementation of the program took place on January 7, 2011. Court sessions are scheduled bimonthly for a total of twenty-four sessions held in each calendar year. Since its inception, eighteen clients have successfully completed and graduated from the program.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Family Recovery Court

This grant program provides funded for assistance with fees incurred for Medically Assisted Treatment (MAT) and inpatient treatment for Family Recovery Court participants that are opioid dependent and have prior or current criminal charges. Grant funding ended in October 2016.

Office of Security Administration - Court Security Grant

This grant program provides funds for security improvements at the courthouse to include installation of additional cameras where activity cannot be captured by existing cameras as well as installation of ballistic barriers and duress alarms.

Substance Abuse and Mental Health Services Administration Projects of Regional and National Significance (SAMHSA) - Family Recovery Court

The Charles County Circuit Court was awarded a new multi-year SAMHSA grant in FY2016 to enhance and expand its coordinated, multisystem approach for individuals with substance abuse issues engaging in FRC. Project goals are to expand the capacity of the FRC; improve access to rapid, convenient, and culturally-sensitive mental health assessment; increase commitment/retention in the FRC program through certified trauma informed care; augment existing treatment services available to participants via Medically Assisted Treatment (MAT) interventions; enhance parenting skills and positive family interactions; and offer aftercare services to improve and facilitate more positive outcomes related to relapse prevention. Funds support the cost of an Assistant Case Manager, and contract services for substance abuse treatment, inpatient treatment, MAT, transportation for clients, parenting programs, and a performance evaluation with data collection.

Social Services

Department:	State's Attorney, and Circuit Court	Account: 5 Fund
Division/Program:	Child Support/Judicial Grants	Fund: Special Rev.
Program Administrator:	Amy J. Bragunier, Circuit Court Anthony B. Covington, State's Attorney	Source: Grant

Positions:	FY14	FY15	FY16	FY17	FY18
Title	FTE	FTE	FTE	FTE	FTE
STATE'S ATTORNEY OFFICE					
Assistant State's Attorney	1.8	1.8	1.8	1.8	0.0
Legal Specialist	6.0	6.0	6.0	6.0	0.0
Administrative Associate	0.0	1.0	1.0	1.0	0.0
Computer Technician	0.6	0.0	0.0	0.0	0.0
Part Time	0.0	0.6	0.6	0.6	0.0
Total State's Attorney Office	8.4	9.4	9.4	9.4	0.0
CIRCUIT COURT					
Drug Court Coordinator	0.8	1.0	0.8	1.0	0.8
Director of Family Programs	1.0	1.0	1.0	1.0	1.0
Guardianship Monitor	0.0	0.0	0.0	1.0	1.0
Family Resource Specialist	1.0	1.0	1.0	1.0	1.0
Assistant Case Manager	0.1	0.8	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	0.0	0.0	1.0	0.0	0.0
Courtroom Clerk	2.0	2.0	2.0	2.0	2.0
Part Time	0.4	0.0	0.0	0.0	0.0
Total Circuit Court	7.2	7.8	8.8	9.0	8.8
Total Full time Equivalent	15.7	17.2	18.2	18.4	8.8

Objectives & Measurements:	FY14	FY15	FY16	FY17	FY18
	Actual	Actual	Actual	Projected	Estimated
Child Support					
<i>Objective: Establishment and enforcement of paternity and support orders.</i>					
<u>Master's Office</u>					
% to be dispositioned for cases scheduled	95%	97%	96%	96%	95%
<u>State's Attorney's Office</u>					
% to be dispositioned for cases scheduled	75%	75%	78%	90%	*
*Program moved to Charles County Department of Social Services starting July 1, 2017					

Department:	Community Services	Account: 46 Fund
Division/Program:	Charles County Advocacy Council for Children, Youth, & Families	Fund: Special Rev.
Program Administrator:	Todd Elliott, Local Management Board Coordinator	Source: Grant
http://www.charlescountymd.gov/local-management-board/charles-county-advocacy-council-children-youth-and-families-local-management		

Expenditure Category	FY2016	FY2017	FY2017	FY2018	\$ Change	%
	Actual	Adopted	Amended	Adopted	Amended	Chg.
Personal Services	\$102,471	\$135,712	\$153,099	\$140,127	(\$12,972)	-8.5%
Fringe Benefits	23,338	44,743	49,627	38,722	(10,905)	-22.0%
Operating Costs	280,694	17,482	25,048	29,043	3,995	15.9%
Operating Contingency	0	9,499	9,499	17,610	8,111	85.4%
Agency Funding	975,114	1,830,124	2,843,003	2,026,220	(816,783)	-28.7%
Total Expenditures	\$1,381,617	\$2,037,560	\$3,080,276	\$2,251,722	(\$828,554)	-26.9%

Changes and Useful Information:

- Decrease in **Personal Services** and **Fringe Benefits** and increase in **Operating Contingency** is due to staff turnover.
- The increase in **Operating Costs** and decrease in **Agency Funding** is due to Federal grants. Those grants with a fiscal year end date of 09/29/17 that will be carried over to FY2018. Budget Amendments are executed for the rollover funds.

Social Services

Department:	Community Services	Account: 46 Fund
Division\Program:	Charles County Advocacy Council for Children, Youth, & Families	Fund: Special Rev.
Program Administrator:	Todd Elliott, Local Management Board Coordinator	Source: Grant

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:	FY14	FY15	FY16	FY17	FY18
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Director of Community Services	0.0	0.0	0.0	0.1	0.1
Chief of Transit	0.1	0.1	0.1	0.0	0.0
CCACCYF Coordinator	1.0	1.0	1.0	1.0	1.0
Fiscal Specialist	0.3	0.3	0.3	0.2	0.2
Administrative Associate	0.0	0.0	0.3	0.3	0.3
LMB Program Specialist	0.8	0.8	0.8	0.8	0.8
Total Full Time Equivalent	2.1	2.1	2.5	2.3	2.3

Objectives & Measurements:	FY14	FY15	FY16	FY17	FY18
	Actual	Actual	Actual	Projected	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	6	6
Grant/funding applications approved	5	5*	5	6	6
<i>* Grant applied for in FY15 was awarded in FY16</i>					
Vendor / Subrecipient contracts executed	9	9	9	14	14
Program improvement plans reviewed	2	1	2	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	FY2016 Actual	FY2017 Adopted	FY2017 Amended	FY2018 Adopted	\$ Change FY2017 Amended	% Chg.
Personal Services	\$346,966	\$349,900	\$349,900	\$357,600	\$7,700	2.2%
Fringe Benefits	109,632	102,800	102,800	109,100	6,300	6.1%
Operating Costs	6,652,259	7,392,634	7,988,905	7,308,129	(680,776)	-8.5%
Capital Outlay	53,806	1,001,200	1,761,144	901,700	(859,444)	-48.8%
Total Expenditures	\$7,162,663	\$8,846,534	\$10,202,749	\$8,676,529	(\$1,526,220)	-15.0%

Changes and Useful Information:

- **Operating Costs** decrease is due to anticipated savings on rebid of vendor contract for route services.
- **Capital Outlay** includes capitalized preventative maintenance, five (5) replacement buses, and two (2) specialized buses. Capital grant purchases vary from year to year.

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

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.

Medical Assistance Transportation

The County has administered the Medical Assistance Transportation Grant and services for Charles County Health Department (CCHD) for several years. In FY98, the County became the subrecipient for Medical Assistance grant funds and not only administers the grant, but consolidated service with other VanGO efforts. In recent years the arrangement has become a contract for services that includes transportation to medical appointments via fixed route and/or door to door demand response service and brokerage of all non emergency ambulance and aerial transports for eligible Medical Assistance recipients. The County will continue this service through September 2018 at which time the CCHD will run the program directly.

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 FY2018 Capital Grant request includes capitalized preventative maintenance, five (5) replacement buses, and two (2) specialized buses.

Positions:

<u>Title</u>	<u>FY14</u> <u>FTE</u>	<u>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>
Chief of Transit	0.9	0.9	0.9	1.0	1.0
Transit Development Administrator	1.0	1.0	1.0	1.0	1.0
Fiscal Specialist	0.2	0.2	0.2	0.0	0.0
Transit Specialist	2.0	2.0	2.0	2.0	2.0
Total Full Time Equivalent	4.1	4.1	4.1	4.0	4.0

Objectives & Measurements:

See General Fund - Department of Planning and Growth Management for listing of all Objectives & Measurements regardless of funding source.

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	FY2016 Actual	FY2017 Adopted	FY2017 Amended	FY2018 Adopted	\$ Change FY2017 Amended	% Chg.
Personal Services	\$10,911	\$3,000	\$3,000	\$9,800	\$6,800	226.7%
Operating Costs	1,060	1,200	1,200	2,200	1,000	83.3%
Total Expenditures	\$11,971	\$4,200	\$4,200	\$12,000	\$7,800	185.7%

Changes and Useful Information:

- **Personal Services** increase is for the Agricultural Planner position.
- Increased **Operating Costs** 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>FY14</u> <u>FTE</u>	<u>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>
Agricultural Planner IV	1.00	0.03	0.03	0.03	0.07
Total Full Time Equivalent	1.00	0.03	0.03	0.03	0.07

Planning and Growth Management

Department: Planning and Growth Management Accounts: 4 Fund
Division\Program: Planning Grants Fund: Special Rev.
Program Administrator: Steven Ball, Planning Director Source: Grant

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2017 Amended	FY2018 Adopted	\$ Change FY2017 Amended	% Chg.
Personal Services	\$6,623	\$5,430	\$5,430	\$5,430	\$0	0.0%
Fringe Benefits	2,377	3,570	3,570	3,570	0	0.0%
Operating Costs	34,766	0	9,533	0	(9,533)	-100.0%
Transfers Out	1,353	0	0	0	0	N/A
Total Expenditures	\$45,119	\$9,000	\$18,533	\$9,000	(\$9,533)	-51.4%

Changes and Useful Information:

- The decrease in **Operating Costs** is due to multi-year Federal 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 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.

Community Economic Adjustment Assistance for Compatible Use and Joint Land Use Studies

This multi-year grant funds the preparation of a Joint Land Use Study for the Naval Support Facility Indian Head. The study is a cooperative land use planning effort between Charles County, Town of Indian Head, and NSF Indian Head to identify land use compatibility issues confronting the civilian community and the naval base, and to recommend strategies to address the issues in the context of the County's Comprehensive Plan and general zoning. The Study is intended to protect and preserve military readiness and defense capabilities while supporting continued community economic development and protecting the public health, safety and welfare of the community. Funds provide for a consultant, advertising, and printing and distribution of public outreach materials. Grant ended in FY2017.

Positions:

Title	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE	FY18 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: Hamendra K. Mathur, Acting Chief of Codes, Permits, and Inspection Services Source: Svc. Charge
www.charlescountymd.gov/pgm/cpis/inspections

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2017 Amended	FY2018 Adopted	\$ Change FY2017 Amended	% Chg.
Operating Costs	\$68,117	\$200,000	\$200,000	\$200,000	\$0	0.0%
Total Expenditures	\$68,117	\$200,000	\$200,000	\$200,000	\$0	0.0%

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: Debra L. Pence, Chief of Tourism & Special Events Source: Grant
<http://www.charlescountymd.gov/tourism/tourism-office>

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2017 Amended	FY2018 Adopted	\$ Change FY2017 Amended	% Chg.
Operating Costs	\$27,891	\$34,734	\$89,695	\$79,587	(\$10,108)	-11.3%
Total Expenditures	\$27,891	\$34,734	\$89,695	\$79,587	(\$10,108)	-11.3%

Changes and Useful Information:

- **Operating Costs** is for the destination Marketing Organization Grant Program. Funds are awarded on a calendar year basis and budgets are adjusted upon award.

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 4-202 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	FY2016 Actual	FY2017 Adopted	FY2017 Amended	FY2018 Adopted	\$ Change FY2017 Amended	% Chg.
Operating Costs	\$3,413	\$500,000	\$641,000	\$675,000	\$34,000	5.3%
Total Expenditures	\$3,413	\$500,000	\$641,000	\$675,000	\$34,000	5.3%

- **Operating Costs** increase for FY2018 is for a target of eight (8) Business Development Loans for Women, Minorities, and/or Veterans.

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.

	FY16 Actual	FY17 Budget	FY18 Budget	\$ Change from FY17	% Change
<i>University of Maryland Charles Regional Medical Center</i>					
Revenues: Interest Income	\$62,476	\$115,600	\$74,700	(\$40,900)	-35.4%
Miscellaneous	1,061,693	1,007,900	1,055,800	47,900	4.8%
Total Revenues	\$1,124,169	\$1,123,500	\$1,130,500	\$7,000	0.6%
Expenses: Debt Service	\$977,287	\$1,123,500	\$1,130,500	\$7,000	0.6%
Variance	\$146,882	\$0	\$0	\$0	

Nursing Home

Revenues:

Fund Balance Appropriation	\$0	\$66,500	\$57,800	(\$8,700)	-13.1%
Total Revenues	\$0	\$66,500	\$57,800	(\$8,700)	-13.1%
Expenses: Debt Service	\$88,345	\$66,500	\$57,800	(\$8,700)	-13.1%
Variance	(\$88,345)	\$0	\$0	\$0	

Southern Maryland Stadium & Entertainment Complex

Revenues: Interest Income	(\$27,453)	\$0	\$0	\$0	N/A
Miscellaneous	(616,547)	0	0	0	N/A
Total Operating Revenue	(\$644,000)	\$0	\$0	\$0	N/A
Fund Balance Appropriation	0	0	0	0	N/A
Total Revenues	(\$644,000)	\$0	\$0	\$0	N/A
Expenses: Debt Service	\$805,235	\$0	\$0	\$0	N/A
Variance	(\$1,449,235)	\$0	\$0	\$0	

Debt Service Fund

	FY16 Actual	FY17 Budget	FY18 Budget	\$ Change from FY17	% Change
<i>School Construction Excise Tax</i>					
Revenues: Interest Income	\$968,871	\$1,286,600	\$1,082,100	(\$204,500)	-15.9%
Miscellaneous	10,264,660	7,956,600	8,363,600	407,000	5.1%
Total Revenues	\$11,233,531	\$9,243,200	\$9,445,700	\$202,500	2.2%
Expenses: Debt Service	\$8,862,444	\$7,481,200	\$6,792,700	(\$688,500)	-9.2%
Contingency	0	1,762,000	2,653,000	891,000	50.6%
Total Expenses	\$8,862,444	\$9,243,200	\$9,445,700	\$202,500	2.2%
Variance	\$2,371,087	\$0	\$0	\$0	

College of Southern Maryland (Children Learning Center)

Revenues: Interest Income	\$13,078	\$12,100	\$9,100	(\$3,000)	-24.8%
Miscellaneous	73,713	70,200	77,600	7,400	10.5%
Total Revenues	\$86,791	\$82,300	\$86,700	\$4,400	5.3%
Expenses: Debt Service	\$71,958	\$82,300	\$86,700	\$4,400	5.3%
Variance	\$14,833	\$0	\$0	\$0	

The St. Charles Companies

Revenues: Interest Income	\$1,039,539	\$987,600	\$848,900	(\$138,700)	-14.0%
Miscellaneous	2,976,143	3,110,900	3,369,100	258,200	8.3%
Total Revenues	\$4,015,682	\$4,098,500	\$4,218,000	\$119,500	2.9%
Expenses: Debt Service	\$3,942,745	\$4,098,500	\$4,218,000	\$119,500	2.9%
Variance	\$72,937	\$0	\$0	\$0	

Miscellaneous

Revenues: Interest Income	\$213	\$0	\$0	\$0	N/A
Miscellaneous	397	0	0	0	N/A
Total Revenues	\$610	\$0	\$0	\$0	N/A
Expenses: Debt Service	\$0	\$0	\$0	\$0	N/A
Variance	\$610	\$0	\$0	\$0	

TOTAL DEBT SERVICE FUND

Total Revenues	\$15,816,783	\$14,614,000	\$14,938,700	\$324,700	2.2%
Total Expenses	\$14,748,014	\$14,614,000	\$14,938,700	\$324,700	2.2%
Variance	\$1,068,769	\$0	\$0	\$0	
Less Non-Spendable Fund Balance reduction	(\$7,960,467)				
Net change in Fund Balance	(\$6,891,698)				

Personnel

PERSONNEL/SERVICE LEVEL CHANGES

The following graph presents the personnel history for Charles County Government from Fiscal Year 2014 through Fiscal Year 2018. 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 2014, 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 93.8 full time equivalent positions since the end of Fiscal Year 2014.

The Fiscal Year 2018 authorized strength for all departments is 1,601.4 full time equivalent positions. Compared to the previous fiscal year the authorized strength increased by a net full time equivalency of 10.3. New positions increased the authorized strength by 20.8 full time equivalent positions which included 6.0 new positions for public safety, 7.0 positions to assist with the operations of the County's Water and Sewer facilities, and 7.8 new positions to assist departments in achieving the Commissioners Goals and Objectives. This increase is offset by the transfer of 9.4 positions in the State's Attorney's Office Child Support Division to the Maryland State Department of Human Resources, Charles County Social Services Division, the elimination of the Vision 20/20 part time position to fund the Western County Family Medical Center, and an adjustment in the Sheriff's part time positions based on current spending patterns.

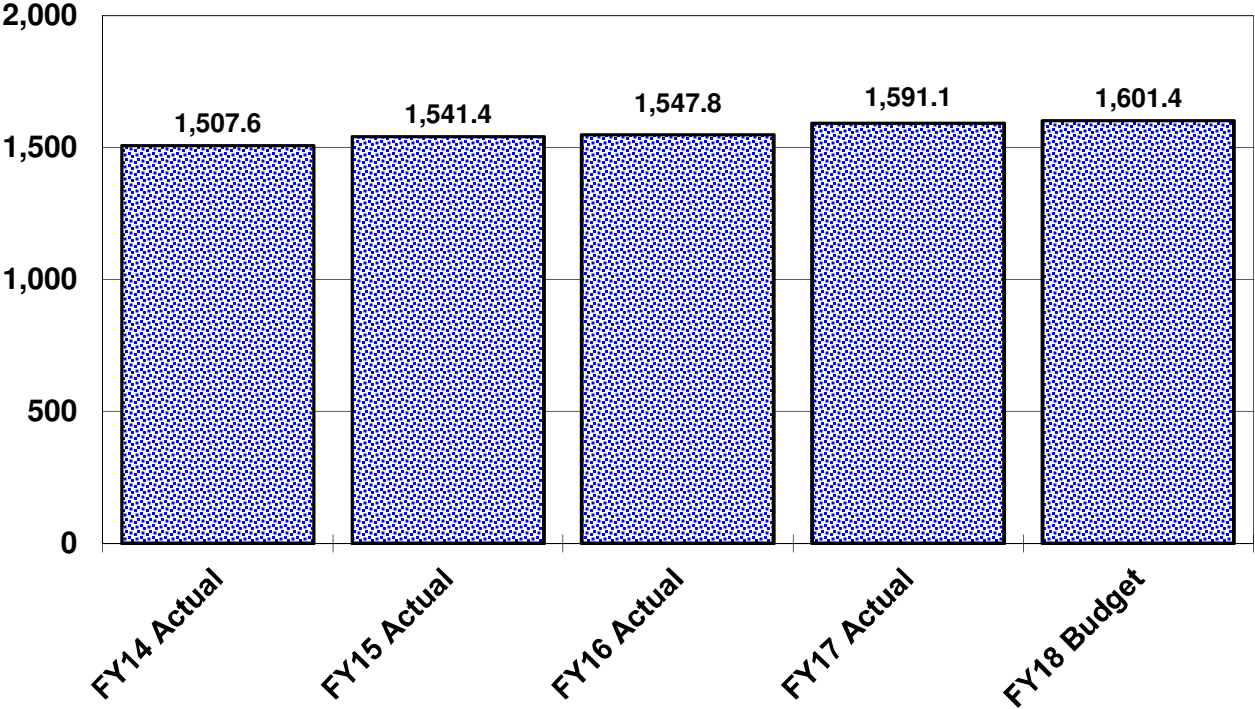
New positions were added in Fiscal Year 2018 as follows:

- The hiring of five additional Emergency Medical Services (EMS) personnel in the Emergency Services Department to meet the growing demands in the Waldorf area. (Commissioner Goal: Community Wellness)
- The FY2018 budget provides one new Sworn Officer in the Sheriff's Office. This position is specifically to address the County's opioid crisis. (Public Safety)
- An Agriculture Business Development Manager, which was approved during FY2017 to start in FY2018 will support local farm businesses, identify opportunities, implement agriculture enhancement programs, and recommend policies to enhance and encourage agriculture and ag-related industries. (Commissioner Goal: Cultural Heritage and Historic Assets)
- Also approved in FY2018 was an expansion of the Summer Intern Program. (Commissioner Goal: High-Performance, Data-Driven Government)
- The Department of Recreation, Parks, and Tourism received additional part time funding to support the operations of Malloys Bay Potomac River National Marine Sanctuary. (Commissioner Goal: Promote Quality of Life and Resources)
- The Department of Fiscal and Administrative Services received additional part time funding due to an increase in the workload related to the issuance of computers, tablets and printers.

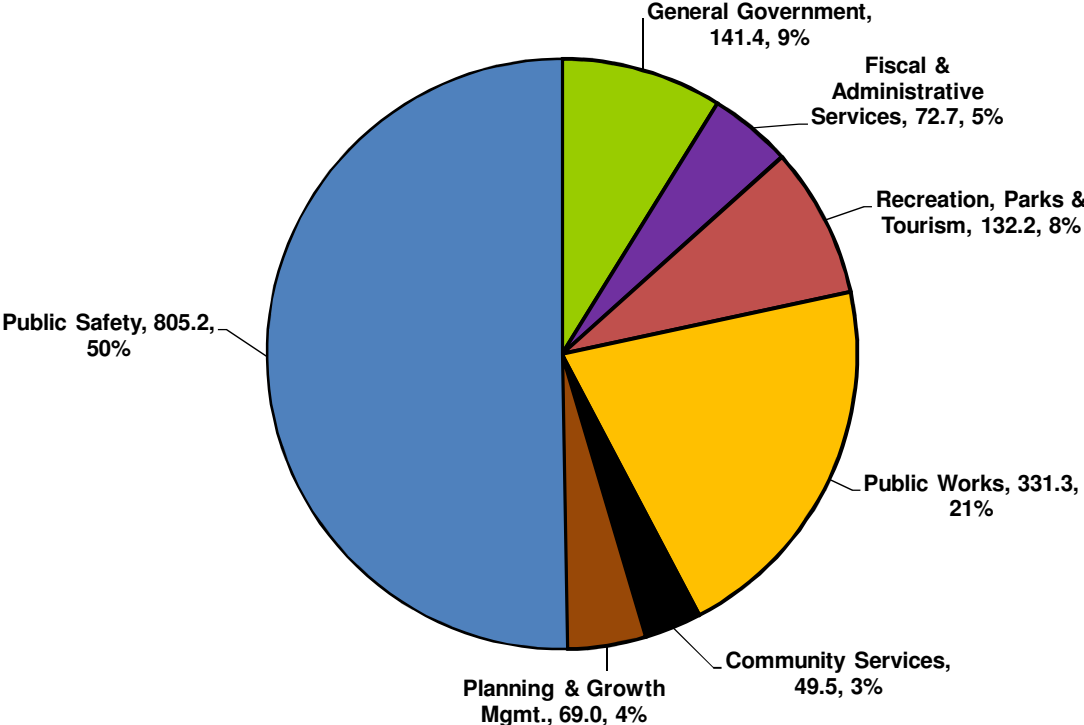
PERSONNEL/SERVICE LEVEL CHANGES

- The Department of Public Works – Utilities received funding for seven new full time positions. One position, an Instrumentation Technician is to assist with expanding and enhancing the County's water and waste water facilities. An Inventory Control Specialist position will be responsible for the ordering and tracking of parts and equipment, while three Environmental Operator Trainees will assist with the increased work load due to the Competitive Power Ventures pump station and the expansion of the brown water prevention program. An Electrician I has also been approved in support of the southern region and a Meter Technician position was approved due to the increasing number of new water and sewer accounts.
- The Department of Public Works – Facilities received funding for an Equipment Operator IV at the landfill as part of a proposed reorganization, additional part time funds to assist with coverage of the Piney Church Yard Waste Facility and the citizen disposal area at the landfill. Also, additional part time funds were provided for custodial services at the Bel Alton School.

TOTAL PERSONNEL



FY18 PERSONNEL BY FUNCTION



CHARLES COUNTY GOVERNMENT PERSONNEL LISTING- FULL TIME EQUIVALENT

	FY14 YEAR END	FY15 YEAR END	FY16 YEAR END	FY17 YEAR END	FY18 APPROVED
TOTAL PERSONNEL					
Total Full Time Personnel	1,348.1	1,376.3	1,383.0	1,421.8	1,428.0
Total Part Time Personnel	159.5	165.1	164.9	169.3	173.4
TOTAL PERSONNEL	1,507.6	1,541.4	1,547.8	1,591.1	1,601.4

COUNTY DEPARTMENTS

CENTRAL SERVICES

Internal Audit	0.0	0.0	0.0	2.0	2.0
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COMMUNITY SERVICES

Administration	7.2	7.7	8.1	5.3	4.8
Aging and Senior Programs	31.7	32.5	31.9	30.6	30.6
Housing Authority	14.7	14.7	14.4	14.2	14.2
	53.6	54.9	54.5	50.0	49.5

COUNTY ADMINISTRATOR'S OFFICE

County Administrator	4.0	5.0	3.0	4.0	4.0
Security	3.9	3.9	3.9	3.9	3.9
Media	6.5	8.3	8.3	8.9	8.9
	14.4	17.2	15.2	16.9	16.9

COUNTY COMMISSIONER'S OFFICE

County Commissioners	5.0	5.0	5.0	5.0	5.0
Commissioner Office Administration	6.6	6.6	6.6	6.6	6.6
County Attorney's Office	9.6	9.6	9.6	10.0	10.0
	21.3	21.3	21.3	21.6	21.6

ECONOMIC DEVELOPMENT

Business Development	6.3	6.3	7.3	7.0	8.0
Waldorf Urban Redevelopment Corridor	0.0	0.0	2.0	2.0	2.0
	6.3	6.3	9.3	9.0	10.0

EMERGENCY SERVICES

Administration	3.3	3.3	3.3	3.3	3.3
Animal Shelter	13.9	13.9	13.8	17.8	17.8
Animal Control	6.0	6.0	6.0	6.0	6.0
Fire/EMS Communications	26.7	31.7	31.7	31.7	31.7
Emergency Management	2.0	2.0	2.0	2.0	2.0
Emergency Medical Services	81.1	81.1	81.1	87.1	92.1
False Alarm	2.0	2.0	2.0	2.0	2.0
Tactical Response Team	1.7	1.7	1.7	1.7	1.7
	136.7	141.7	141.7	151.7	156.7

CHARLES COUNTY GOVERNMENT PERSONNEL LISTING- FULL TIME EQUIVALENT

	FY14 YEAR END	FY15 YEAR END	FY16 YEAR END	FY17 YEAR END	FY18 APPROVED
FISCAL & ADMINISTRATIVE SERVICES					
Administration	2.0	2.0	2.0	2.0	2.0
Accounting/Payroll	10.8	11.8	11.8	12.8	12.8
Budget and Financial Planning	5.0	5.0	5.0	5.0	5.0
Information Technology	21.5	23.7	24.7	24.7	25.2
Purchasing	6.0	7.0	6.0	6.0	6.0
Treasury	14.0	14.0	14.0	13.5	13.5
Water & Sewer Billing	7.3	7.3	8.3	8.3	8.3
	66.5	70.7	71.7	72.2	72.7
HUMAN RESOURCES					
	8.0	8.0	8.0	10.4	12.4
PLANNING & GROWTH MANAGEMENT					
Administration	4.0	4.0	3.6	4.0	4.0
Codes, Permits & Inspections Services	31.3	31.3	31.9	33.5	33.5
Transit	5.1	5.1	5.1	5.0	5.0
Resource & Infrastructure Management	7.0	7.0	7.1	8.3	8.3
Planning	18.7	18.7	18.6	18.2	18.2
	66.0	66.0	66.3	69.0	69.0
PUBLIC WORKS					
<u>Facilities:</u>					
Administration	12.0	12.0	12.0	11.0	11.0
Building & Trades	54.7	56.8	56.8	56.8	57.7
Landfill Operations	30.2	32.2	32.2	32.2	33.2
Roads	39.7	39.7	39.7	41.0	41.0
Recycling Operations	24.1	24.1	25.1	26.7	28.5
Vehicle & Equipment Maintenance	11.6	11.6	11.6	11.6	11.6
Subtotal Facilities	172.2	176.3	177.3	179.3	182.9
Capital Services	16.3	17.3	17.3	18.0	18.0
<u>Utilities</u>					
Water	35.1	35.4	37.1	38.9	41.9
Sewer	41.2	41.9	44.8	46.7	47.7
Mattawoman	31.0	31.0	30.4	31.8	33.8
Meters	6.1	6.1	6.1	6.1	7.1
Subtotal Utilities	113.4	114.4	118.4	123.4	130.4
Public Works Grand Total	301.9	308.0	313.0	320.7	331.3
RECREATION, PARKS, & TOURISM					
Administration	0.0	0.0	0.0	5.5	5.5
Recreation	54.6	57.3	58.8	59.8	59.8
Parks and Grounds	57.5	57.5	57.5	57.7	58.4
Tourism	8.5	8.5	8.5	8.5	8.5
	120.6	123.3	124.8	131.5	132.2
Total Full Time Personnel	664.7	682.9	690.0	715.0	729.0
Total Part Time Personnel	130.6	134.5	135.7	140.0	145.3
TOTAL COUNTY DEPARTMENTS	795.3	817.3	825.7	855.0	874.3

CHARLES COUNTY GOVERNMENT PERSONNEL LISTING- FULL TIME EQUIVALENT

	FY14 YEAR END	FY15 YEAR END	FY16 YEAR END	FY17 YEAR END	FY18 APPROVED
OUTSIDE AGENCIES					
CIRCUIT COURT	21.7	22.2	22.2	25.2	25.2
STATE'S ATTORNEY OFFICE	45.9	53.8	54.2	57.8	48.4
SHERIFF					
<u>Sheriff's Office:</u>					
Sheriff	1.0	1.0	1.0	1.0	1.0
Uniformed Officers	301.0	301.0	301.0	306.0	307.0
Office of the Sheriff	6.2	6.1	6.0	7.0	7.0
Executive Services Division	10.7	9.1	6.0	6.0	6.0
Administrative Services Division	16.3	16.3	17.0	16.7	16.7
Criminal Investigations Division	13.6	13.1	12.2	13.2	13.2
Communications	21.0	21.6	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	11.6	11.6	11.0	11.0
Patrol Division	2.0	2.0	2.0	2.0	2.0
Special Operations Division	7.2	9.3	10.7	11.7	11.1
Court Security	21.0	21.0	21.0	22.0	22.0
Judicial Services	21.8	21.8	21.8	21.8	21.8
Property Management	12.4	12.6	12.6	12.6	12.6
Training Division	4.7	7.3	7.7	7.1	7.1
Subtotal Sheriff's Office	484.2	487.5	485.1	492.6	493.0
<u>Detention Center</u>					
Administration	2.0	2.0	2.0	2.0	2.0
Correctional Officers	141.0	141.0	141.0	141.0	141.0
Classified Personnel	12.6	12.6	12.6	12.6	12.6
Subtotal Detention Center	155.6	155.6	155.6	155.6	155.6
Sheriff Grand Total	639.7	643.1	640.7	648.2	648.5
SOIL CONSERVATION	5.0	5.0	5.0	5.0	5.0
Total Full Time Personnel	683.4	693.4	693.0	706.8	699.0
Total Part Time Personnel	29.0	30.6	29.1	29.3	28.1
TOTAL OUTSIDE AGENCIES	712.3	724.0	722.1	736.1	727.1

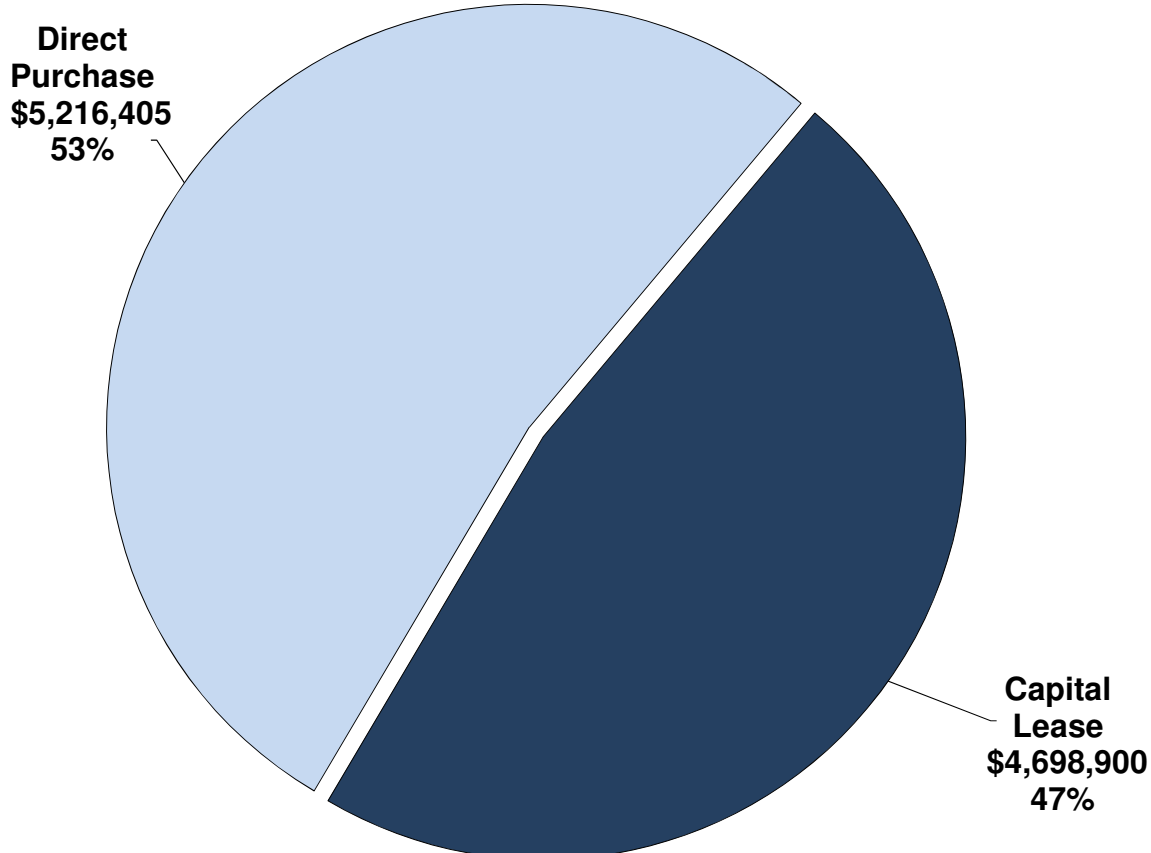
Vehicles & Equipment

FY 2018 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Asset Value of Leased Items	Annual Lease
Total General Fund	\$6,193,400	\$2,259,200	\$3,934,200	\$847,500
Total Transportation Fund	901,700	901,700	0	0
Total Judicial Grants	36,404	36,404	0	0
Total Inspection Services	488,600	488,600	0	0
Total Sheriff's Grants	28,900	28,900	0	0
Total Emergency Services	35,000	35,000	0	0
Total Drug Forfeitures	55,000	55,000	0	0
Total Solid Waste	771,500	671,000	100,500	21,700
Total Water & Sewer Operations	525,800	0	525,800	113,300
Total Environmental Services Program Fund	590,000	500,000	90,000	19,400
Total Federal Aging Grants	48,400	0	48,400	10,400
Total Cable TV/I-Net Fund	160,500	160,500	0	0
Total Emergency Management Fund	80,101	80,101	0	0
Total All Funds	\$9,915,305	\$5,216,405	\$4,698,900	\$1,012,300

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 2018 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
General Fund			
Fiscal & Administrative Services			
Information Technology 01.04.12.51.0500.000			
For County Administrator, Commissioner Office Administration			
Color Copier	8,700		1,900
<i>Due to the age and heavy volume of usage, this copier routinely jams and causes constant interruption to effective workflow.</i>			
For Information Technology			
Disk Storage Expansion	34,900		7,500
<i>Current system is 10 years old, not expandable, and too slow for database applications.</i>			
Total Information Technology	43,600	0	9,400
Accounting 01.04.70.0500.000			
Folder/Sealer	5,000		1,100
<i>Replacement unit for the Payroll Office. Current unit is beyond repair.</i>			
Total Accounting	5,000	0	1,100
Total Fiscal & Administrative Services	48,600	0	10,500
Public Works - Facilities			
Building & Trades 01.05.33.0500.000			
Electric Hybrid Sports Utility Vehicle	35,000		7,500
<i>Replace B-73. Model year 2001 with over 95,000 miles. Vehicle is in very poor condition.</i>			
Engraver Machine	6,000		1,300
<i>The engraver is used for key control and asset control.</i>			
1/2 Ton Van	25,000		5,400
<i>Replace B-25. Model year 2000 with over 122,000 miles and is in very poor condition.</i>			
Total Building and Trades	66,000	0	14,200
Vehicle Maintenance 01.05.44.0500.000			
Diagnostic Scan Tool	7,000		1,500
<i>Replaces Pro Link 2006 which is an outdated scan tool. The tool allows technicians to diagnose late model vehicles.</i>			
Total Vehicle Maintenance	7,000	0	1,500
Roads 01.05.53.0500.000			
Crew Cab Pickup Truck with Snow Equipment	55,000		11,900
<i>Replace R-118. Model year 2006 with over 150,000 miles with high maintenance costs.</i>			

FY 2018 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
6 Wheel Dump Truck with Snow Equipment <i>Replace R-06. Model year 2001 with over 110,000 miles with high maintenance costs.</i>	150,000		32,300
6 Wheel Dump Truck with Snow Equipment <i>Replace R-07. Model year 2001 with over 125,000 miles. The truck has high repair costs and salt damage.</i>	150,000		32,300
Total Roads	355,000	0	76,500
Total Public Works - Facilities	428,000	0	92,200
<u>Recreation, Parks, and Tourism</u>			
<u>Parks and Grounds</u>	01.30.41.41.0500.000		
Mower <i>This unit will replace two older mowers which are aging and in poor condition: PTC 21: 2002 model year with 2,445 hours and PTC 22: 2002 model year with 2,519 hours.</i>	32,500		7,000
4 Wheel Drive Front Deck Mower <i>Replace PTC-25. Model year 2004 with over 3,900 hours. Unit is in very poor condition.</i>	19,500		4,200
Zero-Turn Mower <i>Replace PTC-24. Model year 2002 with over 3,600 hours. Unit is in very poor condition.</i>	14,500		3,100
Zero-Turn Mower <i>Replace PTC-6. Model year 2001 with over 2,000 hours. Unit is in poor condition.</i>	14,500		3,100
Utility Tractor With Loader Attachment <i>Replace PM-26. Model year 1994 with over 3,500 hours. Unit is in poor condition.</i>	31,000		6,700
3/4 Ton 4 Wheel Drive Pickup Truck with Plow Package <i>Replace P-17. Model year 1994 with over 81,000 miles. Truck is in poor condition and unreliable.</i>	38,000		8,200
3/4 Ton 4 Wheel Drive Pickup Truck with Plow Package <i>Replace P-40. Model year 2003 with over 169,000 miles.</i>	38,000		8,200
3/4 Ton 4 Wheel Drive Pickup Truck with Plow Package <i>Replace P-42. Model year 2003 with over 134,000 miles.</i>	38,000		8,200
<u>White Plains Golf Course</u>	01.30.41.70.0500.000		
Fairway Mower <i>This unit will replace two older mowers which are aging and in poor condition: Fairway Mower 1, a 2000 model year with 3,153 hours and Fairway Mower 2, a 2000 model year with 2,900 hours.</i>	54,000		11,600

FY 2018 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
3/4 Ton 4 Wheel Drive Pickup Truck <i>Replace P-15. Model year 1997 with over 137,000 miles. Truck is in poor condition.</i>	35,000		7,500
Golf Course Spray Unit <i>Replace GS-1. Model year 1995 with over 7,500 hours. Equipment is over 20 years old and in poor condition.</i>	32,000		6,900
Front Deck Mower <i>Replace PTC-19. Model year 2000 with over 4,800 hours. Unit is in poor condition.</i>	19,500		4,200
<u>Laurel Springs Park</u> 01.30.41.73.0500.000			
Infield Conditioner <i>Replace PRK-21. Model year 2006 with over 1,800 hours. Unit is in poor condition.</i>	20,000		4,300
Zero-Turn Mower <i>Replace PTC-29. Model year 2005 with over 1,500 hours. Unit is in poor condition.</i>	14,500		3,100
<u>Ruth B. Swann Park</u> 01.30.41.74.0500.000			
4 Wheel Drive Utility Vehicle <i>Replace PUV-01. Vehicle has over 2,700 hours. Unit is in poor condition.</i>	9,000		1,900
<u>Bryantown Soccer</u> 01.30.41.77.0500.000			
Infield Conditioner <i>Replace PRK-19. Model year 2006 with over 1,400 hours. Unit is in poor condition.</i>	20,000		4,300
<u>Bensville Park</u> 01.30.41.119.0500.000			
Infield Conditioner <i>Replace PRK-16. Model year 2002 with over 1,400 hours. Unit is in poor condition.</i>	20,000		4,300
<u>Mallows Bay Park</u> 01.30.41.138.0500.000			
Boat and Trailer <i>The Boat and Trailer will be used, for design/construction and maintenance of the interpretive water trail network, monitoring/preserving historic resources, emergency response, etc.</i>	21,500		4,600
<u>Maxwell Hall Park</u> 01.30.41.168.0500.000			
4 Wheel Drive Utility Vehicle <i>Replace PUV-14. Model year 2003 with over 1,800 hours. Unit is in poor condition.</i>	9,000		1,900

FY 2018 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
<u>Chapel Point Park</u> 01.30.41.209.0500.000			
3/4 Ton 4 Wheel Drive Pickup Truck <i>Pursuant to a partnership initiative with the Maryland State Park Service for Chapel Point State Park.</i>	36,000		7,800
Utility Vehicle <i>Pursuant to a partnership initiative with the Maryland State Park Service for Chapel Point State Park.</i>	9,000		1,900
<i>Total Parks and Grounds</i>	525,500	0	113,000
Total Recreation, Parks, and Tourism	525,500	0	113,000
<u>Planning and Growth Management</u>			
<u>Transit</u> 01.07.110.0500.000			
VanGO Fixed Route Bus <i>Replace T-73. Model year 2011 with over 344,000 miles.</i>	150,100	150,100	
VanGO Fixed Route Bus <i>Replace T-74. Model year 2010 with over 208,000 miles.</i>	150,100	150,100	
VanGO Fixed Route Bus <i>Replace CS-79. Model year 2010 with over 240,000 miles.</i>	150,100	150,100	
<i>Total Transit</i>	450,300	450,300	0
Total Planning & Growth Management	450,300	450,300	0
<u>Circuit Court</u> 01.09.05.0500.000			
CourtSmart Equipment - Senior Judge Hearing Room <i>To capture the official record of the proceedings conducted in a new hearing room, a full CourtSmart courtroom recording system is required.</i>	32,000		6,900
CourtSmart Equipment - Courtroom A <i>Replace existing CourtSmart Equipment. The mixer and several microphones have reached their useful life and must be replaced to avoid compromising the official court record.</i>	7,500		1,600
Interpreter Equipment <i>Replace equipment currently utilized by the interpreters which is approximately 15 years old and in poor condition.</i>	6,000		1,300
Total Circuit Court	45,500	0	9,800

FY 2018 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
<u>Central Services</u> 01.23.0500.000			
Camera Licenses, Video Storage, and Cameras <i>Various camera and security upgrades.</i>	28,700	28,700	
Contingency	48,000		10,300
Total Central Services	76,700	28,700	10,300
<u>Sheriff's Office</u>			
<u>Sheriff's Office</u> 01.24.24.0500.000			
In-Car Camera Units (100)	800,000		172,400
(45) Vehicles	1,411,300	1,411,300	
(2) K-9 Dogs	17,000	17,000	
Intercom Devise	12,000	12,000	
(3) Tag Reader - Vehicle Setup	45,100	45,100	
(2) High-end Physical Server for Resource Applications	30,000	30,000	
(4) Provide Full High Capacity Switches	40,000	40,000	
DIMS System	27,800	27,800	
(2) Cisco Routers - Network	10,000	10,000	
(2) VMWare Servers	38,000	38,000	
Total Sheriff's Office	2,431,200	1,631,200	172,400
<u>Detention Center</u> 01.24.37.0500.000			
Prisoner Transport Van	80,000	80,000	
Medical Cell Door Renovations	29,000	29,000	
Office Desk for Main Building	7,400	7,400	
Total Detention Center	116,400	116,400	0
Total Sheriff's Operations	2,547,600	1,747,600	172,400

FY 2018 VEHICLE AND EQUIPMENT LISTING

Item Description		Asset Value of Request	Direct Purchase	Annual Lease
<u>Judicial Grants</u>				
<u>Circuit Court</u>	05.09.124.0500.000			
Courthouse Security		36,404	36,404	
<i>For the purchase of duress alarms, camera system, and bullet resistant barriers.</i>				
Total Judicial Grants		\$36,404	\$36,404	\$0
<u>Transportation Grants Fund</u>				
<u>Planning and Growth Management</u>				
<u>Transit</u>	06.07.110.139.0500.011			
* (5) VanGO Fixed Route Bus		750,500	750,500	
<i>Replace T68, 69, 70, 71, 72. Each Bus is model year 2011 with over 250,000 miles.</i>				
* <u>Transit</u>	06.06.110.139.0500.012			
* (2) VanGO Specialized Bus		151,200	151,200	
<i>Replace T43 and 46. Both are model year 2007 with over 345,000 miles.</i>				
Total Transportation Fund		\$901,700	\$901,700	\$0
<i>*contingent on grant funds</i>				
<u>Inspection and Review Fund</u>				
<u>Planning and Growth Management</u>				
<u>Administration</u>	07.07.06.0510.000			
Software		488,600	488,600	
<i>Replacing the computer system associated with land use, subdivision, code enforcement, and permit activities. The first portion of the software was purchased in FY2017.</i>				
Total Administration		488,600	488,600	0
Total Inspection & Review Fund		\$488,600	\$488,600	0
<u>Public Safety Grants Fund</u>				
<u>Sheriff's Office</u>				
<u>Child Support Grant</u>	12.24.11.32.0500.000			
Child Support Vehicle		28,900	28,900	
<i>Replace one (1) child support vehicle with 150,000+ miles.</i>				
Total Child Support		28,900	28,900	0
Total Public Safety Grants Fund		\$28,900	\$28,900	0

FY 2018 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
<u>Sheriff's Special Programs</u>			
<u>Volunteers in Community Service (VICS)</u>	18.24.15.0500.000		
Passenger Van <i>Replace one (1) twelve (12) passenger van.</i>	35,000	35,000	
Total VICS	35,000	35,000	0
Total Sheriff's Special Programs	\$35,000	\$35,000	\$0
<u>Drug Forfeitures</u>			
<u>Sheriff</u>			
<u>Local Forfeitures</u>	22.24.0500.000		
Advance Investigative tool and Dialed Number Recorders	25,000	25,000	
Total Local Forfeitures	25,000	25,000	0
<u>Federal Forfeitures</u>	22.24.24.0500.000		
Capital Items	30,000	30,000	
Total Federal Forfeitures	30,000	30,000	0
Total Drug Forfeitures	\$55,000	\$55,000	0
<u>Landfill</u>			
	27.05.38.0500.000		
<u>Public Works - Facilities</u>			
3/4 Ton 4 Wheel Drive Pickup Truck <i>Replace S-15. Model year 2002 with over 150,000 miles.</i>	40,000	40,000	
25 Ton Off Road hauler <i>Replace S-54. Model year 2003 with over 6,000 hours.</i>	370,000	370,000	
300 Series Excavator <i>Replace S-67. Model year 2003 with over 8,000 hours.</i>	235,000	235,000	
Portable Radios <i>Current Model (XTS and MT) portable radios are no longer produced by the manufacturer. Industry standards are requiring a replacement system.</i>	100,500		21,700
Hydraulic Broom <i>Attachment to the skid loader to address dust and erosion control at the County Landfill.</i>	10,000	10,000	

FY 2018 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
Waste Oil Furnace (2) <i>Allows for ability to supplement heating system in heavy equipment repair facility and negates cost of used oil processing fees.</i>	16,000	16,000	
Total Landfill	\$771,500	\$671,000	\$21,700
Total Cost of Items to be Leased	\$100,500		

Water and Sewer Operation Fund

Public Works - Utilities

Van <i>Replace U-128. Current vehicle has over 200,000 miles.</i>	40,000		8,600
1/2 Ton Van <i>Vehicle for new Instrumentation Technician position.</i>	34,000		7,300
Van with Equipment <i>Vehicle for new Electrician I position.</i>	34,000		7,300
Small Sports Utility Vehicle <i>Vehicle for new On-Site Project Superintendent position.</i>	30,000		6,500
Canopy Ventilation Hood <i>The Canopy Hood is need to vent the nuisance odors created by the drying ovens and muffle furnace when analyzing the wastewater sludge.</i>	12,000		2,600
Muffle Furnace <i>Replace a Muffle Furnace that is in poor condition.</i>	13,500		2,900
Mini Excavator <i>Replace U-132. Model year 2003 that is in poor condition.</i>	62,300		13,400
Mini Excavator <i>Additional Mini Excavator to improve efficiencies. Currently crews are sharing a mini excavator.</i>	62,300		13,400
Flatbed Dump Truck <i>Additional truck to improve efficiencies. Currently crews are sharing a flatbed dump truck.</i>	55,200		11,900
Heavy Duty Pickup Truck <i>Replace an old crew cab truck that has high mileage and is in need of repairs.</i>	59,300		12,800
8 Ton Over Tire Tilt Trailer <i>Needed to haul mini excavator to and from job sites.</i>	13,800		3,000

FY 2018 VEHICLE AND EQUIPMENT LISTING

<u>Item Description</u>	<u>Asset Value of Request</u>	<u>Direct Purchase</u>	<u>Annual Lease</u>
Portable Message Sign <i>To notify the public when repairing broken water mains , water outages and flushing water mains.</i>	13,400		2,900
Portable Radios <i>Current Model (XTS and MT) portable radios are no longer produced by the manufacturer. Industry standards are requiring a replacement system.</i>	96,000		20,700
Total Water & Sewer Fund	\$525,800	\$0	\$113,300
Total Cost of Items to be Leased	\$525,800		

Environmental Services Program Fund

Public Works - Facilities

<u>Recycling</u> 35.05.03.0500.000			
3/4 Ton 4 Wheel Drive Pickup Truck <i>Replace S-75. Model year 2005 with over 160,000 miles.</i>	40,000	40,000	
Brush-Tub Grinder <i>Replace S-66. Model year 2002 with over 5,000 hours.</i>	240,000	240,000	
Grapple Truck <i>Replace S-26. Model year 1998 with over 40,000 miles.</i>	220,000	220,000	
Blue Recycling Carts (1,500) <i>New recycling carts for expansion of curbside recycling program.</i>	90,000		19,400
Total Environmental Services Program Fund	\$590,000	\$500,000	\$19,400
Total Cost of Items to be Leased	\$90,000		

Federal Aging Grants / Fee for Service Programs

Community Services

<u>Aging & Senior Programs</u> 40.06.21.191.0500.000			
Small Sports Utility Vehicle <i>Replace CS-16. Model year 2003 with over 67,900 miles.</i>	24,200		5,200
<u>Aging & Senior Programs</u> 43.06.21.87.0500.000			
Small Sports Utility Vehicle <i>Replace CS-05. Model year 2003 with over 76,200 miles.</i>	24,200		5,200
Total Federal Aging Grants / Fee for Service Programs	\$48,400	\$0	\$10,400

FY 2018 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
<u>Cable TV/I-Net Fund</u>			
<u>County Administrator</u>			
<u>Media Services</u>	48.03.147.204.0500.000		
ProHD Field Cameras (4)	45,000	45,000	
<i>Replace aging field cameras, for off-site major event coverage and field productions.</i>			
Wall-Mounted Cameras (4)	36,000	36,000	
<i>New cameras needed to replace broken and aging cameras in the Commissioners Meeting Room.</i>			
Total County Administrator Cable TV Fund	81,000	81,000	0
<u>Fiscal Services</u>			
<u>Information Technology</u>	48.04.12.204.0500.000		
I-Net Equipment	79,500	79,500	
<i>Replace (13) I-Net related switches that have reached the end of their useful life.</i>			
Total Fiscal Services IT Cable TV Fund	79,500	79,500	0
Total Cable TV/I-Net Fund	\$160,500	\$160,500	0
<u>Emergency Management Fund</u>			
<u>Emergency Services</u>			
<u>Communications</u>	49.26.29.0500.000		
GIS Mapping / AVL / ProQA Servers	80,101	80,101	
<i>To replace the existing GIS mapping / AVL / ProQA servers and workstation equipment at the primary 9-1-1 Center. This equipment was installed in 2009 and has reached the end of its lifecycle.</i>			
Total Emergency Management Fund	\$80,101	\$80,101	\$0
TOTAL ALL FUNDS	\$9,915,305	\$5,216,405	\$1,012,300
TOTAL COST OF ALL ITEMS TO BE LEASED	\$4,698,900		

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, 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, 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 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.

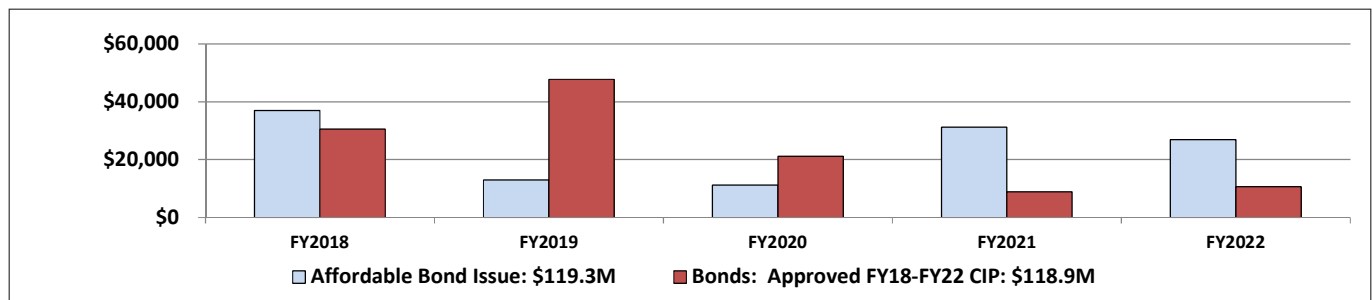
The County Commissioners, by virtue of Article 24, Section 9-10B-01, of the Annotated Code of Maryland, can issue bonds necessary for school construction related to additional capacity. The revised legislation allows the County to assess and collect an excise tax on new home starts to pay for the debt 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 FY2018 budget was appropriated using \$318,000 from the General Fund to fund projects that are inappropriate for long-term debt issuance and to utilize funds previously set aside to fund capital projects.

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	FY18 Excise Tax
Single Family Detached	\$16,838
Townhouse	\$16,845
Multi-Family	\$14,096

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, 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 developed a five year implementation work program. An initial effort was to develop a Watershed Conservation District (WCD) zoning to protect the watershed of the Mattawoman Creek, which is one of the most ecologically productive watersheds in the Chesapeake Bay tributaries. A new zoning text and map amendment was approved by the Board of County Commissioners on June 7, 2017.

The implementation efforts includes 15 active work items that promote a new transit corridor and urban redevelopment, affordable housing, continuing work on historic village revitalization plans, and the complete update of the Zoning Ordinance and Subdivision Regulations.

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 FY17 – FY21 program.

Board of Education

- Mary H. Matula E.S. Roof Replacement

General Government

- Robert J. Fuller Transitional Home Improvements

Water and Sewer

- Mattawoman WWTP Berm Relocation

Parks

- Oak Ridge Development Phase II
- Gilbert Run/Oak Ridge Connection Trail

Additionally, previous approved Governmental studies were moved from the Capital Improvement Program and are now funded under the General Fund Central Services budget. All projects were scrutinized and some projects were delayed while still remaining part of the adopted FY18-FY22 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 FY22, the current FY18-FY22 CIP would result in the need to add an additional \$320,400 to the General Fund budget for operating cost related to the various Government building and parks, an estimated \$5.8 million increase in funding for the Board of Education due to the opening of a new Billingsley Elementary School, and \$186,100 for the College of Southern Maryland for the Healthcare Training Facility. The Board of Education estimate for Billingsley Elementary School is the estimated full cost and may be reduced for staff transferred from other schools and for other funding sources the Board of Education receives that supports their operating budget. Water and Sewer CIP impacts are estimated to result in operational savings. The MWWTP Belt Filter Press Replacement project is projected to generate \$105,400 in operational savings by FY22. Solid Waste CIP impact is estimated to generate operational savings as well. The Landfill Leachate Conveyance System project is estimated to generate \$39,600 in operational savings by FY22. Operating Impacts are also shown for projects with impacts beyond FY22 in order to capture the operating side of capital projects that are being constructed in FY18-FY22. Cost estimates are reviewed and updated annually.

CUMULATIVE CIP OPERATING IMPACTS

FY2018-FY2022 CAPITAL IMPROVEMENT PROGRAM

(\$ in thousands)

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond FY 2022	PERSONNEL
GOVERNMENTAL OPERATIONS							
BOARD OF EDUCATION							
Billingsley Elementary School *							
No. of Personnel	0.00	88.60	88.60	88.60	88.60	88.60	Administrative Staff 2.0
Personnel Costs	\$0.0	\$5,286.2	\$5,317.9	\$5,349.8	\$5,381.9	\$5,414.2	Support Staff 14.8
Operating	0.0	450.9	453.6	456.3	459.0	461.8	Teachers 53.3
Start-Up Cost	0.0	2,090.0	0.0	0.0	0.0	0.0	Other 18.5
Total Operating	\$0.0	\$7,827.1	\$5,771.5	\$5,806.1	\$5,840.9	\$5,876.0	

* Operating Impact represents the estimated full cost of a new Elementary School. This estimate may be reduced for staff transferred to the new school.

Total Board of Education	\$0.0	\$7,827.1	\$5,771.5	\$5,806.1	\$5,840.9	\$5,876.0
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COLLEGE OF SOUTHERN MARYLAND

Healthcare Training Facility

No. of Personnel	0.00	0.00	5.00	5.00	5.00	5.00	Facilities & Grounds	
Personnel Costs	\$0.0	\$0.0	\$232.9	\$232.9	\$232.9	\$232.9	Technicians	2.5
Operating	0.0	0.0	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	\$0.0	\$676.0	\$676.0	\$676.0	\$676.0		
Total College of So. MD	\$0.0	\$0.0	\$676.0	\$676.0	\$676.0	\$676.0		
less: other funding	0.0	0.0	(489.9)	(489.9)	(489.9)	(489.9)		
Estimated County Cost	\$0.0	\$0.0	\$186.1	\$186.1	\$186.1	\$186.1		

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	(3.8)	(3.9)	(3.9)	(4.0)	(4.1)
Total Operating	\$0.0	(\$3.8)	(\$3.9)	(\$3.9)	(\$4.0)	(\$4.1)
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	(\$3.8)	(\$3.9)	(\$3.9)	(\$4.0)	(\$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)	(2.2)	(3.4)	(4.6)	(4.6)
Total Operating	\$0.0	(\$1.1)	(\$2.2)	(\$3.4)	(\$4.6)	(\$4.6)
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	(\$1.1)	(\$2.2)	(\$3.4)	(\$4.6)	(\$4.6)

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	62.0	200.0	204.0	208.1	210.1
Total Operating	\$0.0	\$62.0	\$200.0	\$204.0	\$208.1	\$210.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$62.0	\$200.0	\$204.0	\$208.1	\$210.1

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	12.4	12.6	12.9	13.0
Total Operating	\$0.0	\$0.0	\$12.4	\$12.6	\$12.9	\$13.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$12.4	\$12.6	\$12.9	\$13.0

CUMULATIVE CIP OPERATING IMPACTS

FY2018-FY2022 CAPITAL IMPROVEMENT PROGRAM

(\$ in thousands)

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond FY 2022	PERSONNEL
COUNTY GOVERNMENTAL OPERATIONS							
Bi-County Animal Shelter							
No. of Personnel	0.00	0.00	1.60	1.60	1.60	1.60	Facilities Maintenance
Personnel Costs	\$0.0	\$0.0	\$72.8	\$75.7	\$78.8	\$78.8	Technician II 1.0
Operating	0.0	0.0	23.1	23.5	24.0	24.2	Part Time 0.6
Total Operating	\$0.0	\$0.0	\$95.9	\$99.2	\$102.8	\$103.0	
Vehicle & Equipment Lease	0.0	0.0	2.6	5.2	5.2	5.2	
Total Impact	\$0.0	\$0.0	\$98.5	\$104.4	\$108.0	\$108.2	

Total Governmental Operations	\$0.0	\$57.1	\$304.8	\$313.7	\$320.4	\$322.6
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TOTAL GOVERNMENTAL IMPACT

No. of Personnel							
Board of Education	0.00	88.60	88.60	88.60	88.60	88.60	
College of Southern Maryland	0.00	0.00	5.00	5.00	5.00	5.00	
Governmental Operations	0.00	0.00	1.60	1.60	1.60	1.60	
Total Personnel	0.00	88.60	95.20	95.20	95.20	95.20	
Board of Education	\$0.0	\$7,827.1	\$5,771.5	\$5,806.1	\$5,840.9	\$5,876.0	
College of Southern Maryland	0.0	0.0	186.1	186.1	186.1	186.1	
Governmental Operations	0.0	57.1	304.8	313.7	320.4	322.6	
Total Impact	\$0.0	\$7,884.2	\$6,262.4	\$6,305.9	\$6,347.4	\$6,384.7	

ENTERPRISE FUNDS

WATER & SEWER

MWWTP Belt Filter Press Replacement

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	(99.3)	(101.3)	(103.3)	(105.4)	(107.5)
Total Operating	\$0.0	(\$99.3)	(\$101.3)	(\$103.3)	(\$105.4)	(\$107.5)
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	(\$99.3)	(\$101.3)	(\$103.3)	(\$105.4)	(\$107.5)

SOLID WASTE

Landfill Leachate Pretreatment Facility

No. of Personnel	0.00	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)	Equipment Operator IV (0.5)
Personnel Costs	\$0.0	(\$27.5)	(\$28.6)	(\$29.7)	(\$30.9)	(\$32.1)	
Operating	0.0	(8.2)	(8.4)	(8.5)	(8.7)	(8.9)	
Total Operating	\$0.0	(\$35.7)	(\$37.0)	(\$38.2)	(\$39.6)	(\$41.0)	
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	
Total Impact	\$0.0	(\$35.7)	(\$37.0)	(\$38.2)	(\$39.6)	(\$41.0)	

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 FY2018 and tentatively approved FY2019-FY2022 expenditure budgets by category.
7. Prior Appropriation thru FY17 lists the amounts approved for this project to date.
8. Beyond FY2022 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 FY22).
10. Financing Sources: lists the Approved FY2018 and tentatively approved FY2019-FY2022 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 2018

(\$ in thousands)

PROJECT NAME:		Requested By: 3.
1.	2.	Project #: 4.
5.		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total 18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering									
Land & ROW									
Construction									
Equipment									
Administration			6.				7.	8.	9.
Inspection									
Miscellaneous									
Contingency									
Total Outlay									

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total 18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds									
Fund Balance Appropriation									
Operating Transfer									
Total County Funding									
Federal			10.				7.	8.	9.
State									
Other:									
Total Funding									

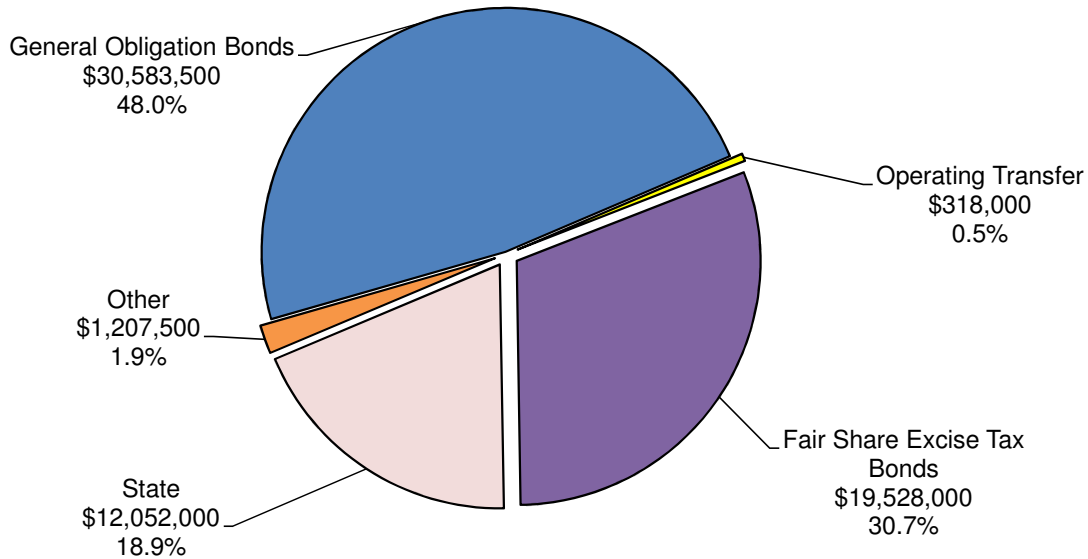
Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
No. of Personnel 11.					
Personnel Costs 12.					
Operating Start-Up Cost				13.	
Total Operating					
Debt Service: Bonds 14.					
Vehicle & Equipment Lease 15.					
Total Impact					

Approp. thru FY17	Beyond FY 2022
7.	8.

LOCATION:	16.
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FY18 Governmental Projects by Funding Source

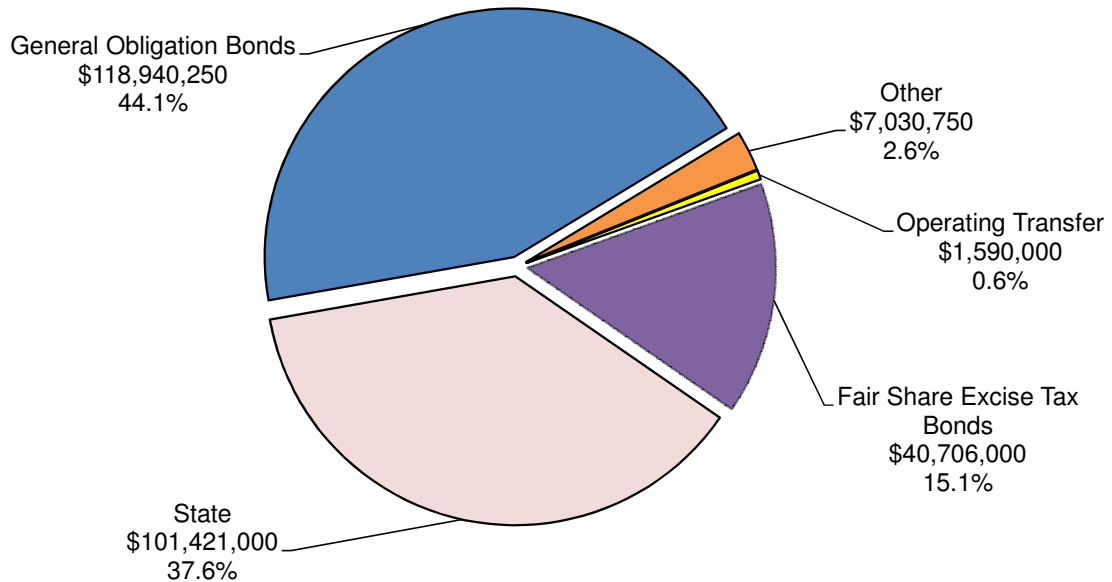
Total: \$77,553,000



Due to cashflow issues, the County has to forward fund the State's share of the construction funding for various Board of Education projects in FY2018. The County is projected to receive the \$13,864,000 reimbursement in FY2019. The above graph does not include the forward funding.

FY18-FY22 Governmental Projects by Funding Source

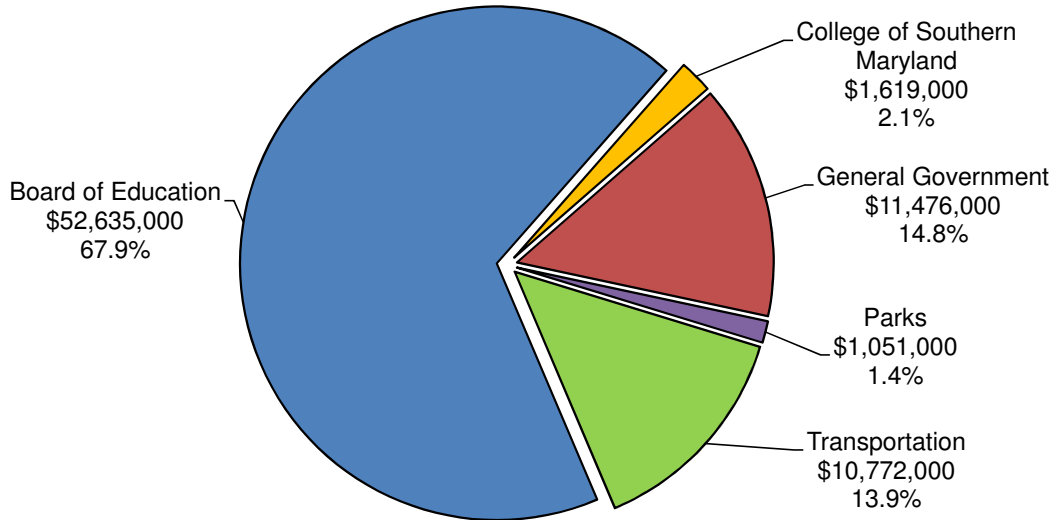
Total: \$269,688,000



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. Due to cashflow issues, the County may need to forward fund \$13,864,000 the State's share of the construction funding for various Board of Education projects in FY2018 and is projected to receive the reimbursement in FY2019. The above graph does not include the forward funding.

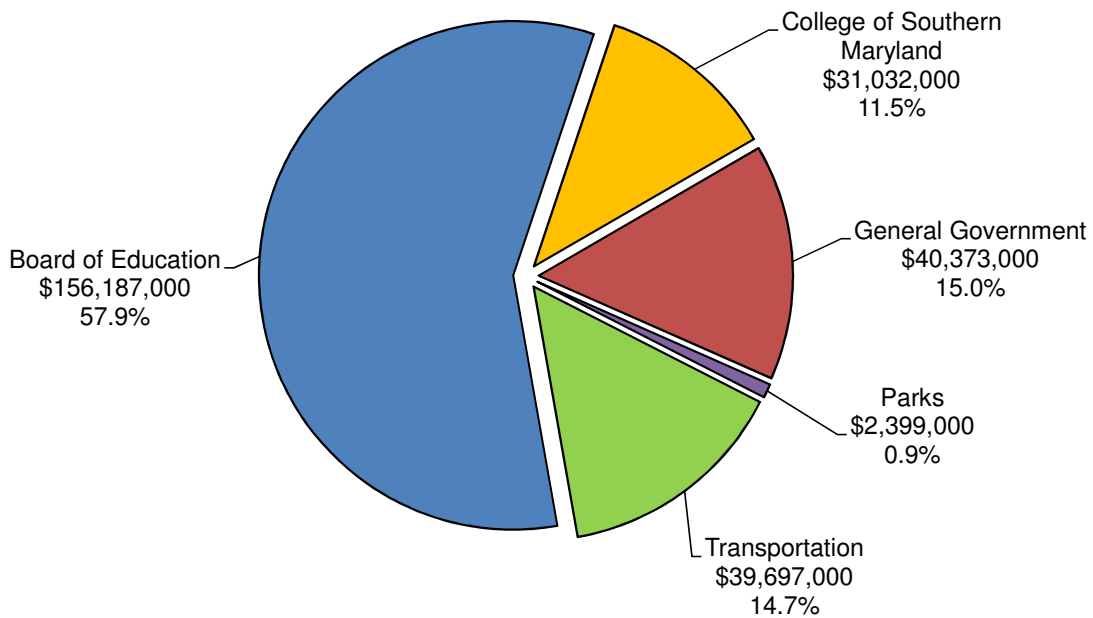
FY18 Governmental Projects by Type

Total: \$77,553,000



FY18-FY22 Governmental Projects by Type

Total: \$269,688,000



- The majority of the funding for the Board of Education represents the construction of the new Billingsley Elementary School and the renovations at Dr. Samuel A. Mudd Elementary School, Eva Turner Elementary School, and Benjamin Stoddert Middle School.
- College of Southern Maryland projects are contingent on State funding which funds 75% of the costs.
- General Government includes land preservation programs, replacing the Animal Shelter, relocating the La Plata Public Library, as well as maintenance/renovations on various facilities.

CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018 APPROVED CAPITAL PROJECT BUDGET FY2018-FY2022 CAPITAL IMPROVEMENT PROGRAM

<i>(\$ in thousands)</i>	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Prior Approp. thru FY17	Beyond FY 2022	Project Total
Governmental Projects									
CAPITAL COSTS									
Board of Education	\$52,635	\$59,777	\$37,272	\$1,207	\$5,296	\$156,187	\$34,633	\$729	\$191,151
College of Southern Maryland.....	1,619	25,627	3,786	0	0	31,032	495	0	31,527
General Government.....	11,476	17,593	4,964	3,158	3,182	40,373	3,883	3,845	48,497
Parks.....	1,051	333	334	339	342	2,399	365	396	2,971
Transportation.....	10,772	11,534	5,748	5,601	6,042	39,697	12,308	15,419	67,800
Total Governmental	\$77,553	\$114,864	\$52,104	\$10,305	\$14,862	\$269,688	\$51,684	\$20,389	\$341,946
FINANCE SOURCES									
General Obligation Bonds.....	\$30,584	\$47,765	\$21,136	\$8,825	\$10,631	\$118,941	\$25,241	\$18,662	\$163,022
Fair Share Excise Tax Bonds.....	19,528	13,303	7,875	0	0	40,706	19,160	0	59,866
General Fund Operating Transfer.....	318	318	318	318	318	1,590	276	318	2,190
Total County Funding	\$50,430	\$61,386	\$29,329	\$9,143	\$10,949	\$161,237	\$44,677	\$18,980	\$225,078
Federal.....	0	0	0	0	0	0	40	0	40
State.....	12,052	61,557	22,737	1,162	3,913	101,421	6,735	1,409	109,565
Other: Forward funding State Share.....	13,864	(13,864)	0	0	0	0	0	0	0
Other.....	1,208	5,785	38	0	0	7,031	232	0	7,263
Total Governmental	\$77,553	\$114,864	\$52,104	\$10,305	\$14,862	\$269,688	\$51,684	\$20,389	\$341,946
Enterprise Fund Projects									
CAPITAL COSTS									
Water.....	\$15,343	\$16,040	\$11,824	\$3,928	\$1,762	\$48,897	\$22,770	\$23,935	\$97,679
Sewer.....	42,039	40,953	19,922	10,612	9,552	123,079	61,666	9,448	197,408
Solid Waste (Landfill).....	1,450	2,476	4,369	0	0	8,295	3,526	0	11,821
Watershed Protection & Restoration.....	11,070	11,548	11,899	12,320	12,734	59,571	21,259	13,265	94,095
Total Enterprise Funds	\$69,903	\$71,017	\$48,014	\$26,860	\$24,048	\$239,842	\$109,222	\$46,648	\$401,004
FINANCE SOURCES									
Water Bonds.....	\$14,965	\$15,808	\$11,587	\$3,830	\$1,664	\$47,854	\$21,854	\$23,837	\$95,623
Sewer Bonds.....	38,233	37,665	18,911	10,043	8,947	113,799	54,384	9,168	180,565
Solid Waste Fund Bonds.....	961	1,005	0	0	0	1,966	3,526	0	5,492
Watershed Protection & Restoration Bonds	10,950	11,478	11,828	12,245	12,734	59,235	21,147	13,265	93,647
Enterprise Fund Operating Transfers.....	472	565	201	201	201	1,640	1,067	201	2,908
Watershed Protection & Restoration Fund Balance.....	120	70	71	75	0	336	112	0	448
Solid Waste Capital Reserve.....	489	1,471	4,369	0	0	6,329	0	0	6,329
Total County Funding	\$66,191	\$68,061	\$46,967	\$26,394	\$23,546	\$231,159	\$102,090	\$46,471	\$385,012
State.....	0	0	0	0	0	0	733	0	733
Federal.....	0	0	0	0	0	0	728	0	728
Other: WSSC.....	3,583	2,822	908	466	502	8,281	5,342	177	13,800
Other:	129	134	139	0	0	402	329	0	731
Total Enterprise Funds	\$69,903	\$71,017	\$48,014	\$26,860	\$24,048	\$239,842	\$109,222	\$46,648	\$401,004
TOTAL PROJECTS	\$147,456	\$185,881	\$100,118	\$37,165	\$38,910	\$509,530	\$160,906	\$67,037	\$742,950

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2018 APPROVED CAPITAL PROJECT BUDGET
FY2018-FY2022 CAPITAL IMPROVEMENT PROGRAM

<i>(\$ in thousands)</i>	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Prior Approp. thru FY17	Beyond FY 2022	Project Total
<u>GOVERNMENTAL PROJECTS</u>									
<u>BOARD OF EDUCATION</u>									
Dr. Samuel Mudd Elementary - Modernization/Addition	18,113	0	0	0	0	18,113	10,574	0	28,687
Billingsley Elementary School	16,500	4,109	0	0	0	20,609	22,289	0	42,898
Full-Day Kindergarten Addition: Berry E.S.	2,926	0	0	0	0	2,926	367	0	3,293
Full Day Kindergarten Addition: Craik E.S.	3,764	0	0	0	0	3,764	450	0	4,214
Eva Turner Elementary School - Modernization/Addition	2,101	10,725	9,464	0	0	22,290	251	0	22,541
Benjamin Stoddert Middle School - Modernization/Addition	3,001	21,724	19,988	0	0	44,713	301	0	45,014
McDonough High School Renovation Study / Phase 1 Renovations	701	10,688	0	0	0	11,389	401	0	11,790
Westlake H.S. Roof Replacement	0	393	2,950	0	0	3,343	0	0	3,343
Indian Head E.S. Boiler Replacement	0	129	1,197	0	0	1,326	0	0	1,326
Smallwood M.S. Roof/Chiller/H&V/UV Replacement	0	0	0	478	3,950	4,428	0	0	4,428
John Hanson MS - Roof Replacement	246	2,881	0	0	0	3,127	0	0	3,127
Matthew Henson M.S. Water Line	0	540	0	0	0	540	0	0	540
Elementary Schools - Playground Replacement	266	266	266	0	0	798	0	0	798
Site Improvements/Asphalt Replacement Program	1,416	1,081	0	0	0	2,497	0	0	2,497
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
Elementary School - Site Acquisition	3,001	0	0	0	0	3,001	0	0	3,001
Middle School - Site Acquisition	0	4,001	0	0	0	4,001	0	0	4,001
Total without inflation	\$52,635	\$57,137	\$34,465	\$1,078	\$4,550	\$149,865	\$34,633	\$600	185,098
Contingency- Inflation	0	2,640	2,807	129	746	6,322		129	6,451
Total Board of Education	\$52,635	\$59,777	\$37,272	\$1,207	\$5,296	\$156,187	\$34,633	\$729	\$191,549
<u>COLLEGE OF SOUTHERN MARYLAND</u>									
Healthcare Training Facility	1,619	24,407	3,501	0	0	29,527	495	0	30,022
Total without inflation	\$1,619	\$24,407	\$3,501	\$0	\$0	\$29,527	\$495	\$0	\$30,022
Contingency- Inflation	0	1,220	285	0	0	1,505		0	1,505
Total College Southern Maryland	\$1,619	\$25,627	\$3,786	\$0	\$0	\$31,032	\$495	\$0	\$31,527

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2018 APPROVED CAPITAL PROJECT BUDGET
FY2018-FY2022 CAPITAL IMPROVEMENT PROGRAM

<i>(\$ in thousands)</i>	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Prior Approp. thru FY17	Beyond FY 2022	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	503	578	653	653	653	3,040	1,018	653	4,711
Various Maintenance Projects	393	418	418	418	418	2,065	0	418	2,483
Lighting Retrofit	106	106	53	0	0	265	265	0	530
Courthouse Renovation	103	79	79	0	0	261	720	0	981
Sheriff's Office Improvements	145	0	0	0	0	145	0	0	145
Generator Replacement Program	113	113	113	113	113	565	153	0	718
Uninterrupted Power Supply (UPS) Replacement Program	58	58	58	0	0	174	0	0	174
Countywide Building Re-Keying	0	157	0	0	0	157	0	0	157
Charles County Courthouse HVAC Improvements	239	1,301	1,300	0	0	2,840	0	0	2,840
Government Building Water Infiltration Improvements Phase I	190	0	0	0	0	190	0	0	190
Detention Center Roof Replacement	1,346	1,126	0	0	0	2,472	0	0	2,472
Detention Center Annex Roof and Walls Improvements	470	397	0	0	0	867	0	0	867
Detention Center and Detention Center Annex Improvements	381	85	0	0	0	466	0	0	466
Detention Center Pump Station Rehabilitations	315	345	0	0	0	660	131	0	791
Replacement of County Financial Software Program	799	616	203	0	0	1,618	1,596	0	3,214
La Plata Library Relocation	2,627	1,691	0	0	0	4,318	0	0	4,318
Blue Crabs Stadium Seating Area Cover / Roofing System Renovations	563	0	0	0	0	563	0	0	563
Bel Alton School Renovation	720	0	0	0	0	720	0	0	720
Bi-County Animal Shelter	493	7,907	0	0	0	8,400	0	0	8,400
Total without inflation	\$11,476	\$16,889	\$4,789	\$3,096	\$3,096	\$39,346	\$3,883	\$2,983	\$46,212
Contingency- Inflation	0	704	175	62	86	1,027		862	1,889
Total General Government	\$11,476	\$17,593	\$4,964	\$3,158	\$3,182	\$40,373	\$3,883	\$3,845	\$48,101
<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	80	80	400	365	80	845
Automation & Technology Master Plan: Parks & Grounds	328	0	0	0	0	328	0	0	328
Chapel Point Park	393	0	0	0	0	393	0	0	393
Total without inflation	\$1,051	\$330	\$330	\$330	\$330	\$2,371	\$365	\$330	\$3,066
Contingency- Inflation	0	3	4	9	12	28		66	94
Total Parks	\$1,051	\$333	\$334	\$339	\$342	\$2,399	\$365	\$396	\$3,160

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2018 APPROVED CAPITAL PROJECT BUDGET
FY2018-FY2022 CAPITAL IMPROVEMENT PROGRAM

<i>(\$ in thousands)</i>	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Prior Approp. thru FY17	Beyond FY 2022	Project Total
TRANSPORTATION									
Road Overlay Program	\$3,526	\$3,078	\$3,078	\$3,078	\$3,078	\$15,838	\$0	\$3,078	\$18,916
County Drainage Systems Improvement Program	0	100	100	100	100	400	2,554	100	3,054
Safety Improvement Program- Existing Roadways	200	200	200	200	200	1,000	332	200	1,532
Traffic Signal Program	285	285	285	285	285	1,425	661	285	2,371
Sidewalk Improvement Program	153	153	153	153	153	765	0	153	918
Billingsley Road Safety Improvements	1,503	1,178	1,178	1,178	1,178	6,215	2,162	1,785	10,162
Old Washington Road Reconstruction	3,049	3,047	0	0	0	6,096	2,161	0	8,257
Washington Ave.- Various Intersection Improvements	305	305	305	0	0	915	403	305	1,623
Neighborhood Traffic Calming Program	37	37	37	37	37	185	312	37	534
Middletown Road Phase 3	0	1,717	0	0	0	1,717	0	6,752	8,469
Radio Station Road/Rt. 488 Traffic Signal & Geometric Improvements	800	0	0	0	0	800	0	0	800
Western Parkway Road Improvements Phase 2	914	914	0	0	0	1,828	3,723	0	5,551
Total without inflation	\$10,772	\$11,014	\$5,336	\$5,031	\$5,031	\$37,184	\$12,308	\$12,695	\$62,187
Contingency- Inflation	0	520	412	570	1,011	2,513		2,724	5,237
Total Transportation	\$10,772	\$11,534	\$5,748	\$5,601	\$6,042	\$39,697	\$12,308	\$15,419	\$67,424
Total Governmental	\$77,553	\$114,864	\$52,104	\$10,305	\$14,862	\$269,688	\$51,684	\$20,389	\$341,761

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2018 APPROVED CAPITAL PROJECT BUDGET
FY2018-FY2022 CAPITAL IMPROVEMENT PROGRAM

(\$ in thousands)	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Prior Approp. thru FY17	Beyond FY 2022	Project Total
FINANCING SOURCES:									
GOVERNMENTAL OPERATIONS:									
<u>BOARD OF EDUCATION</u>									
Bonds	\$10,736	\$19,163	\$11,066	\$1,207	\$2,545	\$44,717	\$8,575	\$729	\$54,021
Operating Transfer- General Fund	0	0	0	0	0	0	163	0	163
Fair Share Excise Tax Bonds	19,528	13,303	7,875	0	0	40,706	19,160	0	59,866
Total County Funding	30,264	32,466	18,941	1,207	2,545	85,423	27,898	729	114,050
State	8,507	41,175	18,331	0	2,751	70,764	6,735	0	77,499
Other: Forward Funding	13,864	(13,864)	0	0	0	0	0	0	0
Total Funding	\$52,635	\$59,777	\$37,272	\$1,207	\$5,296	\$156,187	\$34,633	\$729	\$191,549
<u>COLLEGE OF SOUTHERN MARYLAND</u>									
Bonds	\$34	\$6,407	\$542	\$0	\$0	\$6,983	\$495	\$0	\$7,478
Total County Funding	34	6,407	542	0	0	6,983	495	0	7,478
State	1,585	19,220	3,244	0	0	24,049	0	0	24,049
Total Funding	\$1,619	\$25,627	\$3,786	\$0	\$0	\$31,032	\$495	\$0	\$31,527
<u>GENERAL GOVERNMENT</u>									
Bonds	\$9,169	\$10,808	\$3,926	\$2,158	\$2,182	\$28,243	\$3,571	\$2,632	\$34,446
Operating Transfer- General Fund	0	0	0	0	0	0	80	0	80
Total County Funding	9,169	10,808	3,926	2,158	2,182	28,243	3,651	2,632	34,526
State	1,100	1,000	1,000	1,000	1,000	5,100	0	1,213	6,313
Other:	1,208	5,785	38	0	0	7,031	232	0	7,263
Total Funding	\$11,476	\$17,593	\$4,964	\$3,158	\$3,182	\$40,373	\$3,883	\$3,845	\$48,101
<u>PARKS</u>									
Bonds	\$551	\$83	\$84	\$89	\$92	\$899	\$355	\$146	\$1,400
Operating Transfer- General Fund	250	250	250	250	250	1,250	9	250	1,509
Total County Funding	801	333	334	339	342	2,149	365	396	2,910
State	250	0	0	0	0	250	0	0	250
Total Funding	\$1,051	\$333	\$334	\$339	\$342	\$2,399	\$365	\$396	\$3,160
<u>TRANSPORTATION</u>									
Bonds	\$10,094	\$11,304	\$5,518	\$5,371	\$5,812	\$38,099	\$12,245	\$15,155	\$65,498
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer- General Fund	68	68	68	68	68	340	23	68	431
Total County Funding	10,162	11,372	5,586	5,439	5,880	38,439	12,268	15,223	65,930
Federal	0	0	0	0	0	0	40	0	40
State	610	162	162	162	162	1,258	0	196	1,454
Total Funding	\$10,772	\$11,534	\$5,748	\$5,601	\$6,042	\$39,697	\$12,308	\$15,419	\$67,424
Total Governmental	\$77,553	\$114,864	\$52,104	\$10,305	\$14,862	\$269,688	\$51,684	\$20,389	\$341,761

**CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2018 APPROVED CAPITAL PROJECT BUDGET
FY2018-FY2022 CAPITAL IMPROVEMENT PROGRAM**

(\$ in thousands)	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year	Prior		Project
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Total
ENTERPRISE FUND OPERATIONS									
WATER & SEWER									
Automation & Technology Master Plan	2,018	2,292	2,037	0	0	6,347	13,365	0	19,712
Fee Study	102	0	0	0	0	102	0	0	102
Underground Infrastructure Repairs	718	718	718	718	718	3,590	1,237	718	5,545
Water Model Update	98	98	98	98	98	490	561	98	1,149
South County Water Transmission Main	1,703	1,703	1,703	1,993	0	7,102	907	3,698	11,707
Satellite Water Facility Upgrades	0	711	711	711	711	2,844	1,382	711	4,937
Bensville Water Tower No. 8	1,930	0	0	0	0	1,930	4,716	0	6,646
Pinefield Water Tower Rehabilitation	568	568	0	0	0	1,136	90	0	1,226
Gleneagles 2MG Water Tower	1,850	1,850	1,849	0	0	5,549	713	0	6,262
Waldorf Fire House Water Tower Replacement	1,850	1,849	0	0	0	3,699	2,670	0	6,369
White Plains 2MG Water Tower	0	713	1,850	0	0	2,563	0	3,699	6,262
Settle Woods Water Tower Rehabilitation	309	309	0	0	0	618	67	0	685
Bryans Road 2MG Water Tower	350	1,223	1,223	0	0	2,796	0	1,223	4,019
Bensville Road Water Line Extension	0	403	1,649	0	0	2,052	0	0	2,052
Bensville/Bryans Road Water Systems Interconnection Study	100	0	0	0	0	100	0	0	100
Hughesville Water Line	2,061	2,061	0	0	0	4,122	673	0	4,795
Private Water System Interconnection Program	129	129	129	0	0	387	436	0	823
WSSC Waldorf Interconnection	265	0	0	0	0	265	213	9,552	10,030
Chapel Point/Bel Alton Water System & Tank	1,819	1,819	0	0	0	3,638	275	0	3,913
Cliffton Water System Improvements	533	0	0	0	0	533	2,155	0	2,688
Influent/Effluent Pump Station	2,643	4,853	0	0	0	7,496	14,624	0	22,120
MWWTP Electrical System Replacement	4,018	4,018	0	0	0	8,036	1,621	0	9,657
MWWTP Flow Equalization	9,299	5,789	3,929	1,649	0	20,666	5,577	0	26,243
Mattawoman Infiltration and Inflow	6,111	3,621	5,260	3,974	3,207	22,173	6,402	3,207	31,782
Mattawoman WWTP Automation	1,575	1,519	0	0	0	3,094	3,270	0	6,364
Pump Station Rehabs and Replacements	1,688	1,495	1,495	1,495	1,495	7,668	1,258	1,495	10,421
Satellite Wastewater Facility Upgrades	541	541	541	541	541	2,705	1,173	541	4,419
MWWTP Clarifier and Thickener Repairs	976	976	976	976	976	4,878	4,176	976	10,029
Swan Point and Cobb Island Sewer System	0	0	290	0	0	290	0	1,458	1,748
MWWTP Utility Water System Evaluation & Improvement	1,231	511	0	0	0	1,742	689	0	2,431
Sewer Model Update	172	158	103	103	103	639	506	103	1,248
MD Route 5 Pump Station Forcemain	717	0	0	0	0	717	1,260	0	1,977
Zekiah Pump Station Upgrade	0	598	598	598	0	1,794	819	0	2,613
Zekiah Pump Station Forcemain	164	598	1,143	0	0	1,905	1,102	0	3,007
Zekiah Interceptor Sewer Upgrades	799	799	0	0	0	1,598	2,015	0	3,613
Cliffton WWTP Improvements	1,503	2,890	0	0	0	4,393	1,743	0	6,136
MWWTP Belt Filter Press Replacement	4,050	0	0	0	0	4,050	5,255	0	9,305
MWWTP Primary Clarifiers #1-4 Demolition	0	0	190	158	1,900	2,248	0	0	2,248
Hughesville Sewer System	842	2,139	2,139	0	0	5,120	0	0	5,120
MWWTP Septage Receiving Facility Improvements	90	268	508	0	0	866	60	0	926
Swan Pt. WWTP Electrical and Control System Improvements	393	278	250	0	0	921	573	0	1,494
Post Office Road Sewer Capacity Improvements	428	818	0	0	0	1,246	190	0	1,436
Sewer Easement Study & Acquisition	165	140	0	0	0	305	169	0	474
Indian Head Manor Pump Station Removal	0	126	0	0	0	126	0	0	126
Sewer Pump Station Capacity Study	0	169	0	0	0	169	0	0	169
Piney Branch Interceptor Sewer Capacity Upgrades - Phase II	3,041	5,592	0	0	0	8,633	90	0	8,723
White Plains Failing Septic Sewer Improvements	105	0	0	0	0	105	2,064	0	2,169
Cobb Island Bridge - Relocation of Sewer Main	428	0	0	0	0	428	0	0	428
Total without inflation	\$57,382	\$54,342	\$29,389	\$13,014	\$9,749	\$163,874	\$84,096	\$27,479	\$275,448
Contingency-inflation	(0)	2,652	2,358	1,526	1,565	8,101	0	5,904	14,006
Total Water & Sewer	\$57,382	\$56,993	\$31,746	\$14,540	\$11,314	\$171,976	\$84,096	\$33,383	\$289,453
Water	15,343	16,040	11,824	3,928	1,762	48,897	22,744	23,935	95,575
Sewer	42,039	40,954	19,922	10,612	9,552	123,078	61,351	9,448	193,878
Total Water & Sewer	\$57,382	\$56,993	\$31,746	\$14,540	\$11,314	\$171,976	\$84,096	\$33,383	\$289,453

**CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2018 APPROVED CAPITAL PROJECT BUDGET
FY2018-FY2022 CAPITAL IMPROVEMENT PROGRAM**

<i>(\$ in thousands)</i>	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Prior Approp. thru FY17	Beyond FY 2022	Project Total
SOLID WASTE FUND									
Landfill Leachate Management System	961	959	0	0	0	1,920	3,526	0	5,446
Landfill Cell No. 4A Expansion	266	1,288	1,288	0	0	2,842	0	0	2,842
Waste Transfer Station	223	113	2,753	0	0	3,089	0	0	3,089
Total without inflation	\$1,450	\$2,360	\$4,041	\$0	\$0	\$7,851	\$3,526	\$0	\$11,377
Contingency-inflation	0	116	328	0	0	444	0	0	444
Total Solid Waste	\$1,450	\$2,476	\$4,369	\$0	\$0	\$8,295	\$3,526	\$0	\$11,821
WATERSHED PROTECTION & RESTORATION FUND									
NPDES Retrofit Projects	\$10,950	\$10,950	\$10,950	\$10,950	\$10,950	\$54,750	\$21,147	\$10,950	\$86,847
Floodplain Analysis Studies	67	67	67	67	0	268	112	0	380
Fee Study	53	0	0	0	0	53	0	0	53
Total without inflation	\$11,070	\$11,017	\$11,017	\$11,017	\$10,950	\$55,071	\$21,259	\$10,950	\$87,280
Contingency-inflation	0	531	882	1,303	1,784	4,500	0	2,315	6,815
Total WATERSHED PROTECTION & RESTORATION FUNI	\$11,070	\$11,548	\$11,899	\$12,320	\$12,734	\$59,571	\$21,259	\$13,265	\$94,095
TOTAL ENTERPRISE FUNDS	\$69,902	\$71,017	\$48,014	\$26,860	\$24,048	\$239,841	\$108,881	\$46,648	\$395,369
TOTAL ALL PROJECTS	\$147,456	\$185,881	\$100,118	\$37,165	\$38,910	\$509,529	\$160,750	\$67,037	\$737,316

FINANCING SOURCES

ENTERPRISE FUND OPERATIONS:

WATER AND SEWER FUND

Water Projects

Bonds	\$14,965	\$15,808	\$11,587	\$3,830	\$1,664	\$47,854	\$21,828	\$23,837	\$93,519
Operating Transfer	249	98	98	98	98	641	561	98	1,300
Total County Funding	15,214	15,906	11,685	3,928	1,762	48,495	\$22,389	\$23,935	\$94,819
State	0	0	0	0	0	0	25	0	25
Other:	129	134	139	0	0	402	329	0	731
Total Funding	\$15,343	\$16,040	\$11,824	\$3,928	\$1,762	\$48,897	\$22,743	\$23,935	\$95,575

Sewer Projects

Bonds	\$38,233	\$37,665	\$18,911	\$10,043	\$8,947	\$113,798	\$54,068	\$9,168	\$177,034
Operating Transfer	223	467	103	103	103	999	506	103	1,608
Total County Funding	\$38,456	\$38,132	\$19,014	\$10,146	\$9,050	\$114,797	\$54,574	\$9,271	\$178,642
Federal	0	0	0	0	0	0	728	0	728
State	0	0	0	0	0	0	708	0	708
Other: WSSC	3,583	2,822	908	466	502	8,281	5,343	177	13,801
Total Funding	\$42,039	\$40,954	\$19,922	\$10,612	\$9,552	\$123,078	\$61,353	\$9,448	\$193,879

SOLID WASTE FUND

Bonds	\$961	\$1,005	\$0	\$0	\$0	\$1,966	\$3,526	\$0	\$5,492
Capital Budget Reserve	489	1,471	4,369	0	0	6,329	0	0	6,329
Total County Funding	\$1,450	\$2,476	\$4,369	\$0	\$0	\$8,295	\$3,526	\$0	\$11,821

WATERSHED PROTECTION & RESTORATION FUND

Bonds	\$10,950	\$11,478	\$11,828	\$12,245	\$12,734	\$59,235	\$21,147	\$13,265	\$93,647
Fund Balance Appropriation	120	70	71	75	0	336	112	0	448
Total Funding	\$11,070	\$11,548	\$11,899	\$12,320	\$12,734	\$59,571	\$21,259	\$13,265	\$94,095

TOTAL ENTERPRISE FUNDS	\$69,903	\$71,017	\$48,014	\$26,860	\$24,048	\$239,841	\$108,881	\$46,648	\$395,369
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TOTAL ALL PROJECTS	\$147,456	\$185,881	\$100,118	\$37,165	\$38,910	\$509,529	\$160,750	\$67,037	\$737,316
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APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ 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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$6,248	\$696	\$68	\$577	\$44	\$7,633	\$6,349	\$46	\$14,028
Land & ROW	3,000	4,200	0	0	0	7,200	1,539	0	8,739
Construction	38,199	52,310	31,015	593	4,865	126,982	25,605	645	153,232
Equipment	4,413	382	5,208	18	19	10,040	0	19	10,059
Administration	0	0	0	0	0	0	45	0	45
Administration - FAS	12	12	7	3	3	37	8	2	47
Inspection	0	0	0	0	0	0	67	0	67
Miscellaneous	90	821	0	0	0	911	790	0	1,701
Contingency	673	1,356	974	16	365	3,384	230	17	3,631
Total Outlay	\$52,635	\$59,777	\$37,272	\$1,207	\$5,296	\$156,187	\$34,633	\$729	\$191,549

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$10,736	\$19,163	\$11,066	\$1,207	\$2,545	\$44,717	\$8,575	\$729	\$54,021
Operating Transfer General Fund	0	0	0	0	0	0	163	0	163
Fair Share Excise Tax Bonds	19,528	13,303	7,875	0	0	40,706	19,160	0	59,866
Total County Funding	\$30,264	\$32,466	\$18,941	\$1,207	\$2,545	\$85,423	\$27,898	\$729	\$114,050
Federal	0	0	0	0	0	0	0	0	0
State	8,507	41,175	18,331	0	2,751	70,764	6,735	0	77,499
Other: Forward Fund State Share	13,864	(13,864)	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:	0	0	0	0	0	0	0	0	0
Total Funding	\$52,635	\$59,777	\$37,272	\$1,207	\$5,296	\$156,187	\$34,633	\$729	\$191,549

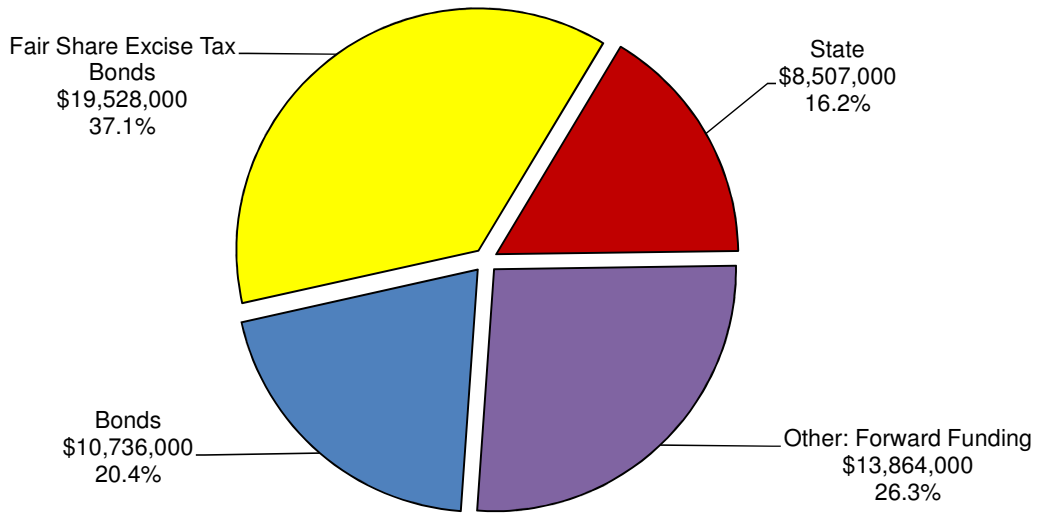
Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
No. of Personnel	0.00	88.60	88.60	88.60	88.60	0.00	88.60
Personnel Costs	0.0	5,286.2	5,317.9	5,349.8	5,381.9	0.0	5,414.2
Operating	0.0	450.9	453.6	456.3	459.0	0.0	461.8
Start-Up Cost	0.0	2,090.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$7,827.1	\$5,771.5	\$5,806.1	\$5,840.9	\$0.0	\$5,876.0
Debt Service: Bonds	771.2	1,716.7	3,324.2	4,225.3	4,320.3	771.2	4,373.1
Debt Service: Excise Tax Bonds	2,362.3	4,809.0	6,396.7	7,309.0	7,309.0	2,362.3	7,309.0
Total Impact	\$3,133.5	\$14,352.8	\$15,492.4	\$17,340.4	\$17,470.1	\$3,133.5	\$17,558.1

Projects with Future Operating Impacts:

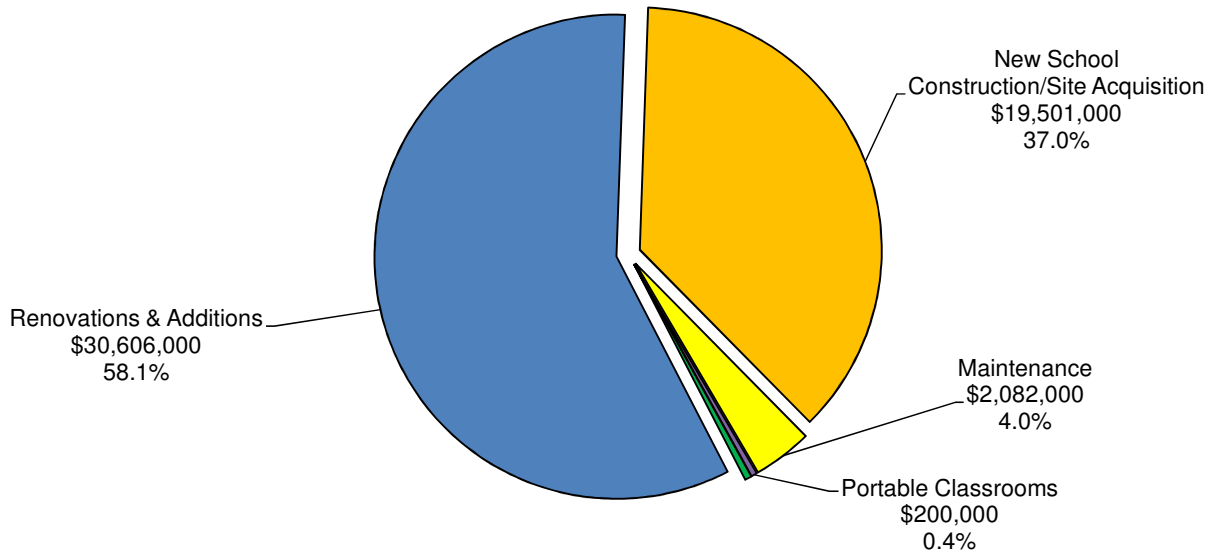
PROJECT	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond FY 2022	FTE
Billingsley Elementary School*	0.0	7,827.1	5,771.5	5,806.1	5,840.9	5,876.0	88.60
Total	\$0.0	\$7,827.1	\$5,771.5	\$5,806.1	\$5,840.9	\$5,876.0	88.60

* Operating Impact represents the estimated full cost of a new Elementary School. This estimate may be reduced for staff transferred to the new school.

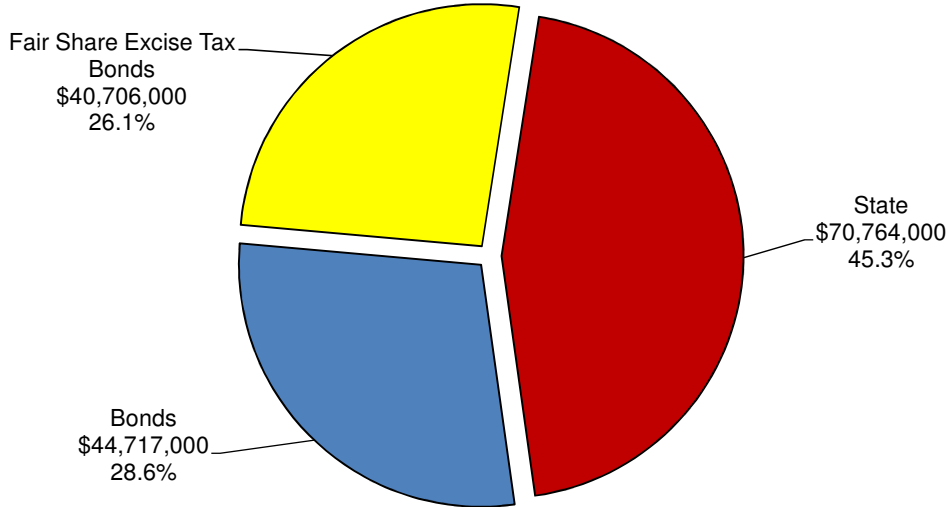
**FY18 Board of Education Financing Sources
Total \$52,635,000**



**FY18 Board of Education by Project Type
Total \$52,635,000**

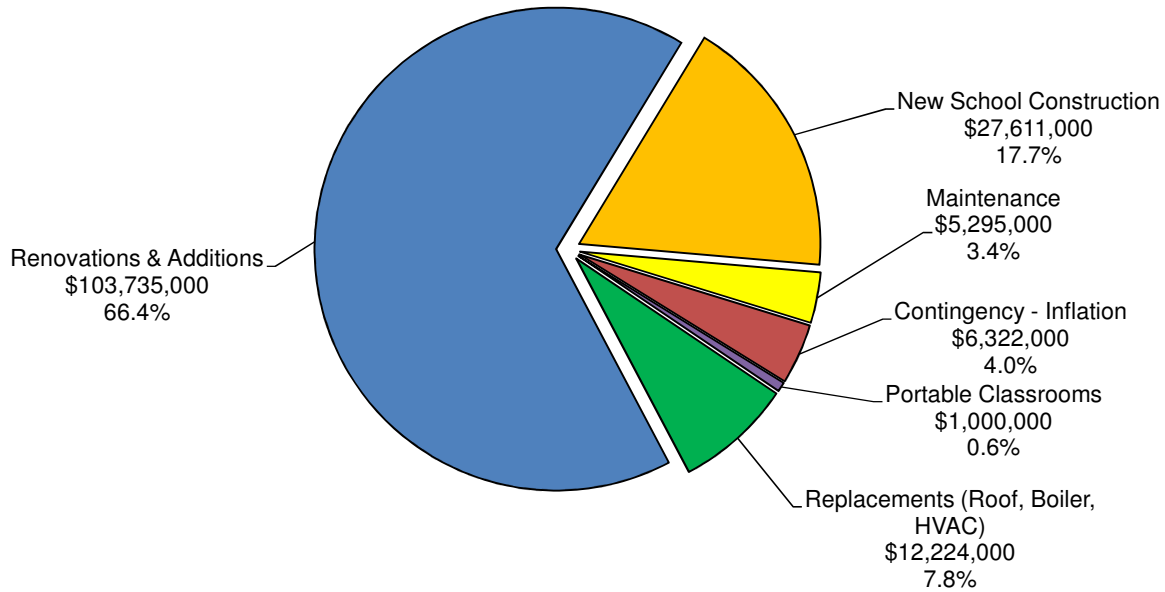


FY18-FY22 Board of Education Financing Sources
Total \$156,187,000



Fair Share Excise Tax and State funding is being utilized to fund the new Billingsley Elementary School and to help fund renovations at various elementary and middle schools, as well as, full-day kindergarten additions.

FY18-FY22 Board of Education by Project Type
Total \$156,187,000



Funding for new school construction includes Billingsley Elementary School, and site acquisition for an additional Elementary and Middle School. Funds provided for renovations and additions are to renovate Dr. Mudd Elementary, 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.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Dr. Samuel Mudd Elementary - Modernization/Addition	Existing Capacity 64% New Capacity 36%	Requested By: BOE Project #: 5139
<p>The need is for a renovation to Dr. Samuel A. Mudd Elementary School. Dr. Mudd Elementary was opened in 1967 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. A new gymnasium addition and other programmatic spaces will be included in the project to enhance the instructional program, including Full-Day Kindergarten. The school is located in Smallwood Village in St. Charles and serves the development district.</p>		
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>		
PRIORITY		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$2,299	\$0	\$2,299
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	16,060	0	0	0	0	16,060	7,629	0	23,689
Equipment	2,000	0	0	0	0	2,000	0	0	2,000
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	0	0	0	0	1	3	0	4
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	480	0	480
Contingency	52	0	0	0	0	52	163	0	215
Total Outlay	\$18,113	\$0	\$0	\$0	\$0	\$18,113	\$10,574	\$0	\$28,687

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$4,785	\$0	\$0	\$0	\$0	\$4,785	\$6,109	\$0	\$10,894
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	2,691	0	0	0	0	2,691	3,230	0	5,921
Total County Funding	\$7,476	\$0	\$0	\$0	\$0	\$7,476	\$9,339	\$0	\$16,815
Federal	0	0	0	0	0	0	0	0	0
State	3,882	6,755	0	0	0	10,637	1,235	0	11,872
Other: Forward Fund State Share	6,755	(6,755)	0	0	0	0	0	0	0
Total Funding	\$18,113	\$0	\$0	\$0	\$0	\$18,113	\$10,574	\$0	\$28,687

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	549.5	970.8	970.8	970.8	970.8	549.5	970.8
Debt Service: Excise Tax Bonds	398.2	735.4	735.4	735.4	735.4	398.2	735.4
Total Impact	\$947.7	\$1,706.2	\$1,706.2	\$1,706.2	\$1,706.2	\$947.7	\$1,706.2

LOCATION:
Dr. Samuel A. Mudd Elementary

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Billingsley Elementary School	Existing Capacity New Capacity 100%	Requested By: BOE Project #: 5092
Continued development in the County's development district will cause enrollment at the elementary level to exceed the capacity of the existing schools serving the area. Billingsley Elementary School will be located west of Route 301 on Billingsley Road. 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 was approved for planning in FY2016.		
Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)		
PRIORITY		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$2,285	\$0	\$2,285
Land & ROW	0	0	0	0	0	0	1,539	0	1,539
Construction	13,930	4,109	0	0	0	18,039	17,976	0	36,015
Equipment	2,128	0	0	0	0	2,128	0	0	2,128
Administration	0	0	0	0	0	0	45	0	45
Administration - FAS	0	0	0	0	0	0	0	0	0
Inspection	0	0	0	0	0	0	67	0	67
Miscellaneous	0	0	0	0	0	0	310	0	310
Contingency	442	0	0	0	0	442	67	0	509
Total Outlay	\$16,500	\$4,109	\$0	\$0	\$0	\$20,609	\$22,289	\$0	\$42,898

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$1,397	\$0	\$1,397
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	0	0	0	0	0	0	163	0	163
Fair Share Excise Tax Bonds	8,379	0	0	0	0	8,379	15,229	0	23,608
Total County Funding	\$8,379	\$0	\$0	\$0	\$0	\$8,379	\$16,789	\$0	\$25,168
Federal	0	0	0	0	0	0	0	0	0
State	3,125	9,105	0	0	0	12,230	5,500	0	17,730
Other: Forward Fund State Share	4,996	(4,996)	0	0	0	0	0	0	0
Total Funding	\$16,500	\$4,109	\$0	\$0	\$0	\$20,609	\$22,289	\$0	\$42,898

Operating Budget Impact*	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
No. of Personnel	0.00	88.60	88.60	88.60	88.60	0.00	88.60
Personnel Costs	0.0	5,286.2	5,317.9	5,349.8	5,381.9	0.0	5,414.2
Operating	0.0	450.9	453.6	456.3	459.0	0.0	461.8
Start-Up Cost	0.0	2,090.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$7,827.1	\$5,771.5	\$5,806.1	\$5,840.9	\$0.0	\$5,876.0
Debt Service: Bonds	125.6	125.6	125.6	125.6	125.6	125.6	125.6
Debt Service: Excise Tax Bonds	1,877.6	2,927.5	2,927.5	2,927.5	2,927.5	1,877.6	2,927.5
Total Impact	\$2,003.3	\$10,880.2	\$8,824.6	\$8,859.2	\$8,894.0	\$2,003.3	\$8,929.1

* Operating Impact represents the estimated full cost of a new Elementary School. This estimate may be reduced for staff transferred to the new school.

LOCATION: Billingsley Road, west of Route 301

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Full-Day Kindergarten Addition: Berry E.S.	Existing Capacity 100% New Capacity	Requested By: BOE Project #: 5147
<p>There is a need for permanent space to support pre-kindergarten and full-day kindergarten programs at Berry Elementary School in Waldorf. This school opened in 1996. Additional spaces have been appropriated for kindergarten over the years by displacing higher grades to portable classrooms. An addition containing three kindergarten classrooms is proposed. The current two kindergarten classrooms will be renovated to house the pre-kindergarten program and the existing preschool will be renovated and converted to a kindergarten classroom. 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, special education teacher and aide.</p>		
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>		
PRIORITY		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$366	\$0	\$366
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	2,660	0	0	0	0	2,660	0	0	2,660
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	80	0	0	0	0	80	0	0	80
Total Outlay	\$2,926	\$0	\$0	\$0	\$0	\$2,926	\$367	\$0	\$3,293

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$367	\$0	\$367
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	1,450	0	0	0	0	1,450	0	0	1,450
Total County Funding	\$1,450	\$0	\$0	\$0	\$0	\$1,450	\$367	\$0	\$1,817
Federal	0	0	0	0	0	0	0	0	0
State	750	726	0	0	0	1,476	0	0	1,476
Other: Forward Fund State Share	726	(726)	0	0	0	0	0	0	0
Total Funding	\$2,926	\$0	\$0	\$0	\$0	\$2,926	\$367	\$0	\$3,293

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	33.0	33.0	33.0	33.0	33.0	33.0	33.0
Debt Service: Excise Tax Bonds	0.0	181.7	181.7	181.7	181.7	0.0	181.7
Total Impact	\$33.0	\$214.7	\$214.7	\$214.7	\$214.7	\$33.0	\$214.7

LOCATION:
Berry Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Existing Capacity 100%	Requested By: BOE
Full Day Kindergarten Addition: Craik E.S.	New Capacity	Project #: 5148
<p>There is a need for permanent space to support pre-kindergarten and full-day kindergarten programs at Dr. James Craik Elementary School in Pomfret. This school originally opened in 1974. The school was designed with one kindergarten classroom and additional appropriated spaces for kindergarten over the years by displacing higher grades to portable classrooms. An addition containing three kindergarten classrooms and one pre-kindergarten classroom is proposed. The current kindergarten classroom will be renovated to house the pre-kindergarten program. 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.</p>		
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p>PRIORITY</p>		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$449	\$0	\$449
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	3,504	0	0	0	0	3,504	0	0	3,504
Equipment	134	0	0	0	0	134	0	0	134
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	40	0	0	0	0	40	0	0	40
Contingency	85	0	0	0	0	85	0	0	85
Total Outlay	\$3,764	\$0	\$0	\$0	\$0	\$3,764	\$450	\$0	\$4,214

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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	0	0
Fair Share Excise Tax Bonds	1,627	0	0	0	0	1,627	450	0	2,077
Total County Funding	\$1,627	\$0	\$0	\$0	\$0	\$1,627	\$450	\$0	\$2,077
Federal	0	0	0	0	0	0	0	0	0
State	750	1,387	0	0	0	2,137	0	0	2,137
Other: Forward Fund State Share	1,387	(1,387)	0	0	0	0	0	0	0
Total Funding	\$3,764	\$0	\$0	\$0	\$0	\$3,764	\$450	\$0	\$4,214

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	55.5	259.3	259.3	259.3	259.3	55.5	259.3
Total Impact	\$55.5	\$259.3	\$259.3	\$259.3	\$259.3	\$55.5	\$259.3

LOCATION:
Dr. James Craik Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Eva Turner Elementary School - Modernization/Addition	Existing Capacity 71% New Capacity 29%	Requested By: BOE 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 standard 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) PRIORITY</p>		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$2,100	\$0	\$0	\$0	\$0	\$2,100	\$250	\$0	\$2,350
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	10,000	7,463	0	0	17,463	0	0	17,463
Equipment	0	0	2,000	0	0	2,000	0	0	2,000
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	1	1	0	0	3	1	0	4
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	311	0	0	0	311	0	0	311
Contingency	0	413	0	0	0	413	0	0	413
Total Outlay	\$2,101	\$10,725	\$9,464	\$0	\$0	\$22,290	\$251	\$0	\$22,541

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$1,492	\$4,548	\$3,653	\$0	\$0	\$9,692	\$178	\$0	\$9,870
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	609	1,857	1,492	0	0	3,959	73	0	4,032
Total County Funding	\$2,101	\$6,405	\$5,145	\$0	\$0	\$13,651	\$251	\$0	\$13,902
Federal	0	0	0	0	0	0	0	0	0
State	0	4,320	4,319	0	0	8,639	0	0	8,639
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$2,101	\$10,725	\$9,464	\$0	\$0	\$22,290	\$251	\$0	\$22,541

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	16.0	147.4	547.9	869.6	869.6	16.0	869.6
Debt Service: Excise Tax Bonds	9.0	85.3	318.1	505.0	505.0	9.0	505.0
Total Impact	\$25.0	\$232.7	\$865.9	\$1,374.6	\$1,374.6	\$25.0	\$1,374.6

LOCATION:
Eva Turner Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ 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 standard 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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$3,000	\$0	\$0	\$0	\$0	\$3,000	\$300	\$0	\$3,300
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	21,000	16,600	0	0	37,600	0	0	37,600
Equipment	0	0	2,800	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	1	0	4
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	310	0	0	0	310	0	0	310
Contingency	0	413	587	0	0	1,000	0	0	1,000
Total Outlay	\$3,001	\$21,724	\$19,988	\$0	\$0	\$44,713	\$301	\$0	\$45,014

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$1,230	\$4,735	\$4,023	\$0	\$0	\$9,988	\$123	\$0	\$10,111
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	1,771	6,813	5,789	0	0	14,373	178	0	14,551
Total County Funding	\$3,001	\$11,548	\$9,812	\$0	\$0	\$24,361	\$301	\$0	\$24,662
Federal	0	0	0	0	0	0	0	0	0
State	0	10,176	10,176	0	0	20,352	0	0	20,352
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$3,001	\$21,724	\$19,988	\$0	\$0	\$44,713	\$301	\$0	\$45,014

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	11.1	119.4	536.4	890.7	890.7	11.1	890.7
Debt Service: Excise Tax Bonds	21.9	243.8	1,097.5	1,822.8	1,822.8	21.9	1,822.8
Total Impact	\$33.0	\$363.2	\$1,633.8	\$2,713.4	\$2,713.4	\$33.0	\$2,713.4

LOCATION: Benjamin Stoddert Middle School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Existing Capacity 100%	Requested By: BOE
McDonough High School Renovation Study /	New Capacity	Project #: 5144
Phase 1 Renovations		
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.		
Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)		
PRIORITY		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$700	\$0	\$0	\$0	\$0	\$700	\$400	\$0	\$1,100
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	9,939	0	0	0	9,939	0	0	9,939
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	1	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	150	0	0	0	150	0	0	150
Contingency	0	250	0	0	0	250	0	0	250
Total Outlay	\$701	\$10,688	\$0	\$0	\$0	\$11,389	\$401	\$0	\$11,790

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$701	\$4,685	\$0	\$0	\$0	\$5,386	\$401	\$0	\$5,787
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	\$701	\$4,685	\$0	\$0	\$0	\$5,386	\$401	\$0	\$5,787
Federal	0	0	0	0	0	0	0	0	0
State	0	6,003	0	0	0	6,003	0	0	6,003
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$701	\$10,688	\$0	\$0	\$0	\$11,389	\$401	\$0	\$11,790

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	36.1	97.8	510.4	510.4	510.4	36.1	510.4
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$36.1	\$97.8	\$510.4	\$510.4	\$510.4	\$36.1	\$510.4

LOCATION:
McDonough High School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Westlake H.S. Roof Replacement	Existing Capacity 100% New Capacity	Requested By: BOE Project #:
<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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$392	\$0	\$0	\$0	\$392	\$0	\$0	\$392
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	2,749	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	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	200	0	0	200	0	0	200
Total Outlay	\$0	\$393	\$2,950	\$0	\$0	\$3,343	\$0	\$0	\$3,343

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$0	\$393	\$1,202	\$0	\$0	\$1,595	\$0	\$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	\$0	\$393	\$1,202	\$0	\$0	\$1,595	\$0	\$0	\$1,595
Federal	0	0	0	0	0	0	0	0	0
State	0	0	1,748	0	0	1,748	0	0	1,748
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$393	\$2,950	\$0	\$0	\$3,343	\$0	\$0	\$3,343

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	34.6	140.5	140.5	0.0	140.5
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	\$34.6	\$140.5	\$140.5	\$0.0	\$140.5

LOCATION: Westlake High School
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APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Indian Head E.S. Boiler Replacement	Existing Capacity 100% New Capacity	Requested By: BOE Project #:
<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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$128	\$0	\$0	\$0	\$128	\$0	\$0	\$128
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	1,096	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	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	100	0	0	100	0	0	100
Total Outlay	\$0	\$129	\$1,197	\$0	\$0	\$1,326	\$0	\$0	\$1,326

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$0	\$129	\$489	\$0	\$0	\$618	\$0	\$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	\$129	\$489	\$0	\$0	\$618	\$0	\$0	\$618
Federal	0	0	0	0	0	0	0	0	0
State	0	0	708	0	0	708	0	0	708
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$129	\$1,197	\$0	\$0	\$1,326	\$0	\$0	\$1,326

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	11.4	54.4	54.4	0.0	54.4
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	\$11.4	\$54.4	\$54.4	\$0.0	\$54.4

LOCATION: Indian Head Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ 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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$477	\$0	\$477	\$0	\$0	\$477
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	3,649	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	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	300	300	0	0	300
Total Outlay	\$0	\$0	\$0	\$478	\$3,950	\$4,428	\$0	\$0	\$4,428

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$0	\$0	\$0	\$478	\$1,587	\$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	\$0	\$0	\$478	\$1,587	\$2,065	\$0	\$0	\$2,065
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	2,363	2,363	0	0	2,363
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$0	\$478	\$3,950	\$4,428	\$0	\$0	\$4,428

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	42.1	0.0	42.1
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	\$42.1	\$0.0	\$42.1

LOCATION: General Smallwood Middle School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: John Hanson MS - Roof Replacement	Existing Capacity 100% New Capacity	Requested By: BOE Project #: 5155
<p>The need is for a systemic renovation at Hanson Middle School. Located in the Waldorf development district, this school opened in 1972 and is the oldest operating middle school in Charles County. The building was re-roofed in 1995 and will have reached its expected 20-year life by FY 2019. The installation of a four-ply, built-up roof with positive drainage is proposed. A full roof and building envelope investigation will be performed by our consultant prior to design to address any unforeseen problems.</p>		
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$245	\$0	\$0	\$0	\$0	\$245	\$0	\$0	\$245
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	2,630	0	0	0	2,630	0	0	2,630
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	1	0	0	0	2	0	0	2
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	0	0	200
Total Outlay	\$246	\$2,881	\$0	\$0	\$0	\$3,127	\$0	\$0	\$3,127

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$246	\$1,277	\$0	\$0	\$0	\$1,523	\$0	\$0	\$1,523
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	\$246	\$1,277	\$0	\$0	\$0	\$1,523	\$0	\$0	\$1,523
Federal	0	0	0	0	0	0	0	0	0
State	0	1,604	0	0	0	1,604	0	0	1,604
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$246	\$2,881	\$0	\$0	\$0	\$3,127	\$0	\$0	\$3,127

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	21.7	134.1	134.1	134.1	0.0	134.1
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$21.7	\$134.1	\$134.1	\$134.1	\$0.0	\$134.1

LOCATION: Matula Elementary School
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APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Matthew Henson M.S. Water Line	Existing Capacity 100% New Capacity	Requested By: BOE Project #:
<p>The need is for the extension of County water to the school at Matthew Henson Middle School, which is located in the Bryans Road area. The County extended the a water main past the school as part of the development of the business park across from Maryland Airport. Matthew Henson MS is currently served by a well that is from 1955 and the adjacent school experienced several well problems last year. The water connection will also result in improved fire protection for the building.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p> <p>PRIORITY</p>		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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	539	0	0	0	539	0	0	539
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	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	\$0	\$540	\$0	\$0	\$0	\$540	\$0	\$0	\$540

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$0	\$540	\$0	\$0	\$0	\$540	\$0	\$0	\$540
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	\$540	\$0	\$0	\$0	\$540	\$0	\$0	\$540
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	\$540	\$0	\$0	\$0	\$540	\$0	\$0	\$540

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	47.6	47.6	47.6	0.0	47.6
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	\$47.6	\$47.6	\$47.6	\$0.0	\$47.6

LOCATION:
Matthew Henson Middle School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Existing Capacity 100%	Requested By: BOE
Elementary Schools - Playground Replacement	New Capacity	Project #: 5156
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$25	\$25	\$25	\$0	\$0	\$75	\$0	\$0	\$75
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	240	240	240	0	0	720	0	0	720
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	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	\$266	\$266	\$266	\$0	\$0	\$798	\$0	\$0	\$798

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$266	\$266	\$266	\$0	\$0	\$798	\$0	\$0	\$798
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	\$266	\$266	\$0	\$0	\$798	\$0	\$0	\$798
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	\$266	\$266	\$0	\$0	\$798	\$0	\$0	\$798

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	23.4	46.9	70.3	70.3	0.0	70.3
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$23.4	\$46.9	\$70.3	\$70.3	\$0.0	\$70.3

LOCATION:
Various schools throughout the County

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Existing Capacity 100%	Requested By: BOE
Site Improvements/Asphalt Replacement Program	New Capacity	Project #: 5157
Various Locations		
This project is a multi-year program for site improvements and asphalt paving replacement at various schools throughout the County.		
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$140	\$80	\$0	\$0	\$0	\$220	\$0	\$0	\$220
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	1,275	1,000	0	0	0	2,275	0	0	2,275
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	1	0	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	0	0	0	0	0	0	0
Total Outlay	\$1,416	\$1,081	\$0	\$0	\$0	\$2,497	\$0	\$0	\$2,497

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$1,416	\$1,081	\$0	\$0	\$0	\$2,497	\$0	\$0	\$2,497
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	\$1,416	\$1,081	\$0	\$0	\$0	\$2,497	\$0	\$0	\$2,497
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	\$1,416	\$1,081	\$0	\$0	\$0	\$2,497	\$0	\$0	\$2,497

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	124.7	219.9	219.9	219.9	0.0	219.9
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$124.7	\$219.9	\$219.9	\$219.9	\$0.0	\$219.9

LOCATION:
Various schools throughout the County

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Existing Capacity	Requested By: BOE
BOE: Various Maintenance Projects	New Capacity	Project #: 5158
<p>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.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	35.2	70.5	105.7	140.9	0.0	176.1
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$35.2	\$70.5	\$105.7	\$140.9	\$0.0	\$176.1

LOCATION:	Various schools throughout the County
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APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Existing Capacity 100%	Requested By: BOE
Local Portable Classrooms - Various Schools	New Capacity	Project #: 5159
<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>		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	17.6	35.2	52.8	70.5	0.0	88.1
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$17.6	\$35.2	\$52.8	\$70.5	\$0.0	\$88.1

LOCATION:
Various schools

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Elementary School - Site Acquisition	Existing Capacity 100% New Capacity	Requested By: BOE Project #: 5160
<p>This project will provide funds to acquire a new elementary school site. The minimum site for an Elementary School should be 35-acres to cover minimum development area plus current forestation and solar feasibility requirements. A portion of the budget also includes a Site Analysis Report to meet the Maryland Department of Planning, Clearinghouse submittal requirements to satisfy the state which is a requirement prior to securing new school property.</p>		
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	3,000	0	0	0	0	3,000	0	0	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	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	\$3,001	\$0	\$0	\$0	\$0	\$3,001	\$0	\$0	\$3,001

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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	0	0
Fair Share Excise Tax Bonds	3,001	0	0	0	0	3,001	0	0	3,001
Total County Funding	\$3,001	\$0	\$0	\$0	\$0	\$3,001	\$0	\$0	\$3,001
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	\$3,001	\$0	\$0	\$0	\$0	\$3,001	\$0	\$0	\$3,001

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	376.0	376.0	376.0	376.0	0.0	376.0
Total Impact	\$0.0	\$376.0	\$376.0	\$376.0	\$376.0	\$0.0	\$376.0

LOCATION:
Site to be determined

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Existing Capacity 100%	Requested By: BOE
Middle School - Site Acquisition	New Capacity	Project #:
<p>This project will provide funds to acquire a new middle school site. The minimum site for a Middle School should be 50-acres to cover minimum development area plus current forestation and solar feasibility requirements. A portion of the budget also includes a Site Analysis Report to meet the Maryland Department of Planning, Clearinghouse submittal requirements to satisfy the state which is a requirement prior to securing new school property.</p>		
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year	Approp. thru FY17	Beyond FY 2022	Project Total
						Total '18-'22			
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	0	4,000	0	0	0	4,000	0	0	4,000
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	0	1	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	\$0	\$4,001	\$0	\$0	\$0	\$4,001	\$0	\$0	\$4,001

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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	0	0
Fair Share Excise Tax Bonds	0	4,001	0	0	0	4,001	0	0	4,001
Total County Funding	\$0	\$4,001	\$0	\$0	\$0	\$4,001	\$0	\$0	\$4,001
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	\$4,001	\$0	\$0	\$0	\$4,001	\$0	\$0	\$4,001

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	501.3	501.3	501.3	0.0	501.3
Total Impact	\$0.0	\$0.0	\$501.3	\$501.3	\$501.3	\$0.0	\$501.3

LOCATION:
Site to be determined

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ 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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$1,619	\$0	\$0	\$0	\$0	\$1,619	\$494	\$0	\$2,113
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	25,626	0	0	0	25,626	0	0	25,626
Equipment	0	0	3,785	0	0	3,785	0	0	3,785
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	1	1	0	0	2	1	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	\$1,619	\$25,627	\$3,786	\$0	\$0	\$31,032	\$495	\$0	\$31,527

FINANCING SOURCES									
Bonds	\$34	\$6,407	\$542	\$0	\$0	\$6,983	\$495	\$0	\$7,478
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	\$34	\$6,407	\$542	\$0	\$0	\$6,983	\$495	\$0	\$7,478
Federal	0	0	0	0	0	0	0	0	0
State	1,585	19,220	3,244	0	0	24,049	0	0	24,049
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$1,619	\$25,627	\$3,786	\$0	\$0	\$31,032	\$495	\$0	\$31,527

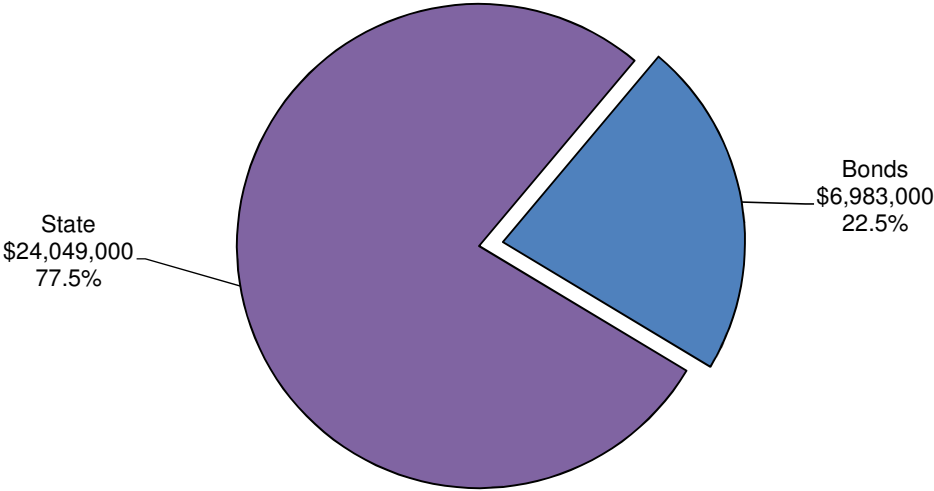
Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
No. of Personnel	0.00	0.00	5.00	5.00	5.00	0.00	5.00
Personnel Costs	0.0	0.0	232.9	232.9	232.9	0.0	232.9
Operating	0.0	0.0	443.1	443.1	443.1	0.0	443.1
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$676.0	\$676.0	\$676.0	\$0.0	\$676.0
Debt Service: Bonds	44.5	47.5	584.9	629.0	629.0	44.5	629.0
Total Impact	\$44.5	\$47.5	\$1,260.9	\$1,305.0	\$1,305.0	\$44.5	\$1,305.0

Projects with Future Operating Impacts:

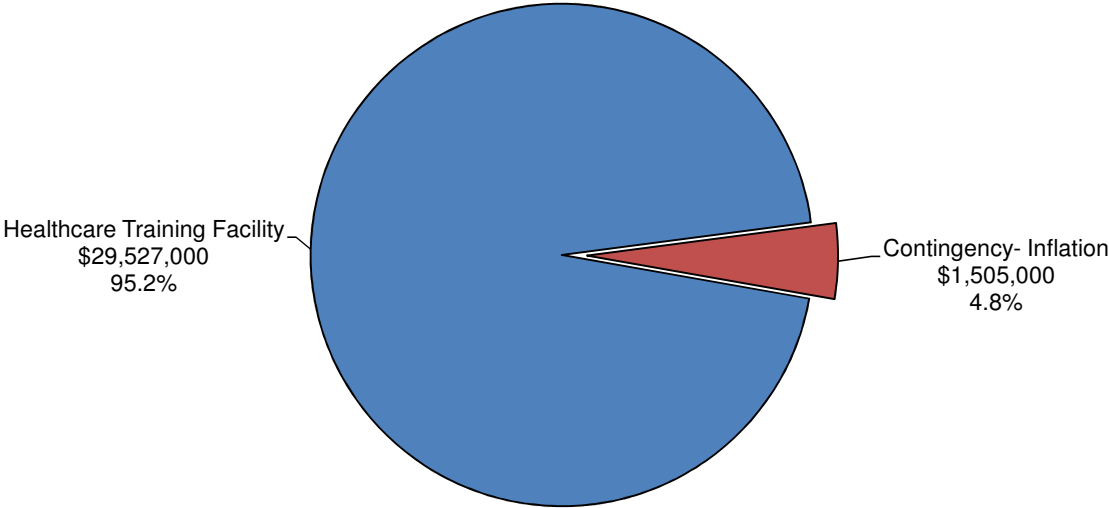
PROJECT	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond	
						FY 2022	FTE
Healthcare Training Facility *	0.0	0.0	676.0	676.0	676.0	676.0	5.00
Total	0.0	0.0	676.0	676.0	676.0	676.0	5.00

* 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.

**FY18-FY22 College of Southern Maryland Financing Sources
Total \$31,032,000**



**FY18-FY22 College of Southern Maryland by Project
Total \$31,032,000**



For FY18, the CIP provides construction funding for the Health Training Facility at the Regional Campus in Hughesville. The FY19-FY20 CIP includes the remaining construction, equipment, and inspection funding for this facility.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ 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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$1,619	\$0	\$0	\$0	\$0	\$1,619	\$494	\$0	\$2,113
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	24,406	0	0	0	24,406	0	0	24,406
Equipment	0	0	3,500	0	0	3,500	0	0	3,500
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	1	1	0	0	2	1	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	\$1,619	\$24,407	\$3,501	\$0	\$0	\$29,527	\$495	\$0	\$30,022

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$34	\$6,102	\$501	\$0	\$0	\$6,637	\$495	\$0	\$7,132
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	\$34	\$6,102	\$501	\$0	\$0	\$6,637	\$495	\$0	\$7,132
Federal	0	0	0	0	0	0	0	0	0
State	1,585	18,305	3,000	0	0	22,890	0	0	22,890
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$1,619	\$24,407	\$3,501	\$0	\$0	\$29,527	\$495	\$0	\$30,022

Operating Budget Impact*	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
No. of Personnel	0.00	0.00	5.00	5.00	5.00	0.00	5.00
Personnel Costs	0.0	0.0	232.9	232.9	232.9	0.0	232.9
Operating	0.0	0.0	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	\$0.0	\$676.0	\$676.0	\$676.0	\$0.0	\$676.0
Debt Service: Bonds	44.5	47.5	584.9	629.0	629.0	44.5	629.0
Total Impact	\$44.5	\$47.5	\$1,260.9	\$1,305.0	\$1,305.0	\$44.5	\$1,305.0

* 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 2018
(\$ 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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year	Approp. thru FY17	Beyond FY 2022	Project Total
						Total '18-'22			
Architectural & Engineering	\$1,420	\$40	\$11	\$0	\$0	\$1,471	\$125	\$191	\$1,787
Land & ROW	3,056	3,951	2,556	2,556	2,556	14,675	992	3,109	18,776
Construction	5,134	10,218	1,829	532	553	18,266	880	456	19,602
Equipment	878	1,562	260	0	0	2,700	1,798	0	4,498
Administration	240	389	55	0	0	684	18	6	708
Administration - FAS	60	51	30	15	15	171	39	22	232
Inspection	180	360	69	44	46	699	0	48	747
Miscellaneous	42	58	10	0	0	110	2	13	125
Contingency	466	965	144	11	12	1,598	29	0	1,627
Total Outlay	\$11,476	\$17,593	\$4,964	\$3,158	\$3,182	\$40,373	\$3,883	\$3,845	\$48,101

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022	Project Total	
Bonds	\$9,169	\$10,808	\$3,926	\$2,158	\$2,182	\$28,243	\$3,571	\$2,632	\$34,446
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	0	0	0	0	0	0	80	0	80
Total County Funding	\$9,169	\$10,808	\$3,926	\$2,158	\$2,182	\$28,243	\$3,651	\$2,632	\$34,526
Federal	0	0	0	0	0	0	0	0	0
State	1,100	1,000	1,000	1,000	1,000	5,100	0	1,213	6,313
Other:	1,208	5,785	38	0	0	7,031	232	0	7,263
Total Funding	\$11,476	\$17,593	\$4,964	\$3,158	\$3,182	\$40,373	\$3,883	\$3,845	\$48,101

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
No. of Personnel	0.00	0.00	1.60	1.60	1.60
Personnel Costs	0.0	0.0	72.8	75.7	78.8
Operating	0.0	57.1	229.4	232.8	236.4
Total Operating	\$0.0	\$57.1	\$302.2	\$308.5	\$315.2
Debt Service: Bonds	309.4	1,116.8	2,023.9	2,354.5	2,539.1
Vehicle & Equipment Lease	0.0	0.0	2.6	5.2	5.2
Total Impact	\$309.4	\$1,173.9	\$2,328.7	\$2,668.2	\$2,859.5

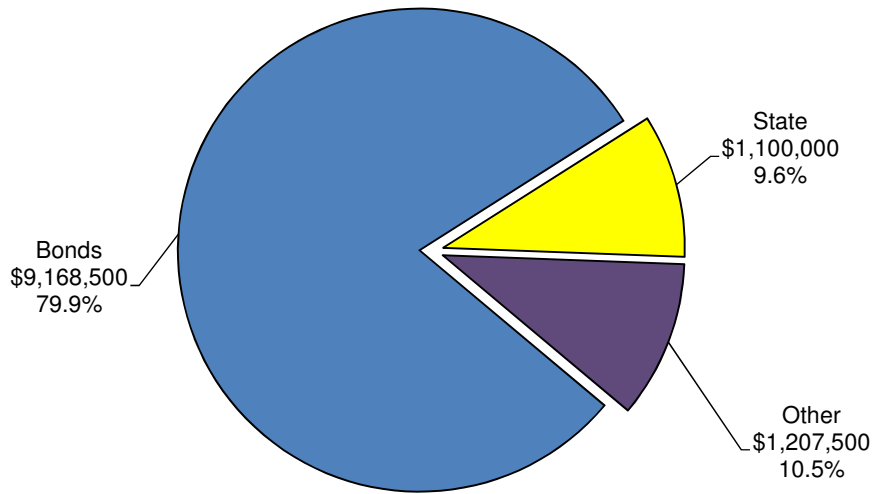
Approp. thru FY17	Beyond FY 2022
0.00	1.60
0.0	78.8
0.0	238.6
\$0.0	\$317.4
309.4	2,898.3
0.0	5.2
\$309.4	\$3,220.9

Projects with Future Operating Impacts:

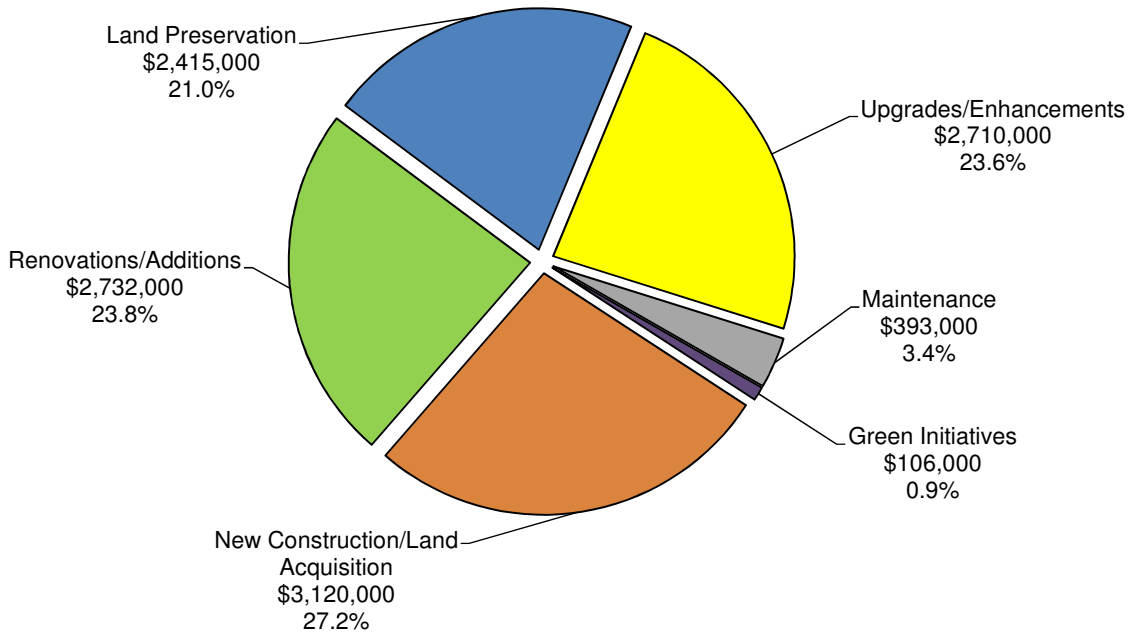
PROJECT	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Lighting Retrofit	0.0	(3.8)	(3.9)	(3.9)	(4.0)
Financial Software Replacement	0.0	62.0	200.0	204.0	208.1
Generator Replacement Program	0.0	(1.1)	(2.2)	(3.4)	(4.6)
La Plata Library Relocation	0.0	0.0	12.4	12.6	12.9
Bi-County Animal Shelter	0.0	0.0	98.5	104.4	108.0
Total	0.0	57.1	304.8	313.7	320.4

Beyond FY 2022	FTE
(4.1)	0.0
210.1	0.0
(4.6)	0.0
13.0	0.0
108.2	1.6
322.6	1.6

FY18 General Government Financing Sources
Total \$11,476,000

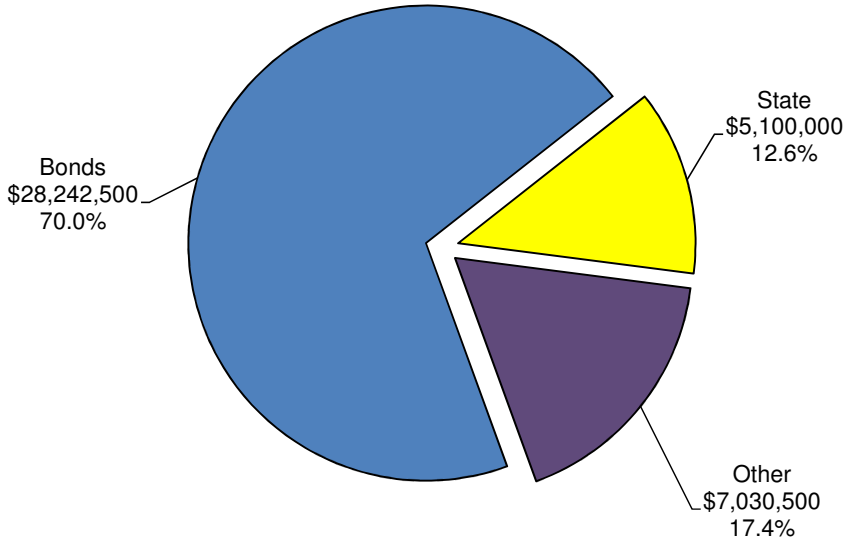


FY18 General Government by Project Type
Total \$11,476,000

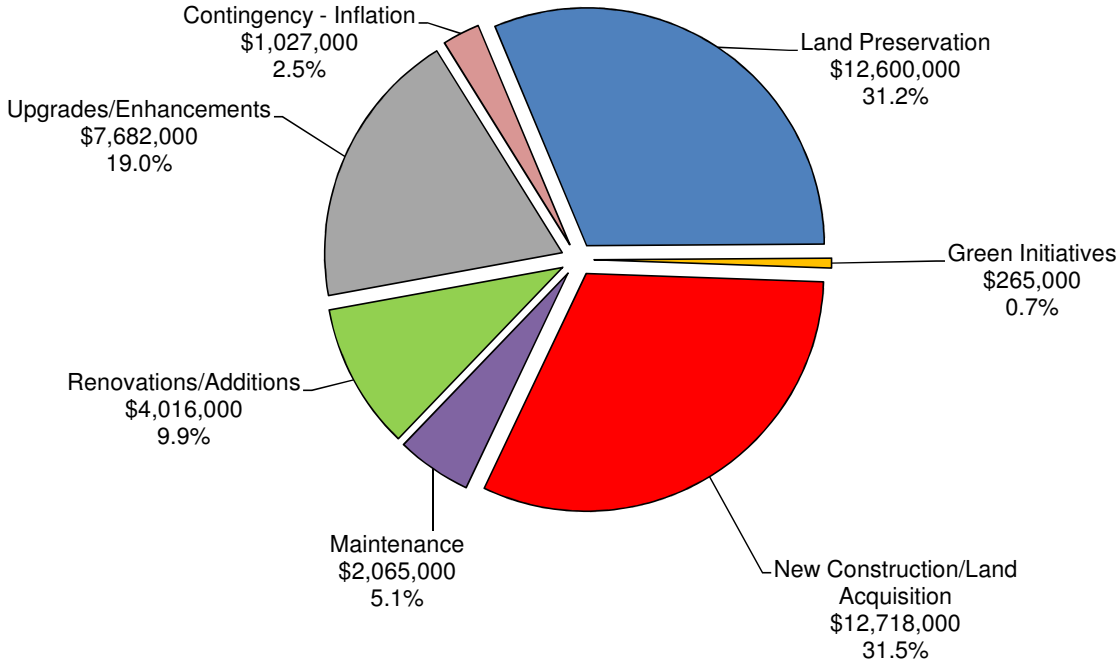


Included in Land Preservation is funding for the continuance of the Rural Legacy, Agricultural Preservation, and Purchase of Development Rights Programs. New Construction/Land Acquisition includes the La Plata Library Relocation and funding to begin the replacing the Animal Shelter. Renovations/Additions includes various renovations to the Bel Alton School, Blue Crabs Stadium, Courthouse and Detention Center Buildings. Various improvements to the Detention Center, Detention Center Annex and Government Buildings, as well as, the funding to replace the County Financial Software Program are listed under Upgrades/Enhancements.

FY18-FY22 General Government Financing Sources
Total \$40,373,000



FY18-FY22 General Government by Project Type
Total \$40,373,000



Included in Land Preservation are funds to allow the County to acquire land as part of its Rural Legacy, Agricultural Preservation, and Purchase of Development Rights Program. These projects are aimed at protecting the County's rural areas and natural resources. New Construction/Land Acquisition includes La Plata Library Relocation and replacing the Animal Shelter. Upgrades/Enhancements includes funding to improve various County operated buildings and to replace the County Financial Software Program.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018
(\$ in thousands)

PROJECT NAME: Rural Legacy Program	Requested By: Planning Project #: 3246
<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> <p>PRIORITY</p>	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond FY 2022
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	36.0	72.0	108.1	144.1	216.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$36.0	\$72.0	\$108.1	\$144.1	\$216.1

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 2018
(\$ in thousands)

PROJECT NAME: Agricultural Preservation	Requested By: Planning Project #: 3247
<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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond FY 2022
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	44.3	88.6	132.9	177.2	265.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$44.3	\$88.6	\$132.9	\$177.2	\$265.8

LOCATION: Primarily for agricultural and forestry lands with productive soils within rural areas of the County.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018
(\$ in thousands)

PROJECT NAME:	Requested By: Planning
Purchase of Developments Rights (PDR) Program	Project #: 3182
<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> <p>PRIORITY</p>	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	500	575	650	650	650	3,025	992	650	4,667
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	15	0	15
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	2	0	2
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$503	\$578	\$653	\$653	\$653	\$3,040	\$1,018	\$653	\$4,711

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$503	\$578	\$653	\$653	\$653	\$3,040	\$1,018	\$653	\$4,711
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	\$578	\$653	\$653	\$653	\$3,040	\$1,018	\$653	\$4,711
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	\$578	\$653	\$653	\$653	\$3,040	\$1,018	\$653	\$4,711

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	91.6	135.9	186.8	244.3	301.8	91.6	416.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$91.6	\$135.9	\$186.8	\$244.3	\$301.8	\$91.6	\$416.8

LOCATION:
 Targeted to farm and forest lands in rural areas of Charles County.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018
(\$ in thousands)

PROJECT NAME:	Requested By: Facilities
Various Maintenance Projects	Project #: 3248
<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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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	350	375	375	375	375	1,850	0	375	2,225
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	\$393	\$418	\$418	\$418	\$418	\$2,065	\$0	\$418	\$2,483

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$393	\$418	\$418	\$418	\$418	\$2,065	\$0	\$418	\$2,483
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	\$393	\$418	\$418	\$418	\$418	\$2,065	\$0	\$418	\$2,483
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	\$393	\$418	\$418	\$418	\$418	\$2,065	\$0	\$418	\$2,483

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond FY 2022
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	34.6	71.4	108.2	145.0	218.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$34.6	\$71.4	\$108.2	\$145.0	\$218.7

LOCATION:
Various County Facilities

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018
(\$ in thousands)

PROJECT NAME: Lighting Retrofit	Requested By: Facilities Project #: 3195
<p>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.</p>	
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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	13	13	6	0	0	32	32	0	64
Equipment	82	82	41	0	0	205	205	0	410
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	3	0	0	9	9	0	18
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	8	8	3	0	0	19	19	0	38
Total Outlay	\$106	\$106	\$53	\$0	\$0	\$265	\$265	\$0	\$530

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$106	\$106	\$53	\$0	\$0	\$265	\$265	\$0	\$530
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	\$106	\$106	\$53	\$0	\$0	\$265	\$265	\$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	\$106	\$106	\$53	\$0	\$0	\$265	\$265	\$0	\$530

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	(3.8)	(3.9)	(3.9)	(4.0)	0.0	(4.1)
Total Operating	\$0.0	(\$3.8)	(\$3.9)	(\$3.9)	(\$4.0)	\$0.0	(\$4.1)
Debt Service: Bonds	23.8	33.2	42.5	47.2	47.2	23.8	47.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$23.8	\$29.4	\$38.6	\$43.3	\$43.2	\$23.8	\$43.1

LOCATION: Various County Facilities

**APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018
(\$ in thousands)**

PROJECT NAME: Courthouse Renovation	Requested By: Facilities Project #: 3165
<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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$10	\$10	\$0	\$0	\$20	\$0	\$0	\$20
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	100	60	60	0	0	220	708	0	928
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	0	0	9	12	0	21
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	6	6	0	0	12	0	0	12
Total Outlay	\$103	\$79	\$79	\$0	\$0	\$261	\$720	\$0	\$981

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$103	\$79	\$79	\$0	\$0	\$261	\$640	\$0	\$901
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	80	0	80
Total County Funding	\$103	\$79	\$79	\$0	\$0	\$261	\$720	\$0	\$981
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	\$103	\$79	\$79	\$0	\$0	\$261	\$720	\$0	\$981

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	57.6	66.6	73.6	80.5	80.5	57.6	80.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$57.6	\$66.6	\$73.6	\$80.5	\$80.5	\$57.6	\$80.5

LOCATION: Charles County Courthouse; La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018
(\$ in thousands)

PROJECT NAME:	Requested By: Facilities
Sheriff's Office Improvements	Project #: 3235
Upgrade existing infrastructure to include the following: Sheriff's Headquarters Renovation - \$20K, Sheriff's Annex Freight Elevator - \$100K (Quartermaster Building).	
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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	120	0	0	0	0	120	0	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	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	5	0	0	0	0	5	0	0	5
Contingency	12	0	0	0	0	12	0	0	12
Total Outlay	\$145	\$0	\$0	\$0	\$0	\$145	\$0	\$0	\$145

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$145	\$0	\$0	\$0	\$0	\$145	\$0	\$0	\$145
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	\$145	\$0	\$0	\$0	\$0	\$145	\$0	\$0	\$145
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	\$145	\$0	\$0	\$0	\$0	\$145	\$0	\$0	\$145

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	12.8	12.8	12.8	12.8	0.0	12.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$12.8	\$12.8	\$12.8	\$12.8	\$0.0	\$12.8

LOCATION:
Sheriff's Department facilities

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018
(\$ in thousands)

PROJECT NAME: Generator Replacement Program	Requested By: Facilities 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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total 15-'19	Approp. thru FY17	Beyond FY 2022	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	100	500	140	0	640
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	3	0	18
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	10	50	10	0	60
Total Outlay	\$113	\$113	\$113	\$113	\$113	\$565	\$153	\$0	\$718

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total 15-'19	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$113	\$113	\$113	\$113	\$113	\$565	\$153	\$0	\$718
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	\$113	\$113	\$113	\$113	\$113	\$565	\$153	\$0	\$718
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	\$113	\$565	\$153	\$0	\$718

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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)	(2.2)	(3.4)	(4.6)	0.0	(4.6)
Total Operating	\$0.0	(\$1.1)	(\$2.2)	(\$3.4)	(\$4.6)	\$0.0	(\$4.6)
Debt Service: Bonds	13.8	23.7	33.7	43.6	53.6	13.8	63.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$13.8	\$22.6	\$31.5	\$40.2	\$49.0	\$13.8	\$58.9

LOCATION: Various County facilities

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018
(\$ in thousands)

PROJECT NAME:	Requested By: Facilities
Uninterrupted Power Supply (UPS) Replacement Program	Project #: 3236
<p>Replace existing Uninterrupted Power Supply (UPS) systems at various County facilities. FY2018 includes UPS replacements at the Charles County Government Building Commissioners Wing and P.D. Brown Library.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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	50	50	0	0	150	0	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	3	3	0	0	9	0	0	9
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	5	5	5	0	0	15	0	0	15
Total Outlay	\$58	\$58	\$58	\$0	\$0	\$174	\$0	\$0	\$174

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$58	\$58	\$58	\$0	\$0	\$174	\$0	\$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	\$58	\$58	\$0	\$0	\$174	\$0	\$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	\$58	\$58	\$0	\$0	\$174	\$0	\$0	\$174

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond FY 2022
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	5.1	10.2	15.3	15.3	15.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$5.1	\$10.2	\$15.3	\$15.3	\$15.3

LOCATION:
Various County facilities

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018
(\$ in thousands)

PROJECT NAME:

Countywide Building Re-Keying

Requested By: Facilities

Project #:

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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	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	40	0	0	0	40	0	0	40
Equipment	0	100	0	0	0	100	0	0	100
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	14	0	0	0	14	0	0	14
Total Outlay	\$0	\$157	\$0	\$0	\$0	\$157	\$0	\$0	\$157

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$0	\$157	\$0	\$0	\$0	\$157	\$0	\$0	\$157
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	\$157	\$0	\$0	\$0	\$157	\$0	\$0	\$157
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	\$157	\$0	\$0	\$0	\$157	\$0	\$0	\$157

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond FY 2022
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	13.8	13.8	13.8	13.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$13.8	\$13.8	\$13.8	\$13.8

LOCATION:

Various County Buildings

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018
(\$ in thousands)

PROJECT NAME:	Requested By: Capital
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$220	\$0	\$0	\$0	\$0	\$220	\$0	\$0	\$220
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	1,100	1,100	0	0	2,200	0	0	2,200
Equipment	0	0	0	0	0	0	0	0	0
Administration	11	52	52	0	0	115	0	0	115
Administration - FAS	3	3	3	0	0	9	0	0	9
Inspection	0	26	25	0	0	51	0	0	51
Miscellaneous	5	10	10	0	0	25	0	0	25
Contingency	0	110	110	0	0	220	0	0	220
Total Outlay	\$239	\$1,301	\$1,300	\$0	\$0	\$2,840	\$0	\$0	\$2,840

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$239	\$1,301	\$1,300	\$0	\$0	\$2,840	\$0	\$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	\$239	\$1,301	\$1,300	\$0	\$0	\$2,840	\$0	\$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	\$239	\$1,301	\$1,300	\$0	\$0	\$2,840	\$0	\$0	\$2,840

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	21.0	135.6	250.1	250.1	0.0	250.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$21.0	\$135.6	\$250.1	\$250.1	\$0.0	\$250.1

LOCATION: La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018
(\$ in thousands)

PROJECT NAME:	Requested By: Capital
Government Building Water Infiltration Improvements Phase I	Project #: 3238
<p>An evaluation to determine the cause of water infiltration in various areas of the Charles County Government Building recommended improvements/replacement of windows and spot repairs to the building's brick. The entire building was constructed at the same time and is subject to the same deterioration in other areas. It is a relatively unknown what may be encountered when the repair process begins which could escalate the costs of this project.</p>	
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$14	\$0	\$0	\$0	\$0	\$14	\$0	\$0	\$14
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	137	0	0	0	0	137	0	0	137
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	15	0	0	0	0	15	0	0	15
Miscellaneous	2	0	0	0	0	2	0	0	2
Contingency	14	0	0	0	0	14	0	0	14
Total Outlay	\$190	\$0	\$0	\$0	\$0	\$190	\$0	\$0	\$190

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$190	\$0	\$0	\$0	\$0	\$190	\$0	\$0	\$190
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	\$190	\$0	\$0	\$0	\$0	\$190	\$0	\$0	\$190
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	\$190	\$0	\$0	\$0	\$0	\$190	\$0	\$0	\$190

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond FY 2022
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	16.7	16.7	16.7	16.7	16.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$16.7	\$16.7	\$16.7	\$16.7	\$16.7

LOCATION: La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018
(\$ in thousands)

PROJECT NAME:	Requested By: Capital
Detention Center Roof Replacement	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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$190	\$0	\$0	\$0	\$0	\$190	\$0	\$0	\$190
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	950	950	0	0	0	1,900	0	0	1,900
Equipment	0	0	0	0	0	0	0	0	0
Administration	54	45	0	0	0	99	0	0	99
Administration - FAS	3	3	0	0	0	6	0	0	6
Inspection	24	24	0	0	0	48	0	0	48
Miscellaneous	11	10	0	0	0	21	0	0	21
Contingency	114	95	0	0	0	209	0	0	209
Total Outlay	\$1,346	\$1,126	\$0	\$0	\$0	\$2,472	\$0	\$0	\$2,472

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$1,346	\$1,126	\$0	\$0	\$0	\$2,472	\$0	\$0	\$2,472
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	\$1,346	\$1,126	\$0	\$0	\$0	\$2,472	\$0	\$0	\$2,472
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	\$1,346	\$1,126	\$0	\$0	\$0	\$2,472	\$0	\$0	\$2,472

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond FY 2022
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	118.5	217.7	217.7	217.7	217.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$118.5	\$217.7	\$217.7	\$217.7	\$217.7

LOCATION:
La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018
(\$ in thousands)

PROJECT NAME:	Requested By: Capital
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$67	\$0	\$0	\$0	\$0	\$67	\$0	\$0	\$67
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	335	335	0	0	0	670	0	0	670
Equipment	0	0	0	0	0	0	0	0	0
Administration	17	14	0	0	0	31	0	0	31
Administration - FAS	3	3	0	0	0	6	0	0	6
Inspection	10	8	0	0	0	18	0	0	18
Miscellaneous	4	3	0	0	0	7	0	0	7
Contingency	34	34	0	0	0	68	0	0	68
Total Outlay	\$470	\$397	\$0	\$0	\$0	\$867	\$0	\$0	\$867

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$470	\$397	\$0	\$0	\$0	\$867	\$0	\$0	\$867
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	\$470	\$397	\$0	\$0	\$0	\$867	\$0	\$0	\$867
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	\$470	\$397	\$0	\$0	\$0	\$867	\$0	\$0	\$867

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond FY 2022
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	41.4	76.4	76.4	76.4	76.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$41.4	\$76.4	\$76.4	\$76.4	\$76.4

LOCATION:
La Plata, MD

**APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018
(\$ in thousands)**

PROJECT NAME: Detention Center and Detention Center Annex Improvements	Requested By: Facilities Project #: 3241
Project consists for 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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year	Approp. thru FY17	Beyond FY 2022	Project Total
						Total '18-'22			
Architectural & Engineering	\$33	\$3	\$0	\$0	\$0	\$36	\$0	\$0	\$36
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	341	75	0	0	0	416	0	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	3	0	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	4	4	0	0	0	8	0	0	8
Total Outlay	\$381	\$85	\$0	\$0	\$0	\$466	\$0	\$0	\$466

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$381	\$85	\$0	\$0	\$0	\$466	\$0	\$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	\$381	\$85	\$0	\$0	\$0	\$466	\$0	\$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	\$381	\$85	\$0	\$0	\$0	\$466	\$0	\$0	\$466

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond FY 2022
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	33.6	41.0	41.0	41.0	41.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$33.6	\$41.0	\$41.0	\$41.0	\$41.0

LOCATION:
Charles County Detention Center

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018
(\$ in thousands)

PROJECT NAME:	Requested By: Utilities
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$25	\$25	\$0	\$0	\$0	\$50	\$125	\$0	\$175
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	225	250	0	0	0	475	0	0	475
Equipment	0	0	0	0	0	0	0	0	0
Administration	3	3	0	0	0	6	3	0	9
Administration - FAS	3	3	0	0	0	6	3	0	9
Inspection	35	40	0	0	0	75	0	0	75
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	24	24	0	0	0	48	0	0	48
Total Outlay	\$315	\$345	\$0	\$0	\$0	\$660	\$131	\$0	\$791

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$315	\$345	\$0	\$0	\$0	\$660	\$131	\$0	\$791
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	\$315	\$345	\$0	\$0	\$0	\$660	\$131	\$0	\$791
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	\$315	\$345	\$0	\$0	\$0	\$660	\$131	\$0	\$791

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond FY 2022
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	27.7	58.1	58.1	58.1	58.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$27.7	\$58.1	\$58.1	\$58.1	\$58.1

LOCATION:
Charles County Detention Center

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018
(\$ 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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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	796	613	200	0	0	1,609	1,593	0	3,202
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	3	0	0	9	3	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	\$799	\$616	\$203	\$0	\$0	\$1,618	\$1,596	\$0	\$3,214

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$638	\$511	\$168	\$0	\$0	\$1,317	\$1,364	\$0	\$2,681
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	\$638	\$511	\$168	\$0	\$0	\$1,317	\$1,364	\$0	\$2,681
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: Other Funds	161	105	35	0	0	301	232	0	533
Total Funding	\$799	\$616	\$203	\$0	\$0	\$1,618	\$1,596	\$0	\$3,214

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	62.0	200.0	204.0	208.1	0.0	210.1
Total Operating	\$0.0	\$62.0	\$200.0	\$204.0	\$208.1	\$0.0	\$210.1
Debt Service: Bonds	122.7	178.9	223.9	238.7	238.7	122.7	238.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$122.7	\$240.9	\$423.9	\$442.7	\$446.8	\$122.7	\$448.8

LOCATION:
La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018
(\$ in thousands)

PROJECT NAME:	Requested By: Capital
La Plata Library Relocation	Project #: 3242
<p>The current La Plata Library was built in 1967 and is located on Route 6 in La Plata adjacent to UM Charles Regional Medical Center. It contains 12,889 square feet used as a library and an additional 3,158 square feet of basement/mechanical storage room space. The Library sits on 1.507 acres and is located within the Town of La Plata. This request would replace that Library with a new 13,000 square-foot library also within the town of La Plata. Funding sources include possible State grants and sale proceeds from surplus property.</p>	
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>	
PRIORITY	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$286	\$0	\$0	\$0	\$0	\$286	\$0	\$0	\$286
Land & ROW	650	0	0	0	0	650	0	0	650
Construction	1,430	1,430	0	0	0	2,860	0	0	2,860
Equipment	0	0	0	0	0	0	0	0	0
Administration	69	69	0	0	0	138	0	0	138
Administration - FAS	3	3	0	0	0	6	0	0	6
Inspection	36	36	0	0	0	72	0	0	72
Miscellaneous	10	10	0	0	0	20	0	0	20
Contingency	143	143	0	0	0	286	0	0	286
Total Outlay	\$2,627	\$1,691	\$0	\$0	\$0	\$4,318	\$0	\$0	\$4,318

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$1,827	\$161	\$0	\$0	\$0	\$1,988	\$0	\$0	\$1,988
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	\$1,827	\$161	\$0	\$0	\$0	\$1,988	\$0	\$0	\$1,988
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: State / Land Sale	800	1,530	0	0	0	2,330	0	0	2,330
Total Funding	\$2,627	\$1,691	\$0	\$0	\$0	\$4,318	\$0	\$0	\$4,318

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond FY 2022
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	12.4	12.6	12.9	13.0
Total Operating	\$0.0	\$0.0	\$12.4	\$12.6	\$12.9	\$13.0
Debt Service: Bonds	0.0	160.9	175.1	175.1	175.1	175.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$160.9	\$187.5	\$187.7	\$188.0	\$188.1

LOCATION: Downtown La Plata

**APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018
(\$ in thousands)**

PROJECT NAME: Blue Crabs Stadium Seating Area Cover/Roofing System Renovations	Requested By: Capital Project #: 3243
Design and construct improvements for cover/roofing systems over the existing seating areas to create a venue for multiple spectator events and extend the viewing seasons. Specific details and order of magnitude costs for the proposed renovations to be determined at the completion of a feasibility study.	
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$60	\$0	\$0	\$0	\$0	\$60	\$0	\$0	\$60
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	400	0	0	0	0	400	0	0	400
Equipment	0	0	0	0	0	0	0	0	0
Administration	35	0	0	0	0	35	0	0	35
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	\$563	\$0	\$0	\$0	\$0	\$563	\$0	\$0	\$563

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$563	\$0	\$0	\$0	\$0	\$563	\$0	\$0	\$563
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	\$563	\$0	\$0	\$0	\$0	\$563	\$0	\$0	\$563
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	\$563	\$0	\$0	\$0	\$0	\$563	\$0	\$0	\$563

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond FY 2022
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	49.6	49.6	49.6	49.6	49.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$49.6	\$49.6	\$49.6	\$49.6	\$49.6

LOCATION:
Waldorf MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018
(\$ in thousands)

PROJECT NAME:	Requested By: Facilities
Bel Alton School Renovation	Project #: 3244
<p>Renovation of the Bel Alton High School is needed to repair and improve various components of the buildings, such as, HVAC equipment, flooring, painting, interior and exterior repairs, elevator and stair lift repair and inspection, basement renovation, fencing, sprinkler system testing and inspection, kitchen equipment start up and inspection and a small generator. This project also includes window replacement partially funded by a Maryland Department of General Services grant).</p>	
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$60	\$0	\$0	\$0	\$0	\$60	\$0	\$0	\$60
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	583	0	0	0	0	583	0	0	583
Equipment	0	0	0	0	0	0	0	0	0
Administration	16	0	0	0	0	16	0	0	16
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	58	0	0	0	0	58	0	0	58
Total Outlay	\$720	\$0	\$0	\$0	\$0	\$720	\$0	\$0	\$720

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$620	\$0	\$0	\$0	\$0	\$620	\$0	\$0	\$620
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	\$620	\$0	\$0	\$0	\$0	\$620	\$0	\$0	\$620
Federal	0	0	0	0	0	0	0	0	0
State	100	0	0	0	0	100	0	0	100
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$720	\$0	\$0	\$0	\$0	\$720	\$0	\$0	\$720

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond FY 2022
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	54.6	54.6	54.6	54.6	54.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$54.6	\$54.6	\$54.6	\$54.6	\$54.6

LOCATION: Waldorf MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018
(\$ in thousands)

PROJECT NAME:

Bi-County Animal Shelter

Requested By: Capital

Project #: 3245

Per the Animal Shelter Feasibility Study, to construct a new Animal Shelter Facility (shared with Saint Mary's County) which will allow for:

- More centralized location to serve the population
- Increased efficiency of floor plan, utilities and systems
- Improved health and safety of animals
- Improved public and staff experience
- Inclusion of other site amenities (barn, pavilion, dog park)
- Traffic flow and configuration for new facility
- Safe and secured facility

Project is pending decision of Saint Mary's County participation. Project will be reevaluated as needed.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$460	\$0	\$0	\$0	\$0	\$460	\$0	\$0	\$460
Land & ROW	0	1,400	0	0	0	1,400	0	0	1,400
Construction	0	4,943	0	0	0	4,943	0	0	4,943
Equipment	0	692	0	0	0	692	0	0	692
Administration	30	200	0	0	0	230	0	0	230
Administration - FAS	3	3	0	0	0	6	0	0	6
Inspection	0	178	0	0	0	178	0	0	178
Miscellaneous	0	25	0	0	0	25	0	0	25
Contingency	0	466	0	0	0	466	0	0	466
Total Outlay	\$493	\$7,907	\$0	\$0	\$0	\$8,400	\$0	\$0	\$8,400

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$247	\$3,954	\$0	\$0	\$0	\$4,200	\$0	\$0	\$4,200
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	\$247	\$3,954	\$0	\$0	\$0	\$4,200	\$0	\$0	\$4,200
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: St. Mary's	247	3,954	0	0	0	4,200	0	0	4,200
Total Funding	\$493	\$7,907	\$0	\$0	\$0	\$8,400	\$0	\$0	\$8,400

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond FY 2022
No. of Personnel	0.00	0.00	1.60	1.60	1.60	1.60
Personnel Costs	0.0	0.0	72.8	75.7	78.8	78.8
Operating	0.0	0.0	23.1	23.5	24.0	24.2
Total Operating	\$0.0	\$0.0	\$95.9	\$99.2	\$102.8	\$103.0
Debt Service: Bonds	0.0	21.7	369.9	369.9	369.9	369.9
Vehicle & Equipment Lease	0.0	0.0	2.6	5.2	5.2	5.2
Total Impact	\$0.0	\$21.7	\$468.4	\$474.3	\$477.9	\$478.1

LOCATION:

TBD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PARKS SUMMARY

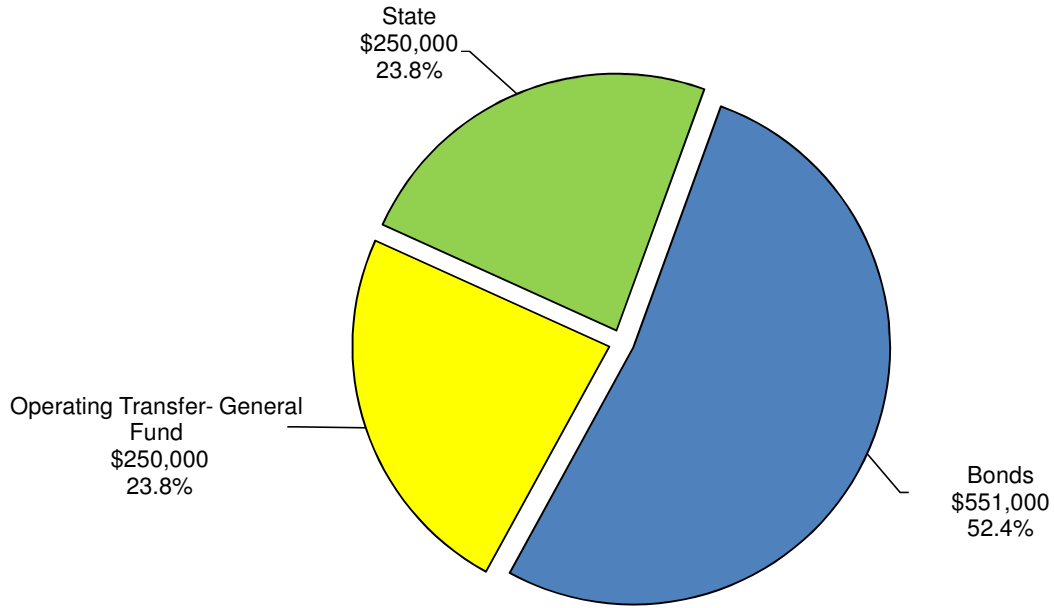
The County owns and operates over thirty parks, located throughout the county, for public use. In conjunction with land use plans and a growing population, the County plans for and constructs with State aid from Program Open Space (POS), new park facilities and expansion of existing parks.

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$135	\$5	\$5	\$6	\$6	\$157	\$20	\$6	\$183
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	353	56	57	59	62	587	287	64	938
Equipment	225	0	0	0	0	225	0	0	225
Administration	3	3	3	3	3	15	6	4	25
Administration - FAS	12	6	6	6	6	36	2	7	45
Inspection	5	5	5	6	6	27	17	6	50
Miscellaneous	252	252	252	252	252	1,260	11	302	1,573
Contingency	66	6	6	7	7	92	22	7	121
Total Outlay	\$1,051	\$333	\$334	\$339	\$342	\$2,399	\$365	\$396	\$3,160

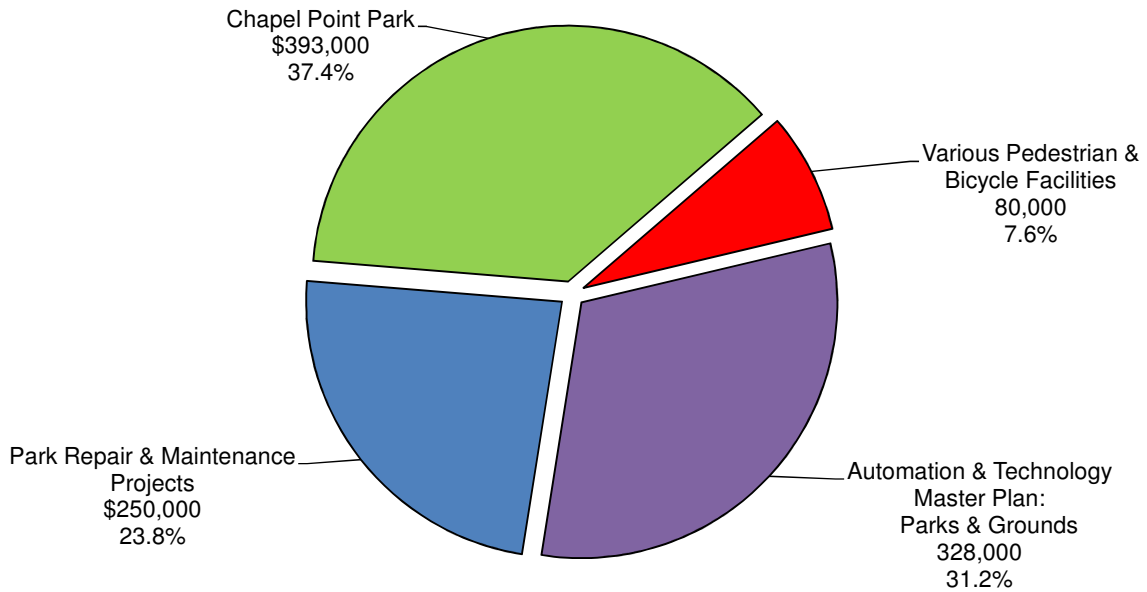
FINANCING SOURCES		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
							Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds		\$551	\$83	\$84	\$89	\$92	\$899	\$355	\$146	\$1,400
Operating Transfer	General Fund	250	250	250	250	250	1,250	9	250	1,509
Total County Funding		\$801	\$333	\$334	\$339	\$342	\$2,149	\$365	\$396	\$2,910
Federal		0	0	0	0	0	0	0	0	0
State		250	0	0	0	0	250	0	0	250
Other:		0	0	0	0	0	0	0	0	0
Total Funding		\$1,051	\$333	\$334	\$339	\$342	\$2,399	\$365	\$396	\$3,160

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	32.0	80.5	87.5	94.6	101.6	32.0	115.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$32.0	\$80.5	\$87.5	\$94.6	\$101.6	\$32.0	\$115.7

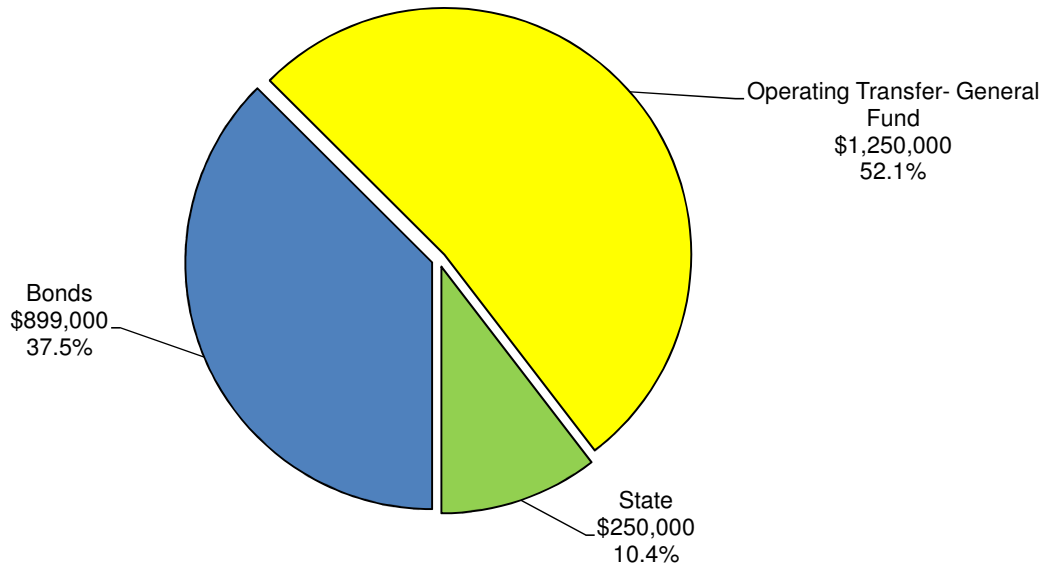
FY18 Parks Financing Sources
Total \$1,051,000



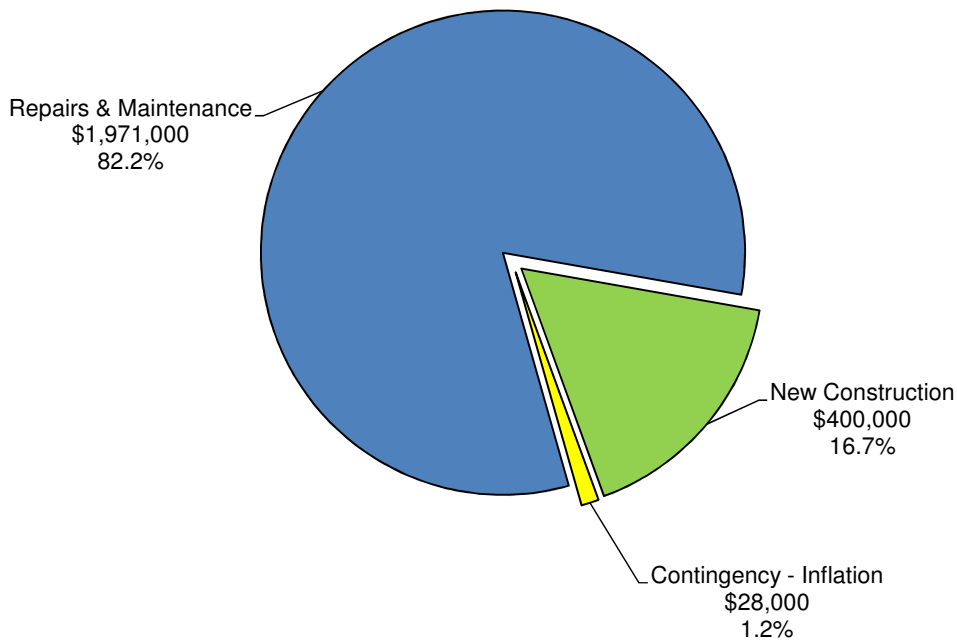
FY18 Parks by Project
Total \$1,051,000



FY18-FY22 Parks Financing Sources
Total \$2,399,000



FY18-FY22 Parks by Project Type
Total \$2,399,000



New construction includes funds for the Various Pedestrian and Bicycle Facilities. Repairs & Maintenance includes funding for Chapel Point Park and the Automation and Technology Master Plan, as well as minor repairs at the various parks.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Requested By: RPT
Park Repair & Maintenance Projects	Project #: 4102
<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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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 2018	FY 2019	FY 2020	FY 2021	FY 2022
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 2018

(\$ in thousands)

PROJECT NAME:	Requested By: Capital
Various Pedestrian & Bicycle Facilities	Project #: 4069

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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$5	\$5	\$5	\$5	\$5	\$25	\$20	\$5	\$50
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	53	53	53	53	53	265	287	53	605
Equipment	0	0	0	0	0	0	0	0	0
Administration	3	3	3	3	3	15	6	3	24
Administration - FAS	3	3	3	3	3	15	2	3	20
Inspection	5	5	5	5	5	25	17	5	47
Miscellaneous	5	5	5	5	5	25	11	5	41
Contingency	6	6	6	6	6	30	22	6	58
Total Outlay	\$80	\$80	\$80	\$80	\$80	\$400	\$365	\$80	\$845

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$80	\$80	\$80	\$80	\$80	\$400	\$355	\$80	\$835
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	9	0	9
Total County Funding	\$80	\$80	\$80	\$80	\$80	\$400	\$365	\$80	\$845
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	\$80	\$80	\$400	\$365	\$80	\$845

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. & Beyond	
						thru FY17	FY 2022
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	32.0	39.0	46.1	53.1	60.1	32.0	74.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$32.0	\$39.0	\$46.1	\$53.1	\$60.1	\$32.0	\$74.2

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Requested By: RPT
Automation & Technology Master Plan- Parks & Grounds	Project #: 4100
<p>This project request is the result of a study by Westin Engineering to determine the Information Technology needs. The project will include emphasis on asset management, data management, work management, and performance management. The ultimate goal of this project is to allow the Parks and Grounds Division, which is now part of the Department of Recreation, Parks and Tourism, to accomplish its' functions even in periods of growth without adding field staff and to make more efficient use of the resources currently available.</p>	
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$70	\$0	\$0	\$0	\$0	\$70	\$0	\$0	\$70
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	225	0	0	0	0	225	0	0	225
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	30	0	0	0	0	30	0	0	30
Total Outlay	\$328	\$0	\$0	\$0	\$0	\$328	\$0	\$0	\$328

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$328	\$0	\$0	\$0	\$0	\$328	\$0	\$0	\$328
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	\$328	\$0	\$0	\$0	\$0	\$328	\$0	\$0	\$328
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	\$328	\$0	\$0	\$0	\$0	\$328	\$0	\$0	\$328

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond FY 2022
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	28.9	28.9	28.9	28.9	28.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$28.9	\$28.9	\$28.9	\$28.9	\$28.9

LOCATION:
Department of Recreation, Parks & Tourism - Parks & Grounds Division

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Requested By: RPT
Chapel Point Park	Project #: 4101
Development, upgrades, and repairs to Chapel Point State Park. Per partnership initiative between Charles County Government and the Maryland State Park Service.	
Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$60	\$0	\$0	\$0	\$0	\$60	\$0	\$0	\$60
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	300	0	0	0	0	300	0	0	300
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	30	0	0	0	0	30	0	0	30
Total Outlay	\$393	\$0	\$0	\$0	\$0	\$393	\$0	\$0	\$393

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$143	\$0	\$0	\$0	\$0	\$143	\$0	\$0	\$143
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	\$143	\$0	\$0	\$0	\$0	\$143	\$0	\$0	\$143
Federal	0	0	0	0	0	0	0	0	0
State	250	0	0	0	0	250	0	0	250
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$393	\$0	\$0	\$0	\$0	\$393	\$0	\$0	\$393

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond FY 2022
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	12.6	12.6	12.6	12.6	12.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$12.6	\$12.6	\$12.6	\$12.6	\$12.6

LOCATION:
Port Tobacco, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

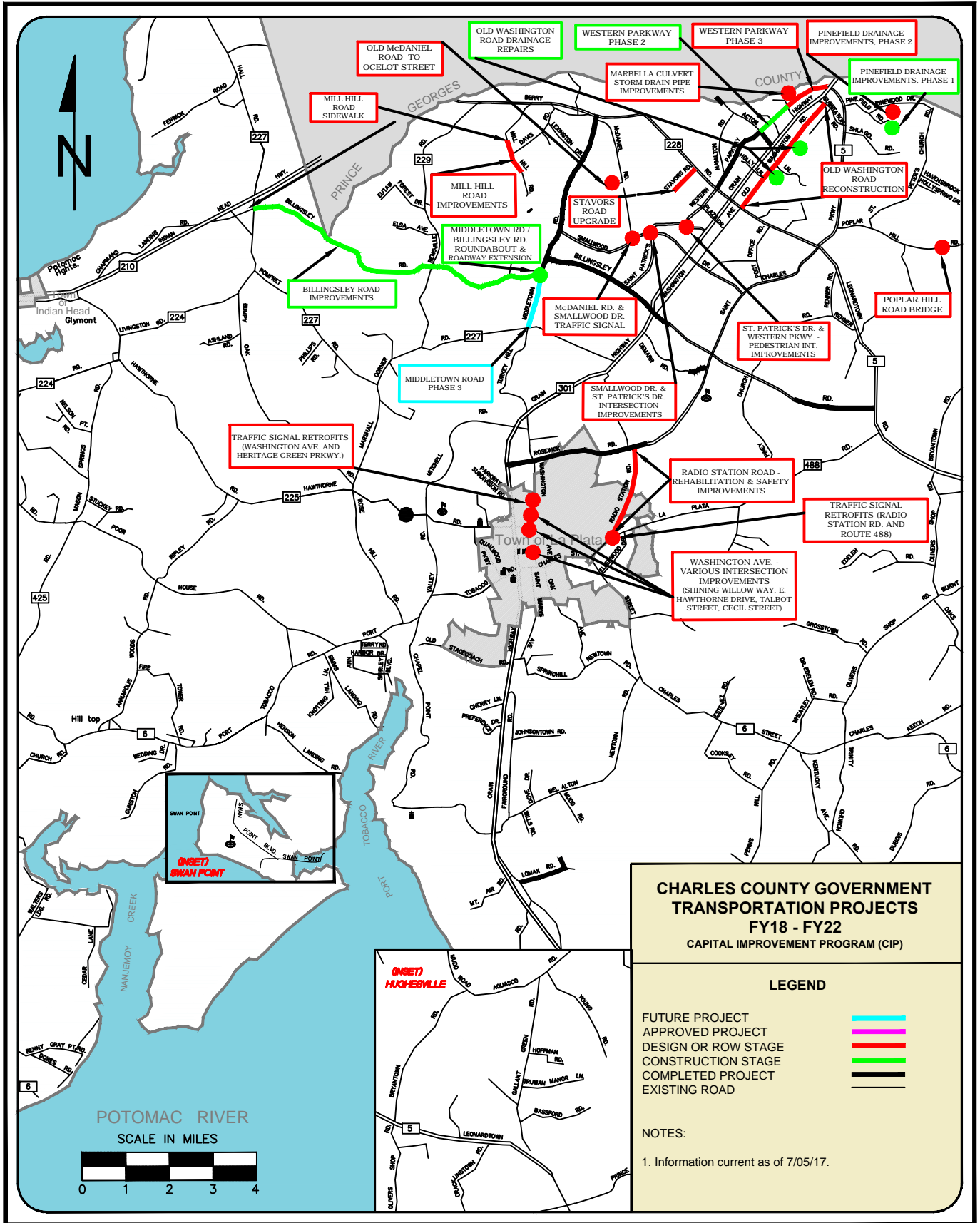
TRANSPORTATION SUMMARY

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.

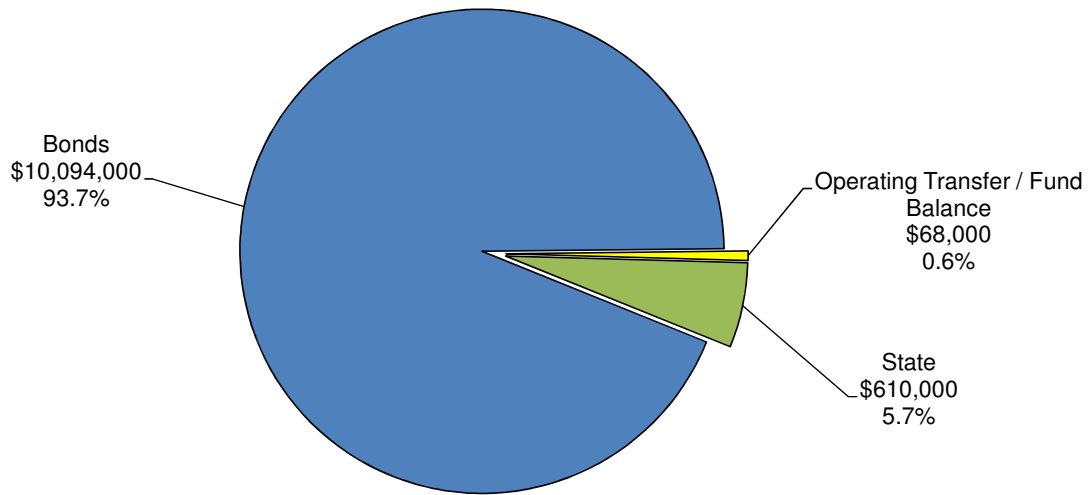
EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$160	\$617	\$200	\$151	\$156	\$1,284	\$1,685	\$185	\$3,154
Land & ROW	91	1,404	93	51	54	1,693	1,418	1,716	4,827
Construction	9,460	8,375	5,100	5,082	5,505	33,522	7,338	11,978	52,838
Equipment	0	0	0	0	0	0	1	0	1
Administration	190	200	76	64	67	597	394	260	1,251
Administration - FAS	30	33	24	21	21	129	43	32	204
Inspection	273	286	139	136	141	975	361	459	1,795
Miscellaneous	137	178	18	14	14	361	404	58	823
Contingency	431	441	98	82	84	1,136	665	731	2,532
Total Outlay	\$10,772	\$11,534	\$5,748	\$5,601	\$6,042	\$39,697	\$12,308	\$15,419	\$67,424

FINANCING SOURCES		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
							Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds		\$10,094	\$11,304	\$5,518	\$5,371	\$5,812	\$38,099	\$12,245	\$15,155	\$65,498
Fund Balance Appropriation		0	0	0	0	0	0	0	0	0
Operating Transfer	General Fund	68	68	68	68	68	340	23	68	431
Operating Transfer	CIP	0	0	0	0	0	0	0	0	0
Total County Funding		\$10,162	\$11,372	\$5,586	\$5,439	\$5,880	\$38,439	\$12,268	\$15,223	\$65,930
Federal		0	0	0	0	0	0	40	0	40
State		610	162	162	162	162	1,258	0	196	1,454
Total Funding		\$10,772	\$11,534	\$5,748	\$5,601	\$6,042	\$39,697	\$12,308	\$15,419	\$67,424

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	1,111.7	1,885.1	2,708.1	3,122.5	3,514.9	1,111.7	4,851.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$1,111.7	\$1,885.1	\$2,708.1	\$3,122.5	\$3,514.9	\$1,111.7	\$4,851.3

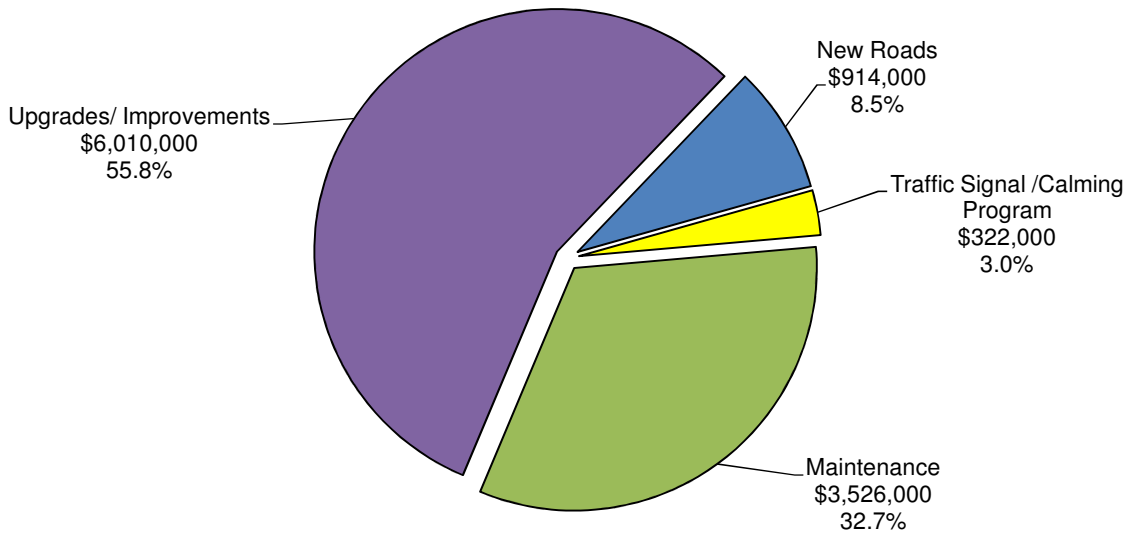


FY18 Transportation Financing Sources Total \$10,772,000



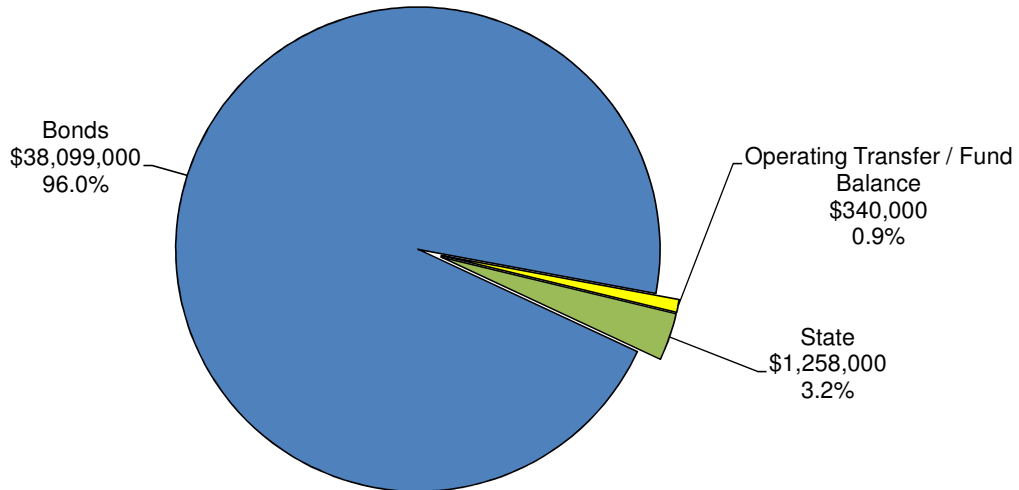
Bonds are the major source of financing for the transportation projects.

FY18 Transportation by Project Type Total \$10,772,000



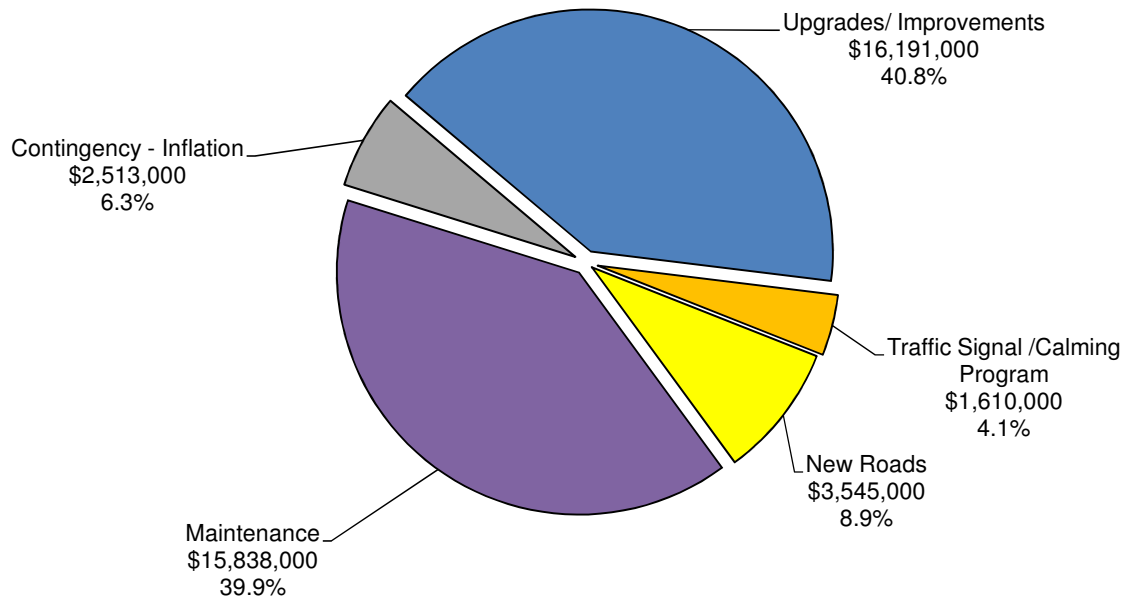
The Capital Budget for transportation/roads includes improving the existing road system and expanding for the future. Included are funds to improve drainage, safety, sidewalks and traffic intersection(s). New Roads includes funding for Phase II of Western Parkway. Upgrade/Improvements includes funding for the Billingsley Road Safety Improvement and the Old Washington Road Reconstruction Projects.

FY18-FY22 Transportation Financing Sources
Total \$39,697,000



The County's Debt Affordability Plan provides for sufficient funds to pay the annual debt service on the necessary General Obligation Bonds.

FY18-FY22 Transportation by Project Type
Total \$39,697,000



The majority of the Transportation program is for maintenance, upgrades, and improvements to the existing roads. New Roads includes funding for Phase II of Western Parkway and Middletown Road Phase III.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Road Overlay Program	Requested By: Facilities Project #: 2221
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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	3,448	3,000	3,000	3,000	3,000	15,448	0	3,000	18,448
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	\$3,526	\$3,078	\$3,078	\$3,078	\$3,078	\$15,838	\$0	\$3,078	\$18,916

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (15 year)	\$2,916	\$2,916	\$2,916	\$2,916	\$2,916	\$14,580	\$0	\$2,916	\$17,496
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	\$2,916	\$2,916	\$2,916	\$2,916	\$2,916	\$14,580	\$0	\$2,916	\$17,496
Federal	0	0	0	0	0	0	0	0	0
State	610	162	162	162	162	1,258	0	162	1,420
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$3,526	\$3,078	\$3,078	\$3,078	\$3,078	\$15,838	\$0	\$3,078	\$18,916

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond FY 2022
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	256.8	513.6	770.4	1,027.2	1,540.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$256.8	\$513.6	\$770.4	\$1,027.2	\$1,540.8

LOCATION:	Roads throughout Charles County
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APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: **Requested By:** Capital
Project #: 2161

County Drainage Systems Improvement Program

Provide drainage improvements at various locations that have been recorded as experiencing serious drainage problems:

A follow up study is being conducted by the US Army Corp. of Engineers (USACE) for which the County contributed \$104K that represented 40% of the cost for the study on Pinefield, Halley Estates, Strawberry Hills, and Acton Village Phase 2.

(1) Carrington - According to a supplemental drainage study (October 2007) performed by PGM Staff, the accumulation of trash and debris coupled with fallen trees has contributed to poor drainage in open and closed section stormwater conveyance systems serving over 250 of mix use acres that includes the Carrington neighborhood. Estimated remediation costs: \$435,000

(2) Halley Estates - Flooding occurs during rain events. Repair costs are estimated at \$316,000.

(3) Pinefield Subdivision - Flooding routinely occurs in streets during rain events. A study was performed identifying major problems in the Pinefield community and several problem areas were noted. The County's SWM Engineer suggests that a final study be done to determine the exact improvements required. Engineering and construction cost for the needed improvements were estimated at \$1.4 million in 1990. A final study as suggested was performed by the US Army Corp of Engineers through its 510 Program revealed that more extensive repairs were needed than what was originally envisioned. Revised estimate provided in the USACE study shows construction at \$2,879,500.

(4) Pinefield Drive Sink Hole Repairs - Estimated costs: \$140,000.

(5) Acton Village/Coventry Manor Drainage Improvements - Serious flooding and erosion is occurring in the rear of some townhomes that receives runoff from Acton Lane. Estimated remediation costs: \$25,000.

(6) Cobb Island - This older community has many inadequate pipes, ditches, etc. that need improvement. Estimated costs: \$25,000

(7) Douglas Circle. Estimated costs: \$40,000

(8) Norwood Subdivision Failing Storm Drain: Estimated costs: \$25,000

(9) Chapel Point Woods Drainage Improvements - Improvements to drainage issues in the front of private properties west side of Twinberry Drive. Discharge exceeds capacity of driveway culverts causing yard flooding. Estimated Costs: \$10,000 A/E and \$100,000 Construction

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$12	\$12	\$12	\$12	\$48	\$210	\$12	\$270
Land & ROW	0	0	0	0	0	0	48	0	48
Construction	0	70	70	70	70	280	1,859	70	2,209
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	6	6	6	6	24	49	6	79
Administration - FAS	0	3	3	3	3	12	3	3	18
Inspection	0	0	0	0	0	0	9	0	9
Miscellaneous	0	2	2	2	2	8	46	2	56
Contingency	0	7	7	7	7	28	330	7	365
Total Outlay	\$0	\$100	\$100	\$100	\$100	\$400	\$2,554	\$100	\$3,054

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (20 year)	\$0	\$100	\$100	\$100	\$100	\$400	\$2,514	\$100	\$3,014
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	\$100	\$100	\$100	\$100	\$400	\$2,514	\$100	\$3,014
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	\$0	\$100	\$100	\$100	\$100	\$400	\$2,554	\$100	\$3,054

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	226.1	226.1	233.3	240.5	247.7	226.1	262.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$226.1	\$226.1	\$233.3	\$240.5	\$247.7	\$226.1	\$262.1

LOCATION:
Various Sites throughout County. (See description above.)

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Requested By: Capital
Safety Improvement Program- Existing Roadways	Project #: 2177
Design and construct various roadway safety improvements/upgrades as recommended by the Charles County Safety Committee:	
1.) Lomax Rd. Upgrade - (Joe Court to eastern terminus). 2.) Ripley Rd. & Poorhouse Rd. (sight distance improvements). 3.) Poplar Hill Rd./Dr. Sam. Mudd Rd. (intersection safety Improvements). 4.) Fenwick Rd. northeast of Bluejay Way (drainage improvements). 5.) Berry Hills Rd. east of Marshall Hall Rd. (drainage improvements). 6.) Turkey Hill Rd. (eliminate 90 degree bend). 7.) Mitchell Rd. @ College of Southern Maryland (sight distance improvements).	
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$13	\$13	\$13	\$13	\$13	\$65	\$81	\$13	\$159
Land & ROW	11	11	11	11	11	55	34	11	100
Construction	138	138	138	138	138	690	125	138	953
Equipment	0	0	0	0	0	0	0	0	0
Administration	11	11	11	11	11	55	18	11	84
Administration - FAS	3	3	3	3	3	15	6	3	24
Inspection	10	10	10	10	10	50	40	10	100
Miscellaneous	1	1	1	1	1	5	10	1	16
Contingency	13	13	13	13	13	65	19	13	97
Total Outlay	\$200	\$200	\$200	\$200	\$200	\$1,000	\$332	\$200	\$1,532

FINANCING SOURCES									
Bonds (20 year)	\$200	\$200	\$200	\$200	\$200	\$1,000	\$332	\$200	\$1,532
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	\$200	\$200	\$200	\$200	\$200	\$1,000	\$332	\$200	\$1,532
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	\$332	\$200	\$1,532

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	29.9	44.3	58.7	73.0	87.4	29.9	116.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$29.9	\$44.3	\$58.7	\$73.0	\$87.4	\$29.9	\$116.2

LOCATION:
Various Sites throughout County

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Traffic Signal Program	Requested By: Capital Project #: 2156
<p>Install new traffic signal at various locations throughout the county in conjunction with the Maryland State Highway Administration.</p> <p>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</p>	
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$16	\$16	\$16	\$16	\$16	\$80	\$30	\$16	\$126
Land & ROW	10	10	10	10	10	50	27	10	87
Construction	200	200	200	200	200	1,000	512	200	1,712
Equipment	0	0	0	0	0	0	0	0	0
Administration	13	13	13	13	13	65	23	13	101
Administration - FAS	3	3	3	3	3	15	0	3	18
Inspection	18	18	18	18	18	90	41	18	149
Miscellaneous	5	5	5	5	5	25	2	5	32
Contingency	20	20	20	20	20	100	27	20	147
Total Outlay	\$285	\$285	\$285	\$285	\$285	\$1,425	\$661	\$285	\$2,371

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022				
Bonds (20 year)	\$254	\$254	\$254	\$254	\$254	\$1,270	\$638	\$254	\$2,162
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	31	31	31	31	31	155	23	31	209
Total County Funding	\$285	\$285	\$285	\$285	\$285	\$1,425	\$661	\$285	\$2,371
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	\$661	\$285	\$2,371

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022		
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	75.7	93.9	112.2	130.5	57.4	167.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$57.4	\$75.7	\$93.9	\$112.2	\$130.5	\$57.4	\$167.0

LOCATION:
County Wide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Requested By: Facilities
Sidewalk Improvement Program	Project #: 2222
<p>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:</p> <ul style="list-style-type: none"> 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 <p>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.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (20 year)	\$153	\$153	\$153	\$153	\$153	\$765	\$0	\$153	\$918
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	0	0	0	0	0	0	0	0	0
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond FY 2022
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	11.0	22.0	33.0	44.0	66.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$11.0	\$22.0	\$33.0	\$44.0	\$66.1

LOCATION:
To be determined.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Requested By: Capital
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>	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$75	\$75	\$75	\$75	\$300	\$280	\$40	\$620
Land & ROW	0	25	25	25	25	100	158	100	358
Construction	1,500	1,000	1,000	1,000	1,000	5,500	1,386	1,498	8,384
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	20	20	20	20	80	86	20	186
Administration - FAS	3	3	3	3	3	15	9	3	27
Inspection	0	20	20	20	20	80	91	40	211
Miscellaneous	0	3	3	3	3	12	15	3	30
Contingency	0	32	32	32	32	128	138	81	347
Total Outlay	\$1,503	\$1,178	\$1,178	\$1,178	\$1,178	\$6,215	\$2,162	\$1,785	\$10,162

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (20 year)	\$1,503	\$1,178	\$1,178	\$1,178	\$1,178	\$6,215	\$2,162	\$1,785	\$10,162
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	\$1,503	\$1,178	\$1,178	\$1,178	\$1,178	\$6,215	\$2,162	\$1,785	\$10,162
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	\$1,503	\$1,178	\$1,178	\$1,178	\$1,178	\$6,215	\$2,162	\$1,785	\$10,162

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	194.5	302.6	387.4	472.2	556.9	194.5	770.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$194.5	\$302.6	\$387.4	\$472.2	\$556.9	\$194.5	\$770.1

LOCATION:
Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Requested By: Capital
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$540	\$0	\$540
Land & ROW	0	0	0	0	0	0	1,000	0	1,000
Construction	2,495	2,495	0	0	0	4,990	470	0	5,460
Equipment	0	0	0	0	0	0	0	0	0
Administration	57	57	0	0	0	114	52	0	166
Administration - FAS	3	3	0	0	0	6	9	0	15
Inspection	129	129	0	0	0	258	0	0	258
Miscellaneous	111	110	0	0	0	221	40	0	261
Contingency	254	253	0	0	0	507	50	0	557
Total Outlay	\$3,049	\$3,047	\$0	\$0	\$0	\$6,096	\$2,161	\$0	\$8,257

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022				
Bonds (20 year)	\$3,049	\$3,047	\$0	\$0	\$0	\$6,096	\$2,161	\$0	\$8,257
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	\$3,049	\$3,047	\$0	\$0	\$0	\$6,096	\$2,161	\$0	\$8,257
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	\$3,049	\$3,047	\$0	\$0	\$0	\$6,096	\$2,161	\$0	\$8,257

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	194.4	413.8	633.0	633.0	633.0	194.4	633.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$194.4	\$413.8	\$633.0	\$633.0	\$633.0	\$194.4	\$633.0

LOCATION:
Waldorf, Md. Route 5 to Substation Road

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Requested By: Capital
Washington Ave.- Various Intersection Improvements	Project #: 2191
<p>Provide left turn lanes at high-volume intersections, including the following:</p> <ul style="list-style-type: none"> • Heritage Green Parkway • Shining Willow Way • E. Hawthorne Drive • Talbot Street • Cecil Street <p>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.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$50	\$50	\$50	\$0	\$0	\$150	\$140	\$50	\$340
Land & ROW	40	40	40	0	0	120	40	40	200
Construction	170	170	170	0	0	510	170	170	850
Equipment	0	0	0	0	0	0	0	0	0
Administration	13	13	13	0	0	39	18	13	70
Administration - FAS	3	3	3	0	0	9	3	3	15
Inspection	8	8	8	0	0	24	11	8	43
Miscellaneous	4	4	4	0	0	12	4	4	20
Contingency	17	17	17	0	0	51	17	17	85
Total Outlay	\$305	\$305	\$305	\$0	\$0	\$915	\$403	\$305	\$1,623

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (20 year)	\$305	\$305	\$305	\$0	\$0	\$915	\$403	\$305	\$1,623
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	\$305	\$305	\$0	\$0	\$915	\$403	\$305	\$1,623
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	\$305	\$305	\$0	\$0	\$915	\$403	\$305	\$1,623

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	36.2	58.2	80.1	102.1	102.1	36.2	124.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$36.2	\$58.2	\$80.1	\$102.1	\$102.1	\$36.2	\$124.0

LOCATION:
La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018
(\$ in thousands)

PROJECT NAME:	Requested By: RIM
Neighborhood Traffic Calming Program	Project #: 2193
<p>A neighborhood traffic calming program was adopted by the Board of County Commissioners. Additional staff and consultant resources are required for necessary studies as well as for the cost of constructing actual traffic calming practices.</p>	
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$21	\$21	\$21	\$21	\$21	\$105	\$59	\$21	\$185
Land & ROW	0	0	0	0	0	0	5	0	5
Construction	0	0	0	0	0	0	200	0	200
Equipment	0	0	0	0	0	0	1	0	1
Administration	9	9	9	9	9	45	13	9	67
Administration - FAS	3	3	3	3	3	15	3	3	21
Inspection	0	0	0	0	0	0	8	0	8
Miscellaneous	3	3	3	3	3	15	3	3	21
Contingency	1	1	1	1	1	5	20	1	26
Total Outlay	\$37	\$37	\$37	\$37	\$37	\$185	\$312	\$37	\$534

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (10 year)	\$0	\$0	\$0	\$0	\$0	\$0	\$312	\$0	\$312
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	37	37	37	37	37	185	0	37	222
Total County Funding	\$37	\$37	\$37	\$37	\$37	\$185	\$312	\$37	\$534
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	\$37	\$37	\$37	\$37	\$37	\$185	\$312	\$37	\$534

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	38.5	38.5	38.5	38.5	38.5	38.5	38.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$38.5	\$38.5	\$38.5	\$38.5	\$38.5	\$38.5	\$38.5

LOCATION:
Various locations throughout the County that are yet to be determined.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Middletown Road Phase 3	Requested By: Capital Project #:
<p>Upgrade of existing Middletown Road from two lanes to four lanes as identified in the Waldorf Subarea Plan. This stretch of Middletown Road will provide supplemental traffic flow capacity for north-south travel through Charles County from Billingsley Rd. to MD Route 227 linking the two roads while relieving some of the traffic congestion from MD Route 301.</p> <p>Estimated costs are subject to change after preliminary engineering is completed. Ex. ROW=30', Prop.R/W=150'; Length=1.25 mi. Minor Arterial</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$400	\$0	\$0	\$0	\$400	\$0	\$0	\$400
Land & ROW	0	1,250	0	0	0	1,250	0	1,250	2,500
Construction	0	0	0	0	0	0	0	4,620	4,620
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	19	0	0	0	19	0	145	164
Administration - FAS	0	3	0	0	0	3	0	3	6
Inspection	0	0	0	0	0	0	0	232	232
Miscellaneous	0	45	0	0	0	45	0	40	85
Contingency	0	0	0	0	0	0	0	462	462
Total Outlay	\$0	\$1,717	\$0	\$0	\$0	\$1,717	\$0	\$6,752	\$8,469

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (20 year)	\$0	\$1,717	\$0	\$0	\$0	\$1,717	\$0	\$6,752	\$8,469
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	\$1,717	\$0	\$0	\$0	\$1,717	\$0	\$6,752	\$8,469
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	\$1,717	\$0	\$0	\$0	\$1,717	\$0	\$6,752	\$8,469

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond FY 2022
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	123.6	123.6	123.6	609.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$123.6	\$123.6	\$123.6	\$609.4

LOCATION:
Middletown Road from Billingsley Road to Md. Route 227

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Requested By: Capital
Radio Station Road/Rt. 488 Traffic Signal & Geometric Improvements	Project #: 2223
<p>The installation of a traffic signal along with geometric improvements to the Radio Station Road/MD Route 488 intersection are warranted based on a traffic analysis performed during morning and afternoon peak traffic conditions. The upgrades will support the increased traffic volume experienced since the opening of St. Charles Parkway and will improve the traffic circulation during AM and PM peak traffic periods.</p>	
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$60	\$0	\$0	\$0	\$0	\$60	\$0	\$0	\$60
Land & ROW	30	0	0	0	0	30	0	0	30
Construction	600	0	0	0	0	600	0	0	600
Equipment	0	0	0	0	0	0	0	0	0
Administration	37	0	0	0	0	37	0	0	37
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	12	0	0	0	0	12	0	0	12
Miscellaneous	8	0	0	0	0	8	0	0	8
Contingency	50	0	0	0	0	50	0	0	50
Total Outlay	\$800	\$0	\$0	\$0	\$0	\$800	\$0	\$0	\$800

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (20 year)	\$800	\$0	\$0	\$0	\$0	\$800	\$0	\$0	\$800
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	\$800	\$0	\$0	\$0	\$0	\$800	\$0	\$0	\$800
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	\$800	\$0	\$0	\$0	\$0	\$800	\$0	\$0	\$800

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	57.6	57.6	57.6	57.6	0.0	57.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$57.6	\$57.6	\$57.6	\$57.6	\$0.0	\$57.6

LOCATION:
Radio Station Road, La Plata MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

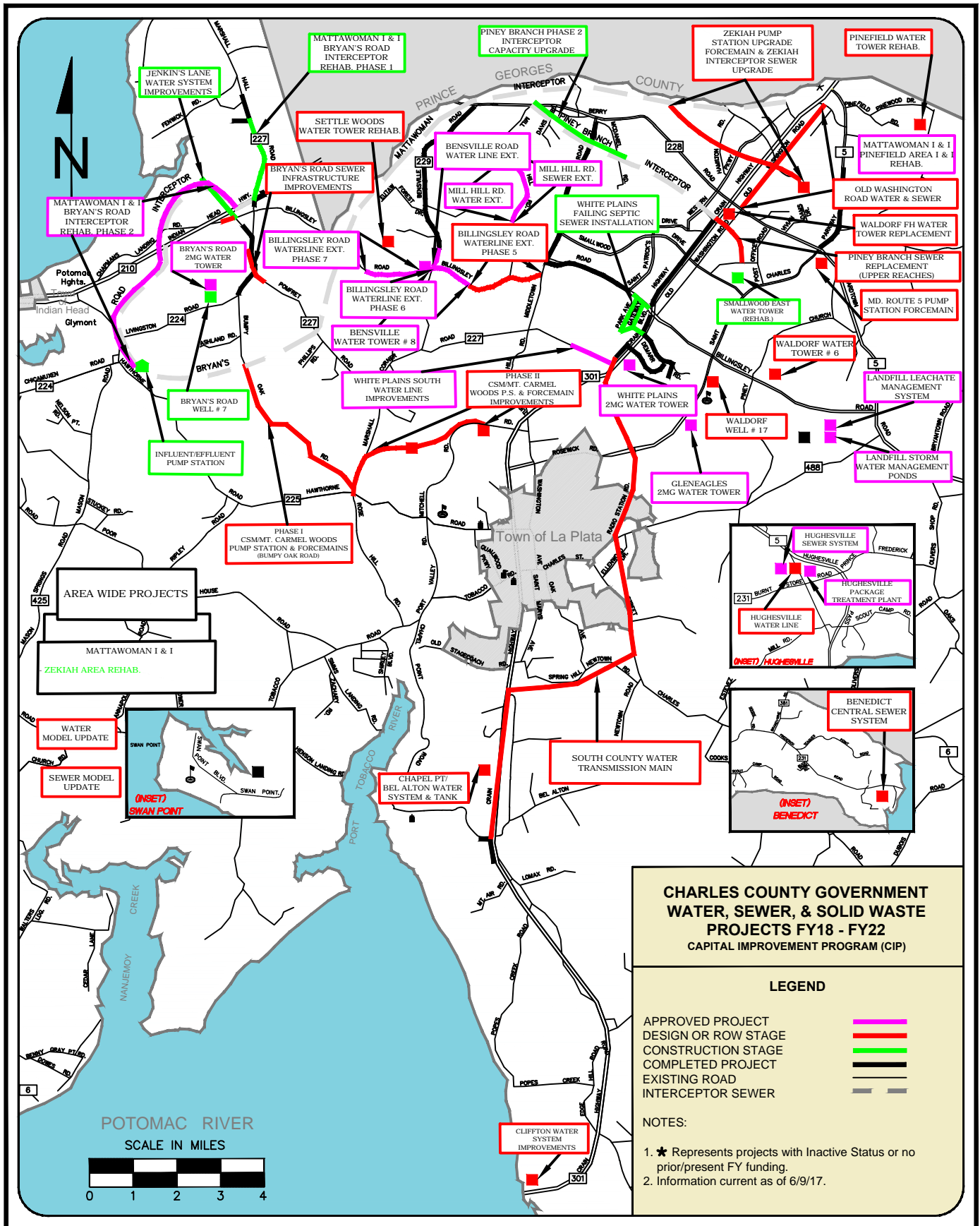
PROJECT NAME:	Requested By: Capital
Western Parkway Road Improvements Phase 2	Project #: 2013
<p>The construction of Western Parkway, Phase 2 from Acton Lane north to US 301 near the Charles County and Prince George's County line will provide for a completed north/south route that will facilitate local vehicular traffic within Waldorf, serving as an alternate to US 301. This project will also provide for the completion of missing links of the bicycle and pedestrian facilities within the Waldorf Urban Core area, particularly west of Crain Highway. 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> <p>PRIORITY</p>	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '14-'18	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$345	\$0	\$345
Land & ROW	0	0	0	0	0	0	108	0	108
Construction	759	759	0	0	0	1,518	2,616	0	4,134
Equipment	0	0	0	0	0	0	0	0	0
Administration	50	50	0	0	0	100	136	0	236
Administration - FAS	3	3	0	0	0	6	10	0	16
Inspection	21	21	0	0	0	42	161	0	203
Miscellaneous	5	5	0	0	0	10	284	0	294
Contingency	76	76	0	0	0	152	64	0	216
Total Outlay	\$914	\$914	\$0	\$0	\$0	\$1,828	\$3,723	\$0	\$5,551

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '14-'18	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (20 year)	\$914	\$914	\$0	\$0	\$0	\$1,828	\$3,723	\$0	\$5,551
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	\$914	\$914	\$0	\$0	\$0	\$1,828	\$3,723	\$0	\$5,551
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	\$914	\$914	\$0	\$0	\$0	\$1,828	\$3,723	\$0	\$5,551

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	334.9	400.6	466.4	466.4	466.4	334.9	466.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$334.9	\$400.6	\$466.4	\$466.4	\$466.4	\$334.9	\$466.4

LOCATION: Phases 2 from Acton Lane north to US 301 near the Charles County and Prince George's County line



APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018
(\$ 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.

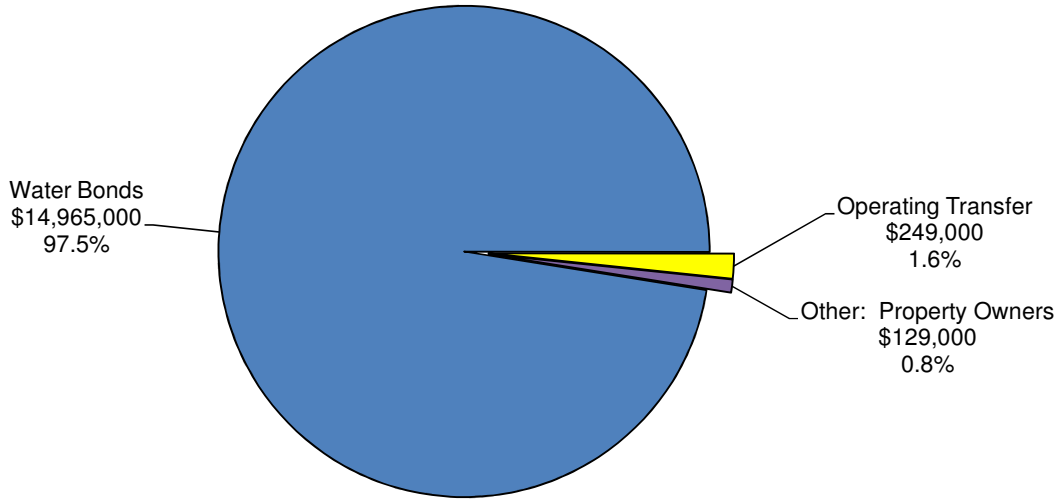
EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year	Approp. thru FY17	Beyond FY 2022	Project Total
						Total '18-'22			
Architectural & Engineering	\$1,318	\$1,614	\$835	\$643	\$173	\$4,582	\$7,789	\$642	\$13,013
Land & ROW	7	372	0	0	0	379	1,237	243	1,859
Construction	11,891	11,728	9,330	2,743	1,310	37,001	10,062	19,869	66,932
Equipment	63	66	68	0	0	196	823	0	1,019
Administration	650	703	444	91	79	1,966	912	706	3,583
Administration - FAS	48	44	29	12	9	139	109	36	284
Inspection	345	406	327	160	56	1,294	769	583	2,645
Miscellaneous	54	72	21	0	0	147	86	50	282
Contingency	970	1,036	772	279	135	3,192	958	1,806	5,955
Total Outlay	\$15,343	\$16,040	\$11,824	\$3,928	\$1,762	\$48,897	\$22,744	\$23,935	\$95,575

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$14,965	\$15,808	\$11,587	\$3,830	\$1,664	\$47,854	\$21,828	\$23,837	\$93,519
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	249	98	98	98	98	641	561	98	1,300
Total County Funding	15,214	15,906	11,685	3,928	1,762	48,495	22,390	23,935	94,819
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	25	0	25
Other:	129	134	139	0	0	402	329	0	731
Total Funding	\$15,343	\$16,040	\$11,824	\$3,928	\$1,762	\$48,897	\$22,744	\$23,935	\$95,575

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	2,039.0	3,408.3	4,866.2	5,942.1	6,285.6	2,039.0	7,890.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$1,583.0	\$2,453.2	\$3,809.4	\$6,860.9	\$4,143.9	\$2,039.0	\$7,890.7

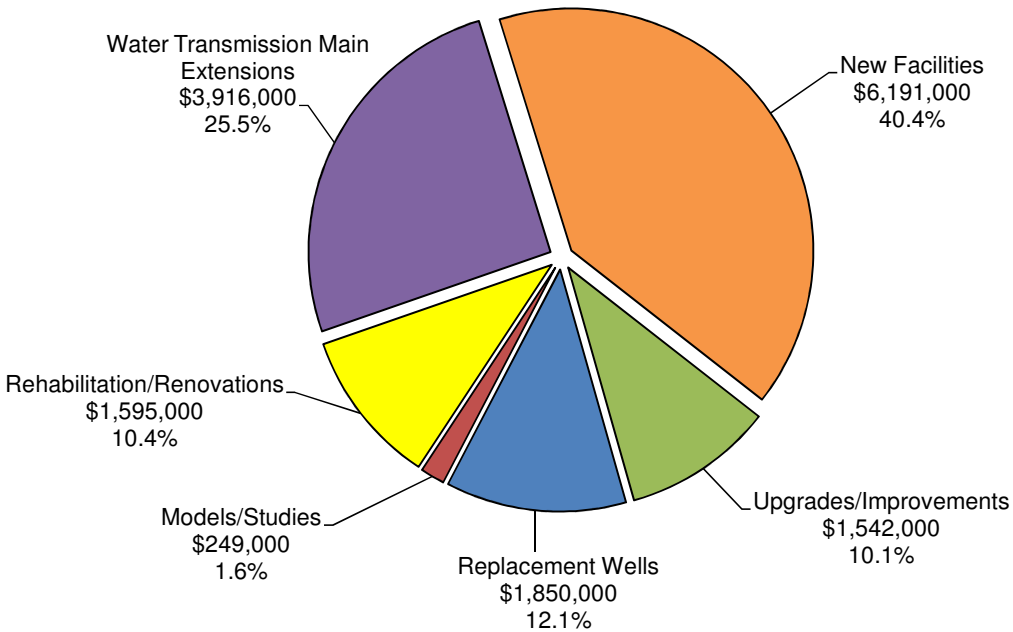
Increase to Water User Fee:	59.9c	80.6c	\$1.10	\$1.27	\$1.39	58.5c	\$1.62
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FY18 Water Financing Sources
Total \$15,343,000



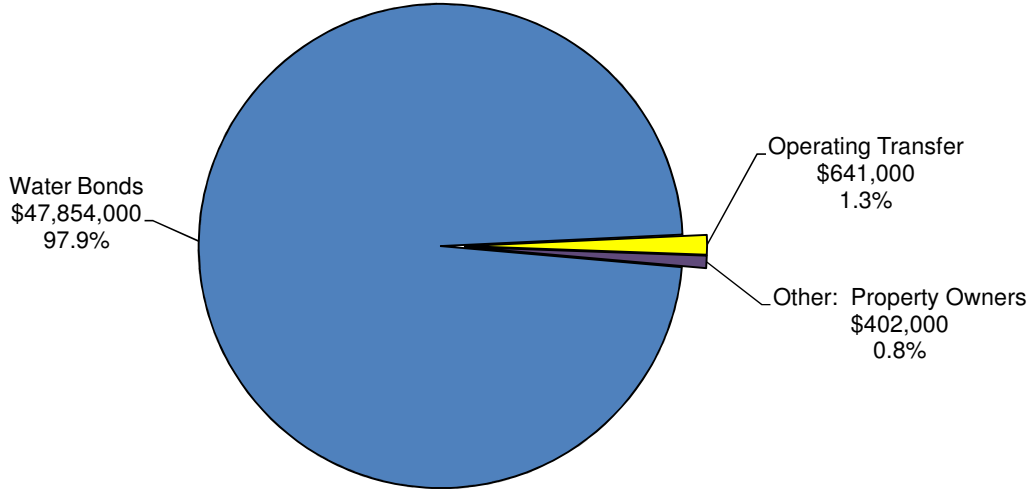
Bonds are the major source of financing for water projects.

FY18 Water Projects by Type
Total \$15,343,000



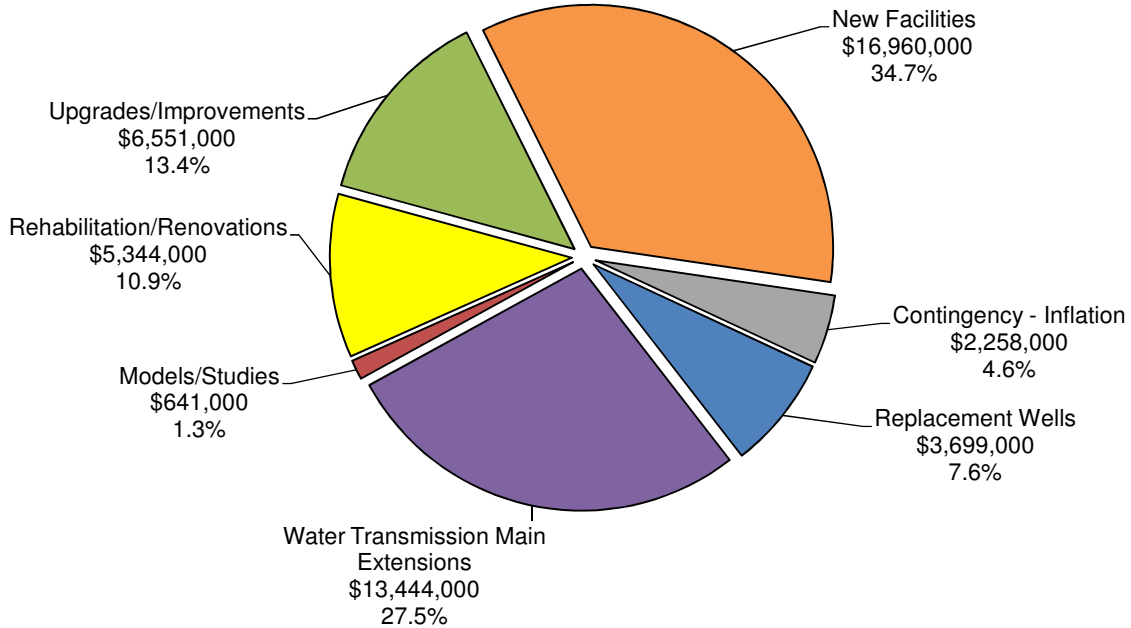
New facilities includes the Bensville Water Tower, the Bryans Road Water Tower, the Gleneagles Water Tower, the Hughesville Water Line, and White Plains Water Tower. Water Transmission Main Extensions includes projects to interconnect various water systems together throughout the County.

FY18-FY22 Water Financing Sources
Total \$48,897,000



Financing the debt service associated with bonds for water projects is recovered primarily from water customer connection and user fees.

FY18-FY22 Water Projects by Type
Total \$48,897,000



New Facilities includes the Bensville Water Tower, the Bryans Road Water Tower, the Gleneagles Water Tower, 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 2018

(\$ in thousands)

PROJECT NAME:	Water User	100%	Requested By: Utilities
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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	650	650	650	650	650	3,250	1,050	650	4,950
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	7	3	25
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	65	65	65	65	65	325	180	65	570
Total Outlay	\$718	\$718	\$718	\$718	\$718	\$3,590	\$1,237	\$718	\$5,545

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (15 Year)	\$718	\$718	\$718	\$718	\$718	\$3,590	\$1,237	\$718	\$5,545
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	\$718	\$718	\$718	\$718	\$718	\$3,590	\$1,237	\$718	\$5,545
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	\$718	\$718	\$718	\$718	\$718	\$3,590	\$1,237	\$718	\$5,545

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	102.9	167.0	231.4	295.7	360.1	102.9	488.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$102.9	\$167.0	\$231.4	\$295.7	\$360.1	\$102.9	\$488.9
Increase to Water User Fee:	4.6¢	7.4¢	10.1¢	12.6¢	15.2¢	4.6¢	20.3¢

LOCATION:
Development District

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Water Model Update	Water User 55% Water Connection 45%	Requested By: RIM Project #: 6090
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.		
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$27	\$27	\$27	\$27	\$27	\$135	\$334	\$27	\$496
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	65	65	65	65	65	325	176	65	566
Administration - FAS	3	3	3	3	3	15	16	3	34
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	36	3	54
Total Outlay	\$98	\$98	\$98	\$98	\$98	\$490	\$561	\$98	\$1,149

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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	561	98	1,149
Total County Funding	\$98	\$98	\$98	\$98	\$98	\$490	\$561	\$98	\$1,149
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	\$561	\$98	\$1,149

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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:	-0.8¢	0.0¢	0.0¢	0.0¢	0.0¢	3.2¢	0.0¢

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Water User 95%	Requested By: Util/RIM
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$135	\$135	\$135	\$425	\$0	\$830	\$750	\$375	\$1,955
Land & ROW	0	0	0	0	0	0	125	0	125
Construction	1,325	1,325	1,325	1,325	0	5,300	0	2,875	8,175
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	12	12	0	48	20	12	80
Administration - FAS	3	3	3	3	0	12	12	3	27
Inspection	95	95	95	95	0	380	0	145	525
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	133	133	133	133	0	532	0	288	820
Total Outlay	\$1,703	\$1,703	\$1,703	\$1,993	\$0	\$7,102	\$907	\$3,698	\$11,707

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (15 Year)	\$1,703	\$1,703	\$1,703	\$1,993	\$0	\$7,102	\$907	\$3,698	\$11,707
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	\$1,703	\$1,703	\$1,703	\$1,993	\$0	\$7,102	\$907	\$3,698	\$11,707
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	\$1,703	\$1,703	\$1,703	\$1,993	\$0	\$7,102	\$907	\$3,698	\$11,707

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	75.4	227.4	380.2	532.9	711.7	75.4	1,043.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$75.4	\$227.4	\$380.2	\$532.9	\$711.7	\$75.4	\$1,043.3
Increase to Water User Fee:	3.2¢	9.5¢	15.7¢	21.6¢	28.5¢	3.2¢	41.1¢

LOCATION:
Southern portion of the County

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Satellite Water Facility Upgrades	Water User 100% Water Connection 0%	Requested By: Utilities 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, and installation of additional standpipe at Chapel Pt. Woods.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$125	\$125	\$125	\$125	\$500	\$545	\$125	\$1,170
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	475	475	475	475	1,900	279	475	2,654
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	12	12	12	12	48	21	12	81
Administration - FAS	0	3	3	3	3	12	12	3	27
Inspection	0	48	48	48	48	192	280	48	520
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	48	48	48	48	192	245	48	485
Total Outlay	\$0	\$711	\$711	\$711	\$711	\$2,844	\$1,382	\$711	\$4,937

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (15 Year)	\$0	\$711	\$711	\$711	\$711	\$2,844	\$1,382	\$711	\$4,937
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	\$711	\$711	\$711	\$711	\$2,844	\$1,382	\$711	\$4,937
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	\$711	\$711	\$711	\$711	\$2,844	\$1,382	\$711	\$4,937

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	114.9	114.9	178.7	242.5	306.2	114.9	433.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$114.9	\$114.9	\$178.7	\$242.5	\$306.2	\$114.9	\$433.8
Increase to Water User Fee:	5.2¢	5.1¢	7.8¢	10.4¢	12.9¢	5.2¢	18.0¢

LOCATION:
Various locations, see description above

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Bensville Water Tower No. 8	Water User 0% Water Connection 100%	Requested By: RIM/Capital Project #: 6107
<p>As described in the Charles County Water & Sewer Engineering & Operations Plan, a 2 million gallon water storage tower will be needed in the Bensville area in 2020. The project will provide funding for preliminary engineering, design, and construction of a 2 MGD water storage tower.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$0	\$500
Land & ROW	0	0	0	0	0	0	310	0	310
Construction	1,666	0	0	0	0	1,666	3,334	0	5,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	77	0	0	0	0	77	192	0	269
Administration - FAS	3	0	0	0	0	3	9	0	12
Inspection	40	0	0	0	0	40	80	0	120
Miscellaneous	10	0	0	0	0	10	25	0	35
Contingency	134	0	0	0	0	134	266	0	400
Total Outlay	\$1,930	\$0	\$0	\$0	\$0	\$1,930	\$4,716	\$0	\$6,646

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (15 Year)	\$1,930	\$0	\$0	\$0	\$0	\$1,930	\$4,716	\$0	\$6,646
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	\$1,930	\$0	\$0	\$0	\$0	\$1,930	\$4,716	\$0	\$6,646
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	\$1,930	\$0	\$0	\$0	\$0	\$1,930	\$4,716	\$0	\$6,646

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	392.2	564.4	564.4	564.4	564.4	392.2	564.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$392.2	\$564.4	\$564.4	\$564.4	\$564.4	\$392.2	\$564.4
Increase to Water User Fee:	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

LOCATION:
Bensville Road corridor north of Billingsley Road

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Water User 100%	Requested By: Capital
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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	453	453	0	0	0	906	0	0	906
Equipment	0	0	0	0	0	0	0	0	0
Administration	36	36	0	0	0	72	7	0	79
Administration - FAS	3	3	0	0	0	6	3	0	9
Inspection	30	30	0	0	0	60	0	0	60
Miscellaneous	0	0	0	0	0	0	10	0	10
Contingency	46	46	0	0	0	92	0	0	92
Total Outlay	\$568	\$568	\$0	\$0	\$0	\$1,136	\$90	\$0	\$1,226

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (15 Year)	\$568	\$568	\$0	\$0	\$0	\$1,136	\$90	\$0	\$1,226
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	\$568	\$568	\$0	\$0	\$0	\$1,136	\$90	\$0	\$1,226
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	\$568	\$568	\$0	\$0	\$0	\$1,136	\$90	\$0	\$1,226

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	7.5	58.2	109.1	109.1	109.1	7.5	109.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$7.5	\$58.2	\$109.1	\$109.1	\$109.1	\$7.5	\$109.1
Increase to Water User Fee:	0.3¢	2.6¢	4.7¢	4.7¢	4.6¢	0.3¢	4.5¢

LOCATION:
Pinefield, Charles County

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Gleneagles 2MG Water Tower	Water User 0% Water Connection 100%	Requested By: RIM 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>					
VARIANCE TO APPROVED PER FY17-FY21 CAPITAL IMPROVEMENT PROGRAM:					
	FY 2018	FY 2019	FY 2020	FY 2021	TOTAL
Approved FY17-FY21 CIP	\$1,850	\$1,850	\$1,849	\$0	\$5,549
Increase/(Decrease)	\$0	\$0	\$0	\$0	\$0
% change	0.0%	0.0%	0.0%	n/a	0.0%

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	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	1,667	1,667	1,666	0	0	5,000	0	0	5,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	60	60	60	0	0	180	50	0	230
Administration - FAS	3	3	3	0	0	9	3	0	12
Inspection	30	30	30	0	0	90	0	0	90
Miscellaneous	0	0	0	0	0	0	10	0	10
Contingency	90	90	90	0	0	270	0	0	270
Total Outlay	\$1,850	\$1,850	\$1,849	\$0	\$0	\$5,549	\$713	\$0	\$6,262

FINANCING SOURCES		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
							Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (15 Year)	\$1,850	\$1,850	\$1,849	\$0	\$0	\$5,549	\$713	\$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	\$1,850	\$1,850	\$1,849	\$0	\$0	\$5,549	\$713	\$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	\$1,850	\$1,850	\$1,849	\$0	\$0	\$5,549	\$713	\$0	\$6,262	

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	59.3	224.4	390.3	556.2	556.2	59.3	556.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$59.3	\$224.4	\$390.3	\$556.2	\$556.2	\$59.3	\$556.2
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)

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Waldorf Fire House Water Tower Replacement	Water User Water Connection	10% 90%	Requested By: Capital Project #: 6110
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Based on a water distribution study, a new two (2) million gallon water tower is needed in the Waldorf Area to provide additional fire storage volume and equalize pressure in the system. An existing 100,000 gallon tank is scheduled to be relocated from the Fire House. This project will identify and acquire a suitable site for a new water tower, design, and construct an elevated water tower for the Waldorf water system.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

VARIANCE TO APPROVED PER FY17-FY21 CAPITAL IMPROVEMENT PROGRAM:

	FY 2018	FY 2019	FY 2020	FY 2021	TOTAL
Approved FY17-FY21 CIP	\$1,850	\$1,849	\$0	\$0	\$3,699
Increase/(Decrease)	\$0	\$0	\$0	\$0	\$0
% change	0.0%	0.0%	n/a	n/a	0.0%

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$0	\$500
Land & ROW	0	0	0	0	0	0	250	0	250
Construction	1,667	1,666	0	0	0	3,333	1,667	0	5,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	60	60	0	0	0	120	117	0	237
Administration - FAS	3	3	0	0	0	6	6	0	12
Inspection	30	30	0	0	0	60	30	0	90
Miscellaneous	0	0	0	0	0	0	10	0	10
Contingency	90	90	0	0	0	180	90	0	270
Total Outlay	\$1,850	\$1,849	\$0	\$0	\$0	\$3,699	\$2,670	\$0	\$6,369

FINANCING SOURCES		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
							Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (15 Year)		\$1,850	\$1,849	\$0	\$0	\$0	\$3,699	\$2,670	\$0	\$6,369
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		\$1,850	\$1,849	\$0	\$0	\$0	\$3,699	\$2,670	\$0	\$6,369
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		\$1,850	\$1,849	\$0	\$0	\$0	\$3,699	\$2,670	\$0	\$6,369

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	222.0	387.2	553.0	553.0	553.0	222.0	553.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$222.0	\$387.2	\$553.0	\$553.0	\$553.0	\$222.0	\$553.0
Increase to Water User Fee:	1.0¢	1.7¢	2.4¢	2.4¢	2.3¢	1.0¢	2.3¢

LOCATION: Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: White Plains 2MG Water Tower	Water User Water Connection	0% 100%	Requested By: Capital/RIM Project #:
<p>Based on a study, a new two (2) million gallon water tower is needed in the White Plains area to provide additional fire storage volume and to equalize pressure in the system. This project will identify and acquire a suitable site for a new tower, design, and construct an elevated water tower.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>			

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$500	\$0	\$0	\$0	\$500	\$0	\$0	\$500
Land & ROW	0	150	0	0	0	150	0	0	150
Construction	0	0	1,667	0	0	1,667	0	3,333	5,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	50	60	0	0	110	0	123	233
Administration - FAS	0	3	3	0	0	6	0	3	9
Inspection	0	0	30	0	0	30	0	60	90
Miscellaneous	0	10	0	0	0	10	0	0	10
Contingency	0	0	90	0	0	90	0	180	270
Total Outlay	\$0	\$713	\$1,850	\$0	\$0	\$2,563	\$0	\$3,699	\$6,262

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (15 Year)	\$0	\$713	\$1,850	\$0	\$0	\$2,563	\$0	\$3,699	\$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	\$713	\$1,850	\$0	\$0	\$2,563	\$0	\$3,699	\$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	\$713	\$1,850	\$0	\$0	\$2,563	\$0	\$3,699	\$6,262

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	63.9	229.9	229.9	0.0	561.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$63.9	\$229.9	\$229.9	\$0.0	\$561.6
Increase to Water User Fee:	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

LOCATION: White Plains, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Water User 100%	Requested By: Capital
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$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	19	19	0	0	0	38	7	0	45
Administration - FAS	3	3	0	0	0	6	0	0	6
Inspection	12	12	0	0	0	24	0	0	24
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	25	25	0	0	0	50	10	0	60
Total Outlay	\$309	\$309	\$0	\$0	\$0	\$618	\$67	\$0	\$685

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (15 Year)	\$309	\$309	\$0	\$0	\$0	\$618	\$67	\$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	\$309	\$0	\$0	\$0	\$618	\$67	\$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	\$309	\$0	\$0	\$0	\$618	\$67	\$0	\$685

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	5.6	33.2	60.9	60.9	60.9	5.6	60.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$5.6	\$33.2	\$60.9	\$60.9	\$60.9	\$5.6	\$60.9
Increase to Water User Fee:	0.3c	1.5c	2.6c	2.6c	2.6c	0.3c	2.5c

LOCATION:
Settle Woods, Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Bryans Road 2MG Water Tower	Water User 0% Water Connection 100%	Requested By: Capital 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>		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$300	\$0	\$0	\$0	\$0	\$300	\$0	\$0	\$300
Land & ROW	7	0	0	0	0	7	0	0	7
Construction	0	1,000	1,000	0	0	2,000	0	1,000	3,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	25	77	77	0	0	179	0	77	256
Administration - FAS	3	3	3	0	0	9	0	3	12
Inspection	0	33	33	0	0	66	0	33	99
Miscellaneous	0	10	10	0	0	20	0	10	30
Contingency	15	100	100	0	0	215	0	100	315
Total Outlay	\$350	\$1,223	\$1,223	\$0	\$0	\$2,796	\$0	\$1,223	\$4,019

FINANCING SOURCES		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
							Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (15 Year)		\$350	\$1,223	\$1,223	\$0	\$0	\$2,796	\$0	\$1,223	\$4,019
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		\$350	\$1,223	\$1,223	\$0	\$0	\$2,796	\$0	\$1,223	\$4,019
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		\$350	\$1,223	\$1,223	\$0	\$0	\$2,796	\$0	\$1,223	\$4,019

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	31.2	140.9	250.6	250.6	0.0	360.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$31.2	\$140.9	\$250.6	\$250.6	\$0.0	\$360.3
Increase to Water User Fee:	0.0c	0.0c	0.0c	0.0c	0.0c	0.0c	0.0c

LOCATION:
Md. Route 224 at Bumpy Oak Road

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Bensville Road Water Line Extension	Water User 0% Water Connection 100%	Requested By: RIM Project #:
Design and construct approximately 6,800 linear feet extension of existing 16" waterline along Bensville Road from Elsa Avenue to Robey Manor Drive. This will initiate the development of a future interconnection of the Bryans Road and Waldorf water systems. This line will also provide public water service to Robey Manor if needed.		
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$136	\$0	\$0	\$0	\$136	\$0	\$0	\$136
Land & ROW	0	204	0	0	0	204	0	0	204
Construction	0	0	1,360	0	0	1,360	0	0	1,360
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	28	104	0	0	132	0	0	132
Administration - FAS	0	3	3	0	0	6	0	0	6
Inspection	0	0	41	0	0	41	0	0	41
Miscellaneous	0	15	5	0	0	20	0	0	20
Contingency	0	17	136	0	0	153	0	0	153
Total Outlay	\$0	\$403	\$1,649	\$0	\$0	\$2,052	\$0	\$0	\$2,052

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (15 Year)	\$0	\$403	\$1,649	\$0	\$0	\$2,052	\$0	\$0	\$2,052
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	\$403	\$1,649	\$0	\$0	\$2,052	\$0	\$0	\$2,052
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	\$403	\$1,649	\$0	\$0	\$2,052	\$0	\$0	\$2,052

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	36.1	184.0	184.0	0.0	184.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$36.1	\$184.0	\$184.0	\$0.0	\$184.0
Increase to Water User Fee:	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

LOCATION: Bensville Road

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Water User 50%	Requested By: RIM
Bensville/Bryans Road Water Systems Interconnection Study	Water Connection 50%	Project #: 6130
<p>Conduct a study to determine the feasibility of extending the existing 16" water line from Bensville Road via the Indian Rail Trail and Livingston Rd to interconnect with the Bryans Rd Water System. The link between the Bryans Road and Waldorf water systems has been a long term goal to ease the burden on the aquifers in the western part of Charles County. The primary objective of this study will be to explore this and alternative routes for the water line.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$83	\$0	\$0	\$0	\$0	\$83	\$0	\$0	\$83
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	8	0	0	0	0	8	0	0	8
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	6	0	0	0	0	6	0	0	6
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$100	\$0	\$0	\$0	\$0	\$100	\$0	\$0	\$100

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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	100	0	0	0	0	100	0	0	100
Total County Funding	\$100	\$0	\$0	\$0	\$0	\$100	\$0	\$0	\$100
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	\$100	\$0	\$0	\$0	\$0	\$100	\$0	\$0	\$100

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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:	2.2¢	-2.2¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

LOCATION: Billingsley Road

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Hughesville Water Line	Water User 0% Water Connection 100%	Requested By: RIM Project #: 6114
Design and construct 9,000 linear feet of water line in Hughesville, a system well and 400,000 water gallon tower to serve the village core.		
Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)		
PRIORITY		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$330	\$0	\$330
Land & ROW	0	0	0	0	0	0	270	0	270
Construction	1,700	1,700	0	0	0	3,400	0	0	3,400
Equipment	0	0	0	0	0	0	0	0	0
Administration	128	128	0	0	0	256	27	0	283
Administration - FAS	3	3	0	0	0	6	6	0	12
Inspection	43	43	0	0	0	86	0	0	86
Miscellaneous	17	17	0	0	0	34	17	0	51
Contingency	170	170	0	0	0	340	23	0	363
Total Outlay	\$2,061	\$2,061	\$0	\$0	\$0	\$4,122	\$673	\$0	\$4,795

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (15 Year)	\$2,061	\$2,061	\$0	\$0	\$0	\$4,122	\$673	\$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	\$2,061	\$2,061	\$0	\$0	\$0	\$4,122	\$673	\$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	\$2,061	\$2,061	\$0	\$0	\$0	\$4,122	\$673	\$0	\$4,795

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	56.0	239.9	424.8	424.8	424.8	56.0	424.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$56.0	\$239.9	\$424.8	\$424.8	\$424.8	\$56.0	\$424.8
Increase to Water User Fee:	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

LOCATION: Leonardtowntown Road, Hughesville

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Water User 0%	Requested By: RIM
Private Water System Interconnection Program	Water Other 100%	Project #: 6115
<p>As part of the County's initiative to interconnect failing community water systems, funding is needed to offset the design and construction costs of water infrastructure replacements necessary to meet required County Standards. This project is supported by the County's Water Resource Advisory Committee recommendations to assist failing private water systems with infrastructure replacements that are currently cost prohibitive.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$25	\$25	\$25	\$0	\$0	\$75	\$75	\$0	\$150
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	75	75	75	0	0	225	275	0	500
Equipment	0	0	0	0	0	0	0	0	0
Administration	9	9	9	0	0	27	28	0	55
Administration - FAS	3	3	3	0	0	9	6	0	15
Inspection	4	4	4	0	0	12	14	0	26
Miscellaneous	5	5	5	0	0	15	10	0	25
Contingency	8	8	8	0	0	24	28	0	52
Total Outlay	\$129	\$129	\$129	\$0	\$0	\$387	\$436	\$0	\$823

FINANCING SOURCES		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
							Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (15 Year)		\$0	\$0	\$0	\$0	\$0	\$0	\$107	\$0	\$107
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	\$0	\$0	\$107	\$0	\$107
Federal		0	0	0	0	0	0	0	0	0
State		0	0	0	0	0	0	0	0	0
Other: Property Owners		129	129	129	0	0	387	329	0	716
Total Funding		\$129	\$129	\$129	\$0	\$0	\$387	\$436	\$0	\$823

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	8.9	8.9	8.9	8.9	8.9	8.9	8.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$8.9	\$8.9	\$8.9	\$8.9	\$8.9	\$8.9	\$8.9
Increase to Water User Fee:	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

LOCATION:

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Water User 25%	Requested By: RIM
WSSC Waldorf Interconnection	Water Connection 75%	Project #: 6121
<p>Substantial water infrastructure upgrades are necessary to prepare the Waldorf water system for an additional interconnection to the Washington Suburban Sanitary Commission (WSSC) water system along US route 301 to Brandywine. This would include the design and construction.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$250	\$0	\$0	\$0	\$0	\$250	\$200	\$0	\$450
Land & ROW	0	0	0	0	0	0	0	200	200
Construction	0	0	0	0	0	0	0	8,000	8,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	0	0	0	0	12	10	300	322
Administration - FAS	3	0	0	0	0	3	3	12	18
Inspection	0	0	0	0	0	0	0	200	200
Miscellaneous	0	0	0	0	0	0	0	40	40
Contingency	0	0	0	0	0	0	0	800	800
Total Outlay	\$265	\$0	\$0	\$0	\$0	\$265	\$213	\$9,552	\$10,030

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (15 Year)	\$265	\$0	\$0	\$0	\$0	\$265	\$213	\$9,552	\$10,030
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	\$265	\$0	\$0	\$0	\$0	\$265	\$213	\$9,552	\$10,030
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	\$265	\$0	\$0	\$0	\$0	\$265	\$213	\$9,552	\$10,030

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	17.7	41.4	41.4	41.4	41.4	17.7	898.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$17.7	\$41.4	\$41.4	\$41.4	\$41.4	\$17.7	\$898.1
Increase to Water User Fee:	0.2¢	0.5¢	0.4¢	0.4¢	0.4¢	0.2¢	9.3¢

LOCATION:
Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Water User 100%	Requested By: RIM
Chapel Point/Bel Alton Water System & Tank	Water Connection 0%	Project #: 6123
<p>In order to increase the reliability of the area public water system, the design and construction of a water line extension to interconnect the Bel Alton and Chapel Point Water systems is needed. This will include a water storage tank to provide adequate water pressure.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$0	\$200
Land & ROW	0	0	0	0	0	0	50	0	50
Construction	1,500	1,500	0	0	0	3,000	0	0	3,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	113	113	0	0	0	226	19	0	245
Administration - FAS	3	3	0	0	0	6	3	0	9
Inspection	38	38	0	0	0	76	0	0	76
Miscellaneous	15	15	0	0	0	30	3	0	33
Contingency	150	150	0	0	0	300	0	0	300
Total Outlay	\$1,819	\$1,819	\$0	\$0	\$0	\$3,638	\$275	\$0	\$3,913

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (15 Year)	\$1,819	\$1,819	\$0	\$0	\$0	\$3,638	\$275	\$0	\$3,913
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	\$1,819	\$1,819	\$0	\$0	\$0	\$3,638	\$275	\$0	\$3,913
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	\$1,819	\$1,819	\$0	\$0	\$0	\$3,638	\$275	\$0	\$3,913

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	22.9	185.2	348.4	348.4	348.4	22.9	348.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$22.9	\$185.2	\$348.4	\$348.4	\$348.4	\$22.9	\$348.4
Increase to Water User Fee:	1.0¢	8.2¢	15.1¢	14.9¢	14.7¢	1.0¢	14.4¢

LOCATION:
Bel Alton, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Water User 58%	Requested By: Capital
Clifton Water System Improvements	Water Connection 42%	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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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	530	0	0	0	0	530	1,275	0	1,805
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	72	0	72
Administration - FAS	3	0	0	0	0	3	14	0	17
Inspection	0	0	0	0	0	0	167	0	167
Miscellaneous	0	0	0	0	0	0	1	0	1
Contingency	0	0	0	0	0	0	39	0	39
Total Outlay	\$533	\$0	\$0	\$0	\$0	\$533	\$2,155	\$0	\$2,688

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (15 Year)	\$533	\$0	\$0	\$0	\$0	\$533	\$2,155	\$0	\$2,688
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	\$533	\$0	\$0	\$0	\$0	\$533	\$2,155	\$0	\$2,688
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	\$533	\$0	\$0	\$0	\$0	\$533	\$2,155	\$0	\$2,688

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	179.2	226.8	226.8	226.8	226.8	179.2	226.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$179.2	\$226.8	\$226.8	\$226.8	\$226.8	\$179.2	\$226.8
Increase to Water User Fee:	4.7¢	5.8¢	5.7¢	5.6¢	5.5¢	4.7¢	5.4¢

LOCATION:
Newburg, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Water User 50.0%	Requested By: Utilities
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$905	\$1,180	\$925	\$0	\$0	\$3,010	\$6,461	\$0	\$9,471
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	815	815	815	0	0	2,445	4,431	0	6,876
Equipment	125	125	125	0	0	375	1,646	0	2,021
Administration	43	43	43	0	0	129	332	0	461
Administration - FAS	3	3	3	0	0	9	18	0	27
Inspection	45	44	44	0	0	133	395	0	528
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	82	82	82	0	0	246	82	0	328
Total Outlay	\$2,018	\$2,292	\$2,037	\$0	\$0	\$6,347	\$13,365	\$0	\$19,712

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (10 Year)	\$2,018	\$2,292	\$2,037	\$0	\$0	\$6,347	\$13,281	\$0	\$19,628
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	\$2,018	\$2,292	\$2,037	\$0	\$0	\$6,347	\$13,281	\$0	\$19,628
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	\$2,018	\$2,292	\$2,037	\$0	\$0	\$6,347	\$13,365	\$0	\$19,712

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	1,549.0	1,796.4	2,078.5	2,329.1	2,329.1	1,549.0	2,329.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$1,549.0	\$1,796.4	\$2,078.5	\$2,329.1	\$2,329.1	\$1,549.0	\$2,329.1
Increase to Water User Fee:	34.8¢	39.7¢	45.2¢	49.8¢	49.0¢	34.8¢	48.2¢
Increase to Sewer User Fee:	34.6¢	39.5¢	45.0¢	49.7¢	49.0¢	34.6¢	48.2¢
Combined Fee Increase:	69.4¢	79.2¢	90.2¢	99.5¢	98.0¢	69.4¢	96.5¢

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Fee Study	Water User 0.0% Water Connection 50.0% Sewer User 0.0% Sewer Connection 50.0%	Requested By: FAS/PGM/ UTIL Project #: 6128
A study of the County's Water and Sewer Connection Fee to determine their adequacy.		
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)		
PRIORITY		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$90	\$0	\$0	\$0	\$0	\$90	\$0	\$0	\$90
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	8	0	0	0	0	8	0	0	8
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	1	0	0	0	0	1	0	0	1
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$102	\$0	\$0	\$0	\$0	\$102	\$0	\$0	\$102

FINANCING SOURCES		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
							Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (10 Year)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Fund Balance Appropriation		0	0	0	0	0	0	0	0	
Operating Transfer		102	0	0	0	102	0	0	102	
Total County Funding		\$102	\$0	\$0	\$0	\$102	\$0	\$0	\$102	
Federal		0	0	0	0	0	0	0	0	
State		0	0	0	0	0	0	0	0	
Other: WSSC		0	0	0	0	0	0	0	0	
Other:		0	0	0	0	0	0	0	0	
Total Funding		\$102	\$0	\$0	\$0	\$102	\$0	\$0	\$102	

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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:	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¢	0.0¢	0.0¢
Combined Fee Increase:	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

LOCATION:

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018
(\$ 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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$2,909	\$2,371	\$2,156	\$937	\$1,293	\$9,665	\$14,153	\$1,326	\$25,144
Land & ROW	820	205	108	112	58	1,303	893	60	2,256
Construction	32,818	32,325	15,233	8,299	6,986	95,660	35,285	6,995	137,940
Equipment	63	66	68	0	0	196	2,997	0	3,193
Administration	778	1,103	481	228	185	2,776	1,903	206	4,885
Administration - FAS	72	68	41	24	18	224	276	21	521
Inspection	1,557	1,674	757	489	510	4,987	2,528	495	8,009
Miscellaneous	108	147	39	25	20	339	309	17	664
Contingency	2,917	2,996	1,041	498	482	7,933	3,009	328	11,270
Total Outlay	\$42,039	\$40,954	\$19,922	\$10,612	\$9,552	\$123,078	\$61,352	\$9,448	\$193,878

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$38,233	\$37,665	\$18,911	\$10,043	\$8,947	\$113,798	\$54,068	\$9,168	\$177,034
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	223	467	103	103	103	999	506	103	1,608
Total County Funding	\$38,456	\$38,132	\$19,014	\$10,146	\$9,050	\$114,797	\$54,574	\$9,271	\$178,641
Federal	0	0	0	0	0	0	728	0	728
State	0	0	0	0	0	0	708	0	708
Other: WSSC	3,583	2,822	908	466	502	8,281	5,343	177	13,801
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$42,039	\$40,954	\$19,922	\$10,612	\$9,552	\$123,078	\$61,352	\$9,448	\$193,878

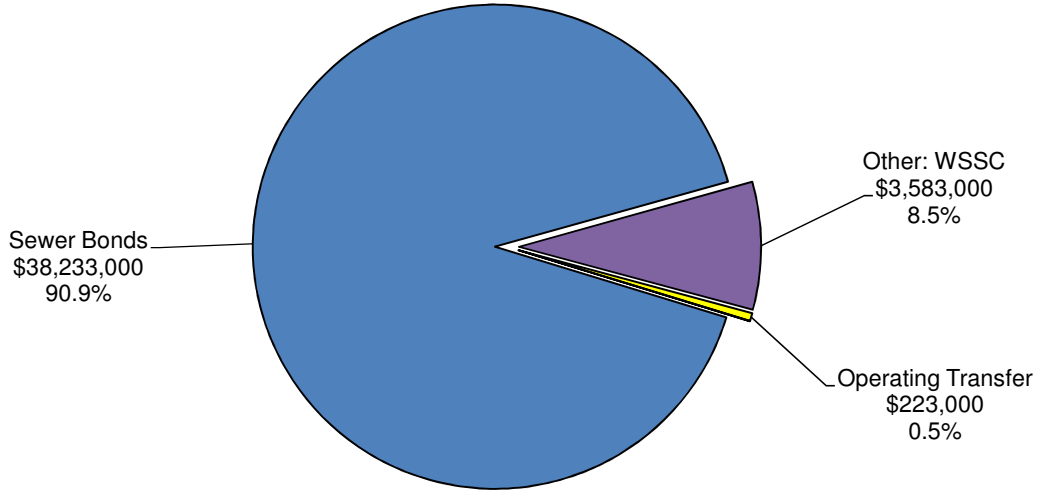
Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. & Beyond	
						thru FY17	FY 2022
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	(99.3)	(101.3)	(103.3)	(105.4)	0.0	(107.5)
Total Operating	\$0.0	(\$99.3)	(\$101.3)	(\$103.3)	(\$105.4)	\$0.0	(\$107.5)
Debt Service: Bonds	3,710.5	6,469.2	9,259.8	10,607.6	11,314.7	3,710.5	12,111.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$3,710.5	\$6,369.9	\$9,158.5	\$10,504.3	\$11,209.3	\$3,710.5	\$12,004.3
Increase to Sewer User Fee:	\$1.09	\$1.83	\$2.32	\$2.66	\$2.82	\$1.09	\$3.00

Projects with Future Operating Impacts:

PROJECT	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
MWWTP Belt Filter Press	0.0	(99.3)	(101.3)	(103.3)	0.0

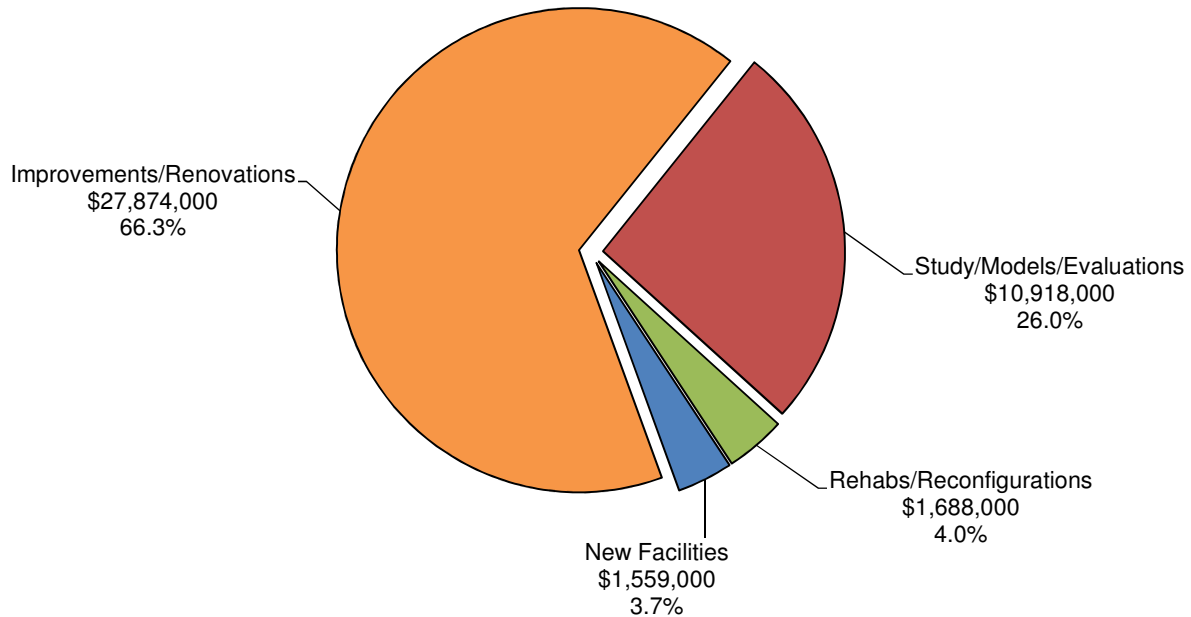
Beyond FY 2022	FTE
(107.5)	0.00

FY18 Sewer Financing Sources
Total \$42,039,000



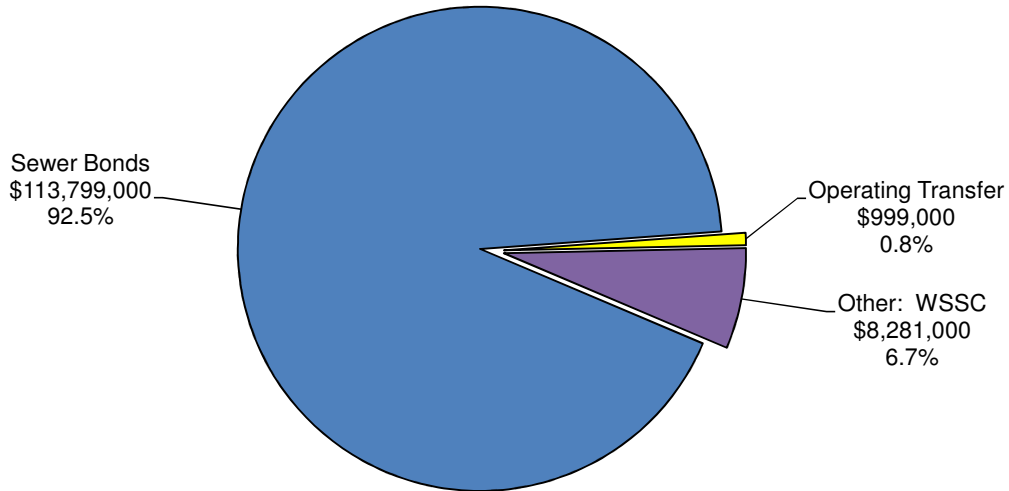
Financing the debt service associated with bonds for sewer projects is recovered primarily from sewer customer connection and user fees.

FY18 Sewer by Project Type
Total \$42,039,000

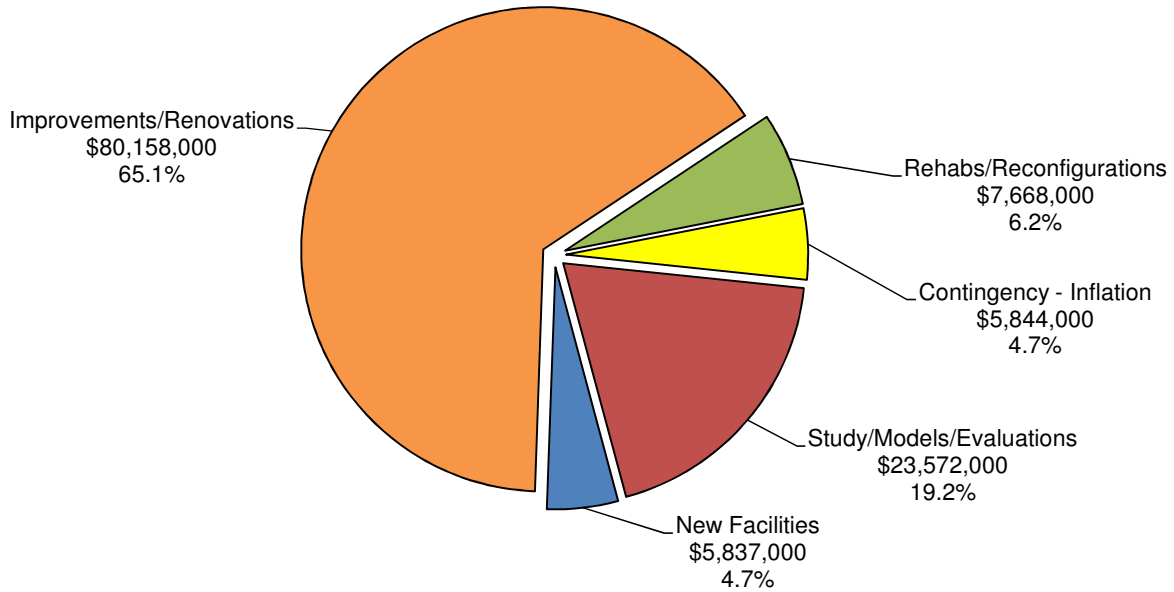


Improvements include funding for Satellite Wastewater Facility Upgrades, various upgrades to the Mattawoman Wastewater Treatment Plant, the Zekiah Pump Station, the Influent/Effluent Pump Station, and the Clifton Wastewater Treatment Plant.

FY18-FY22 Sewer Financing Sources
Total \$123,079,000



FY18-FY22 Sewer Projects by Type
Total \$123,079,000



Improvements includes various improvements at the Mattawoman Wastewater Treatment Plant and various other locations.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Influent/Effluent Pump Station	Sewer User 55%	Requested By: Capital
	Sewer Connection 45%	Project #: 7063

An evaluation of Mattawoman WWTP Influent/Effluent pump stations, & the Influent Wet Well was performed to assess necessary upgrades, overhauling and replacement of outdated, inadequate, and/or unsafe/inefficient processes. There are operational issues with the main pumping station that include hydraulics, controllers, lack of capacity, and safety measures. Due to the age of the pumps, obtaining parts has become difficult as most parts are unavailable. The best course of action is to replace the obsolete equipment and the isolation and control valves. The location of the wet wells provide limited access making cleaning extremely difficult, time-consuming, and expensive. The study provided alternatives for better access for cleaning/inspection, for providing code required ventilation, and possibly a self-cleaning configuration. The continuation of this project will prepare design documents, and implement the repairs or replacement.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

PRIORITY

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$87	\$0	\$0	\$0	\$0	\$87	\$1,182	\$0	\$1,269
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	2,050	4,000	0	0	0	6,050	10,503	0	16,553
Equipment	0	0	0	0	0	0	960	0	960
Administration	109	200	0	0	0	309	513	0	822
Administration - FAS	3	3	0	0	0	6	17	0	23
Inspection	52	200	0	0	0	252	378	0	630
Miscellaneous	32	50	0	0	0	82	125	0	207
Contingency	310	400	0	0	0	710	946	0	1,656
Total Outlay	\$2,643	\$4,853	\$0	\$0	\$0	\$7,496	\$14,624	\$0	\$22,120

FINANCING SOURCES		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
							Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (30 Year)		\$2,247	\$4,125	\$0	\$0	\$0	\$6,372	\$11,477	\$0	\$17,849
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		\$2,247	\$4,125	\$0	\$0	\$0	\$6,372	\$11,477	\$0	\$17,849
Federal		0	0	0	0	0	0	728	0	728
State		0	0	0	0	0	0	383	0	383
Other: WSSC @ 15%		396	728	0	0	0	1,124	2,036	0	3,160
Other:		0	0	0	0	0	0	0	0	0
Total Funding		\$2,643	\$4,853	\$0	\$0	\$0	\$7,496	\$14,624	\$0	\$22,120

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond thru FY17 FY 2022	
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	655.7	800.0	1,067.1	1,067.1	1,067.1	655.7	1,067.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$655.7	\$800.0	\$1,067.1	\$1,067.1	\$1,067.1	\$655.7	\$1,067.1
Increase to Sewer User Fee:	16.1¢	19.4¢	25.4¢	25.1¢	24.7¢	16.1¢	24.3¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: Utilities
MWWTP Electrical System Replacement	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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$115	\$115	\$0	\$0	\$0	\$230	\$916	\$0	\$1,146
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	3,375	3,375	0	0	0	6,750	550	0	7,300
Equipment	0	0	0	0	0	0	0	0	0
Administration	15	15	0	0	0	30	64	0	94
Administration - FAS	3	3	0	0	0	6	14	0	20
Inspection	175	175	0	0	0	350	45	0	395
Miscellaneous	0	0	0	0	0	0	15	0	15
Contingency	335	335	0	0	0	670	17	0	687
Total Outlay	\$4,018	\$4,018	\$0	\$0	\$0	\$8,036	\$1,621	\$0	\$9,657

FINANCING SOURCES		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022				
Bonds (15 Year)	\$3,415						\$3,415	\$0	\$0	\$0
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	\$3,415	\$3,415	\$0	\$0	\$0	\$6,830	\$1,378	\$0	\$8,208	
Federal	0	0	0	0	0	0	0	0	0	
State	0	0	0	0	0	0	0	0	0	
Other: WSSC @ 15%	603	603	0	0	0	1,206	243	0	1,449	
Other:	0	0	0	0	0	0	0	0	0	
Total Funding	\$4,018	\$4,018	\$0	\$0	\$0	\$8,036	\$1,621	\$0	\$9,657	

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	114.6	419.4	725.7	725.7	725.7	114.6	725.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$114.6	\$419.4	\$725.7	\$725.7	\$725.7	\$114.6	\$725.7
Increase to Sewer User Fee:	2.8¢	10.2¢	17.3¢	17.0¢	16.8¢	2.8¢	16.5¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: Utilities
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>		
PRIORITY		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$375	\$315	\$165	\$125	\$0	\$980	\$1,090	\$0	\$2,070
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	7,750	4,750	3,250	1,250	0	17,000	3,800	0	20,800
Equipment	0	0	0	0	0	0	0	0	0
Administration	21	21	21	21	0	84	78	0	162
Administration - FAS	3	3	3	3	0	12	15	0	27
Inspection	375	225	165	125	0	890	213	0	1,103
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	775	475	325	125	0	1,700	381	0	2,081
Total Outlay	\$9,299	\$5,789	\$3,929	\$1,649	\$0	\$20,666	\$5,577	\$0	\$26,243

FINANCING SOURCES		FY 2018		FY 2019		FY 2020		FY 2021		FY 2022		5-Year	
Bonds (30 Year)		\$7,904	\$4,921	\$3,340	\$1,402	\$0	\$17,567	\$4,741	\$0	\$22,308			
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		\$7,904	\$4,921	\$3,340	\$1,402	\$0	\$17,567	\$4,741	\$0	\$22,308			
Federal		0	0	0	0	0	0	0	0	0			
State		0	0	0	0	0	0	0	0	0			
Other: WSSC @ 15%		1,395	868	589	247	0	3,099	836	0	3,935			
Other:		0	0	0	0	0	0	0	0	0			
Total Funding		\$9,299	\$5,789	\$3,929	\$1,649	\$0	\$20,666	\$5,577	\$0	\$26,243			

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	270.9	778.6	1,097.3	1,313.5	1,404.3	270.9	1,404.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$270.9	\$778.6	\$1,097.3	\$1,313.5	\$1,404.3	\$270.9	\$1,404.3
Increase to Sewer User Fee:	6.7¢	18.8¢	26.2¢	30.8¢	32.5¢	6.7¢	32.0¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: RIM/Capital
Mattawoman Infiltration and Inflow	Sewer Connection 45%	Project #: 7074
<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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$221	\$400	\$500	\$200	\$600	\$1,921	\$2,766	\$600	\$5,287
Land & ROW	100	100	100	100	50	450	73	50	573
Construction	5,705	3,000	4,500	3,514	2,400	19,119	3,138	2,400	24,657
Equipment	0	0	0	0	0	0	0	0	0
Administration	15	15	15	15	15	75	259	15	349
Administration - FAS	3	3	3	3	3	15	19	3	37
Inspection	0	36	75	75	72	258	149	72	479
Miscellaneous	17	17	17	17	17	85	0	17	102
Contingency	50	50	50	50	50	250	0	50	300
Total Outlay	\$6,111	\$3,621	\$5,260	\$3,974	\$3,207	\$22,173	\$6,402	\$3,207	\$31,782

FINANCING SOURCES		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
							Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (30 Year)		\$6,111	\$3,621	\$5,260	\$3,974	\$3,207	\$22,173	\$6,228	\$3,207	\$31,608
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		\$6,111	\$3,621	\$5,260	\$3,974	\$3,207	\$22,173	\$6,228	\$3,207	\$31,608
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	174	0	174
Other:		0	0	0	0	0	0	0	0	0
Total Funding		\$6,111	\$3,621	\$5,260	\$3,974	\$3,207	\$22,173	\$6,402	\$3,207	\$31,782

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	355.8	748.4	982.8	1,323.4	1,580.8	355.8	1,996.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$355.8	\$748.4	\$982.8	\$1,323.4	\$1,580.8	\$355.8	\$1,996.1
Increase to Sewer User Fee:	8.8¢	18.1¢	23.4¢	31.1¢	36.6¢	8.8¢	45.5¢

LOCATION:
Mattawoman Sewer Service Area

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: Utilities
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$65	\$65	\$0	\$0	\$0	\$130	\$850	\$0	\$980
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	1,275	1,225	0	0	0	2,500	975	0	3,475
Equipment	0	0	0	0	0	0	1,214	0	1,214
Administration	21	21	0	0	0	42	21	0	63
Administration - FAS	3	3	0	0	0	6	78	0	84
Inspection	83	82	0	0	0	165	85	0	250
Miscellaneous	0	0	0	0	0	0	1	0	1
Contingency	128	123	0	0	0	251	46	0	297
Total Outlay	\$1,575	\$1,519	\$0	\$0	\$0	\$3,094	\$3,270	\$0	\$6,364

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (15 Year)	\$1,339	\$1,291	\$0	\$0	\$0	\$2,630	\$2,479	\$0	\$5,109
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	\$1,339	\$1,291	\$0	\$0	\$0	\$2,630	\$2,479	\$0	\$5,109
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	300	0	300
Other: WSSC @ 15%	236	228	0	0	0	464	491	0	955
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$1,575	\$1,519	\$0	\$0	\$0	\$3,094	\$3,270	\$0	\$6,364

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. & Beyond	
						thru FY17	FY 2022
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	206.1	325.6	441.4	441.4	441.4	206.1	441.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$206.1	\$325.6	\$441.4	\$441.4	\$441.4	\$206.1	\$441.4
Increase to Sewer User Fee:	5.1¢	7.9¢	10.5¢	10.4¢	10.2¢	5.1¢	10.1¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Sewer User 100%	Requested By: Utilities
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., and a barscreen at P.S.3B.		
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$175	\$115	\$115	\$115	\$115	\$635	\$183	\$115	\$933
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	1,275	1,100	1,100	1,100	1,100	5,675	306	1,100	7,081
Equipment	0	0	0	0	0	0	0	0	0
Administration	52	52	52	52	52	260	45	52	357
Administration - FAS	3	3	3	3	3	15	3	3	21
Inspection	55	115	115	115	115	515	422	115	1,052
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	128	110	110	110	110	568	299	110	977
Total Outlay	\$1,688	\$1,495	\$1,495	\$1,495	\$1,495	\$7,668	\$1,258	\$1,495	\$10,421

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (15 Year)	\$1,688	\$1,495	\$1,495	\$1,495	\$1,495	\$7,668	\$1,258	\$1,495	\$10,421
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	\$1,688	\$1,495	\$1,495	\$1,495	\$1,495	\$7,668	\$1,258	\$1,495	\$10,421
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	\$1,688	\$1,495	\$1,495	\$1,495	\$1,495	\$7,668	\$1,258	\$1,495	\$10,421

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	104.6	255.3	389.4	523.5	657.5	104.6	925.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$104.6	\$255.3	\$389.4	\$523.5	\$657.5	\$104.6	\$925.7
Increase to Sewer User Fee:	4.7¢	11.2¢	16.9¢	22.3¢	27.6¢	4.7¢	38.3¢

LOCATION:
Various pumping stations countywide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Sewer User 100%	Requested By: Utilities
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$75	\$75	\$75	\$75	\$75	\$375	\$310	\$75	\$760
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	375	375	375	375	375	1,875	649	375	2,899
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	12	12	12	60	27	12	99
Administration - FAS	3	3	3	3	3	15	3	3	21
Inspection	38	38	38	38	38	190	107	38	335
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	38	38	38	38	38	190	76	38	304
Total Outlay	\$541	\$541	\$541	\$541	\$541	\$2,705	\$1,173	\$541	\$4,419

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
Bonds (15 Year)	\$541	\$541	\$541	\$541	\$541	\$2,705	\$1,173	\$541	\$4,419
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	\$541	\$541	\$541	\$541	\$541	\$2,705	\$1,173	\$541	\$4,419
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	\$541	\$541	\$541	\$541	\$541	\$2,705	\$1,173	\$541	\$4,419

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	97.5	145.8	194.3	242.8	291.4	97.5	388.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$97.5	\$145.8	\$194.3	\$242.8	\$291.4	\$97.5	\$388.4
Increase to Sewer User Fee:	4.4¢	6.4¢	8.4¢	10.4¢	12.2¢	4.4¢	16.1¢

LOCATION:
Various Sites-see description

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: Utilities
MWWTP Clarifier and Thickener Repairs	Sewer Connection 45%	Project #: 7093
<p>Gravity Thickeners #1 & #2, Secondary Clarifiers #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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$150	\$150	\$150	\$150	\$150	\$750	\$825	\$150	\$1,725
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	675	675	675	675	675	3,375	2,845	675	6,895
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	12	12	12	60	75	12	147
Administration - FAS	3	3	3	3	3	15	3	3	21
Inspection	68	68	68	68	68	340	239	68	647
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	68	68	68	68	68	338	189	68	594
Total Outlay	\$976	\$976	\$976	\$976	\$976	\$4,878	\$4,176	\$976	\$10,029

FINANCING SOURCES									
Bonds (30 Year)	\$830	\$830	\$830	\$830	\$830	\$4,148	\$3,550	\$830	\$8,527
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	\$830	\$830	\$830	\$830	\$830	\$4,148	\$3,550	\$830	\$8,527
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	146	146	146	146	146	730	626	146	1,502
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$976	\$976	\$976	\$976	\$976	\$4,878	\$4,176	\$976	\$10,029

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	202.8	256.1	309.8	363.5	417.2	202.8	524.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$202.8	\$256.1	\$309.8	\$363.5	\$417.2	\$202.8	\$524.7
Increase to Sewer User Fee:	5.0¢	6.2¢	7.4¢	8.5¢	9.6¢	5.0¢	12.0¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Sewer User	Requested By: Utilities
Swan Point and Cobb Island Sewer System	Sewer Connection 100%	Project #:
Capacity Analysis and Improvements		
This project will evaluate the capacity of the existing Swan Point and Cobb Island sewer systems and determine/implement the improvements necessary to support additional connections from within the existing service areas and from failing septs in the area.		
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$0	\$275	\$0	\$0	\$275	\$0	\$120	\$395
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	1,200	1,200
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	12	0	0	12	0	15	27
Administration - FAS	0	0	3	0	0	3	0	3	6
Inspection	0	0	0	0	0	0	0	120	120
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$0	\$0	\$290	\$0	\$0	\$290	\$0	\$1,458	\$1,748

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (30 Year)	\$0	\$0	\$290	\$0	\$0	\$290	\$0	\$1,458	\$1,748
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	\$290	\$0	\$0	\$290	\$0	\$1,458	\$1,748
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	\$290	\$0	\$0	\$290	\$0	\$1,458	\$1,748

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	18.8	18.8	0.0	113.2
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	\$18.8	\$18.8	\$0.0	\$113.2
Increase to Sewer User Fee:	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

LOCATION:
Cobb Island, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: Utilities
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$45	\$45	\$0	\$0	\$0	\$90	\$205	\$0	\$295
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	975	375	0	0	0	1,350	375	0	1,725
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	0	0	0	24	27	0	51
Administration - FAS	3	3	0	0	0	6	9	0	15
Inspection	98	38	0	0	0	136	35	0	171
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	98	38	0	0	0	136	38	0	174
Total Outlay	\$1,231	\$511	\$0	\$0	\$0	\$1,742	\$689	\$0	\$2,431

FINANCING SOURCES		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
							Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (30 Year)		\$1,046	\$434	\$0	\$0	\$0	\$1,480	\$585	\$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
Total County Funding		\$1,046	\$434	\$0	\$0	\$0	\$1,480	\$585	\$0	\$2,065
Federal		0	0	0	0	0	0	0	0	0
State		0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%		185	77	0	0	0	262	104	0	366
Other:		0	0	0	0	0	0	0	0	0
Total Funding		\$1,231	\$511	\$0	\$0	\$0	\$1,742	\$689	\$0	\$2,431

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	33.4	100.6	128.7	128.7	128.7	33.4	128.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$33.4	\$100.6	\$128.7	\$128.7	\$128.7	\$33.4	\$128.7
Increase to Sewer User Fee:	0.8¢	2.4¢	3.1¢	3.0¢	3.0¢	0.8¢	2.9¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: RIM
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. This model will cost \$176,000 over next three fiscal years (FY17-FY19).</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$93	\$80	\$30	\$30	\$30	\$263	\$273	\$30	\$566
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	182	66	578
Administration - FAS	3	3	3	3	3	15	17	3	35
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	1	1	0	0	0	2	1	0	3
Contingency	9	8	4	4	4	29	33	4	66
Total Outlay	\$172	\$158	\$103	\$103	\$103	\$639	\$506	\$103	\$1,248

FINANCING SOURCES						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (30 Year)	\$0	\$0	\$0	\$0	\$0				
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	172	158	103	103	103	639	506	103	1,248
Total County Funding	\$172	\$158	\$103	\$103	\$103	\$639	\$506	\$103	\$1,248
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	\$172	\$158	\$103	\$103	\$103	\$639	\$506	\$103	\$1,248

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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¢	-0.3¢	-1.3¢	0.0¢	0.0¢	4.2¢	0.0¢

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Sewer User 50%	Requested By: Capital
MD Route 5 Pump Station Forcemain	Sewer Connection 50%	Project #: 7106
Design and construct approximately 4,000 l.f. of 10" force main to convert flows from the MD Route 5 Pump Station to the St. Marks Pump Station. When completed, this forcemain will relieve capacity in the Zekiah Pump Station.		
Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)		
PRIORITY		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$228	\$0	\$228
Land & ROW	0	0	0	0	0	0	140	0	140
Construction	580	0	0	0	0	580	750	0	1,330
Equipment	0	0	0	0	0	0	0	0	0
Administration	46	0	0	0	0	46	39	0	85
Administration - FAS	3	0	0	0	0	3	9	0	12
Inspection	25	0	0	0	0	25	23	0	48
Miscellaneous	5	0	0	0	0	5	21	0	26
Contingency	58	0	0	0	0	58	50	0	108
Total Outlay	\$717	\$0	\$0	\$0	\$0	\$717	\$1,260	\$0	\$1,977

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
Bonds (30 Year)	\$717	\$0	\$0	\$0	\$0	\$717	\$1,260	\$0	\$1,977
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	\$717	\$0	\$0	\$0	\$0	\$717	\$1,260	\$0	\$1,977
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	\$717	\$0	\$0	\$0	\$0	\$717	\$1,260	\$0	\$1,977

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	72.0	118.0	118.0	118.0	118.0	72.0	118.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$72.0	\$118.0	\$118.0	\$118.0	\$118.0	\$72.0	\$118.0
Increase to Sewer User Fee:	1.6¢	2.6¢	2.6¢	2.5¢	2.5¢	1.6¢	2.4¢

LOCATION:
ADC MAP 10(K4-H5)

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Zekiah Pump Station Upgrade	Sewer User 23% Sewer Connection 77%	Requested By: RIM 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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	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	0	500	500	500	0	1,500	500	0	2,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	25	25	25	0	75	35	0	110
Administration - FAS	0	3	3	3	0	9	6	0	15
Inspection	0	15	15	15	0	45	21	0	66
Miscellaneous	0	5	5	5	0	15	7	0	22
Contingency	0	50	50	50	0	150	50	0	200
Total Outlay	\$0	\$598	\$598	\$598	\$0	\$1,794	\$819	\$0	\$2,613

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (30 Year)	\$0	\$598	\$598	\$598	\$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	\$0	\$598	\$598	\$598	\$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	\$0	\$598	\$598	\$598	\$0	\$1,794	\$819	\$0	\$2,613

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	46.8	46.8	85.5	124.2	163.0	46.8	163.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$46.8	\$46.8	\$85.5	\$124.2	\$163.0	\$46.8	\$163.0
Increase to Sewer User Fee:	0.5¢	0.5¢	0.9¢	1.2¢	1.6¢	0.5¢	1.6¢

LOCATION:
ADC MAP 10(H2)

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Sewer User 23%	Requested By: RIM
Zekiah Pump Station Forcemain	Sewer Connection 77%	Project #: 7108
<p>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.</p>		
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>		
PRIORITY		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$110	\$0	\$110
Land & ROW	150	0	0	0	0	150	350	0	500
Construction	0	500	1,000	0	0	1,500	500	0	2,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	11	25	50	0	0	86	52	0	138
Administration - FAS	3	3	3	0	0	9	9	0	18
Inspection	0	15	30	0	0	45	24	0	69
Miscellaneous	0	5	10	0	0	15	7	0	22
Contingency	0	50	50	0	0	100	50	0	150
Total Outlay	\$164	\$598	\$1,143	\$0	\$0	\$1,905	\$1,102	\$0	\$3,007

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
Bonds (30 Year)	\$164	\$598	\$1,143	\$0	\$0	\$1,905	\$1,102	\$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	\$164	\$598	\$1,143	\$0	\$0	\$1,905	\$1,102	\$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	\$164	\$598	\$1,143	\$0	\$0	\$1,905	\$1,102	\$0	\$3,007

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	63.0	73.5	112.2	186.2	186.2	63.0	186.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$63.0	\$73.5	\$112.2	\$186.2	\$186.2	\$63.0	\$186.2
Increase to Sewer User Fee:	0.6¢	0.7¢	1.1¢	1.8¢	1.8¢	0.6¢	1.8¢

LOCATION:
ADC MAP 10(H2)

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Sewer User 23%	Requested By: RIM
Zekiah Interceptor Sewer Upgrades	Sewer Connection 77%	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: Maintenance or upgrade of existing facilities, Consistent (Rating #2)		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$360	\$0	\$360
Land & ROW	20	20	0	0	0	40	60	0	100
Construction	650	650	0	0	0	1,300	1,300	0	2,600
Equipment	0	0	0	0	0	0	0	0	0
Administration	34	34	0	0	0	68	87	0	155
Administration - FAS	3	3	0	0	0	6	9	0	15
Inspection	20	20	0	0	0	40	51	0	91
Miscellaneous	7	7	0	0	0	14	18	0	32
Contingency	65	65	0	0	0	130	130	0	260
Total Outlay	\$799	\$799	\$0	\$0	\$0	\$1,598	\$2,015	\$0	\$3,613

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (30 Year)	\$799	\$799	\$0	\$0	\$0	\$1,598	\$2,015	\$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	\$799	\$0	\$0	\$0	\$1,598	\$2,015	\$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	\$799	\$0	\$0	\$0	\$1,598	\$2,015	\$0	\$3,613

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	115.1	166.4	218.2	218.2	218.2	115.1	218.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$115.1	\$166.4	\$218.2	\$218.2	\$218.2	\$115.1	\$218.2
Increase to Sewer User Fee:	1.2¢	1.7¢	2.2¢	2.1¢	2.1¢	1.2¢	2.1¢

LOCATION:
ADC MAP 4(D10 to G12)

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Sewer User 100%	Requested By: Utilities
Cliffton WWTP Improvements	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>		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$125	\$0	\$0	\$0	\$0	\$125	\$350	\$0	\$475
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	1,125	2,500	0	0	0	3,625	1,125	0	4,750
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	125	125	0	0	0	250	125	0	375
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	113	250	0	0	0	363	113	0	476
Total Outlay	\$1,503	\$2,890	\$0	\$0	\$0	\$4,393	\$1,743	\$0	\$6,136

FINANCING SOURCES		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022				
Bonds (15 Year)		\$1,503	\$2,890	\$0	\$0	\$0	\$4,393	\$1,743	\$0	\$6,136
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		\$1,503	\$2,890	\$0	\$0	\$0	\$4,393	\$1,743	\$0	\$6,136
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		\$1,503	\$2,890	\$0	\$0	\$0	\$4,393	\$1,743	\$0	\$6,136

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond thru FY17 FY 2022	
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	145.0	279.1	538.3	538.3	538.3	145.0	538.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$145.0	\$279.1	\$538.3	\$538.3	\$538.3	\$145.0	\$538.3
Increase to Sewer User Fee:	6.5¢	12.3¢	23.3¢	23.0¢	22.6¢	6.5¢	22.3¢

LOCATION:
Cliffton, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: Utilities
MWWTP Belt Filter Press Replacement	Sewer Connection 45%	Project #: 7116
<p>Belt Filter Presses #1 through #3 of the sludge process at MWWTP are aged and in need of replacement. Work includes replacement of all mechanical, electrical, and structural components.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$175	\$0	\$0	\$0	\$0	\$175	\$430	\$0	\$605
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	3,350	0	0	0	0	3,350	4,150	0	7,500
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	0	0	0	0	12	12	0	24
Administration - FAS	3	0	0	0	0	3	33	0	36
Inspection	175	0	0	0	0	175	215	0	390
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	335	0	0	0	0	335	415	0	750
Total Outlay	\$4,050	\$0	\$0	\$0	\$0	\$4,050	\$5,255	\$0	\$9,305

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
Bonds (30 Year)	\$3,442	\$0	\$0	\$0	\$0	\$3,442	\$4,466	\$0	\$7,908
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	\$3,442	\$0	\$0	\$0	\$0	\$3,442	\$4,466	\$0	\$7,908
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	608	0	0	0	0	608	789	0	1,397
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$4,050	\$0	\$0	\$0	\$0	\$4,050	\$5,255	\$0	\$9,305

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	(99.3)	(101.3)	(103.3)	(105.4)	0.0	(107.5)
Total Operating	\$0.0	(\$99.3)	(\$101.3)	(\$103.3)	(\$105.4)	\$0.0	(\$107.5)
Debt Service: Bonds	255.1	476.2	476.2	476.2	476.2	255.1	476.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$255.1	\$376.9	\$374.9	\$372.9	\$370.8	\$255.1	\$368.7
Increase to Sewer User Fee:	6.3¢	7.2¢	7.0¢	6.8¢	6.6¢	6.3¢	6.4¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: Utilities
MWWTP Primary Clarifiers #1-4 Demolition	Sewer Connection 45%	Project #:
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$0	\$175	\$145	\$145	\$465	\$0	\$0	\$465
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	12	10	12	34	0	0	34
Administration - FAS	0	0	3	3	3	9	0	0	9
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	\$190	\$158	\$1,900	\$2,248	\$0	\$0	\$2,248

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (30 Year)	\$0	\$0	\$161	\$134	\$1,615	\$1,910	\$0	\$0	\$1,910
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	\$161	\$134	\$1,615	\$1,910	\$0	\$0	\$1,910
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	29	24	285	338	0	0	338
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$190	\$158	\$1,900	\$2,248	\$0	\$0	\$2,248

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	10.4	19.1	0.0	123.7
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	\$10.4	\$19.1	\$0.0	\$123.7
Increase to Sewer User Fee:	0.0¢	0.0¢	0.0¢	0.2¢	0.4¢	0.0¢	2.8¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Hughesville Sewer System	Sewer User Sewer Connection	0% 100%	Requested By: RIM Project #: 7138
Design and construct a centralized sewer collection system for the Hughesville Village core. This project includes approximately 12,700 l.f. of 10" gravity sewer but does not include treatment facilities.			
Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)			
PRIORITY			

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$350	\$0	\$0	\$0	\$0	\$350	\$0	\$0	\$350
Land & ROW	380	0	0	0	0	380	0	0	380
Construction	0	1,750	1,750	0	0	3,500	0	0	3,500
Equipment	0	0	0	0	0	0	0	0	0
Administration	57	133	133	0	0	323	0	0	323
Administration - FAS	3	3	3	0	0	9	0	0	9
Inspection	0	73	73	0	0	146	0	0	146
Miscellaneous	15	5	5	0	0	25	0	0	25
Contingency	37	175	175	0	0	387	0	0	387
Total Outlay	\$842	\$2,139	\$2,139	\$0	\$0	\$5,120	\$0	\$0	\$5,120

FINANCING SOURCES		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
							Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (30 Year)		\$842	\$2,139	\$2,139	\$0	\$0	\$5,120	\$0	\$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		\$842	\$2,139	\$2,139	\$0	\$0	\$5,120	\$0	\$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		\$842	\$2,139	\$2,139	\$0	\$0	\$5,120	\$0	\$0	\$5,120

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	54.1	192.6	331.1	331.1	0.0	331.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$54.1	\$192.6	\$331.1	\$331.1	\$0.0	\$331.1
Increase to Sewer User Fee:	0.0c	0.0c	0.0c	0.0c	0.0c	0.0c	0.0c

LOCATION: Hughesville

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: Utilities
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 wetwell 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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$75	\$25	\$25	\$0	\$0	\$125	\$0	\$0	\$125
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	175	375	0	0	550	45	0	595
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	12	0	0	36	12	0	48
Administration - FAS	3	3	3	0	0	9	3	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	\$90	\$268	\$508	\$0	\$0	\$866	\$60	\$0	\$926

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (30 Year)	\$76	\$228	\$432	\$0	\$0	\$736	\$51	\$0	\$787
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	\$76	\$228	\$432	\$0	\$0	\$736	\$51	\$0	\$787
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	14	40	76	0	0	130	9	0	139
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$90	\$268	\$508	\$0	\$0	\$866	\$60	\$0	\$926

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	2.9	7.8	22.6	50.5	50.5	2.9	50.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$2.9	\$7.8	\$22.6	\$50.5	\$50.5	\$2.9	\$50.5
Increase to Sewer User Fee:	0.1¢	0.2¢	0.5¢	1.2¢	1.2¢	0.1¢	1.2¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Sewer User 100%	Requested By: Utilities
Swan Pt. WWTP Electrical and Control System	Sewer Connection 0%	Project #: 7131
Improvements		
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.		
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year	Approp.	Beyond	Project
						Total '18-'22	thru FY17	FY 2022	Total
Architectural & Engineering	\$75	\$25	\$25	\$0	\$0	\$125	\$125	\$0	\$250
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	225	175	150	0	0	550	325	0	875
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	12	0	0	36	12	0	48
Administration - FAS	3	3	3	0	0	9	3	0	12
Inspection	55	45	45	0	0	145	75	0	220
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	23	18	15	0	0	56	33	0	89
Total Outlay	\$393	\$278	\$250	\$0	\$0	\$921	\$573	\$0	\$1,494

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (20 Year)	\$393	\$278	\$250	\$0	\$0	\$921	\$573	\$0	\$1,494
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	\$393	\$278	\$250	\$0	\$0	\$921	\$573	\$0	\$1,494
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	\$393	\$278	\$250	\$0	\$0	\$921	\$573	\$0	\$1,494

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	41.8	73.0	95.3	115.3	115.3	41.8	115.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$41.8	\$73.0	\$95.3	\$115.3	\$115.3	\$41.8	\$115.3
Increase to Sewer User Fee:	1.9c	3.2c	4.1c	4.9c	4.8c	1.9c	4.8c

LOCATION:
Swan Pt. WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Sewer User	100%	Requested By: Utilities
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$35	\$45	\$0	\$0	\$0	\$80	\$175	\$0	\$255
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	275	575	0	0	0	850	0	0	850
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	75	125	0	0	0	200	0	0	200
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	28	58	0	0	0	86	0	0	86
Total Outlay	\$428	\$818	\$0	\$0	\$0	\$1,246	\$190	\$0	\$1,436

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (15 Year)	\$428	\$818	\$0	\$0	\$0	\$1,246	\$190	\$0	\$1,436
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	\$428	\$818	\$0	\$0	\$0	\$1,246	\$190	\$0	\$1,436
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	\$428	\$818	\$0	\$0	\$0	\$1,246	\$190	\$0	\$1,436

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	15.8	54.0	127.4	127.4	127.4	15.8	127.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$15.8	\$54.0	\$127.4	\$127.4	\$127.4	\$15.8	\$127.4
Increase to Sewer User Fee:	0.7¢	2.4¢	5.5¢	5.4¢	5.4¢	0.7¢	5.3¢

LOCATION:	Waldorf, MD
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APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Sewer User 100%	Requested By: RIM
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$75	\$50	\$0	\$0	\$0	\$125	\$75	\$0	\$200
Land & ROW	75	75	0	0	0	150	75	0	225
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	4	4	0	0	0	8	8	0	16
Administration - FAS	3	3	0	0	0	6	3	0	9
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	5	5	0	0	0	10	5	0	15
Contingency	3	3	0	0	0	6	3	0	9
Total Outlay	\$165	\$140	\$0	\$0	\$0	\$305	\$169	\$0	\$474

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (15 Year)	\$165	\$140	\$0	\$0	\$0	\$305	\$169	\$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	\$165	\$140	\$0	\$0	\$0	\$305	\$169	\$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	\$165	\$140	\$0	\$0	\$0	\$305	\$169	\$0	\$474

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022		Approp. thru FY17	Beyond FY 2022
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	14.1	28.8	41.3	41.3	41.3		14.1	41.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0		0.0	0.0
Total Impact	\$14.1	\$28.8	\$41.3	\$41.3	\$41.3		\$14.1	\$41.3
Increase to Sewer User Fee:	0.6¢	1.3¢	1.8¢	1.8¢	1.7¢		0.6¢	1.7¢

LOCATION:

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Sewer User 100%	Requested By: Util/RIM
Indian Head Manor Pump Station Removal	Sewer Connection 0%	Project #:
The Indian Head Manor Sewer Pump Station will need to be abandoned in conjunction with a proposed development.		
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year	Approp.	Beyond	Project
						Total '18-'22	thru FY17	FY 2022	Total
Architectural & Engineering	\$0	\$15	\$0	\$0	\$0	\$15	\$0	\$0	\$15
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	75	0	0	0	75	0	0	75
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	12	0	0	0	12	0	0	12
Administration - FAS	0	3	0	0	0	3	0	0	3
Inspection	0	4	0	0	0	4	0	0	4
Miscellaneous	0	2	0	0	0	2	0	0	2
Contingency	0	15	0	0	0	15	0	0	15
Total Outlay	\$0	\$126	\$0	\$0	\$0	\$126	\$0	\$0	\$126

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022				
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	0	126	0	0	0	126	0	0	126
Total County Funding	\$0	\$126	\$0	\$0	\$0	\$126	\$0	\$0	\$126
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	\$126	\$0	\$0	\$0	\$126	\$0	\$0	\$126

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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¢	5.5¢	-5.5¢	0.0¢	0.0¢	0.0¢	0.0¢

LOCATION:
Indian Head, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Sewer User 50%	Requested By: RIM
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: Project is consistent with Comprehensive Plan. (Rating #1)</p>		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	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 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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¢	-3.7¢	0.0¢	0.0¢	0.0¢	0.0¢

LOCATION:

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: Piney Branch Interceptor Sewer Capacity Upgrades - Phase II	Sewer User Sewer Connection	0% 100%	Requested By: Capital Project #: 7050
<p>Upgrades for Phases 1 and 2 of the Piney Branch Interceptor Sewer were designed concurrently. Construction of the Phase 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.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p> <p>PRIORITY</p>			

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	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	2,500	4,600	0	0	0	7,100	0	0	7,100
Equipment	0	0	0	0	0	0	0	0	0
Administration	188	345	0	0	0	533	0	0	533
Administration - FAS	3	3	0	0	0	6	5	0	11
Inspection	75	138	0	0	0	213	0	0	213
Miscellaneous	25	46	0	0	0	71	30	0	101
Contingency	250	460	0	0	0	710	0	0	710
Total Outlay	\$3,041	\$5,592	\$0	\$0	\$0	\$8,633	\$90	\$0	\$8,723

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
Bonds (30 Year)	\$3,041	\$5,592	\$0	\$0	\$0	\$8,633	\$90	\$0	\$8,723
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	\$3,041	\$5,592	\$0	\$0	\$0	\$8,633	\$90	\$0	\$8,723
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	\$3,041	\$5,592	\$0	\$0	\$0	\$8,633	\$90	\$0	\$8,723

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	5.2	200.5	562.6	562.6	562.6	5.2	562.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$5.2	\$200.5	\$562.6	\$562.6	\$562.6	\$5.2	\$562.6
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 2018

(\$ in thousands)

PROJECT NAME:	Sewer User	0%	Requested By: Capital
White Plains Failing Septic Sewer Improvements	Sewer Connection	100%	Project #: 7080
<p>The septic systems for the residences along Gateway Blvd. and Park Ave. are failing. Designs for a public sewer system is nearing completion. This project is for the design and construction of a gravity sewer connection system to service those residents. The FY 2018 funding request is needed for right of way and easement acquisitions.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p>PRIORITY</p>			

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$215	\$0	\$215
Land & ROW	95	0	0	0	0	95	195	0	290
Construction	0	0	0	0	0	0	1,200	0	1,200
Equipment	0	0	0	0	0	0	0	0	0
Administration	7	0	0	0	0	7	153	0	160
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	124	0	124
Miscellaneous	0	0	0	0	0	0	79	0	79
Contingency	0	0	0	0	0	0	99	0	99
Total Outlay	\$105	\$0	\$0	\$0	\$0	\$105	\$2,064	\$0	\$2,169

FINANCING SOURCES		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
Bonds (30 Year)		\$105	\$0	\$0	\$0	\$0	\$105	\$2,064	\$0	\$2,169
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		\$105	\$0	\$0	\$0	\$0	\$105	\$2,064	\$0	\$2,169
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		\$105	\$0	\$0	\$0	\$0	\$105	\$2,064	\$0	\$2,169

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
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	117.9	124.7	124.7	124.7	124.7	117.9	124.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$117.9	\$124.7	\$124.7	\$124.7	\$124.7	\$117.9	\$124.7
Increase to Sewer User Fee:	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

LOCATION:
White Plains

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Sewer User 100%	Requested By: Utilities
Cobb Island Bridge - Relocation of Sewer Main	Sewer Connection 0%	Project #: 7139
<p>The State Highway Administration (SHA) is replacing the bridge on MD 254 in Cobb Island at Neale Sound. This project will design and construct the relocation and reconnection of the sewer main at the new bridge.</p>		
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$100	\$0	\$0	\$0	\$0	\$100	\$0	\$0	\$100
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	250	0	0	0	0	250	0	0	250
Equipment	0	0	0	0	0	0	0	0	0
Administration	10	0	0	0	0	10	0	0	10
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	40	0	0	0	0	40	0	0	40
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	25	0	0	0	0	25	0	0	25
Total Outlay	\$428	\$0	\$0	\$0	\$0	\$428	\$0	\$0	\$428

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (15 Year)	\$428	\$0	\$0	\$0	\$0	\$428	\$0	\$0	\$428
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	\$428	\$0	\$0	\$0	\$0	\$428	\$0	\$0	\$428
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	\$428	\$0	\$0	\$0	\$0	\$428	\$0	\$0	\$428

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	38.2	38.2	38.2	0.0	38.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$38.2	\$38.2	\$38.2	\$38.2	\$0.0	\$38.2
Increase to Sewer User Fee:	0.0¢	1.7¢	1.7¢	1.6¢	1.6¢	0.0¢	1.6¢

LOCATION:
Cobb Island

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ 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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$430	\$173	\$70	\$0	\$0	\$673	\$460	\$0	\$1,133
Land & ROW	0	0	0	0	0	0	20	0	20
Construction	788	1,929	3,299	0	0	6,016	2,500	0	8,516
Equipment	0	0	541	0	0	541	0	0	541
Administration	59	41	0	0	0	100	155	0	255
Administration - FAS	9	9	6	0	0	24	9	0	33
Inspection	42	97	54	0	0	193	117	0	310
Miscellaneous	23	23	69	0	0	115	15	0	130
Contingency	99	204	330	0	0	633	250	0	883
Total Outlay	\$1,450	\$2,476	\$4,369	\$0	\$0	\$8,295	\$3,526	\$0	\$11,821

FINANCING SOURCES									
Bonds	\$961	\$1,005	\$0	\$0	\$0	\$1,966	\$3,526	\$0	\$5,492
Capital Budget Reserve	489	1,471	4,369	0	0	6,329	0	0	6,329
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	\$1,450	\$2,476	\$4,369	\$0	\$0	\$8,295	\$3,526	\$0	\$11,821
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	\$1,450	\$2,476	\$4,369	\$0	\$0	\$8,295	\$3,526	\$0	\$11,821

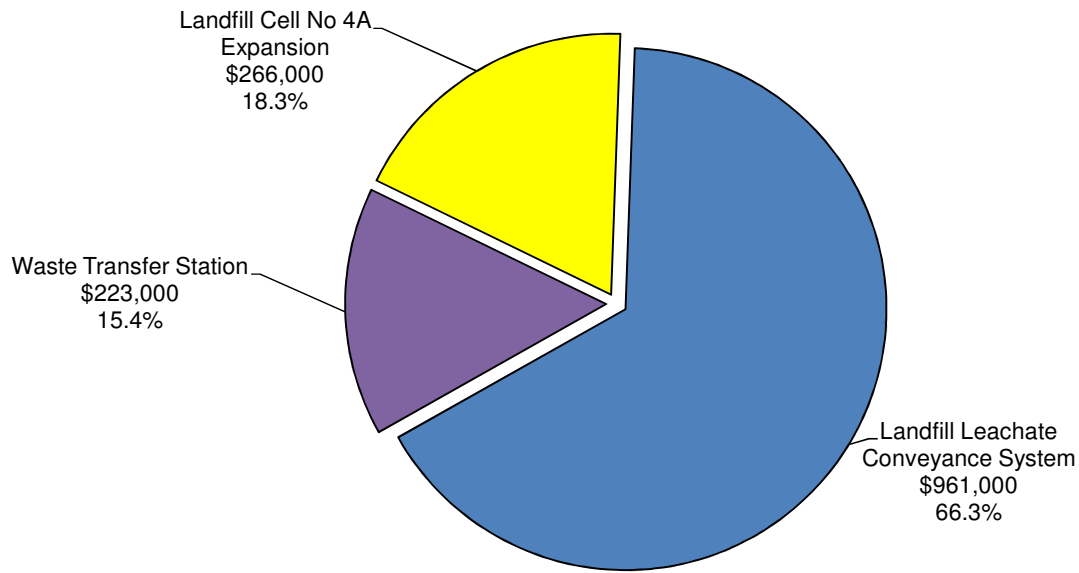
Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond	
						thru FY17	FY 2022
No. of Personnel	0.00	(0.50)	(0.50)	(0.50)	(0.50)	0.00	(0.50)
Personnel Costs	0.0	(27.5)	(28.6)	(29.7)	(30.9)	0.0	(32.1)
Operating	0.0	(8.2)	(8.4)	(8.5)	(8.7)	0.0	(8.9)
Total	\$0.0	(\$35.7)	(\$37.0)	(\$38.2)	(\$39.6)	\$0.0	(\$41.0)
Debt Service: Bonds	293.2	348.1	405.9	405.9	405.9	293.2	114.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$293.2	\$312.4	\$368.9	\$367.7	\$366.3	\$293.2	\$89.1

Increase to Annual Tipping fee: \$4.01 \$4.21 \$4.98 \$4.96 \$4.94

Projects with Future Operating Impacts:

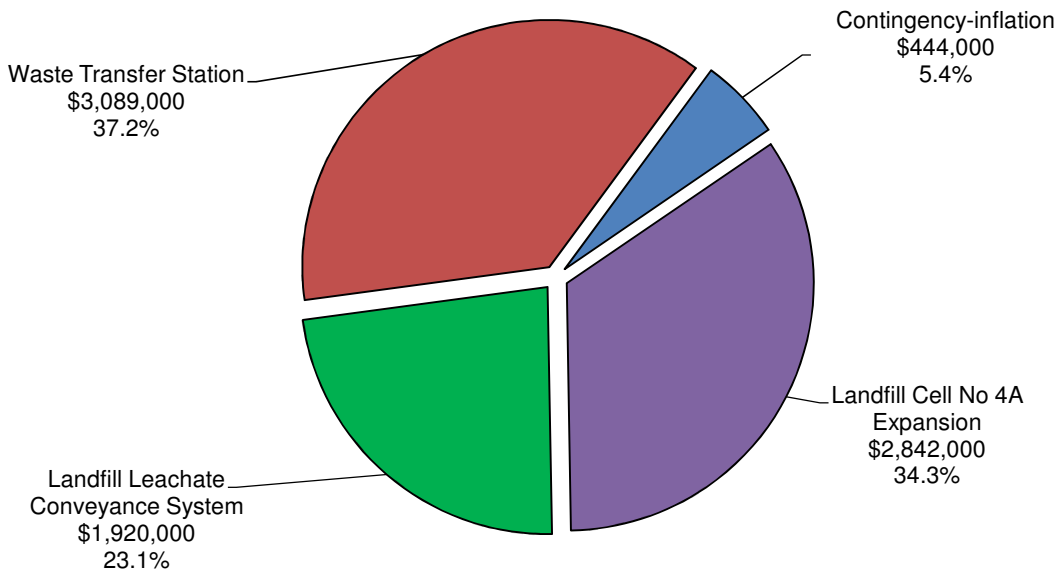
PROJECT	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond	
						FY 2022	FTE
Leachate Conveyance System	0.0	(35.7)	(37.0)	(38.2)	(39.6)	(41.0)	(0.50)
Total	\$0.0	(\$35.7)	(\$37.0)	(\$38.2)	(\$39.6)	(\$41.0)	(0.50)

**FY18 Landfill Fund by Project
Total \$1,450,000**



The Landfill Leachate Conveyance System is funded by Bonds. The Landfill Cell No. 4A Expansion and the Waste Transfer Station are funded by the Capital Budget Reserve. These revenues are paid for by the Landfill Tipping Fee. The FY18 Fee is \$75 per ton.

**FY18-FY22 Landfill Fund by Project
Total \$5,453,000**



APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Requested By: Capital
Landfill Leachate Management System	Project #: 8041
<p>At the completion of Landfill Cells 2B/3B, the leachate volume is expected to exceed the allowable limit of industrial waste under current County ordinance. A conceptual evaluation and feasibility study is necessary to explore alternative methods and technologies of handling the excess leachate volume. Upon completion of the conceptual evaluation and feasibility study, staff will determine the most suitable course of action to address the volume and quality of effluent to be discharged to the County waste water system. This project will also move forward with the implementation (design and construction) of the chosen approach.</p>	
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$460	\$0	\$460
Land & ROW	0	0	0	0	0	0	20	0	20
Construction	788	787	0	0	0	1,575	2,500	0	4,075
Equipment	0	0	0	0	0	0	0	0	0
Administration	41	40	0	0	0	81	155	0	236
Administration - FAS	3	3	0	0	0	6	9	0	15
Inspection	42	42	0	0	0	84	117	0	201
Miscellaneous	8	8	0	0	0	16	15	0	31
Contingency	79	79	0	0	0	158	250	0	408
Total Outlay	\$961	\$959	\$0	\$0	\$0	\$1,920	\$3,526	\$0	\$5,446

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (30 Year)	\$961	\$959	\$0	\$0	\$0	\$1,920	\$3,526	\$0	\$5,446
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	\$961	\$959	\$0	\$0	\$0	\$1,920	\$3,526	\$0	\$5,446
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	\$961	\$959	\$0	\$0	\$0	\$1,920	\$3,526	\$0	\$5,446

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
No. of Personnel	0.00	(0.50)	(0.50)	(0.50)	(0.50)	0.00	(0.50)
Personnel Costs	0.0	(27.5)	(28.6)	(29.7)	(30.9)	0.0	(32.1)
Operating	0.0	(8.2)	(8.4)	(8.5)	(8.7)	0.0	(8.9)
Total Operating	\$0.0	(\$35.7)	(\$37.0)	(\$38.2)	(\$39.6)	\$0.0	(\$41.0)
Debt Service: Bonds	293.2	348.1	403.3	403.3	403.3	293.2	130.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$293.2	\$312.4	\$366.3	\$365.1	\$363.7	\$293.2	\$89.1
Increase to Annual Tipping fee:	\$4.01	\$4.21	\$4.94	\$4.93	\$4.91	\$4.27	\$1.20

LOCATION:
Charles County Landfill

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Requested By: Capital
Landfill Cell No. 4A Expansion	Project #: 8092
<p>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.</p>	
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>	
PRIORITY	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$230	\$65	\$65	\$0	\$0	\$360	\$0	\$0	\$360
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	1,050	1,050	0	0	2,100	0	0	2,100
Equipment	0	0	0	0	0	0	0	0	0
Administration	18	0	0	0	0	18	0	0	18
Administration - FAS	3	3	3	0	0	9	0	0	9
Inspection	0	50	50	0	0	100	0	0	100
Miscellaneous	15	15	15	0	0	45	0	0	45
Contingency	0	105	105	0	0	210	0	0	210
Total Outlay	\$266	\$1,288	\$1,288	\$0	\$0	\$2,842	\$0	\$0	\$2,842

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Budget Reserve	266	1,288	1,288	0	0	2,842	0	0	2,842
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$266	\$1,288	\$1,288	\$0	\$0	\$2,842	\$0	\$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	\$266	\$1,288	\$1,288	\$0	\$0	\$2,842	\$0	\$0	\$2,842

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Requested By: Facilities
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$200	\$100	\$0	\$0	\$0	\$300	\$0	\$0	\$300
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	2,000	0	0	2,000	0	0	2,000
Equipment	0	0	500	0	0	500	0	0	500
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	3	0	0	9	0	0	9
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	50	0	0	50	0	0	50
Contingency	20	10	200	0	0	230	0	0	230
Total Outlay	\$223	\$113	\$2,753	\$0	\$0	\$3,089	\$0	\$0	\$3,089

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Budget Reserve	223	113	2,753	0	0	3,089	0	0	3,089
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$223	\$113	\$2,753	\$0	\$0	\$3,089	\$0	\$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	\$223	\$113	\$2,753	\$0	\$0	\$3,089	\$0	\$0	\$3,089

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

WATERSHED PROTECTION & RESTORATION FUND SUMMARY

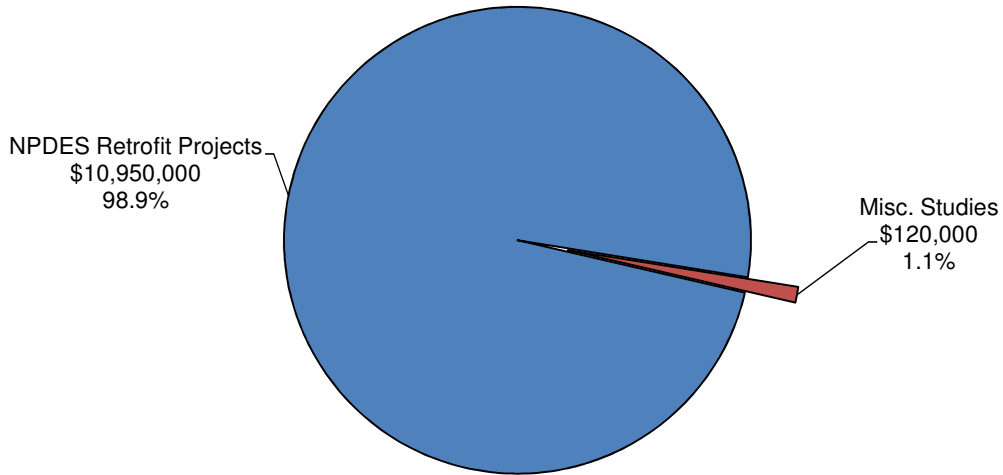
Charles County continues to design and construct stormwater facilities to manage the quantity and quality of stormwater runoff from untreated impervious surface. Cost associated with this program are part of the Watershed Protection and Restoration Enterprise Fund and paid for with the stormwater remediation fee.

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$865	\$862	\$887	\$918	\$896	\$4,428	\$597	\$937	\$5,962
Land & ROW	750	788	811	840	873	4,062	3,178	912	8,152
Construction	7,700	8,085	8,328	8,619	8,964	41,696	15,391	9,367	66,454
Equipment	5	5	5	6	0	21	0	0	21
Administration	538	545	566	589	605	2,843	754	632	4,229
Administration - FAS	9	6	6	6	3	30	9	4	43
Inspection	230	242	249	257	268	1,246	193	276	1,715
Miscellaneous	202	205	213	222	229	1,071	377	200	1,648
Contingency	771	810	834	863	896	4,174	761	937	5,872
Total Outlay	\$11,070	\$11,548	\$11,899	\$12,320	\$12,734	\$59,571	\$21,259	\$13,265	\$94,095

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$10,950	\$11,478	\$11,828	\$12,245	\$12,734	\$59,235	\$21,147	\$13,265	\$93,647
Fund Balance Appropriation	120	70	71	75	0	336	112	0	448
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$11,070	\$11,548	\$11,899	\$12,320	\$12,734	\$59,571	\$21,259	\$13,265	\$94,095
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	\$11,070	\$11,548	\$11,899	\$12,320	\$12,734	\$59,571	\$21,259	\$13,265	\$94,095

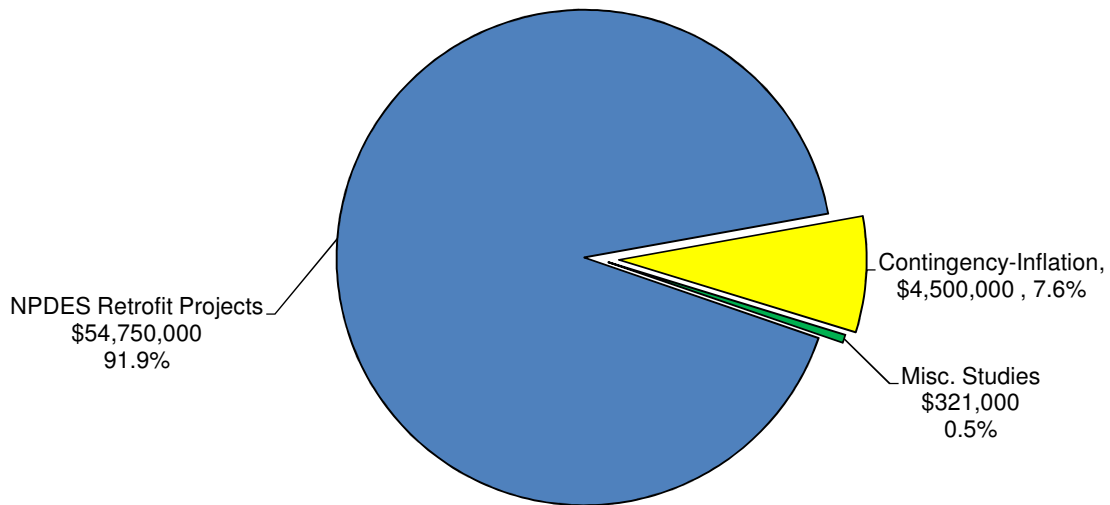
Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	1,758.7	2,462.1	3,205.3	3,971.2	4,764.2	1,758.7	6,559.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$1,758.7	\$2,462.1	\$3,205.3	\$3,971.2	\$4,764.2	\$1,758.7	\$6,559.0
Increase to Annual WPRF fee:	\$34.09	\$47.12	\$60.57	\$74.10	\$87.80	\$34.54	\$119.38

**FY18 Watershed Protection and Restoration Fund by Project
Total \$11,070,000**



NPDES Retrofit Projects are funded by Bonds which are paid for with the Stormwater Remediation Fee. A \$54 fee is charged annually to each improved property within the County.

**FY18-FY22 Watershed Protection and Restoration Fund by Project
Total \$59,571,000**



The County will continue to seek grant opportunities to aid in funding of Watershed Protection and Restoration projects.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME: NPDES Retrofit Projects	Requested By: Capital Project #: 8019
<p>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.</p> <p>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.</p> <p>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.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p>PRIORITY</p>	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year			
						Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$770	\$770	\$770	\$770	\$770	\$3,850	\$497	\$770	\$5,117
Land & ROW	750	750	750	750	750	3,750	3,178	750	7,678
Construction	7,700	7,700	7,700	7,700	7,700	38,500	15,391	7,700	61,591
Equipment	0	0	0	0	0	0	0	0	0
Administration	527	527	527	527	527	2,635	747	527	3,909
Administration - FAS	3	3	3	3	3	15	6	3	24
Inspection	230	230	230	230	230	1,150	193	230	1,573
Miscellaneous	200	200	200	200	200	1,000	376	200	1,576
Contingency	770	770	770	770	770	3,850	760	770	5,380
Total Outlay	\$10,950	\$10,950	\$10,950	\$10,950	\$10,950	\$54,750	\$21,147	\$10,950	\$86,847

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (30 Year)	\$10,950	\$10,950	\$10,950	\$10,950	\$10,950	\$54,750	\$21,147	\$10,950	\$86,847
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	\$21,147	\$10,950	\$86,847
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	\$21,147	\$10,950	\$86,847

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. Beyond thru FY17 FY 2022	
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	1,758.7	2,462.1	3,171.1	3,880.2	4,589.3	1,758.7	6,559.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$1,758.7	\$2,462.1	\$3,171.1	\$3,880.2	\$4,589.3	\$1,758.7	\$6,559.0
Increase to Annual WPRF fee:	\$34.09	\$47.12	\$59.92	\$72.40	\$84.58	\$34.54	\$119.38

LOCATION:
Charles County Development District- see description

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

PROJECT NAME:	Requested By: RIM
Floodplain Analysis Studies	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: Project is consistent with Comprehensive Plan. (Rating #1)	

EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$50	\$50	\$50	\$50	\$0	\$200	\$100	\$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	5	5	0	20	0	0	20
Administration	7	7	7	7	0	28	7	0	35
Administration - FAS	3	3	3	3	0	12	3	0	15
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	1	1	1	1	0	4	1	0	5
Contingency	1	1	1	1	0	4	1	0	5
Total Outlay	\$67	\$67	\$67	\$67	\$0	\$268	\$112	\$0	\$380

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	67	67	67	67	0	268	112	0	380
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$67	\$67	\$67	\$67	\$0	\$268	\$112	\$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	\$67	\$67	\$0	\$268	\$112	\$0	\$380

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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LOCATION:
Throughout Charles County

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2018

(\$ in thousands)

<p>PROJECT NAME: Fee Study</p> <p>Fee study to review the application of the Watershed Fund for failing septic improvement projects and the associated parameters for those projects.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p> <p>PRIORITY</p>	<p>Requested By: FAS/PGM/ UTIL Project #: 8094</p>
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EXPENSE BUDGET	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Architectural & Engineering	\$45	\$0	\$0	\$0	\$0	\$45	\$0	\$0	\$45
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	4	0	0	0	0	4	0	0	4
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	1	0	0	0	0	1	0	0	1
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$53	\$0	\$0	\$0	\$0	\$53	\$0	\$0	\$53

FINANCING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total '18-'22	Approp. thru FY17	Beyond FY 2022	Project Total
Bonds (30 Year)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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	\$0	\$0	\$53
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	\$0	\$0	\$53

Operating Budget Impact	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Approp. thru FY17	Beyond FY 2022
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

LOCATION:

FISCAL YEAR 2016-FY2018 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	FY16 AMENDED	FY17 AMENDED	FY18 APPROVED
GOVERNMENTAL PROJECTS			
<u>BOARD OF EDUCATION:</u>			
<u>State Shared</u>			
Billingsley Elementary School	\$0	\$18,084	\$16,500
St. Charles High School	240	0	0
Jenifer E.S. Roof/RTU/Boiler Replacement	0	(6)	0
Matula Full Day K Additions/Renovations	3,481	(6)	0
Matthew Henson Middle School Gym HVAC	0	(4)	0
La Plata High School Gym HVAC	0	(6)	0
Benjamin Stoddert M.S. RTU/Boiler Replacement	4,545	(603)	0
Dr. Mudd E.S. Modernization/Addition	2,100	8,273	18,113
Jenifer E.S. Full Day Kindergarten Renovation	2,711	(10)	0
Eva Turner E.S. - Modernization/Addition	251	0	2,101
Benjamin Stoddert M.S. Modernization/Addition	301	0	3,001
McDonough H.S. Renovation Study/Phase 1 Renovations	401	0	701
Berry E.S. Full Day K Addition	0	367	2,926
Craik E.S. Full Day K Addition	0	450	3,764
John Hanson M.S. - Roof Replacement	0	0	246
Subtotal	\$14,030	\$26,539	\$47,352
<u>Locally Funded, 100%</u>			
Boiler & Chiller Replacement at Mitchell Elementary School	\$0	(\$4)	\$0
Various Maintenance Projects	\$600	\$620	\$400
Dr. Gustavus Brown E.S. RTU/Boiler Replacement	(240)	(20)	0
F.B. Gwynn Center Roof/Boiler Replacement	(785)	(93)	0
McDonough/Craik/Stethem Sewer Connection Fees	0	(321)	0
Local Portable Classrooms - Various Schools	1,385	313	200
Elementary Schools - Playground Replacement Program	0	241	266
Site Improvements/Asphalt Replacement Program	1,461	1,198	1,416
Thomas Stone H.S. - Parking Lot & Site Improvements	0	(250)	0
Elementary School - Site Acquisition	0	0	3,001
Contingency - Inflation	0	(463)	0
Subtotal	\$2,421	\$1,221	\$5,283
TOTAL BOARD OF EDUCATION	\$16,451	\$27,760	\$52,635
<u>COLLEGE OF SOUTHERN MARYLAND:</u>			
<u>Inner Campus Program</u>			
Business Building Renovation/Addition	\$0	\$0	\$0
Center for Energy & Trades Training Building	\$300	\$0	\$0
Career Education Building Renovation/Addition	0	0	0
Upgrade Telecom, PBX, Safety & Security Systems	5,657	0	0
Healthcare Training Facility	0	495	1,619
Contingency - Inflation	0	0	0
TOTAL COLLEGE OF SOUTHERN MD	\$5,957	\$495	\$1,619

FISCAL YEAR 2016-FY2018 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	FY16 AMENDED	FY17 AMENDED	FY18 APPROVED
GENERAL GOVERNMENT:			
Agricultural Preservation Land Acquisition	\$503	\$532	\$203
Gilbert Run Watershed	0	(33)	0
Various Planning Studies	140	106	0
Detention Center Intake Area	391	0	0
Rural Legacy Program	1,481	739	1,409
Various Maintenance Projects	198	166	393
Courthouse Renovation	0	103	103
Waldorf Urban Design Study Implementation	0	(43)	0
County Government Building Electrical & Network Infrastructure System Upgrades	0	(856)	0
Hughesville Streetscape	0	(590)	0
Purchase of Developments Rights Programs	0	303	503
Parking Lot Improvements	333	(333)	0
Benedict Waterfront Village Revitalization	45	0	0
Waldorf Senior Center	0	3,915	0
Lighting Retrofits	0	53	106
Sheriff's Office Improvements	0	(152)	0
Detention Center Replacement Door Control System	(17)	0	0
Indian Head Science and Technology Park	24	0	0
FY15 Pt Tobacco Hist District Revitalization Implementation	0	50	0
Generator Replacement Program	0	0	113
Develop Road Safety Prioritization Measure & Inventory	18	0	0
Animal Shelter Cremation Unit	0	(40)	0
WURC Implementation Studies	91	0	0
Rich Hill Farm House	0	15	0
Port Tobacco Historic District Jamieson	0	30	0
P.D. Brown Library Improvements	201	0	0
Security Upgrade	61	0	0
Health Department Roof Replacement	186	2,352	0
Tri- County Animal Shelter Improvements	47	0	0
Radio Communications Systems Upgrade	371	471	0
National Guard Armory Renovation Study	80	0	0
Detention Center Pump Station Rehabilitations	0	131	315
Replacement of County Financial Software Program	0	1,596	799
Animal Shelter Feasibility Study	0	21	0
Various Parking Lot Improvements	0	333	0
Government Building Atrium Renovation	0	490	0
Sheriff's Office Improvements	0	0	145
Uninterrupted Power Supply Replacement Program	0	0	58
Charles Count Courthouse HVAC Improvements	0	0	239
Government Building Water Infiltration Improvements Phase I	0	0	190
Detention Center Roof Replacement	0	0	1,346
Detention Center Annex Roof and Wall Improvements	0	0	470
Detention Center and Detention Center Annex Improvements	0	0	381
La Plata Library Relocation	0	0	2,627

FISCAL YEAR 2016-FY2018 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	FY16 AMENDED	FY17 AMENDED	FY18 APPROVED
<u>GENERAL GOVERNMENT:</u>			
Blue Crabs Stadium Seating Area Cover/Roofing			
System Renovations	0	0	563
Bel Alton School Renovation	0	0	720
Bi-County Animal Shelter	0	0	493
Contingency - Inflation	0	273	0
TOTAL GENERAL GOVERNMENT	\$4,153	\$9,631	\$11,176
<u>PARKS:</u>			
Various Pedestrian & Bicycle Facilities	\$0	\$189	\$80
Pope's Creek Rail Trail	492	363	0
Park Repair & Maintenance	238	236	250
Pisgah Park	0	(115)	0
Friendship Farm Park	0	(237)	0
Central County Acquisition	0	(783)	0
Smallwood Village Hiker/Biker Trails	0	(1)	0
Smallwood Drive West Sidewalks	0	(94)	0
Marsh Hawk Dr/Chestnut Dr. Sidewalk	0	(94)	0
Waterfront Acquisition	0	1,003	0
Milton Somers Football Stadium Improvements	0	88	0
White Plains Golf Course Irrigation System Replacement	0	333	0
Automation & Technology Master Plan - Parks & Grounds	0	0	328
Chapel Point Park	0	0	393
Contingency - Inflation	0	19	0
TOTAL PARKS	\$731	\$907	\$1,051
<u>TRANSPORTATION:</u>			
Western Parkway Ph. I-III	\$862	\$3,311	\$914
Traffic Signal Program	212	(27)	285
Road Overlay Program	3,216	3,190	3,526
Mill Hill Road Extended	228	0	0
Waldorf Subarea Plan Implementation Studies	0	(73)	0
Stavros Road Upgrade	0	20	0
Safety Improvement Program - Existing Roadways	105	(164)	200
County Drainage Systems Improvements Program	74	(253)	0
Carrington Drainage Improvements	(1)	(6)	0
Pinefield Drainage Improvements	77	160	0
Billingsley Road Improvements	1,747	(38)	1,503
Middletown Road and Billingsley Road Roundabout	270	2,694	0
Light Rail Transit Initiative	270	270	0
MD Rte 228 @ Western Parkway Traffic Signal	0	(5)	0
Rosewick/Radio Station Road Traffic Signal	(62)	0	0
Gallant Green Rd @ MD 5 Traffic Signal	(5)	0	0
Old Washington Road Reconstruction	715	1,074	3,049
Old Sycamore Road Drainage Improvements	(4)	5	0
Washington Ave. - Various Intersection Improvements	0	0	305

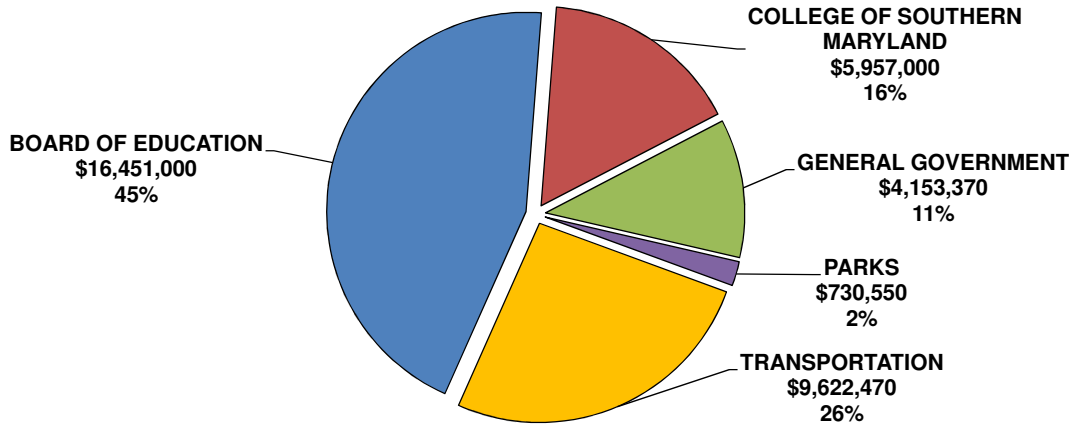
FISCAL YEAR 2016-FY2018 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

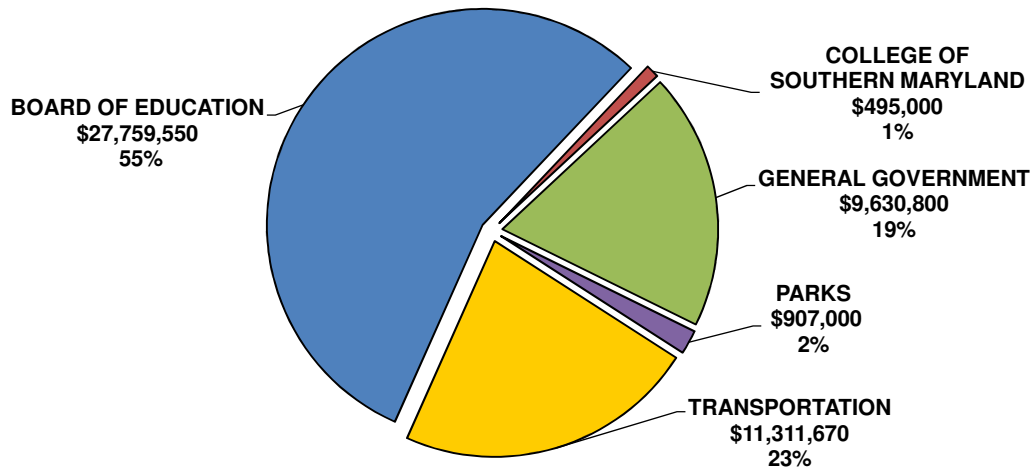
	FY16 AMENDED	FY17 AMENDED	FY18 APPROVED
TRANSPORTATION:			0
St. Patrick Dr/Western Pkwy - Ped Intersection Improvements	147	0	0
Neighborhood Traffic Calming Program	0	0	37
Rosewick Road Phase 3	0	(58)	0
Sidewalk Improvement Program	153	153	153
Old McDaniel to Ocelot Street	929	600	0
Bridge Replacement Program	262	(58)	0
Bibury Lane Bridge Replacement	310	0	0
Intersection Analysis/Traffic Signal Warrant Analyses	50	50	0
Tawny Drive/Tubleweed Place Drainage Improvements	39	(3)	0
Troy Court Drainage Pipe Repair	23	(3)	0
Dogwood Drive Drainage Repairs	0	10	0
Old Washington Road Drainage Repairs	0	41	0
Poplar Hill Road Pass/No Pass Zone Analysis	0	6	0
McDaniel Road/Smallwood Drive Traffic Signal	0	26	0
Install Solar Power Rectangular Rapid Flash Beacons	0	130	0
Billingsley Road & St. Patricks Drive Left Turn Study	0	6	0
Marbella Culvert Storm Drain Pipe Improvements	0	49	0
Poplar Hill Bridge Replacement	0	239	0
Bellewood Drive	0	28	0
Radio Station Road/Route 488 Traffic Signal & Geometric Improvements	0	0	800
Contingency - Inflation	5	(61)	0
TOTAL TRANSPORTATION	\$9,622	\$11,312	\$10,772
TOTAL GOVERNMENTAL PROJECTS	\$36,914	\$50,104	\$77,253

GOVERNMENTAL PROJECTS

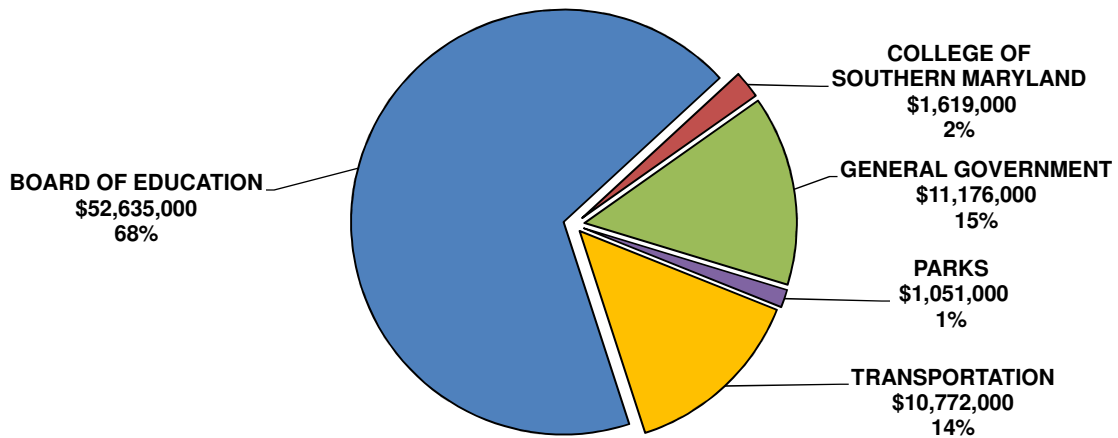
FY16 AMENDED BUDGET = \$36,914,390



FY17 AMENDED BUDGET = \$50,104,020



FY18 APPROVED BUDGET = \$77,253,000



FISCAL YEAR 2016-FY2018 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	FY16 <u>AMENDED</u>	FY17 <u>AMENDED</u>	FY18 <u>APPROVED</u>
ENTERPRISE FUND PROJECTS			
<u>WATER PROJECTS:</u>			
	NOTE: (%) represents the percentage of the total project appropriation.		
Acton Lane Ph III Water Main Extension	\$0	(\$208)	\$0
Bryan's Road Business Park Water	0	(404)	0
Water Model Update	98	131	98
Cliffton Water System Improvements	(5)	0	533
Berry Hill Manor Water Tower Rehabilitation	(1,036)	0	0
Strawberry Hills Water Line Extension	5	0	0
Cliffton Replacement Well	763	0	0
Automation & Technology Master Plan (50% Sewer)	93	970	1,009
Well Site Automation	0	(113)	0
Underground Infrastructure Repairs	718	(34)	718
Various County Water Studies	(181)	0	0
Satellite Water Facility Upgrades	630	(1,504)	0
Smallwood Drive East Water Tower Rehab	1,036	0	0
Pinefield Underground Infrastructure Repairs	(4)	0	0
South County Water Transmission Main	7	690	1,703
Jude House Well Reverse Osmosis System	0	6	0
Well Site Generator Installations	0	7	0
A Deep Well Control Valves At Various Sites	0	100	0
Bensville Water Tower No. 8	1,930	2,251	1,930
Chapel Point Water Tower (Relocated)	450	0	0
Gleneagles 2MG Water Tower	0	0	1,850
Waldorf Fire House Water Tower Replacement	1,957	0	1,850
Chapel Point Woods Standpipe Improvements	0	33	0
Treasurer's Office Reconfiguration (50% Sewer)	67	0	0
Hughesville Water Line	507	166	2,061
Private Water System Interconnection	307	129	129
Water Source Feasibility Study	270	0	0
Newtown Village Well	31	704	0
Pinefield Water Tower Rehabilitation	0	90	568
Settle Woods Water Tower Rehabilitation	0	67	309
St. Charles Well #16 Replacement	0	1,610	0
WSSC Waldorf Interconnection	0	213	265
Water Detail Revisions	0	37	0
Chapel Point/Bel Alton Water System & Tank	0	275	1,819
Boxwood Circle Water Main Replacement	0	752	0
Chapel Point Woods Hydro-Pneumatic Tank Replacement	0	101	0
St. Paul's Well Replacement	0	1,241	0
St. Anne's Well Hydro-Pneumatic Tank Replacement	0	123	0
Fee Study (50% Sewer)	0	0	51
Bryans Road 2MG Water Tower	0	0	350
Bensville/Bryans Road Water Systems Interconnection Study	0	0	100
Contingency - Inflation	4	612	0
TOTAL WATER	\$7,647	\$8,045	\$15,343

FISCAL YEAR 2016-FY2018 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	FY16 AMENDED	FY17 AMENDED	FY18 APPROVED
<u>SEWER PROJECTS:</u>			
	NOTE: (%) represents the percentage of the total project appropriation.		
Satellite WWTP Equipment/Plant Overhaul	\$0	(\$43)	\$0
Piney Branch Interceptor Capacity Upgrade	\$68	\$0	\$3,041
Pumping Station 3B, Ph. 1-II	704	0	0
Mt. Carmel Woods WWTP Upgrade	3,649	3,575	0
Influent/Effluent Pump Station Evaluation	0	2,547	2,643
Zekiah Pump Station Upgrade	(717)	0	0
Jude House Waste Water Treatment Plant	0	(68)	0
Benedict Central Sewer System	(68)	0	0
Mattawoman Infiltration & Inflow	0	(3,213)	6,111
MWWTP Electrical System Replacement Study	0	133	4,018
White Plains Failing Septic Sewer Installation	248	0	105
Mattawoman WWTP Automation	0	149	1,575
Pump Station Rehabs and Replacements	(244)	(1,094)	1,688
Sewer Model Update	103	172	172
Wakefield Pump Station Rehabs & Replacements	10	0	0
Hughesville Package Treatment Plant	2,132	0	0
Automation & Technology Master Plan (50% Water)	93	970	1,009
Treasurer's Office Reconfiguration	67	0	0
St. Mark Pump Station Rehabs & Replacements	600	1,711	0
MWWTP Clarifier and Thickener Repairs	976	976	976
Mattawoman WWTP Berm Relocation	343	(556)	0
Mattawoman Flow Equalization	4,013	349	9,299
Satellite Wastewater Facility Upgrades	430	(225)	541
Mattawoman Biosolids Feasibility Study	0	(48)	0
Cobb Island/Swan Point Interconnection	987	0	0
MWWTP Utility Water System Evaluation & Improvement	498	0	1,231
Cliffton Pump Station #4	701	0	0
Upper Port Tobacco River Watershed Sewer Connection Study	0	(220)	0
Piney Branch Sewer Replacement (Upper Reaches)	0	479	0
Marshall Corner Road Gravity Sewer	0	(713)	0
MD Route 5 Pump Station Forcemain	0	177	717
Zekiah Pump Station Upgrade	598	0	0
Zekiah Pump Station Forcemain	706	164	164
Zekiah Interceptor Sewer Interceptor	799	799	799
Mattawoman Lab Renovations (50% Water)	0	0	0
Cliffton WWTP Walkway Repairs	0	(2)	0
White Plains Commerce Center Pump	0	476	0
Old Washington Road Sewer	2,173	0	0
MWWTP Belt Filter Press Replacement	975	4,050	4,050
MWWTP Effluent PS Forcemain Improvements	1,253	0	0
Checkers Pump Station	0	11	0
Chemical System Improvements at Various Sites	25	417	0
Bel Alton WWTP Building	0	67	0
Strawberry Hills Pump Station	0	9	0

FISCAL YEAR 2016-FY2018 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	FY16 AMENDED	FY17 AMENDED	FY18 APPROVED
<u>SEWER PROJECTS:</u>			
	NOTE: (%) represents the percentage of the total project appropriation.		
Pinefield Pump Station Forcemain Replacement	0	11	0
Clifton WWTP Improvements	240	1,503	1,503
In-Line Sewer Equalization Study	246	0	0
Southwinds Pump Station Outfall Gravity Sewer	106	498	0
Mt. Carmel Woods WWTP Improvements	31	286	0
Thomas Stone Pump Station	116	51	0
Route 925B Pump Station	111	46	0
Cobb Island Pump Station Generator Replacement	45	(2)	0
MWWTP Septage Receiving Facility Improvements	0	60	90
Swan PT WWTP Electrical & Control Systems Improvements	0	573	393
Post Office Rd Sewer Capacity Improvements	0	190	428
Sewer Easement Study & Acquisition	0	169	165
Line Maintenance Storage Building	0	489	0
Sewer Detail Revisions	0	37	0
St. Charles Pump Station #5A Modifications	0	74	0
Pump Station Generator Replacements	0	393	0
Fee Study (50% Water)	0	0	51
Hughesville Sewer System	0	0	842
Cobb Island Bridge - Relocation of Sewer Main	0	0	428
Contingency - Inflation	0	1,980	0
TOTAL SEWER	\$22,017	\$17,407	\$42,039
TOTAL WATER AND SEWER	\$29,663	\$25,452	\$57,383

WATERSHED PROTECTION AND RESTORATION FUND

Various NPDES Retrofit Projects	\$6,247	\$3,549	\$10,950
Acton/Hamilton NPDES Retrofit Project	3	1,362	0
Bryans Road NPDES	0	(99)	0
Fox Run NPDES Retrofits	0	(161)	0
Lancaster NPDES Retrofits	0	(12)	0
Ryon Woods NPDES Retrofits	0	(1)	0
White Plains NPDES Retrofits	0	33	0
Pinefield Temi Drive NPDES Retrofits	530	32	0
Holly Tree Stream Restoration NPDES	1,685	0	0
Cobb Island Drainage Study	35	0	0
Feasibility & Concept Design	5	212	0
NPDES - Tanglewood	1,337	1	0
NPDES - Charles County Plaza	0	986	0
NPDES - Swann Point WWTP Shoreline Stabilization	0	2	0
Public Works Campus Stormwater Management Imprv.	696	699	0
NPDES - General Smallwood Middle School	107	2	0
NPDES - Lackey High School	120	0	0
NPDES - Poplar Court - Laurel Branch	109	4	0
NPDES - TC Martin Elementary School	80	2	0
NPDES - JP Ryon Elementary School	76	2	0
NPDES - Piccowaxen M.S. / Dr. Higdon E.S.	93	2	0

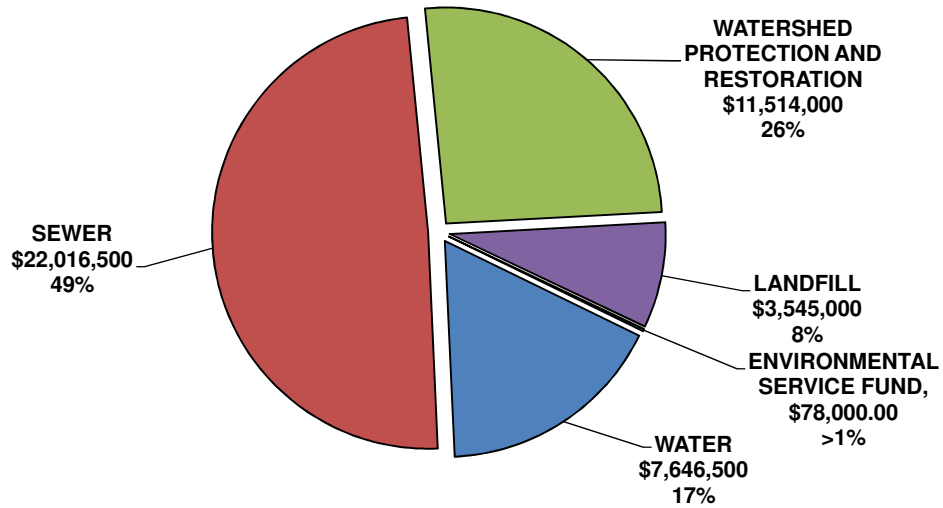
FISCAL YEAR 2016-FY2018 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

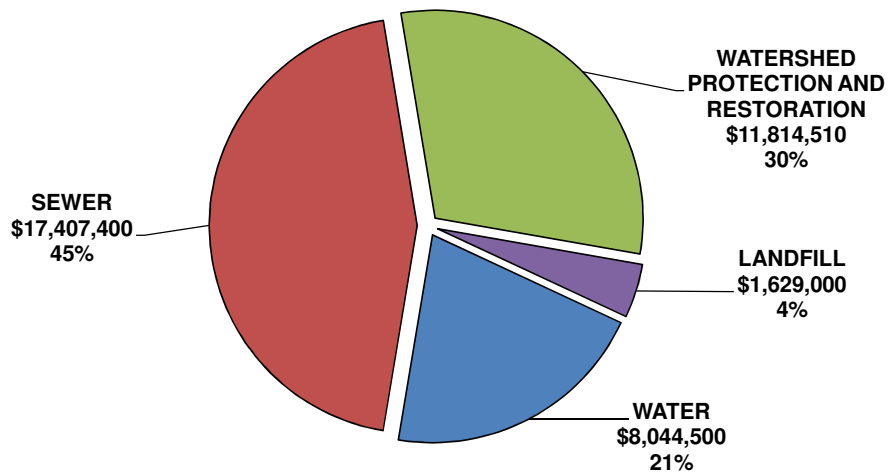
	<u>FY16 AMENDED</u>	<u>FY17 AMENDED</u>	<u>FY18 APPROVED</u>
<u>WATERSHED PROTECTION AND RESTORATION FUND</u>			
NPDES - McDonough High School	98	2	0
NPDES - JC Parks E.S. / Matthew Henson M.S.	98	2	0
NPDES - Mattawoman M.S. / Berry E.S.	108	2	0
NPDES - Apple Creek Court	86	3	0
Floodplain Analysis Studies	0	112	67
Gilbert Run Watershed Dam Repairs	0	81	0
NPDES - Roof Top Disconnects Inspection	0	105	0
NPDES - Clifton Shoreline Restoration	0	143	0
NPDES - Benedict Shoreline Restoration	0	99	0
NPDES - Friendship Farm Park	0	98	0
NPDES - GIS Mapping	0	42	0
NPDES - La Plata High School	0	107	0
NPDES - Hale Court	0	120	0
NPDES - Adams Farm Lake	0	5	0
NPDES - Huntington Lake	0	5	0
NPDES - Wakefield Lake	0	5	0
NPDES - Post Office Road Lake	0	5	0
NPDES - Upper Zekiah Ponds	0	14	0
NPDES - Pinefield Drainage	0	1,643	0
NPDES - St. Charles Parkway Stream Restoration	0	184	0
NPDES - Bridle Path Stream Restoration	0	115	0
NPDES - Ruth Swann Stream Restoration	0	95	0
NPDES - Thomas Higdon Stream Restoration	0	217	0
NPDES - Marbella Subdivision	0	203	0
NPDES - Longmeade Outfall Protection	0	33	0
NPDES - Bensville Park	0	144	0
NPDES - Clifton Shoreline Restoration Phase II	0	1,617	0
Fee Study	0	0	53
TOTAL	\$11,514	\$11,815	\$11,070
<u>ENVIRONMENTAL SERVICE FUND:</u>			
Pisgah Flare Station	\$78	\$0	\$0
TOTAL ENVIRONMENTAL SERVICE FUND	\$78	\$0	\$0
<u>LANDFILL:</u>			
Citizen Waste Disposal Facility	(\$7)	\$0	\$0
Landfill Leachate Pretreatment Facility	2,968	278	961
Landfill Storm Water Management Ponds	577	578	0
Automation & Technology Master Plan	0	773	0
Landfill Leachate Conveyance System	0	0	0
Landfill Cell No. 4A Expansion	0	0	266
Waste Transfer Station	0	0	223
Contingency - Inflation	7	0	0
TOTAL LANDFILL	\$3,545	\$1,629	\$1,450
TOTAL ENTERPRISE FUND PROJECTS	\$44,800	\$38,895	\$69,903

ENTERPRISE PROJECTS

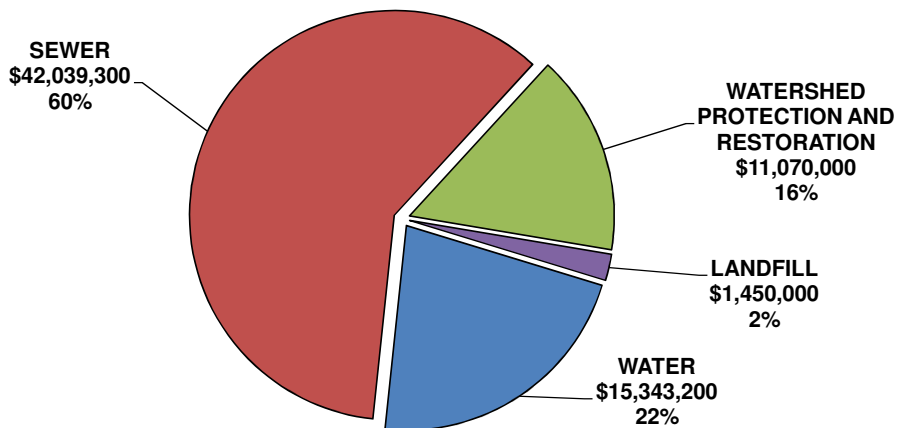
FY16 AMENDED BUDGET = \$44,800,000



FY17 AMENDED BUDGET = \$38,895,410



FY18 APPROVED BUDGET = \$69,902,500



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	FY2016 Actual	FY2017 Adopted	FY2018 Requested	FY2018 Adopted	\$ Change FY2017	% Chg.
Personal Services	\$1,236,254	\$1,348,700	\$1,378,600	\$1,378,600	\$29,900	2.2%
Fringe Benefits	348,570	400,400	398,800	398,800	(1,600)	-0.4%
Operating Costs	46,699	103,700	108,000	108,000	4,300	4.1%
Transfers Out <i>(charged to capital projects)</i>	(1,631,523)	(1,852,800)	(1,885,400)	(1,885,400)	(32,600)	1.8%
Total Expenditures	\$0	\$0	\$0	\$0	\$0	N/A

Changes and Useful Information:

- **Personal Services** includes approved salary increases.
- **Operating Costs** increased to allow for project management professional training and certified construction manager training.

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>FY14 FTE</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>
Director of Planning & Growth Mgmt	0.3	0.3	0.3	0.0	0.0
Director of Public Works	0.0	0.0	0.0	0.3	0.3
Assistant Dir. Public Works - Facilities	0.0	0.0	0.0	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	0.2	0.2	0.0	0.0
Capital Services Program Manager	2.0	2.0	2.0	2.0	2.0
Resource Analyst - GIS	0.2	0.2	0.2	0.0	0.0
Administration Manager	0.3	0.3	0.3	0.0	0.0
Capital Services Senior Project Manager	4.0	4.0	4.0	4.0	4.0
Utilities Engineer	0.1	0.1	0.1	0.1	0.1
Planner I- III	0.7	0.7	0.7	0.0	0.0
Capital Services Project Manager I-II	3.0	3.0	3.0	3.0	3.0
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	1.7	1.7	1.4	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	19.6	19.6	19.3	17.8	17.8
Allocated for County Attorney Support	0.8	0.8	0.8	0.8	0.8
Total	20.4	20.4	20.1	18.6	18.6

NOTE: Due to Capital Services moving to Public Works in FY2017, Planning & Growth Management staff are now being charged to new 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:	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Projected	FY18 Estimated
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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	63	75	118	69	72
Projects per FTE	4	5	8	5	5
\$'s expended for A&E	\$1,487,989	\$1,860,272	\$3,641,780	\$1,990,628	\$2,090,159
\$'s expended for ROW	\$1,611,195	\$881,674	\$1,098,353	\$1,340,501	\$1,380,716
\$'s expended for Construction	\$7,457,302	\$4,066,567	\$7,607,366	\$7,067,242	\$7,279,259
\$'s expended for Inspection	\$395,483	\$537,746	\$765,377	\$417,989	\$430,529
\$'s expended for Administration	\$532,346	\$531,886	\$507,328	\$519,837	\$535,432
\$'s expended for Other	\$556,862	\$738,162	\$640,973	\$534,718	\$550,759
\$'s expended on Change Orders (const.)	\$96,945	\$302,733	\$302,733	\$159,647	\$169,370
Change orders as % of construction costs	1.3%	4.3%	0.0%	0.0%	0.0%
# of contracts administered	254	290	312	285	294

Department: Planning & Growth Management 02.07.91
Division \ Program: Resource & Infrastructure Management (RIM) Fund: Capital
Program Administrator: Jason Groth, Chief of Resource & Infrastructure Mgmt

Expenditure Category	FY2016 Actual	FY2017 Adopted	FY2018 Request	FY2018 Adopted	\$ Change FY2017	% Chg.
Personal Services	\$0	\$118,600	\$114,900	\$114,900	(\$3,700)	-3.1%
Fringe Benefits	0	30,200	31,100	31,100	900	3.0%
Transfers Out <i>(charged to capital projects)</i>	0	(148,800)	(146,000)	(146,000)	2,800	-1.9%
Total Expenditures	\$0	\$0	\$0	\$0	\$0	N/A

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** represents staff time of various positions within the Resource and Infrastructure Management Division that work on Capital Projects.

Description

The Resource and Infrastructure Management Division of PGM 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 public school capacity allocation for development. Resource management includes the oversight and management of water resources for potable water supply, wastewater treatment capacities, and associated planning activities.

Specific responsibilities include development review and coordination through the County's Adequate Public Facilities Ordinance, development and maintenance of the County's Geographic Information Systems (GIS) to internal and external customers, mapping and modeling of County infrastructure systems for planning and analysis, capacity management of the County's water and wastewater infrastructure through an allocation system, administration of the County petition process, drafting and writing of the solid waste & water /sewer plans; & coordination with Federal, State, & local resource agencies.

Positions:	FY14	FY15	FY16	FY17	FY18
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Allocated from the General Fund	0.0	0.0	0.0	1.5	1.5
Total Full Time Equivalent	0.0	0.0	0.0	1.5	1.5

Financial Planning

GENERAL FUND 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, and Watershed Protection & Restoration 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 proposed CIP.

GENERAL FUND FIVE-YEAR PLAN

Linking the County's Goals and Long Range Financial Plans

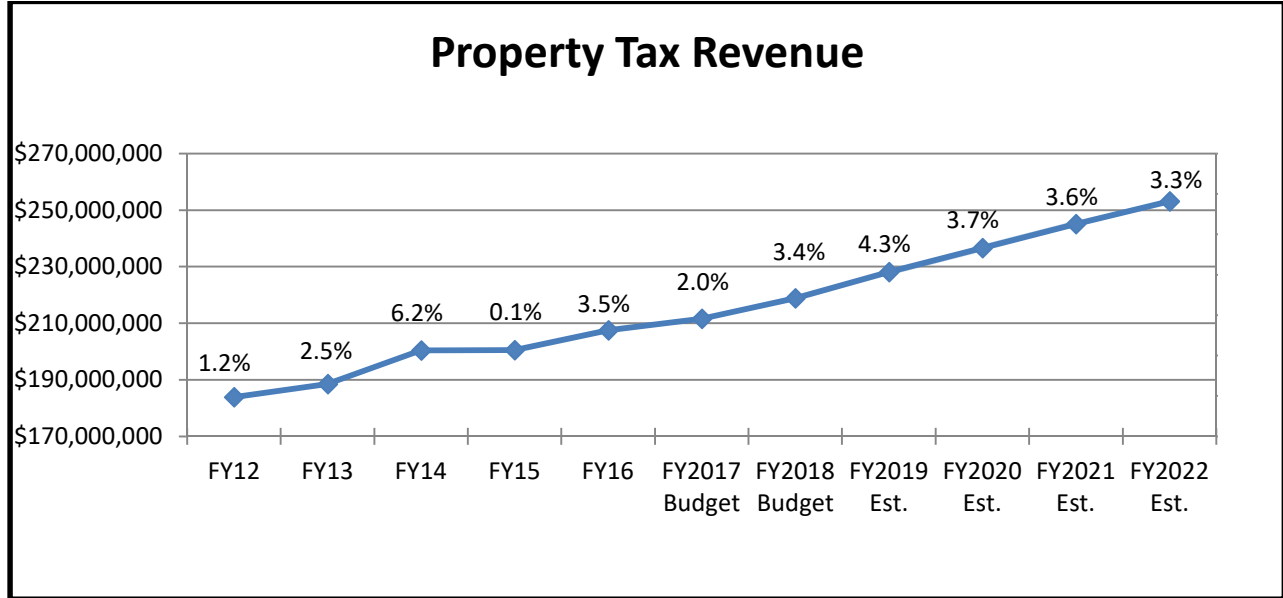
The goals of the County must be considered and incorporated into the County's Five Year Plans. These goals may have a direct impact on the operating budget or may impact the operating budget due to the increase in debt service related to bonds issued for capital projects.

Goal	Budget Impact
Transformational Government	<ul style="list-style-type: none"> • The FY2018 budget includes funding to replace the remaining portable radios in FY 2018 to maintain radio system reliability at 99.9%. • Funding for an electronic law library for the County Attorney's Office was established. • Additional funding was provided to the Human Resources Department to assist with Affordable Care Act reporting. • Economic Development received funding to hire an Agriculture Business Development Manager position to support local farm businesses, identify opportunities, implement enhancement programs, and recommend policies to enhance agriculture and ag-related industries. • New automation software programs were funded to improve efficiencies.
Promote Quality of Life and Resources	<ul style="list-style-type: none"> • The FY2018 operating budget includes funding support the operations of Mallows Bay Potomac River National Sanctuary. • New positions were approved in the Emergency Services Department to meet the growing demands of service in the Waldorf area. • Economic Development received funding to hire an Agriculture Business Development Manager position to support local farm businesses, identify opportunities, implement enhancement programs, and recommend policies to enhance agriculture and ag-related industries. • The five year capital improvement plan funds major school renovations for the Dr. Samuel Mudd Elementary, Eva Turner Elementary School, Benjamin Stoddert Middle School, and McDonough High School.
Establish a Cohesive, Sustainable Community through Collaboration	<ul style="list-style-type: none"> • The new vendor contract for VanGo route services was awarded to improve efficiencies and the FY2018 budget includes funding for fleet replacement. • The five year capital improvement plan funds major school renovations for the Dr. Samuel Mudd Elementary, Eva Turner Elementary School, Benjamin Stoddert Middle School, and McDonough High School. • Five year capital improvement plan also includes funding to protect the county's sensitive natural resources and historic revitalization efforts. • Capital funding to ensure the adequacy of public funding, public water, sewer systems, rural fire suppression water supply, and school capacity are being met. • New automation software programs were funded to improve efficiencies.
Governance Leadership	<ul style="list-style-type: none"> • Funding was approved to implement a 3-1-1 system to enhance public awareness. • The Summer Intern Program was expanded for FY2018 to support performance data driven government. • New automation software programs were funded to improve efficiencies. • Public Works and Planning & Growth Management received additional funding to provide enhanced project oversight of capital improvement projects. • Funding in the five year capital improvement plan includes automation and technology advancements for the Public Works department, as well as, funding to upgrade the County's financial software/hardware program.

GENERAL FUND FIVE-YEAR PLAN

General Fund:

The major revenue source for the General Fund is **Property Tax** which accounts for 56% 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 3.3% to 4.3% in FY2018 to FY2022. For planning purposes, the property tax rate is assumed to stay constant in FY2018 to FY2022.



Income tax is the County's second largest revenue source. The FY2018 Adopted Budget is estimated to be 3% greater than the FY2017 Adopted Budget. The FY2018-FY2022 Income Tax revenue is estimated to increase by 4.25% 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 3.4% to 3.8% between FY2019 to FY2022.

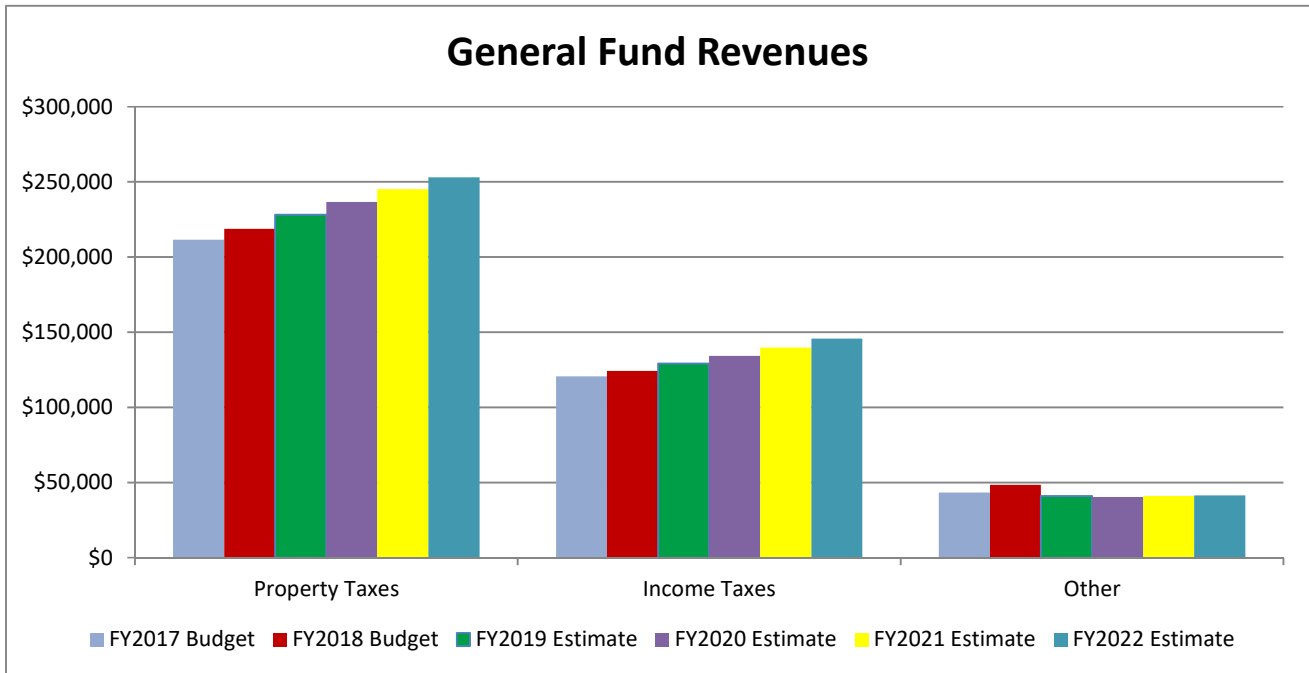
Total growth in **expenditures** is expected to range from 1.7% to 2.6% in the out years. Other exceptions to the principle of inflating the FY2018 adopted expenditure budgets are:

- **Board of Education:** In FY2019-FY2022 estimates assume that the County continues to fund the Maintenance of Effort and provides additional funding for the opening of a new elementary school in FY2019.
- **Debt Service:** The amount of operating revenues dedicated to debt service is currently 6.2%. FY2018-FY2022 estimates assume that debt service will begin to gradually increase to 7.6% of Operating Revenues. The maximum percentage of Operating Revenues allowed per the County's debt policy is 8.0%. Additional capital lease debt service costs in order to replace the remaining portable radios for County Government personnel are included.
- **Operating Impacts:** The current Five Year plan also takes into consideration the operating cost impacts of the Capital Improvement Program.

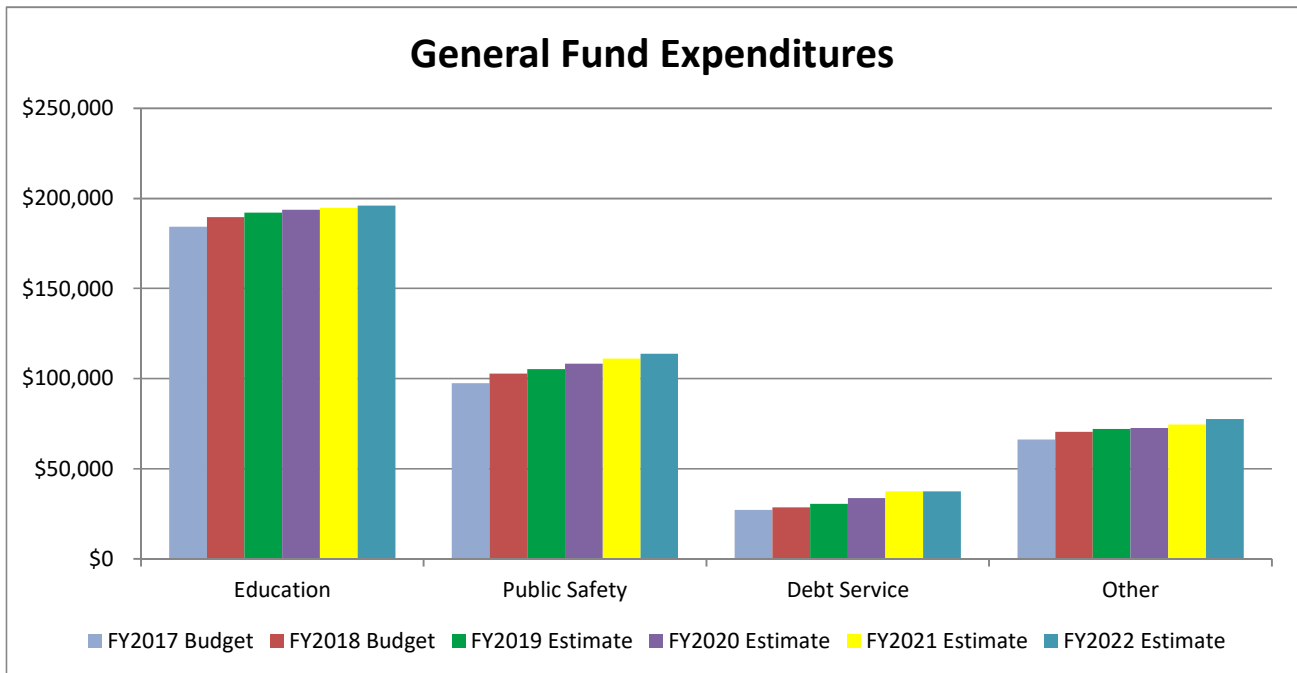
GENERAL FUND FIVE-YEAR PLAN

<i>(\$ in thousands)</i>	FY2017 Budget	FY2018 Budget	FY2019 Estimate	FY2020 Estimate	FY2021 Estimate	FY2022 Estimate
Revenues						
Property Taxes	\$211,639	\$218,810	\$228,117	\$236,603	\$245,065	\$253,084
Income Taxes	120,591	124,210	129,178	134,346	139,719	145,657
Recordation Tax	11,300	11,490	11,490	11,490	11,490	11,490
Transfer Tax	5,000	5,060	5,060	5,060	5,060	5,060
Other Local Taxes	2,704	2,902	2,960	3,019	3,080	3,141
Service Charges	7,028	7,589	7,753	7,920	8,091	8,266
Intergovernmental	2,175	2,186	2,056	2,097	2,139	2,182
Licenses & Permits	1,010	1,079	1,100	1,122	1,145	1,168
Fines & Forfeitures	3,466	3,541	3,612	3,684	3,758	3,833
Rent/Miscellaneous	2,112	2,411	2,449	2,489	2,529	2,570
Operating Revenues	\$367,024	\$379,278	\$393,776	\$407,831	\$422,076	\$436,451
<i>Total Revenues % increase over prior year</i>		3.3%	3.8%	3.6%	3.5%	3.4%
Expenditures						
Education	\$184,393	\$189,580	\$192,128	\$193,673	\$194,832	\$196,000
Public Safety	97,577	102,851	105,395	108,253	111,101	113,842
Debt Service	27,223	28,584	30,545	33,845	37,415	37,442
Public Works	14,210	14,987	15,627	16,601	17,051	17,478
Fiscal & Administrative Services	6,275	6,664	6,709	6,886	7,071	7,263
Community Services	2,290	2,267	2,577	2,647	2,721	2,798
Recreation, Parks and Tourism	7,857	8,013	8,532	8,759	8,995	9,240
Planning & Growth Management	5,933	6,764	6,490	6,676	6,871	7,074
General Government	16,838	18,629	18,998	19,693	20,418	22,046
Health & Social Services	4,335	4,662	4,669	4,676	4,683	4,691
Conservation of Natural Resources	665	682	699	717	735	754
Economic Development	1,967	1,995	2,039	2,084	2,132	2,181
Reserve for Contingency	1,174	972	300	400	500	600
Total Expenditures	\$370,737	\$386,650	\$394,707	\$404,910	\$414,526	\$421,408
<i>Total Expenditures % increase over prior year</i>		4.3%	2.1%	2.6%	2.4%	1.7%
Operating Surplus/(Deficit)	(\$3,713)	(\$7,372)	(\$931)	\$2,921	\$7,550	\$15,044
Financing Sources / (Uses)						
Source: Fund Transfers In	1,200	3,957	2,065	1,000	1,000	1,000
Source: Lease Proceeds	3,343	3,934	2,528	2,579	2,630	2,683
Source: Fund Balance Appropriation	3,976	4,283	0	0	0	0
Use: Watershed Fund Subsidy	(550)	(550)	(550)	(550)	(550)	(550)
Use: Lease Purchase	(3,343)	(3,934)	(2,528)	(2,579)	(2,630)	(2,683)
Use: Capital Projects	(913)	(318)	(2,408)	(318)	(318)	(318)
Projected Surplus/(Deficit)	\$0	\$0	(\$1,824)	\$3,053	\$7,682	\$15,176

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 49% 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:

3.75% 3.82% 3.89% 3.95% 4.00%

(\$ in thousands)

HOW MUCH CAN WE AFFORD?	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY18-FY22
Affordable Bond Issue	\$37,014	\$12,933	\$11,231	\$31,229	\$26,903		\$119,310
FY18-FY22 CIP	(30,584)	(47,765)	(21,136)	(8,825)	(10,631)		(118,941)
Variance per Fiscal Year (Affordable vs. Requested)	\$6,430	(\$34,832)	(\$9,905)	\$22,404	\$16,272		\$369

ADDITIONAL AFFORDABLE DEBT

How we calculate the additional affordable debt:

Total Operating Revenue Projection	\$379,278	\$393,776	\$407,831	\$422,076	\$436,451	\$452,019
Less: Dedicated Revenues	(4,194)	(4,280)	(4,357)	(4,503)	(4,543)	(4,543)
Total Adjusted Operating Revenues	\$375,085	\$389,496	\$403,473	\$417,573	\$431,908	\$447,476
Multiply the Adjusted Operating Revenue by % of Debt Policy Target:	6.2%	7.1%	7.2%	7.3%	7.5%	7.6%
Subtotal	\$23,316	\$27,615	\$29,139	\$30,625	\$32,246	\$33,964
Dedicated Stadium & Courthouse Rent	713	713	713	713	713	713
Total Available for Debt Service Payments	\$24,029	\$28,329	\$29,852	\$31,338	\$32,959	\$34,678

Subtract: Existing Obligations and Future Planned Debt-

Existing Debt Service	\$23,568	\$22,774	\$21,891	\$21,349	\$20,213	\$19,555
Approved debt not issued	461	2,395	3,783	4,852	4,852	4,852
FY18 Annual Debt Service from Debt Affordability Model			3,159	3,159	3,159	3,159
FY19 Annual Debt Service from Debt Affordability Model				1,019	1,019	1,019
FY20 Annual Debt Service from Debt Affordability Model					958	958
FY21 Annual Debt Service from Debt Affordability Model						2,758

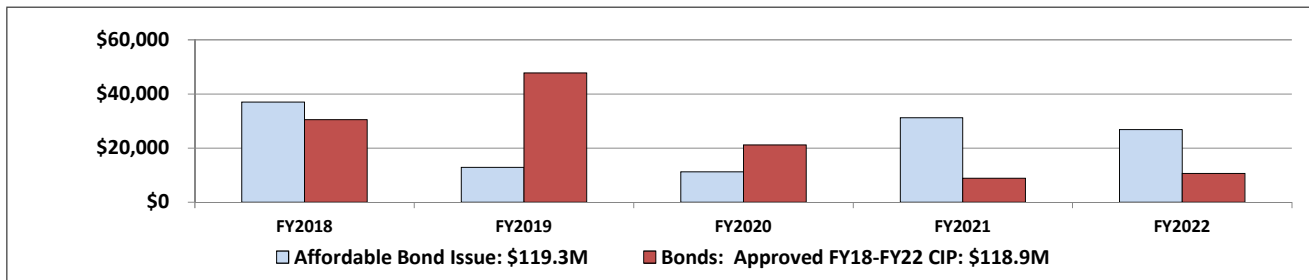
Total Debt Service Payments	\$24,029	\$25,169	\$28,833	\$30,380	\$30,202	\$32,302
Amount of Funds Available for New Debt	\$0	\$3,159	\$1,019	\$958	\$2,758	\$2,376

The annual debt service, reported one line above, would fund a bond issue in the amount of:

Affordable Bond Issue	\$37,014	\$12,933	\$11,231	\$31,229	\$26,903	FY18-FY22
						\$119,310

(Note: Bond Issues are estimated based on the Amount of Funds Available for New Debt in the subsequent year.)

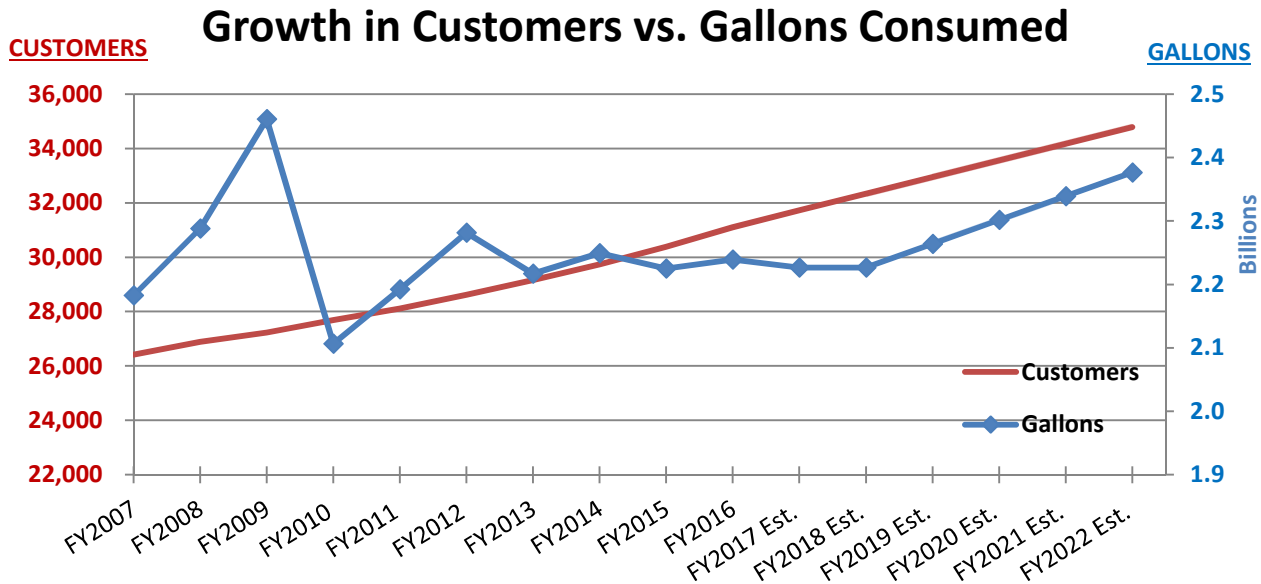
FY18-FY22 APPROVED CIP BOND FUNDING:	FY2018	FY2019	FY2020	FY2021	FY2022	FY18-FY22
Board of Education	\$10,736	\$19,163	\$11,066	\$1,207	\$2,545	\$44,717
College of Southern Maryland.....	34	6,407	542	0	0	6,983
General Government.....	9,169	10,808	3,926	2,158	2,182	28,243
Parks.....	551	83	84	89	92	899
Transportation.....	10,094	11,304	5,518	5,371	5,812	38,099
Total Approved CIP Bond Funding	\$30,584	\$47,765	\$21,136	\$8,825	\$10,631	\$118,941



WATER & SEWER FUND FIVE-YEAR PLAN

Water & Sewer Fund:

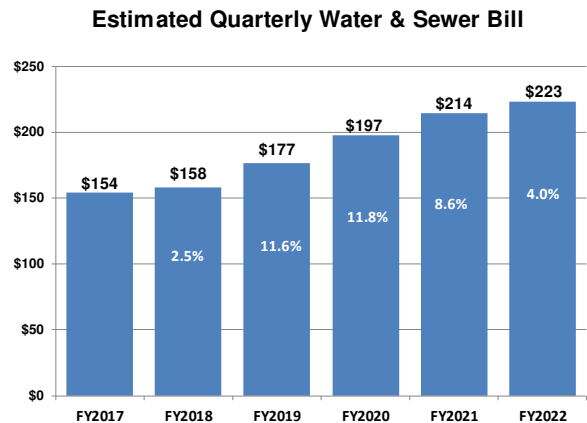
This fund is used to manage all water and sewer operations within the County. These efforts are supported primarily by user fees, connection fees, and front foot fees. The assumptions for revenue estimates are based on trend, population growth, weather conditions, and customer demand. The annual user fee revenue budget is based on an average flow per customer. The FY2018 was based on 149 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 1.9% per year from FY2018 to FY2022. 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.

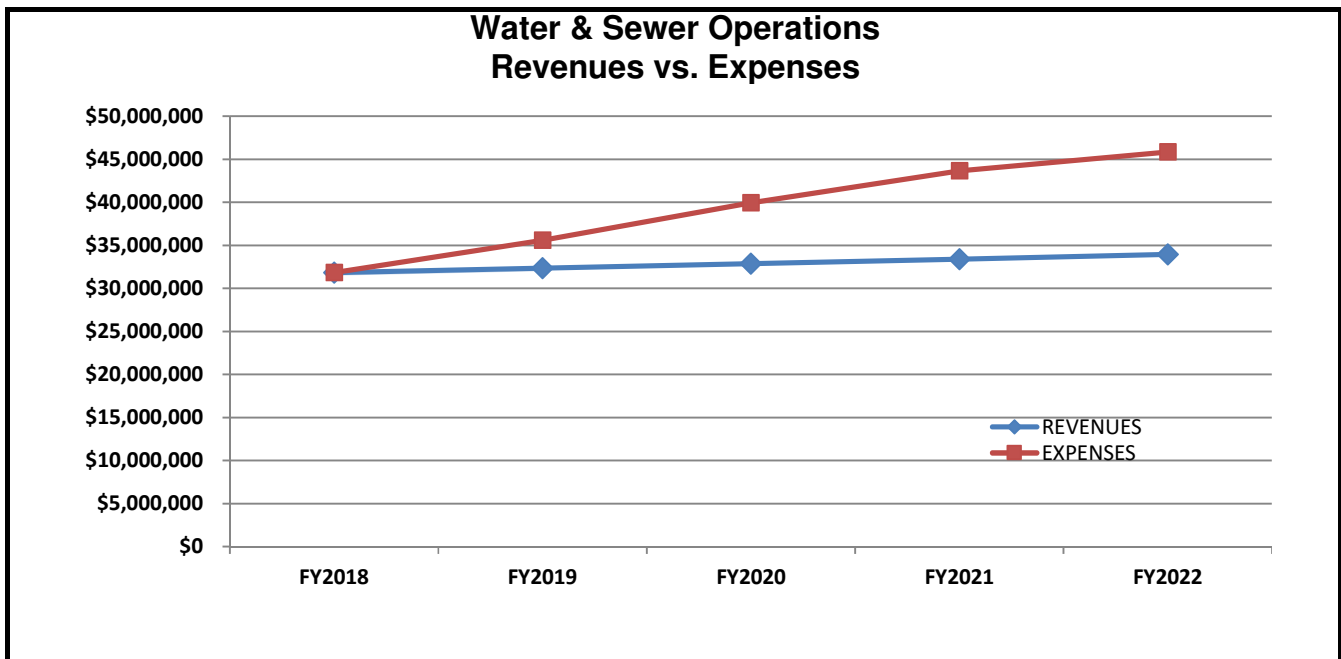
As for expenditures, in addition to inflating the baseline budget, operating expense estimates take into consideration the funding needs involving enterprise fund capital projects, the impact from customer growth, and future project operating costs. Future rate adjustments are calculated on a break-even 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 outpacing revenues. The average gallons per day are assumed to remain at 149 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. The combined average water and sewer bill increase is projected to range from 2.5% to 11.8% in FY2018 to FY2022. 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

	FY2017 Budget	FY2018 Budget	FY2019 Estimate	FY2020 Estimate	FY2021 Estimate	FY2022 Estimate
WATER						
Revenues	\$10,467,100	\$11,096,200	\$11,279,300	\$11,470,000	\$11,660,800	\$11,851,700
Expenses	(10,467,100)	(11,096,200)	(12,120,800)	(13,447,900)	(14,540,600)	(15,129,300)
Income/(Loss)	\$0	\$0	(\$841,500)	(\$1,977,900)	(\$2,879,800)	(\$3,277,600)
<i>Estimated Annual Rate Increase</i>		4.2%	7.9%	9.7%	6.7%	2.5%
SEWER						
Revenues	\$19,208,600	\$20,722,500	\$21,063,600	\$21,400,300	\$21,740,400	\$22,083,600
Expenses	(19,208,600)	(20,722,500)	(23,462,400)	(26,492,000)	(29,102,600)	(30,697,800)
Net Income/(Loss)	\$0	\$0	(\$2,398,800)	(\$5,091,700)	(\$7,362,200)	(\$8,614,200)
<i>Estimated Annual Rate Increase</i>		0.7%	14.8%	14.0%	9.9%	4.7%



NOTE: Revenues assume FY2018 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 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>
Marginal Revenue generated from a one cent rate adjustment:	\$22,266	\$22,640	\$23,015	\$23,389	\$23,763

PROJECT IMPACT ON WATER USER FEE:							Project Impact	
	Prior	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	on Rate	on Qtrly. Bill
DEBT SERVICE								
Automation & Technology Master Plan	774,500	774,500	898,200	1,039,200	1,164,600	1,164,600	49.0¢	\$6.57
Underground Infrastructure Repairs	102,900	102,900	167,000	231,400	295,700	360,100	15.2¢	\$2.03
South County Water Transmission Main	71,700	71,700	216,100	361,200	506,300	676,100	28.5¢	\$3.82
Satellite Water Facility Upgrades	114,900	114,900	114,900	178,700	242,500	306,200	12.9¢	\$1.73
Pinefield Water Tower Rehabilitation	7,500	7,500	58,200	109,100	109,100	109,100	4.6¢	\$0.62
Waldorf Fire House Water Tower Replacement	22,200	22,200	38,700	55,300	55,300	55,300	2.3¢	\$0.31
Settle Woods Water Tower Rehabilitation	5,600	5,600	33,200	60,900	60,900	60,900	2.6¢	\$0.34
WSSC Waldorf Interconnection	4,400	4,400	10,300	10,300	10,300	10,300	0.4¢	\$0.06
Chapel Point/Bel Alton Water System & Tank	22,900	22,900	185,200	348,400	348,400	348,400	14.7¢	\$1.97
Clifton Water System Improvements	103,900	103,900	131,500	131,500	131,500	131,500	5.5¢	\$0.74
Contingency Inflation	0	0	0	32,900	65,300	100,900	4.2¢	\$0.57
Total Debt Service	\$1,230,500	\$1,230,500	\$1,853,300	\$2,558,900	\$2,989,900	\$3,323,400		
OPERATING								
Water Model Update	72,050	53,900	53,900	53,900	53,900	53,900	-0.8¢	-\$0.11
Bensville/Bryans Road Water Systems Interconnection Study	0	50,000	0	0	0	0	0.0¢	\$0.00
Total Operating Costs	\$72,050	\$103,900	\$53,900	\$53,900	\$53,900	\$53,900		
Total Cost per Year:	\$1,302,550	\$31,850	\$572,800	\$705,600	\$431,000	\$333,500	\$1.39	\$18.65
Cumulative Cost:	\$1,302,550	\$1,334,400	\$1,907,200	\$2,612,800	\$3,043,800	\$3,377,300		
FY18-FY22 Cumulative Cost:		\$31,850	\$604,650	\$1,310,250	\$1,741,250	\$2,074,750		

Required CIP Water Rate Adjustment Per Year:

	Prior	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Impact on Rate
Rate Adjustment per Year *	58.5¢	1.4¢	20.7¢	29.3¢	16.6¢	12.0¢	\$1.39
<i>Estimated % change due to CIP:</i>		<i>0.3%</i>	<i>4.6%</i>	<i>6.2%</i>	<i>3.3%</i>	<i>2.3%</i>	

* 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 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>
Marginal Revenue generated from a one cent rate adjustment:	\$22,361	\$22,718	\$23,074	\$23,430	\$23,785

PROJECT IMPACT ON SEWER USER FEE:							Project Impact	
	Prior	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	on Rate	on Qtrly. Bill
DEBT SERVICE								
Automation & Technology Master Plan	774,500	774,500	898,300	1,039,300	1,164,700	1,164,700	49.0¢	\$6.57
Influent/Effluent Pump Station	360,600	360,600	440,000	586,900	586,900	586,900	24.7¢	\$3.31
MWWTP Electrical System Replacement	63,000	63,000	230,700	399,100	399,100	399,100	16.8¢	\$2.25
MWWTP Flow Equalization	149,000	149,000	428,200	603,500	722,400	772,400	32.5¢	\$4.36
Mattawoman Infiltration and Inflow	195,700	195,700	411,600	540,600	727,900	869,400	36.6¢	\$4.91
Mattawoman WWTP Automation	113,400	113,400	179,100	242,800	242,800	242,800	10.2¢	\$1.37
Pump Station Rehabs and Replacements	104,600	104,600	255,300	389,400	523,500	657,500	27.7¢	\$3.71
Satellite Wastewater Facility Upgrades	97,500	97,500	145,800	194,300	242,800	291,400	12.3¢	\$1.64
MWWTP Clarifier and Thickener Repairs	111,500	111,500	140,900	170,400	199,900	229,500	9.6¢	\$1.29
MWWTP Utility Water System Evaluation & Improvement	18,400	18,400	55,300	70,800	70,800	70,800	3.0¢	\$0.40
MD Route 5 Pump Station Forcemain	36,000	36,000	59,000	59,000	59,000	59,000	2.5¢	\$0.33
Zekiah Pump Station Upgrade	10,800	10,800	10,800	19,700	28,600	37,500	1.6¢	\$0.21
Zekiah Pump Station Forcemain	14,500	14,500	16,900	25,800	42,800	42,800	1.8¢	\$0.24
Zekiah Interceptor Sewer Upgrades	26,500	26,500	38,300	50,200	50,200	50,200	2.1¢	\$0.28
Cliffton WWTP Improvements	145,000	145,000	279,100	538,200	538,200	538,200	22.6¢	\$3.04
MWWTP Belt Filter Press Replacement	140,300	140,300	261,900	261,900	261,900	261,900	11.0¢	\$1.48
MWWTP Primary Clarifiers #1-4	0	0	0	0	5,700	10,500	0.4¢	\$0.06
MWWTP Septage Receiving Facility	1,600	1,600	4,300	12,400	27,800	27,800	1.2¢	\$0.16
Swan Pt. WWTP Electrical & Control System Improvements	41,800	41,800	73,000	95,300	115,200	115,200	4.8¢	\$0.65
Post Office Road Sewer Capacity	15,800	15,800	54,000	127,400	127,400	127,400	5.4¢	\$0.72
Sewer Easement Study & Acquisition	14,100	14,100	28,800	41,300	41,300	41,300	1.7¢	\$0.23
Cobb Island Bridge - Relocation of Sewer Main	0	0	38,200	38,200	38,200	38,200	1.6¢	\$0.22
Contingency Inflation	0	0	0	72,100	129,600	179,300	7.5¢	\$1.01
Total Debt Service	\$2,434,600	\$2,434,600	\$4,049,500	\$5,578,600	\$6,346,700	\$6,813,800		
OPERATING								
Sewer Model Update	94,600	94,600	86,900	56,700	56,700	56,700	0.0¢	\$0.00
MWWTP Belt Filter Press Replacement	0	0	(99,300)	(101,300)	(103,300)	(105,400)	-4.4¢	-\$0.59
Indian Head Manor Pump Station Removal	0	0	126,000	0	0	0	0.0¢	\$0.00
Sewer Pump Station Capacity Study	0	0	84,500	0	0	0	0.0¢	\$0.00
Contingency Inflation	0	0	10,000	0	0	0	0.0¢	\$0.00
Total Operating Costs	\$94,600	\$94,600	\$208,100	(\$44,600)	(\$46,600)	(\$48,700)		
Total Cost per Year:	\$2,529,200	\$0	\$1,728,400	\$1,276,400	\$766,100	\$465,000	\$2.82	\$37.86
FY18-FY22 Cumulative Cost:		\$0	\$1,728,400	\$3,004,800	\$3,770,900	\$4,235,900		

Required CIP Sewer Rate Adjustment Per Year:

	Prior	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Impact on Rate
Rate Adjustment per Year	\$1.09	0.0¢	74.0¢	49.0¢	34.0¢	16.0¢	\$2.82
Estimated % change due to CIP:		0.0%	10.4%	6.2%	4.1%	1.8%	

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. During the mid-to-late 1990's, the change in law provided alternative landfill sites to local trash haulers, which resulted in a reduced waste stream to the County landfill.

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 was completed in 2015 and it is estimated that it will be full in FY 2023. Since the Commissioners approved a new project to construct a Waste Transfer Station at the Landfill, the projected life of the Landfill has been extended beyond Fiscal Year 2038. The landfill is approximately 56% 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 FY2018-FY2022 billable tonnage received at the Landfill is estimated to range between 96,000 tons and 101,000 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 1.2% to 1.3% 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 2017 Adopted	FY 2018 Adopted	FY 2019 Estimated	FY 2020 Estimated	FY 2021 Estimated	FY 2022 Estimated
Revenues						
Operating Revenues	\$5,891,100	\$7,391,100	\$7,490,300	\$7,581,700	\$7,673,100	\$7,764,600
Fund Balance Reserves	1,524,000	645,000	922,100	688,000	119,400	0
Total Revenues	\$7,415,100	\$8,036,100	\$8,412,400	\$8,269,700	\$7,792,500	\$7,764,600
Expenses:						
Operating Expenses	3,196,100	3,278,700	3,339,600	3,416,800	3,521,500	3,629,800
Debt Service	61,300	79,500	230,100	486,100	634,900	634,500
Capital Outlay	1,524,000	671,000	922,100	688,000	119,400	0
Equipment/Tech Reserve	570,400	570,400	570,400	570,400	570,400	570,400
Capital Fund Reserve	2,063,300	3,436,500	3,561,900	3,655,000	3,699,200	3,743,400
Total Expenses	\$7,415,100	\$8,036,100	\$8,624,100	\$8,816,300	\$8,545,400	\$8,578,100
Surplus\Deficit:	\$0	\$0	(\$211,700)	(\$546,600)	(\$752,900)	(\$813,500)

<i>Estimated Annual Tipping Fee</i>	\$0	\$2	\$4	\$2	\$0
Tipping Fee	\$75	\$77	\$81	\$83	\$83
<i>% rate change</i>	<i>7.1%</i>	<i>0.0%</i>	<i>2.7%</i>	<i>2.5%</i>	<i>0.0%</i>

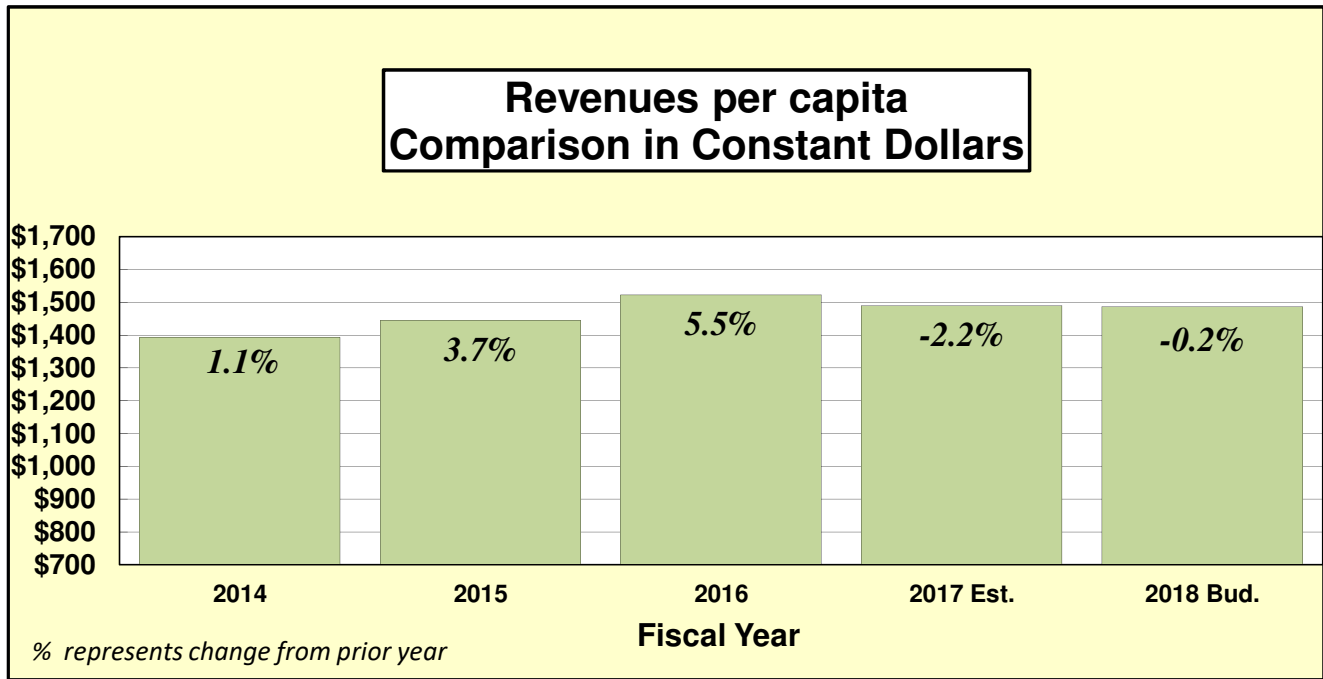
WATERSHED PROTECTION & RESTORATION FUND FIVE-YEAR PLAN

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 78% of revenues. The Stormwater Remediation fee was increased to \$54 in FY18. The fee is established annually based on the estimated cost of various programs divided by the number of improved properties. Properties within the Town of La Plata are not charged the fee, since the Town has a stormwater fee for similar purposes.

	FY17 Adopted	FY18 Adopted	FY19 Estimate	FY20 Estimate	FY21 Estimate	FY22 Estimate
Revenues						
Stormwater Remediation Fee	\$1,969,600	\$2,784,500	\$2,821,600	\$2,857,800	\$2,894,000	\$2,930,100
Transfer from General Fund	550,000	550,000	550,000	550,000	550,000	550,000
Miscellaneous	54,000	54,900	57,300	58,100	58,900	118,600
Fund Balance	112,000	170,000	70,000	71,000	75,000	0
Total Revenues	\$2,685,600	\$3,559,400	\$3,498,900	\$3,536,900	\$3,577,900	\$3,598,700
Expenses						
Salaries & Fringe	\$327,300	\$364,800	\$382,200	\$390,700	\$399,700	\$408,800
Operating	1,192,600	1,661,500	1,660,100	1,693,200	1,727,000	1,761,500
Debt	1,053,700	1,413,100	2,135,300	3,495,300	4,428,300	5,181,400
Capital Project Studies	112,000	120,000	70,000	71,000	75,000	0
Total Expenses	\$2,685,600	\$3,559,400	\$4,247,600	\$5,650,200	\$6,630,000	\$7,351,700
Surplus / (Deficit)	\$0	\$0	(\$748,700)	(\$2,113,300)	(\$3,052,100)	(\$3,753,000)
Revenue based on Flat Fee per improved property:						
	\$39	\$54				
\$1 on fee generates approximately:	\$50,914	\$51,582	\$52,252	\$52,922	\$53,592	\$54,262
Estimated Fee:			\$69	\$94	\$111	\$124
Increase over FY 2018 adoption			\$15	\$40	\$57	\$70

A fee increase will be needed in this fund as expenses are anticipated to grow faster than the growth in customer base. Expenditure estimate is 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.

REVENUE INDICATOR



Warning Trend:

Decreasing net operating revenues per capita (constant dollars)

Formula:

$$\frac{\text{Gross operating revenues}}{\text{Population}}$$

Fiscal Year:	2014	2015	2016	2017 Est.	2018 Bud.
Gross operating revenues	\$327,670,516	\$345,000,881	\$371,580,131	\$372,426,200	\$379,278,300
Consumer price index	153.9	155.0	156.3	158.1	159.4
Gross operating revenues (constant dollars)	\$212,891,258	\$222,613,529	\$237,742,814	\$235,521,237	\$237,926,677
Current population	152,865	154,172	156,118	158,099	160,105
Gross operating revenues per capita (constant dollars)	\$1,393	\$1,444	\$1,523	\$1,490	\$1,486

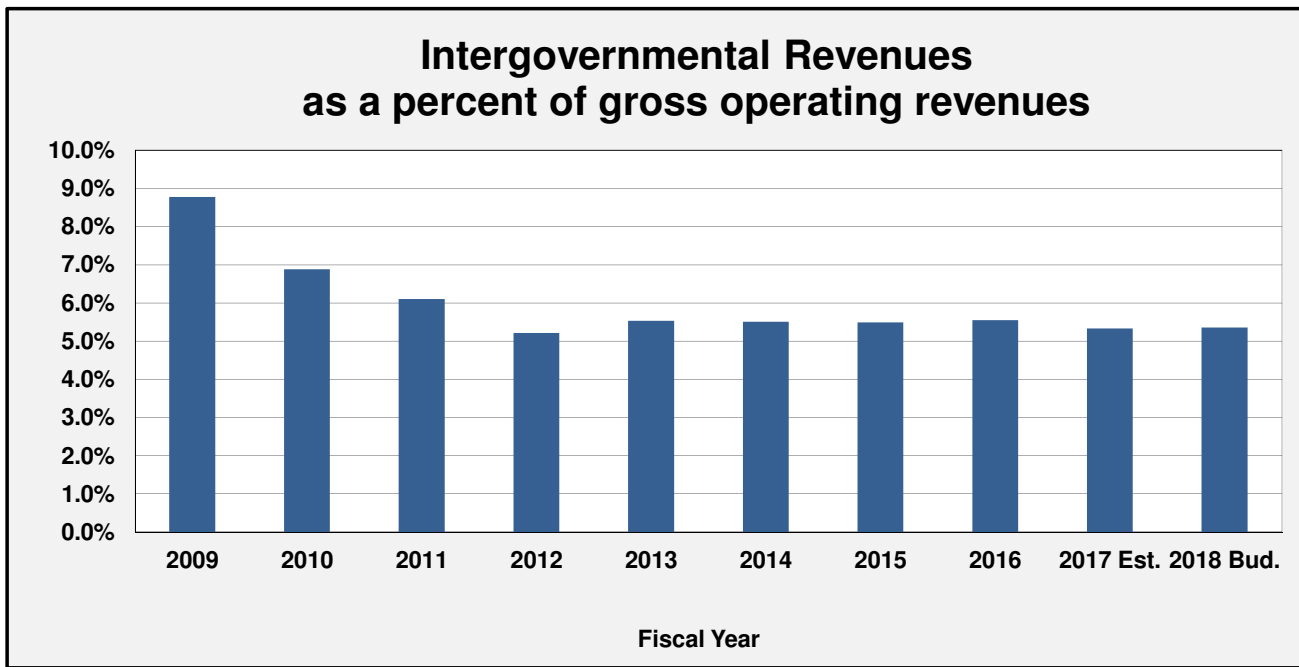
Description:

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 stabilize in FY2018.

REVENUE INDICATOR



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:	2014	2015	2016	2017 Est.	2018 Bud.
Intergovernmental operating revenues*	\$19,081,226	\$20,027,460	\$21,808,141	\$20,954,323	\$21,440,405
Gross operating revenues (General/Special Revenue)	\$346,751,742	\$365,028,342	\$393,388,272	\$393,380,523	\$400,718,705
Intergovernmental operating revenues as percent of gross operating income	5.5%	5.5%	5.5%	5.3%	5.4%

* Intergovernmental operating revenue includes general fund revenue and special revenue funds received to support various grant programs.

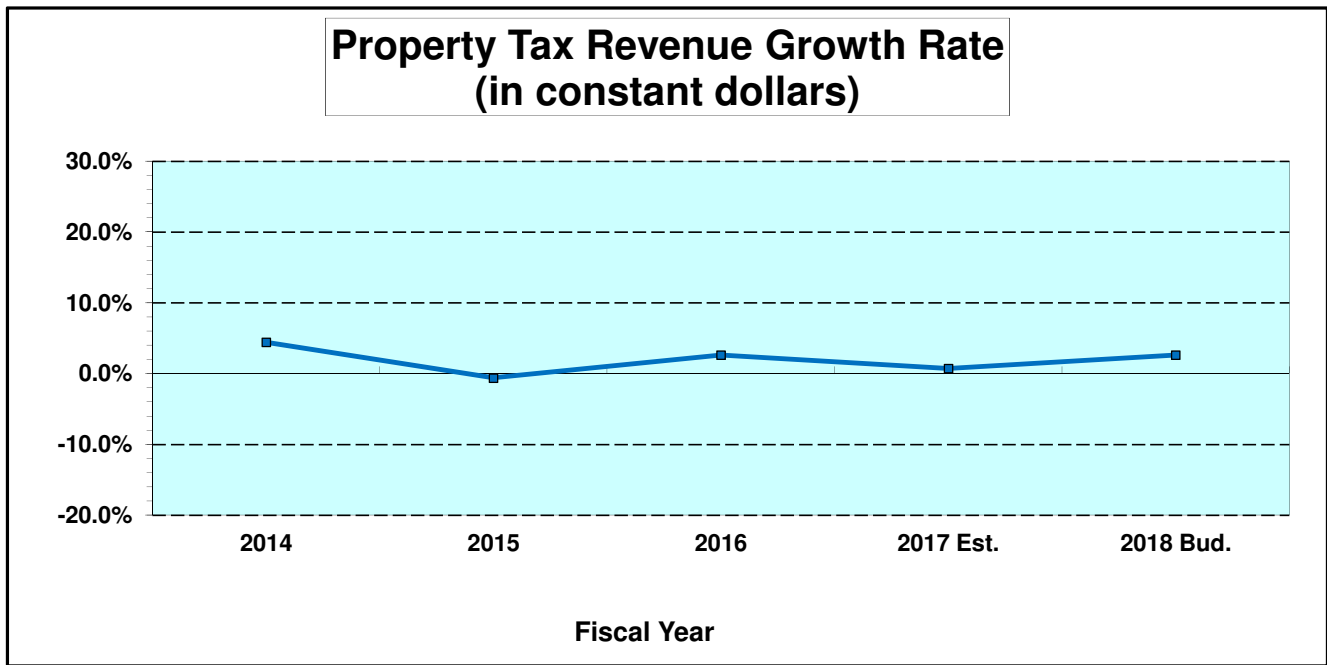
Description:

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:

State budget cuts have significantly reduced the amount of Intergovernmental revenue received by the County. For example Highway User Tax was reduced from approximately \$9 million per year to less than \$500,000 between FY2008 to FY2010. Beginning in FY2013, Highway User Tax was increased to \$900,000. Intergovernmental operating revenues as percent of gross operating income has ranged between 5-6% for the past five years and is expected to stay in this range.

REVENUE INDICATOR



Warning Trend:

Decline in property tax revenues (constant dollars)

Formula:

$$\frac{\text{Property Tax revenues (constant dollars)}}{\text{Property Tax revenues (constant dollars)}}$$

Fiscal Year:	2014	2015	2016	2017 Est.	2018 Bud.
Property Tax Revenues	\$200,342,806	\$200,502,004	\$207,506,311	\$211,484,500	\$218,810,400
Consumer price index	153.9	155.0	156.3	158.1	159.4
Property Tax Revenue in constant dollars	\$130,164,998	\$129,374,912	\$132,765,802	\$133,742,178	\$137,262,879
Growth rate in constant dollars	4.4%	-0.6%	2.6%	0.7%	2.6%

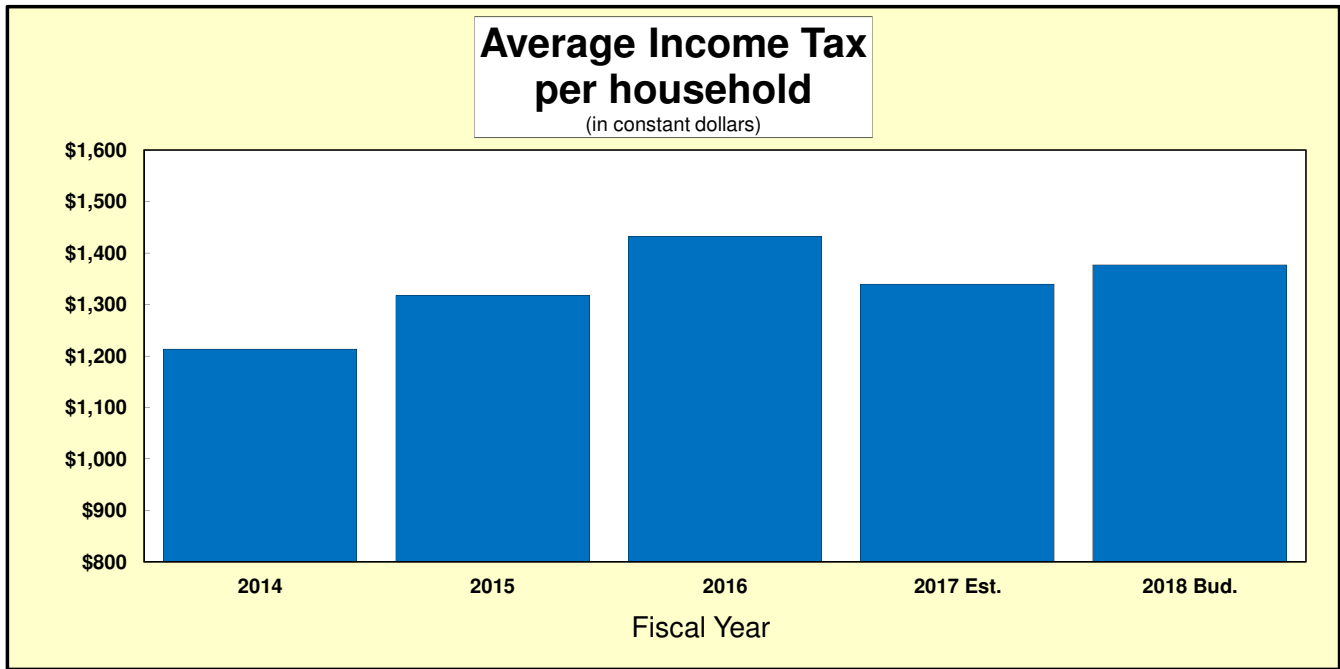
Description:

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:

The growth rate increases in FY2014 is primarily due to property tax increases. Tax rates have remained constant since FY2015. The County is starting to see a small growth in revenues due to increased assessments.

REVENUE INDICATOR



Warning Trend:

Decline in income tax revenues (constant dollars)

Formula:

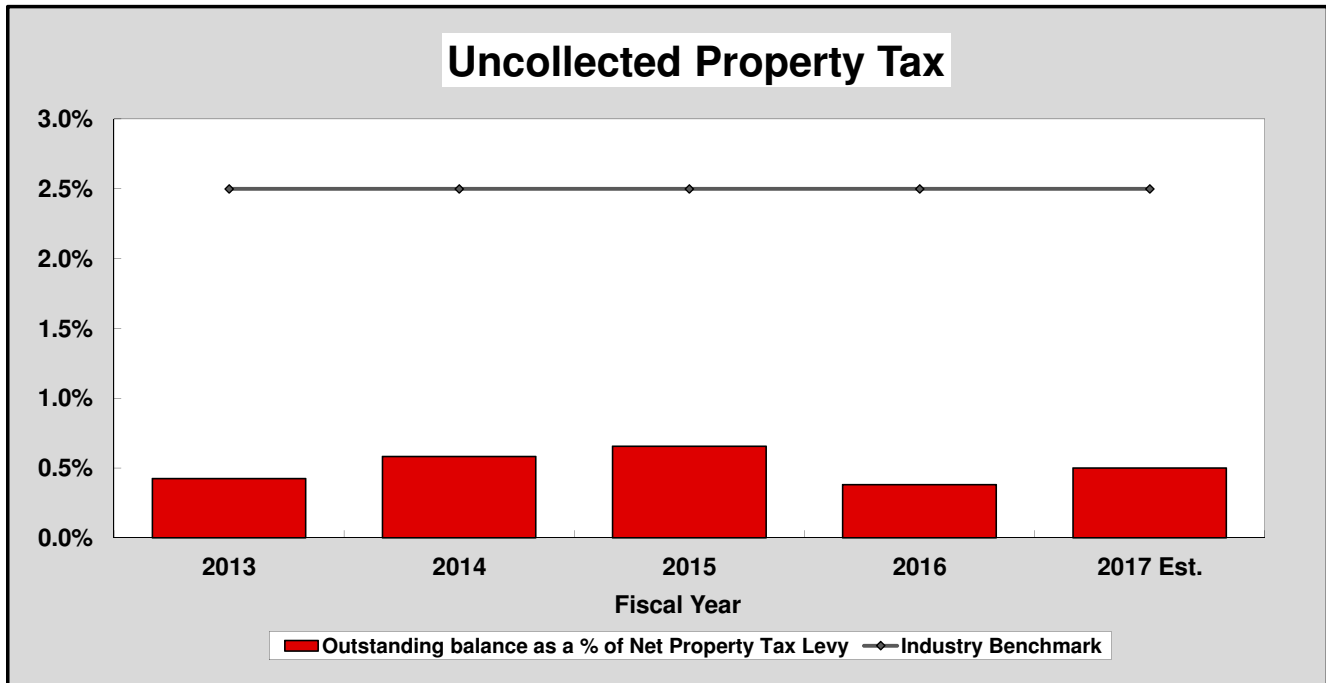
$$\frac{\text{Income Tax Revenues (constant dollars)}}{\text{Number of Households}}$$

Fiscal Year:	2014	2015	2016	2017 Est.	2018 Bud.
Income Tax Revenues	\$99,513,353	\$109,709,956	\$123,429,876	\$118,404,000	\$124,210,000
Consumer price index	153.9	155.0	156.3	158.1	159.4
Income Tax Revenue (in constant dollars)	\$64,654,956	\$70,790,893	\$78,972,377	\$74,878,343	\$77,918,701
Households	53,285	53,741	55,166	55,887	56,587
Avg. Income Tax per Household (in constant dollars)	\$1,213	\$1,317	\$1,432	\$1,340	\$1,377

Comment:

Income tax revenue continues to increase compared to the average income tax per household. The income tax rate increased by 4.5% in January 2014, so the full year impact was not realized until FY2015. FY2017 budget was adjusted for one time reconciling items received in FY2016 and a slight increase is anticipated for FY2018.

REVENUE INDICATOR



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:	2013	2014	2015	2016	2017 Est.
Net Property Tax Levy	\$192,660,818	\$202,699,932	\$203,588,665	\$207,718,985	\$202,074,698
Current year tax levy outstanding at year end	\$818,101	\$1,182,617	\$1,336,527	\$791,242	\$1,010,373
Outstanding balance as a % of Net Property Tax Levy	0.4%	0.6%	0.7%	0.4%	0.5%

Description:

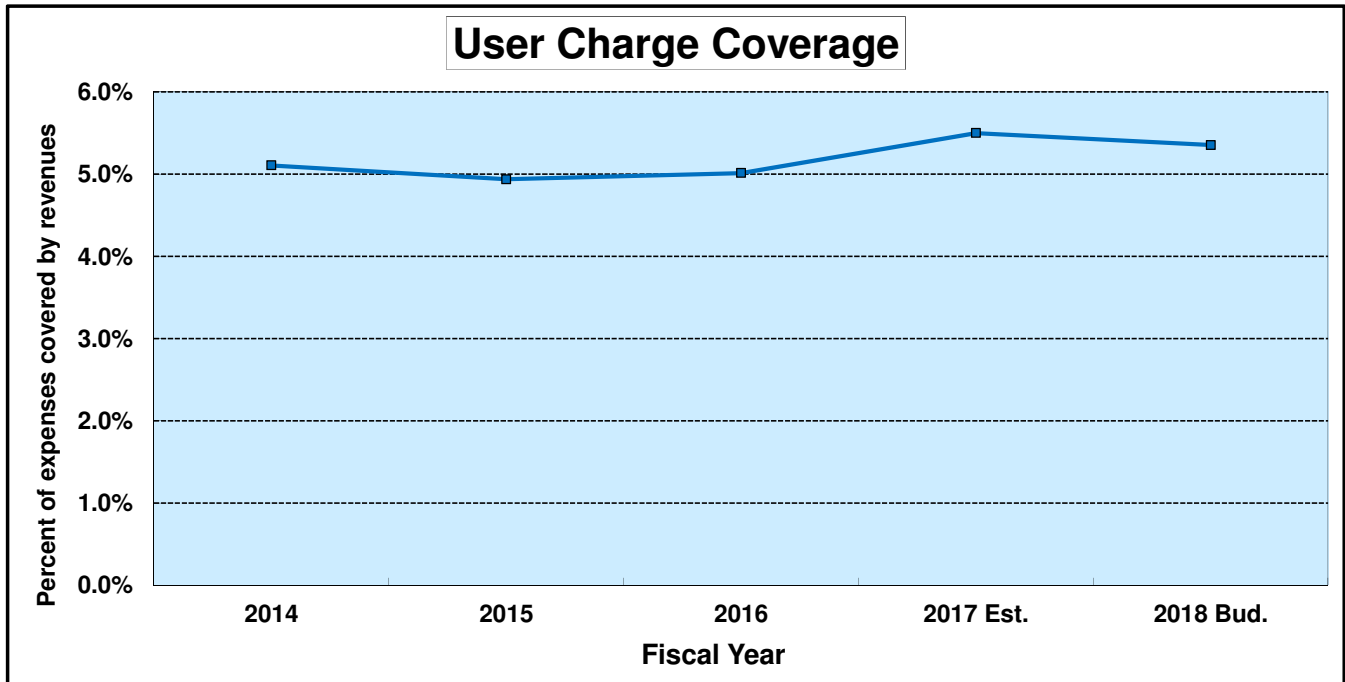
Each year, a percentage of property tax owners are unable to pay property taxes. If the percentage increases over time, it may indicate overall decline in the local governments economic health. Additionally, as uncollected property taxes rise, liquid is decreased and there is less cash on hand to pay 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



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:	2014	2015	2016	2017 Est.	2018 Bud.
General Fund License & Permit/ Service Fee Revenue	\$6,889,812	\$7,032,980	\$7,344,640	\$7,932,100	\$8,667,800
General Fund Expense (excl. transfers & debt service)	\$134,970,478	\$142,511,990	\$146,544,112	\$144,298,000	\$161,932,800
Percent of expenses covered by revenues	5.1%	4.9%	5.0%	5.5%	5.4%

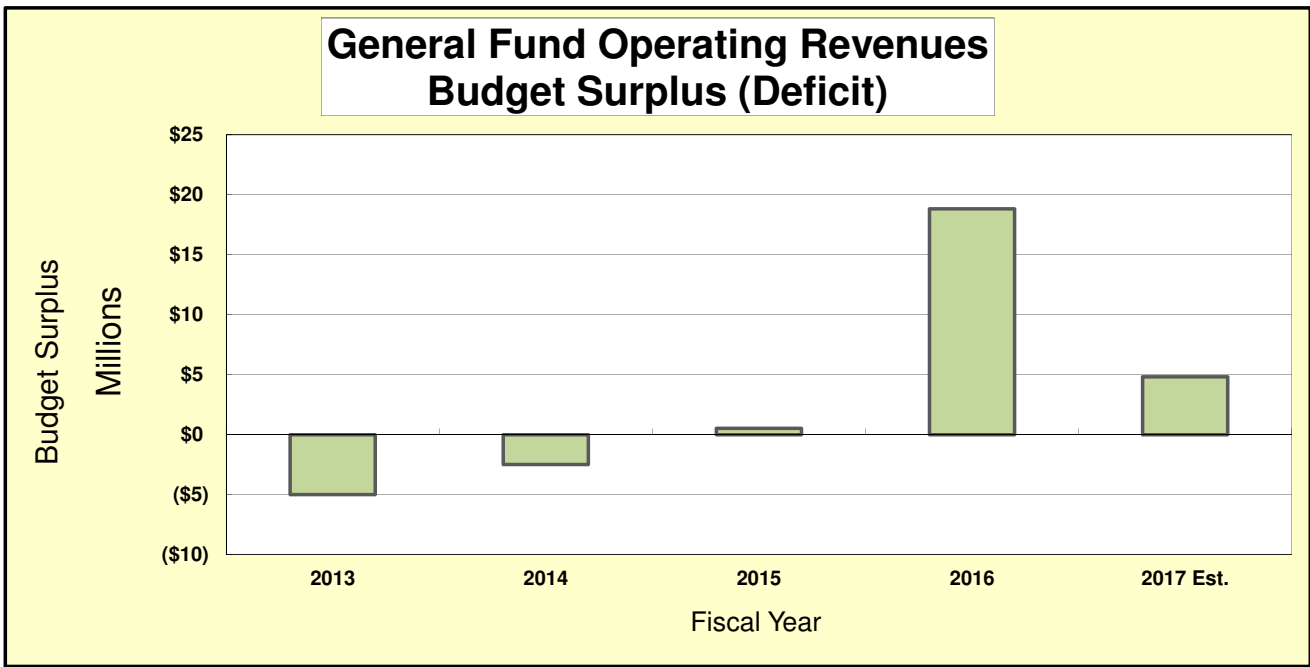
Description:

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. FY2017 and FY2018 anticipates an improvement in user charge coverage.

REVENUE INDICATOR



Warning Trend:

Increase in revenue shortfalls as a % of actual operating revenues

Formula:

$$\frac{\text{Revenue Shortfalls}}{\text{Gross Operating Revenue}}$$

Fiscal Year:	2013	2014	2015	2016	2017 Est.
Actual Gross Operating Revenues	\$314,916,844	\$327,670,516	\$345,000,881	\$371,580,131	\$372,426,200
Amended Budgeted Operating Revenues	\$319,919,530	\$330,143,610	\$344,470,220	\$352,743,090	\$367,592,910
Revenue (Shortfall)/Surplus	(\$5,002,686)	(\$2,473,094)	\$530,661	\$18,837,041	\$4,833,290
Revenue Variance as a % of Gross Operating Revenues	-1.6%	-0.8%	0.2%	5.1%	1.3%

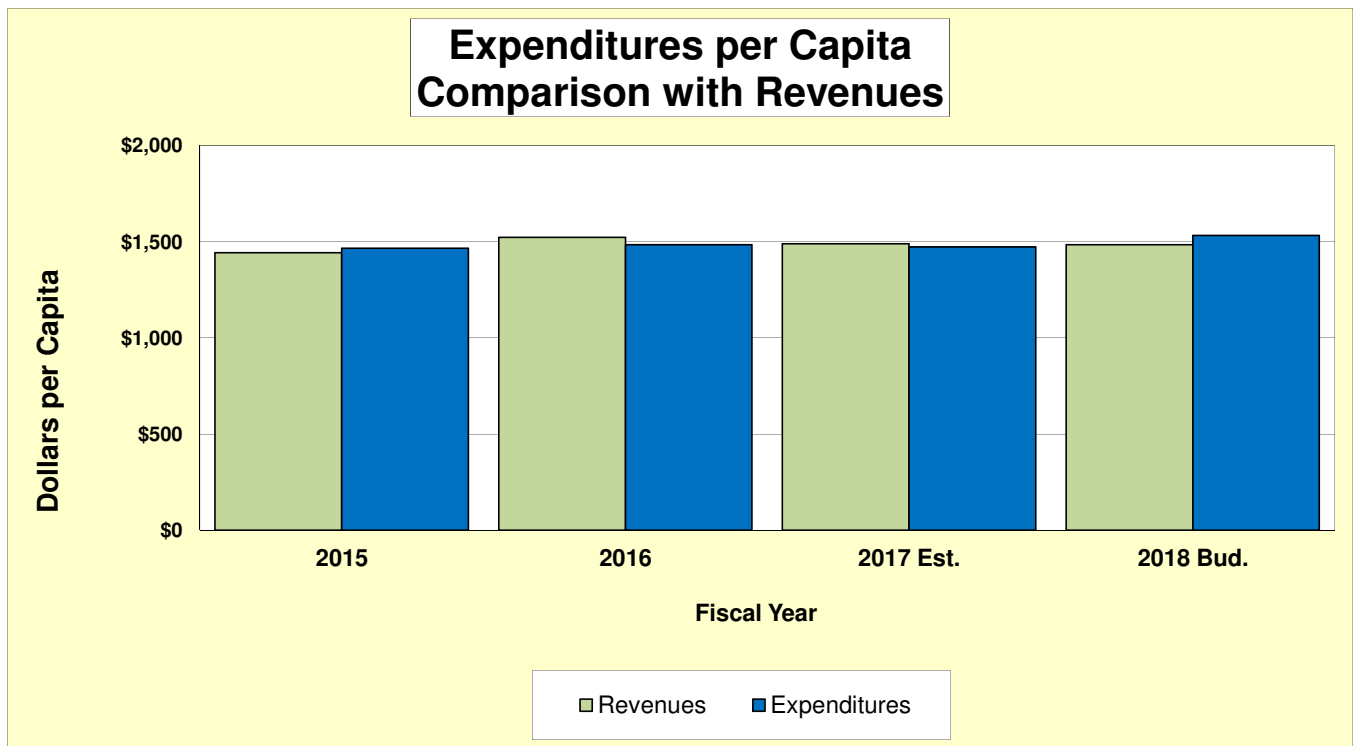
Description:

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:

Nearly half of the revenue budget shortfall for FY2013 is due to a delay with a major power plant project which included an upfront payment that was deferred to a later year. The FY2014 shortfall is due mainly to Income Tax revenues performing lower than anticipated. Fiscal Year 2016 ended the year greater than budget due primarily to Income Tax and Recordation Tax revenues exceeding expectations. Fiscal Year 2017 revenues are expected to exceed budget primarily due to Recordation and Transfer Tax. Due to the volatility of these revenues, these budgets are set conservatively.

REVENUE & EXPENDITURE INDICATOR



Warning Trend:

Increasing net operating expenditures per capita (constant dollars)

Formula:

$$\frac{\text{Net operating \& transfers (constant dollars)}}{\text{Population}}$$

Fiscal Year:	2014	2015	2016	2017 Est.	2018 Bud.
Net operating expenditures and transfers	\$335,440,222	\$350,435,978	\$362,287,306	\$368,466,100	\$391,302,100
Consumer price index	153.9	155.0	156.3	158.1	159.4
Constant dollar expenditures	\$217,939,325	\$226,120,552	\$231,797,118	\$233,016,882	\$245,469,377
Per capita expenditures (constant dollars)	\$1,426	\$1,467	\$1,485	\$1,474	\$1,533
Gross operating revenues per capita	\$1,393	\$1,444	\$1,523	\$1,490	\$1,486
Estimated population	152,865	154,172	156,118	158,099	160,105
Estimated households	53,285	53,741	55,166	55,887	56,587
Household per capita expenditures	\$4,090	\$4,208	\$4,202	\$4,169	\$4,338

Description:

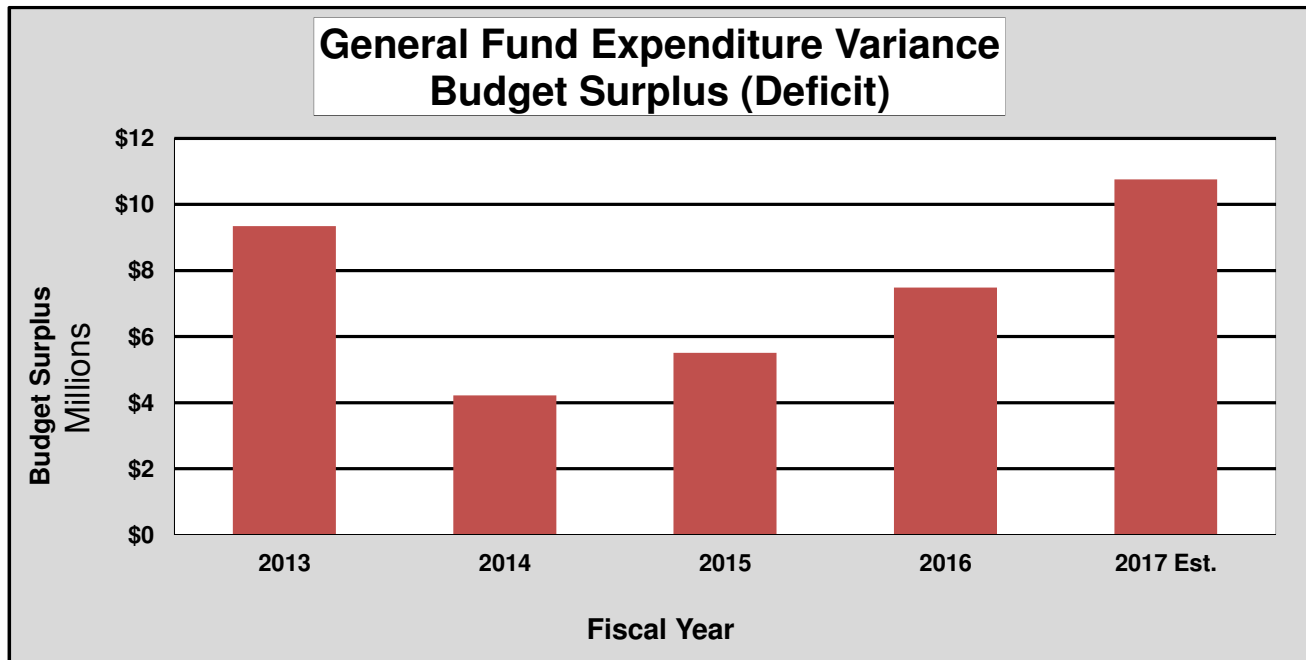
Changes in per capita expenditures reflect changes in expenditures relative to changes in population. Increasing per capita expenditures can indicate that the cost of providing services is outstripping the community's ability to pay, especially, if spending is increasing faster than the residents' collective 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 FY2018 to fund the County's top two priorities: Education and Public Safety.

EXPENDITURE INDICATOR



Formula:

$$\frac{\text{Expenditure Variance}}{\text{Gross Operating Expenditure}}$$

Fiscal Year:	2013	2014	2015	2016	2017 Est.
Actual Expenditures	\$318,133,842	\$335,440,222	\$350,435,978	\$362,287,306	\$368,466,100
Amended Budgeted Expenditures	\$327,475,160	\$339,660,600	\$355,948,330	\$369,775,930	\$379,220,030
Budget Surplus/(Deficit)	\$9,341,318	\$4,220,378	\$5,512,352	\$7,488,624	\$10,753,930
Expenditure Variance as a % of Budget	2.9%	1.2%	1.5%	2.0%	2.8%

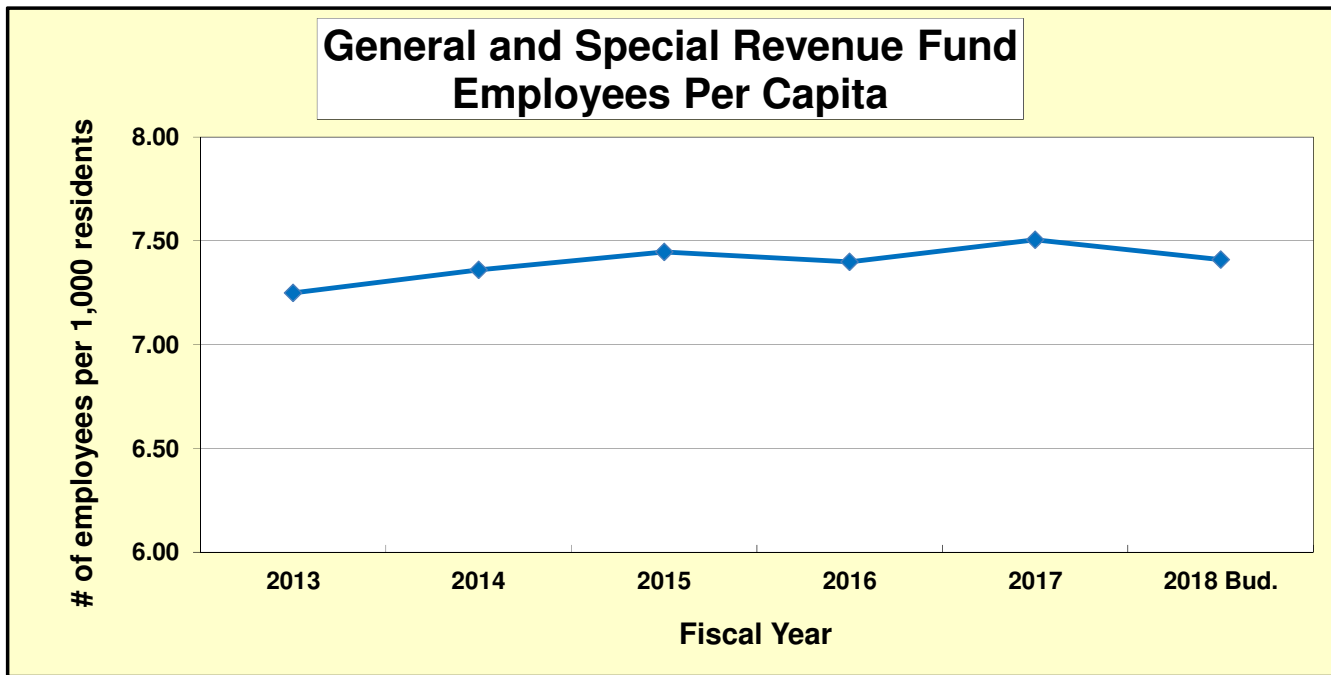
Description:

This indicator examines the differences between expenditure estimates and expenditures actually incurred during the fiscal year.

Comment:

Budget surpluses in FY2013, FY2015, FY2016 and FY2017 were generated by a general overall under spending of operating budgets without specific budget actions required. The budget was amended in FY2014 due to an anticipated revenue shortfall in Income Tax revenue. In addition to this budget action, conservation was encouraged and resulted in an estimated budget surplus of \$4.2 million.

EXPENDITURE INDICATOR



Warning Trend:

Increasing number of employees per capita

Formula:

$$\frac{\text{\# of general \& special revenue fund employees}}{\text{Population}}$$

Fiscal Year:	2014	2015	2016	2017	2018 Bud.
Number of Full Time Employees*	1,125	1,148	1,155	1,187	1,186
Population	152,865	154,172	156,118	158,099	160,105
# of County employees per capita	0.0074	0.0074	0.0074	0.0075	0.0074

* excludes Enterprise funded positions which are self-supporting.

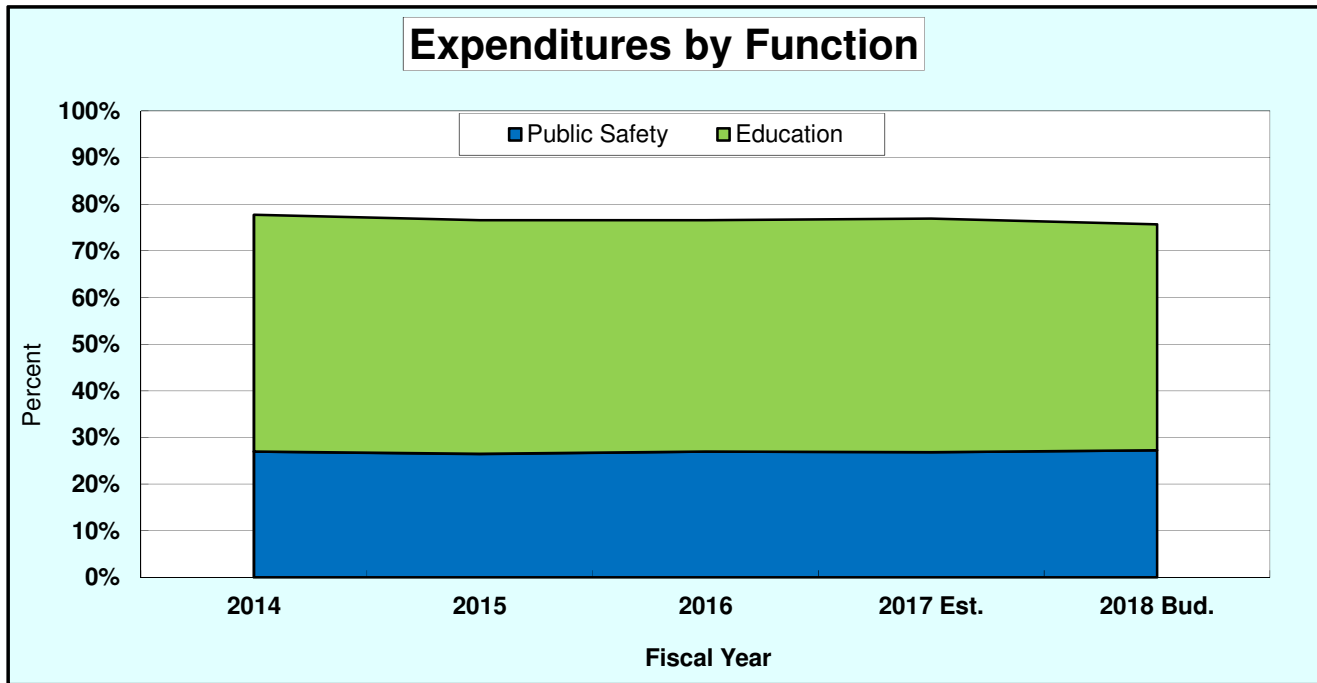
Description:

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 Fiscal Year 2018 number of employee reflects the transfer of the State's Attorney's Child Support Division to the Maryland State Department of Human Resources, Charles County Social Services Division. These employees will no longer be county employees. The number of employees per capita has remained constant over the past five years.

EXPENDITURE INDICATOR



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	2014	2015	2016	2017 Est.	2018 Bud.
Education	\$170,234,686	\$175,587,302	\$179,754,815	\$184,550,700	\$189,566,300
% of Total Funds	50.7%	50.1%	49.6%	50.1%	48.4%
Public Safety	\$90,500,199	\$92,825,495	\$97,787,980	\$99,009,830	\$106,796,500
% of Total Funds	27.0%	26.5%	27.0%	26.9%	27.3%
Debt Service	\$20,587,087	\$21,308,243	\$24,244,424	\$28,023,200	\$27,885,200
% of Total Funds	6.1%	6.1%	6.7%	7.6%	7.1%
Remaining	\$54,118,250	\$60,714,938	\$60,500,086	\$56,882,370	\$67,204,100
% of Total Funds	16.1%	17.3%	16.7%	15.4%	17.2%
Total Funds:	\$335,440,222	\$350,435,978	\$362,287,306	\$368,466,100	\$391,452,100

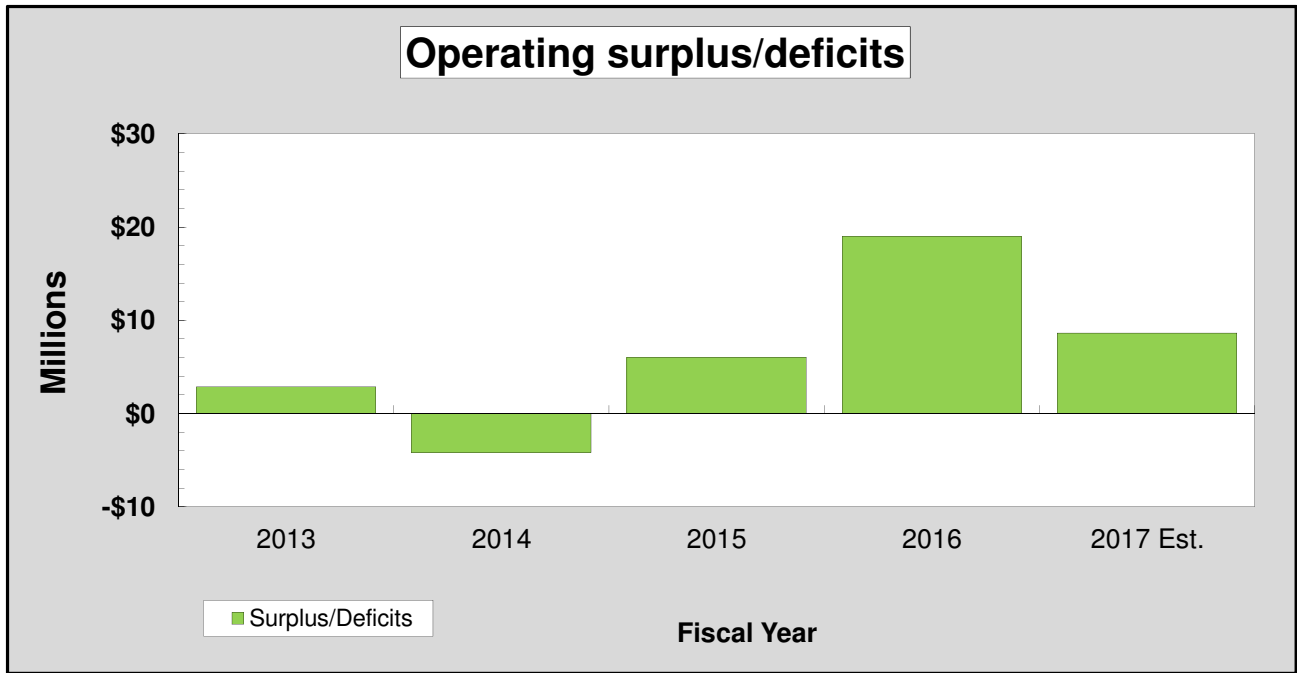
Description:

Expenditures by function represents the cost of government services by program. Often times it 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



Warning Trend:

Increasing general fund operating deficits as a % of operating revenues.

Formula:

$$\frac{\text{Operating Surplus (Deficit)}}{\text{Operating Revenues}}$$

Fiscal Year:	2013	2014	2015	2016	2017 Est.
General fund operating deficits/surplus	\$2,880,457	(\$4,179,607)	\$6,044,091	\$19,000,809	\$8,620,000
Gross operating revenues	\$314,916,844	\$327,670,516	\$345,000,881	\$371,580,131	\$372,426,200
General Fund operating surplus/deficits as a % of operating revenues	0.9%	-1.3%	1.8%	5.1%	2.3%

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.

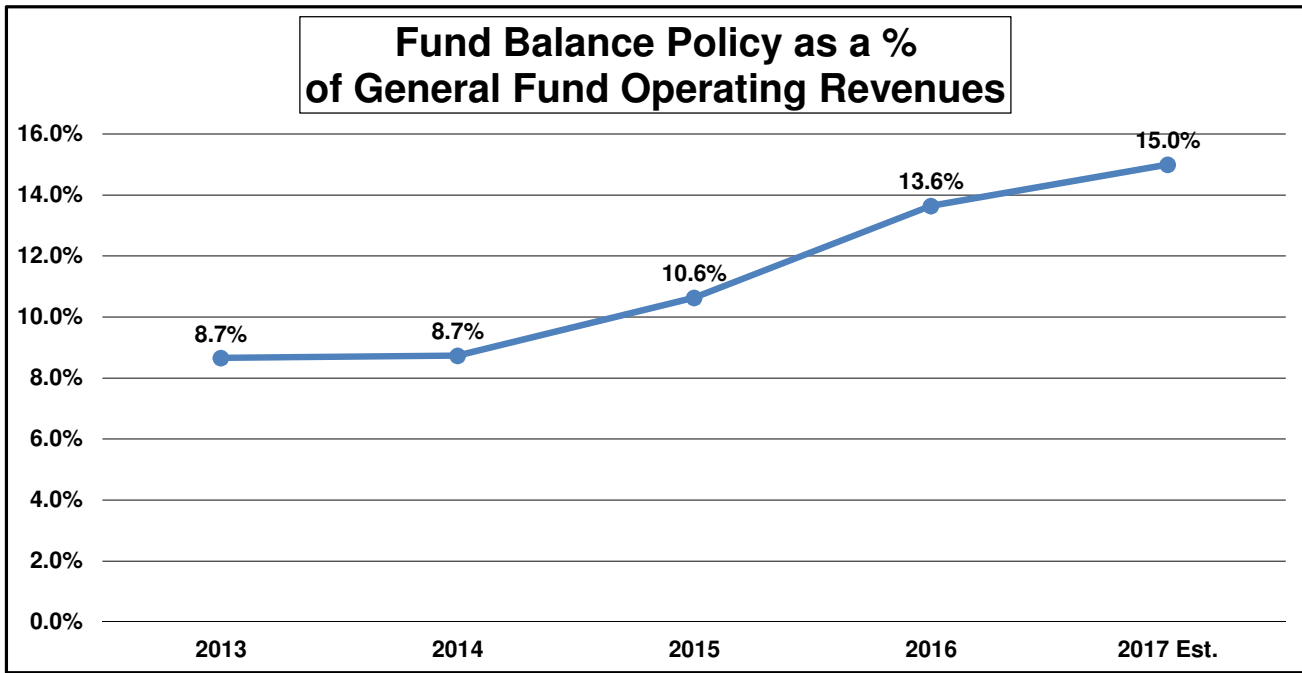
CREDIT INDUSTRY BENCHMARKS- A credit-rating firm would regard a current-year operating deficit as a minor warning signal; funding practices and the reasons for the deficit would be carefully assessed before it would be considered a negative factor. The following situations, however, would be given considerably more attention and would probably be considered negative factors:

- (2) consecutive years of operating fund deficits
- An operating fund deficit in (2) of the last (5) years or greater than that of the previous year

Comment:

In general, operating deficits have occurred as a result of a planned use of fund balance to re-invest prior years' surpluses back into government services and equipment. The FY2013 amended budget included the use of \$5.5 million in fund balance, which was offset by expense savings. The FY2014 amended budget included the use of \$5.9 million in fund balance which was partially offset with expenditure savings. 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 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



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:	2013	2014	2015	2016	2017 Est.
Total fund balance	\$48,387,384	\$44,207,777	\$50,251,868	\$69,252,677	\$77,872,697
Fund Balance Policy	\$27,271,541	\$28,627,496	\$36,692,494	\$50,715,696	\$55,863,930
Other Committed fund balances	\$5,285,292	\$4,722,864	\$1,596,282	\$4,894,346	\$7,318,582
Nonspendable/Restricted/Assigned	\$12,933,171	\$9,835,022	\$10,940,697	\$13,642,634	\$12,396,369
Unassigned fund balances	\$2,897,380	\$1,022,395	\$1,022,395	\$0	\$2,293,816
Gross operating revenues *	\$314,916,844	\$327,670,516	\$345,000,881	\$371,580,131	\$372,426,200
Fund Balance Policy as a % of General Fund operating revenues	8.7%	8.7%	10.6%	13.6%	15.0%

Description:

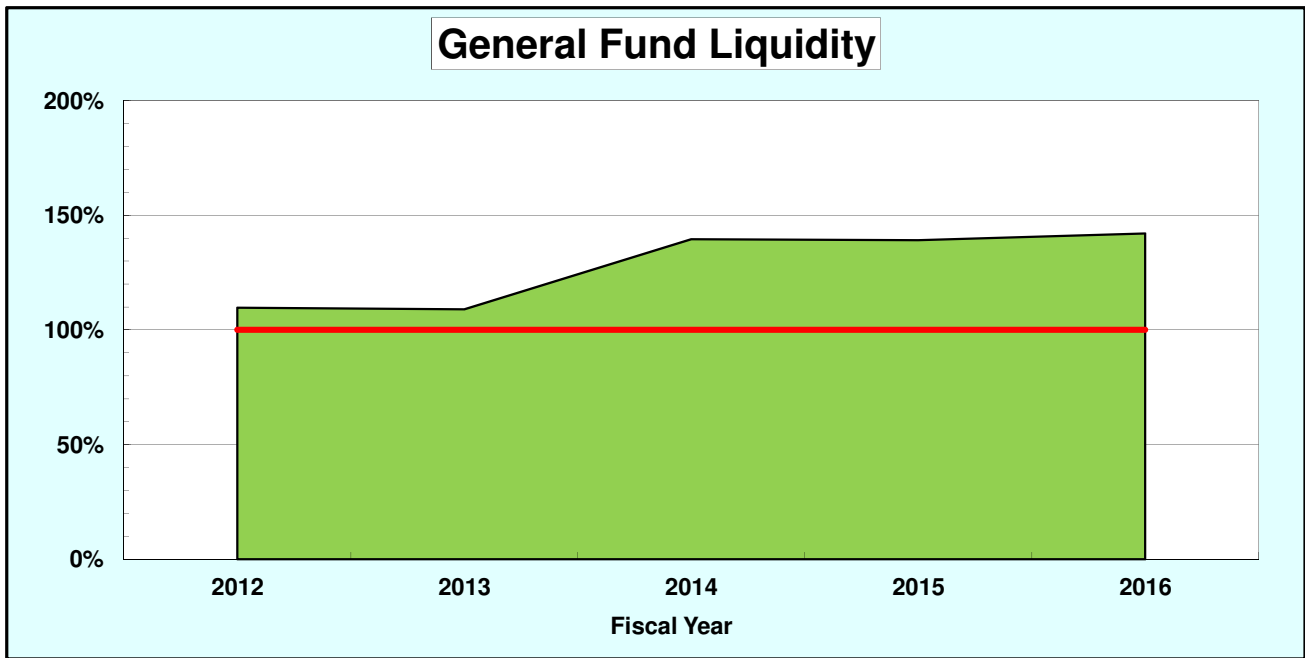
The size of a local government's fund balances can affect its ability to withstand financial emergencies. It can affect its ability to accumulate funds for capital purchases without having to borrow. Nonspecific or general reserves are usually carried on the books as an unreserved fund balance. The fund 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:

Since Fiscal Year 2013, as the operating revenues have increased so has the Fund Balance Policy reserve of 8% - 15%. The County has slowly but intentionally drawn from its unassigned fund balances over the years to fund one-time costs and absorb revenue shortfalls. The estimated surplus in FY2017 resulted in an increase in the unassigned fund balance which may be used towards one time costs.

* excludes extraordinary income from storm events

OPERATING POSITION INDICATOR



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:	2012	2013	2014	2015	2016
Cash and Short Term Investments	\$103,218,069	\$120,106,784	\$96,824,805	\$114,685,794	\$161,040,860
Current Liabilities (excludes unearned revenues)	\$94,101,613	\$110,174,247	\$69,411,425	\$82,481,606	\$113,339,152
Cash and Short-term Investments as a percentage of Current Liabilities	109.7%	109.0%	139.5%	139.0%	142.1%

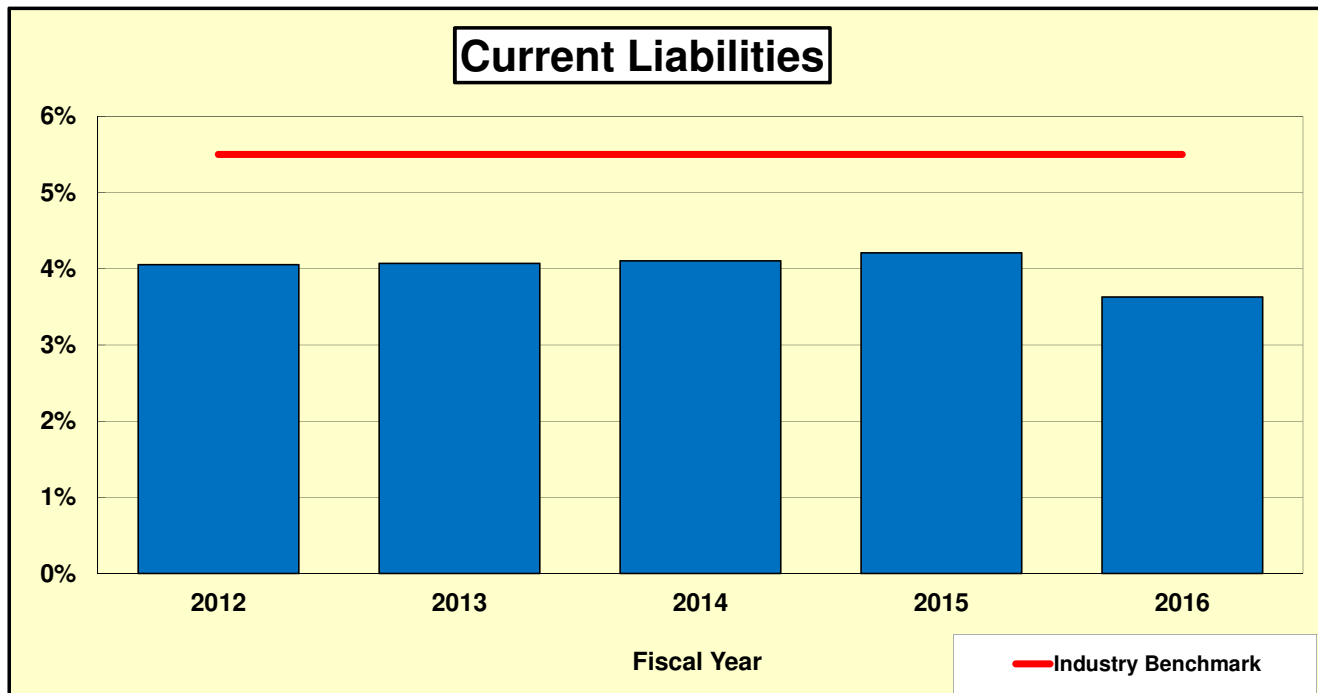
Description:

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



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:	2012	2013	2014	2015	2016
Current liabilities *	\$12,481,160	\$12,826,279	\$13,453,566	\$14,521,986	\$13,487,322
Gross Operating Revenues	\$307,979,739	\$314,916,844	\$327,670,516	\$345,000,881	\$371,580,131
Current liabilities as a percentage of operating revenues	4.1%	4.1%	4.1%	4.2%	3.6%

* 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.

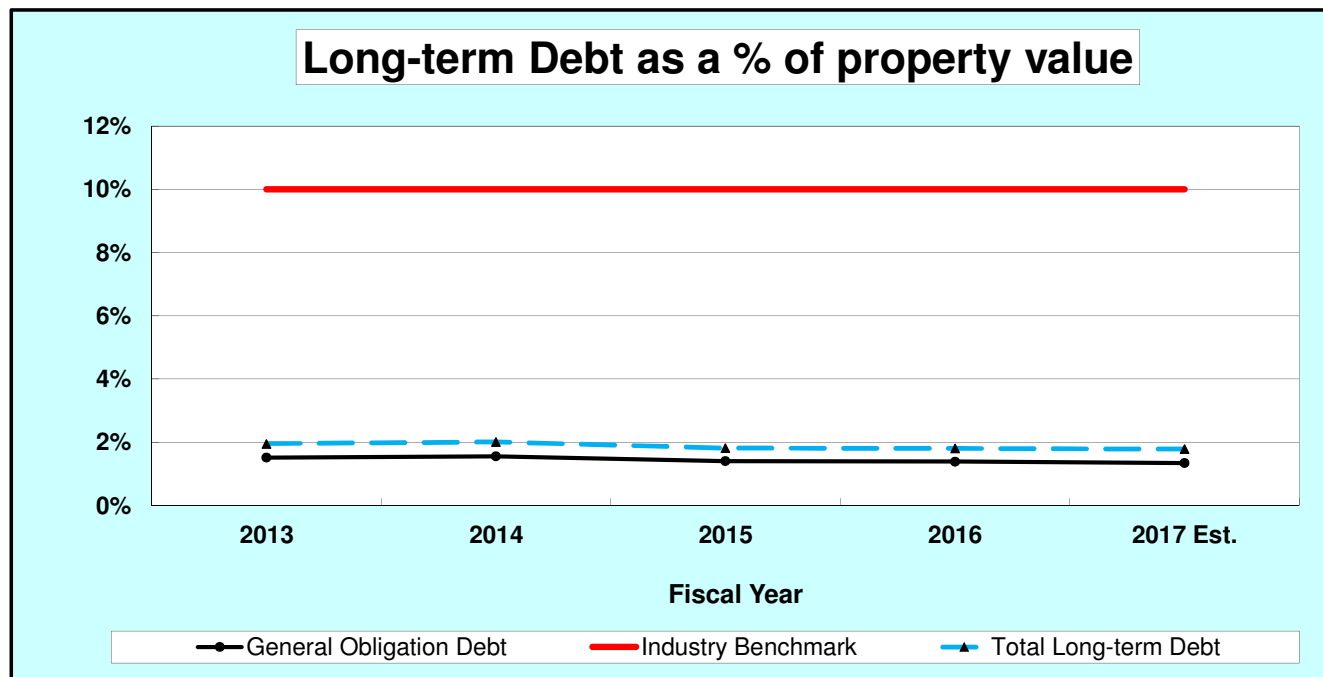
Credit industry benchmarks:

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 the past five years.

DEBT INDICATOR



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:	2013	2014	2015	2016	2017 Est.
General Obligation Long -Term Debt	\$255,572,995	\$256,153,979	\$232,438,841	\$234,230,211	\$228,348,845
Total Long-term Debt	\$330,421,161	\$331,450,002	\$301,485,002	\$304,560,001	\$303,985,000
Assessed Valuation	\$16,855,700,814	\$16,441,435,644	\$16,549,777,913	\$16,834,846,294	\$16,995,622,523
Debt as a % of Assessed Valuation:					
General Obligation Debt	1.5%	1.6%	1.4%	1.4%	1.3%
Total Debt Outstanding	2.0%	2.0%	1.8%	1.8%	1.8%
Increase/(decrease) from prior year:					
Ratio of General Obligation Debt to Assessed Value	3.4%	2.8%	-9.9%	-0.9%	-3.4%
Ratio of Total Debt to Assessed Value	5.9%	2.8%	-9.6%	-0.7%	-1.1%

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.

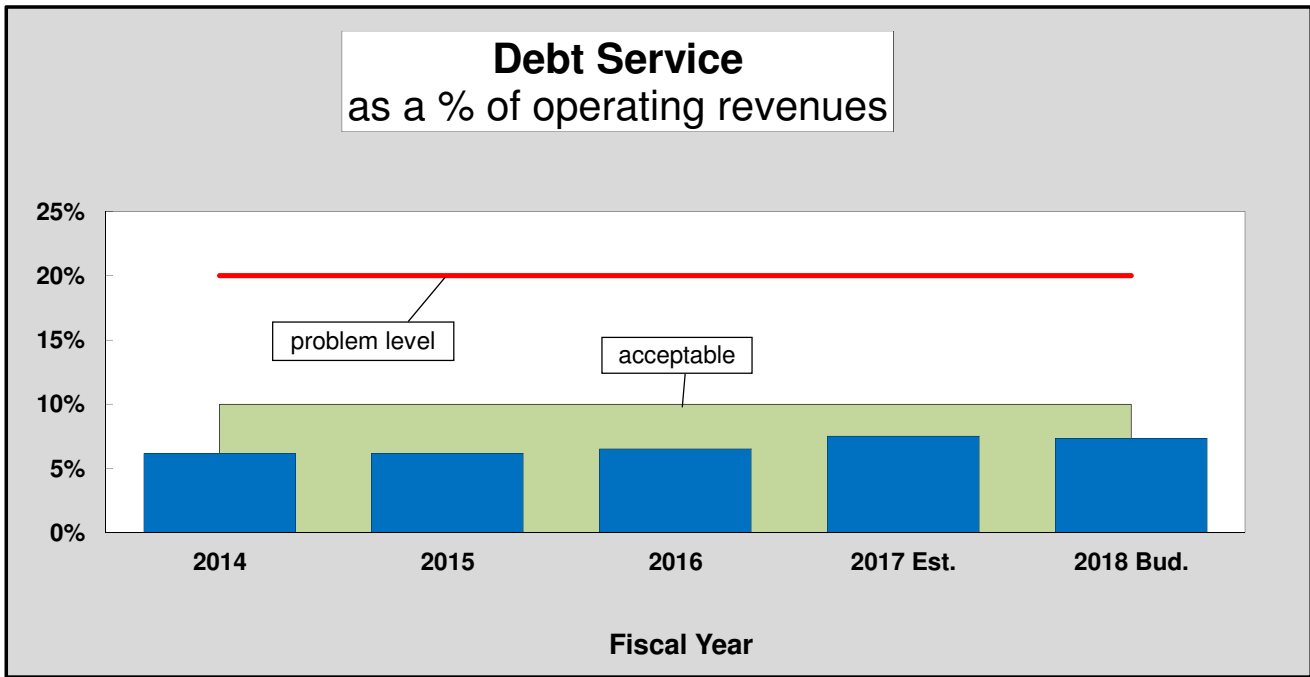
Credit Industry Benchmarks:

- 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

Comment:

The County continues to be well below the industry benchmark for debt to assessed value ratios. The fiscal discipline of issuing 15 year debt maintains a relatively low outstanding balance. The County's long range fiscal planning for capital project financing significantly contributes to the favorable debt ratios.

DEBT INDICATOR



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:	2014	2015	2016	2017 Est.	2018 Bud.
Debt Service	\$20,137,526	\$21,308,243	\$24,244,424	\$28,023,200	\$27,885,200
Operating Revenues	\$327,670,516	\$345,000,881	\$371,580,131	\$372,426,200	\$379,278,300
Net direct long-term debt service as a percentage of operating revenues	6.1%	6.2%	6.5%	7.5%	7.4%

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.

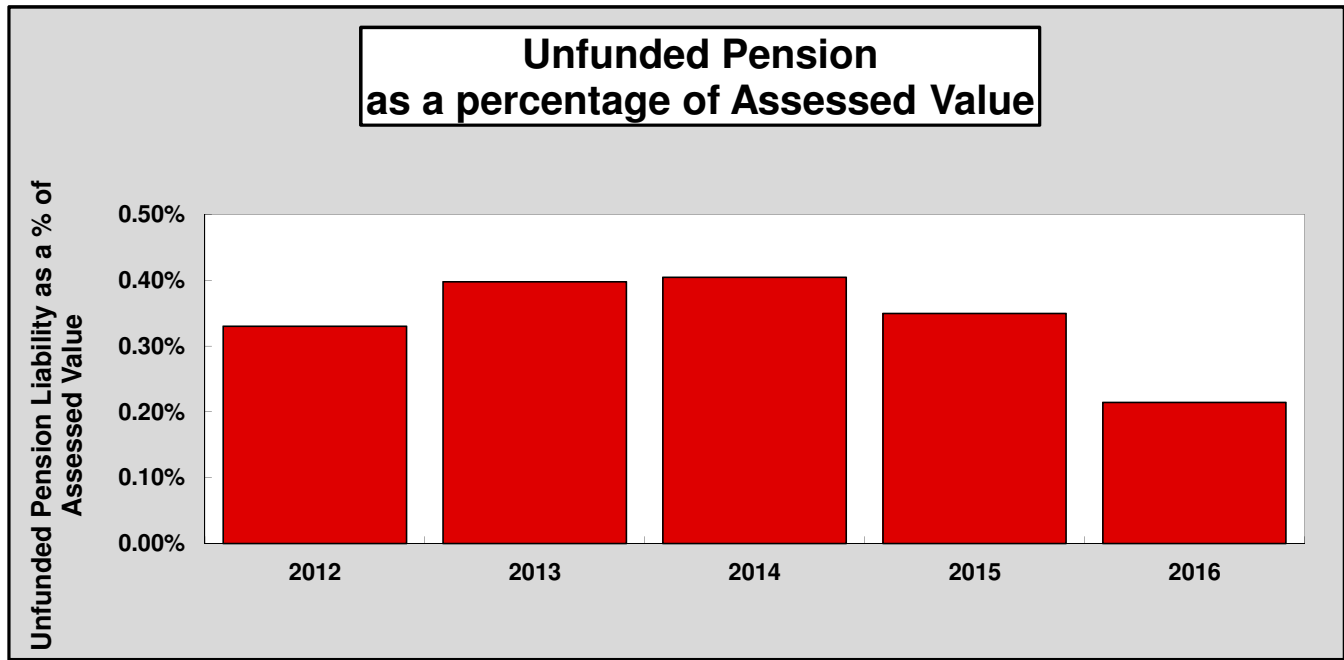
Credit Industry Benchmarks:

- Debt service exceeding 20% of operating revenues is considered a potential problem.
- Debt service of 10% is considered acceptable.

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 debt service to 8% of operating revenues which provides a solid framework from which to make long-term financial decisions.

UNFUNDED LIABILITY INDICATOR



Warning Trend:

Increasing unfunded pension liability as a % of assessed valuation.

Formula:

$$\frac{\text{Unfunded Pension Liability}}{\text{Assessed Valuation}}$$

Fiscal Year:	2012	2013	2014	2015	2016
Unfunded Pension Liability	\$58,255,080	\$66,975,875	\$66,439,248	\$57,793,714	\$36,101,506
Assessed Valuation	\$17,662,354,499	\$16,855,700,814	\$16,441,435,644	\$16,549,777,913	\$16,834,846,294
Unfunded Pension Liability as a percentage of Assessed Value	0.33%	0.40%	0.40%	0.35%	0.21%

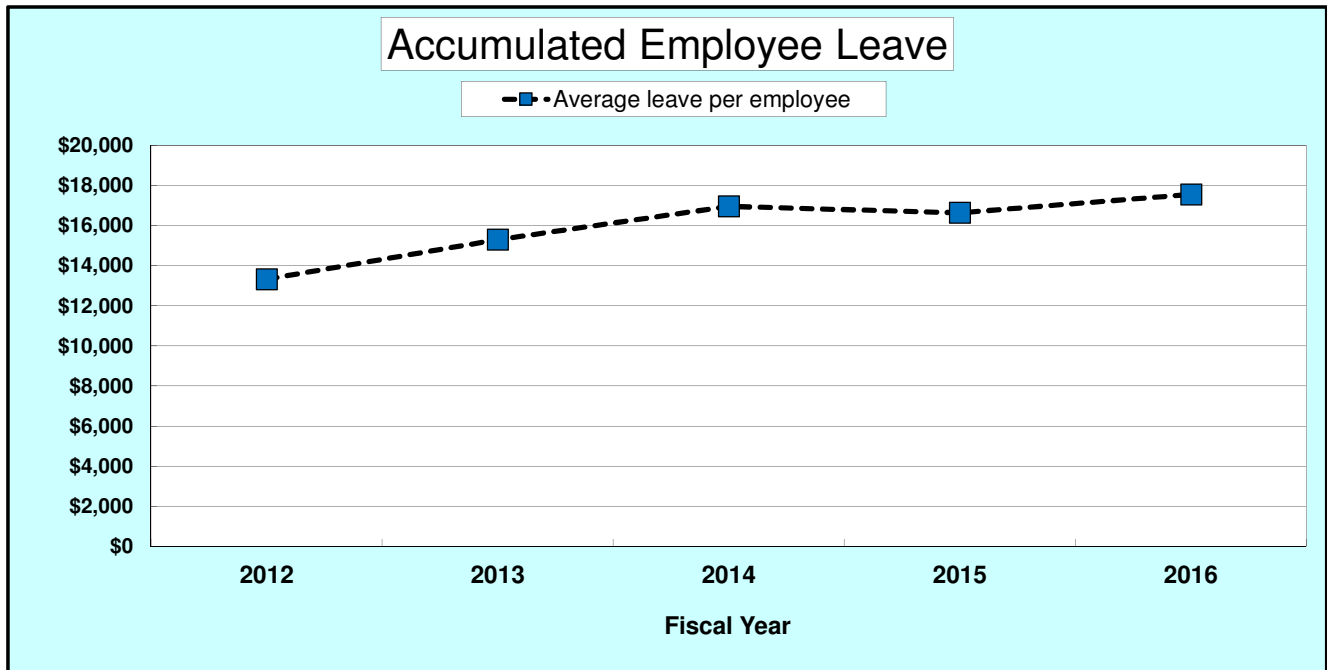
Description:

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



Warning Trend:

Increasing accumulated leave

Formula:

Accumulated Employee Leave

Fiscal Year:	2012	2013	2014	2015	2016
Accumulated Employee Leave *	\$14,374,520	\$16,755,799	\$19,070,830	\$19,095,038	\$20,275,363
% change over prior year	6.6%	16.6%	13.8%	0.1%	6.2%
Full-time Employees	1,078	1,096	1,125	1,148	1,155
Average leave per employee	\$13,328	\$15,292	\$16,951	\$16,632	\$17,553

* excludes employee sick leave which is not payable upon termination

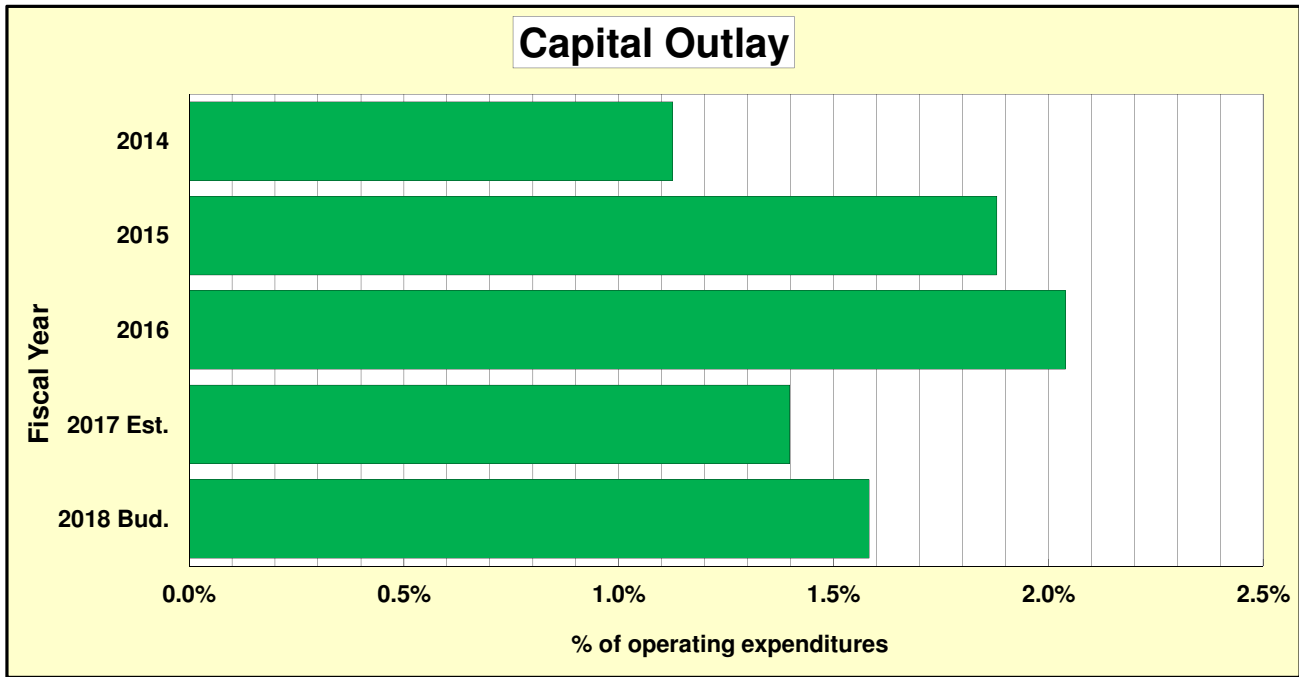
Description:

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



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:	2014	2015	2016	2017 Est.	2018 Bud.
Capital outlay purchases	\$1,236,181	\$448,119	\$409,101	\$1,809,300	\$2,259,200
Capital lease agreements to purchase equipment	\$2,540,100	\$6,139,500	\$6,979,100	\$3,342,500	\$3,934,200
Operating expenditures and transfers	\$335,440,222	\$350,435,978	\$362,287,306	\$368,466,100	\$391,302,100
Capital purchases as a % of operating expenditures	1.1%	1.9%	2.0%	1.4%	1.6%

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.

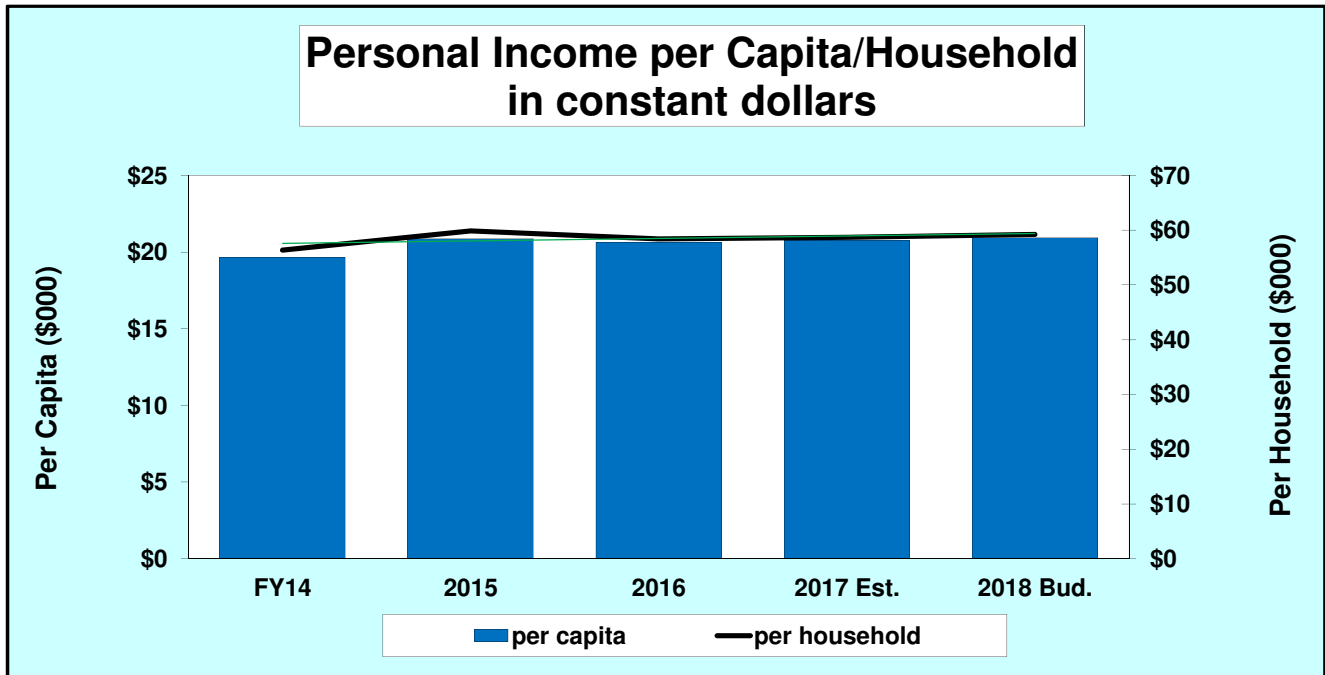
If this ratio declines in the short run (one to three years), it may mean that the local government's needs are temporarily satisfied, since most equipment lasts more than one year. A decline persisting over three or more years can indicate that capital outlay needs are being deferred, which can result 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 economic recession affected the FY2012 and FY2013 budgets, which resulted in cutbacks to many items including capital outlay. An effort to keep up with replacement capital outlay began in FY2014. The FY2015 capital lease includes mobile radio replacements in the amount of \$4.1 million. The FY2016 capital lease includes portable radio replacements in the amount of \$4.9 million. The FY2017 and FY2018 capital outlay purchases are primarily for Public Safety.

COMMUNITY NEEDS and RESOURCE INDICATORS



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:	FY14	2015	2016	2017 Est.	2018 Bud.
Adjusted Gross Income	\$4,624,474,654	\$4,985,031,364	\$5,035,863,573	\$5,186,939,500	\$5,342,547,700
Consumer Price Index in decimal	1.539	1.550	1.563	1.581	1.594
Adjusted Gross Income (in constant dollars)	\$3,004,573,743	\$3,216,616,195	\$3,222,024,744	\$3,280,205,339	\$3,351,456,223
Population	152,865	154,172	156,118	158,099	160,105
Income per Capita (in constant dollars)	\$19,655	\$20,864	\$20,638	\$20,748	\$20,933
Households	53,285	53,741	55,166	55,887	56,587
Income per Household (in constant dollars)	\$56,387	\$59,854	\$58,406	\$58,694	\$59,227

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:

Due to the great recession, personal income per capita had been on a gradual decline. In FY14 and FY15 slight increases began and the Income per Capita has stabilized.

BALANCE SHEET

	FY12 ACTUAL	FY13 ACTUAL	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL
<u>ASSETS</u>					
Cash	13,803,284	16,034,724	19,993,114	20,102,971	13,196,623
Short-term Investments	89,414,785	104,072,060	76,831,691	94,582,823	147,844,237
Total Liquid Assets	\$103,218,069	\$120,106,784	\$96,824,805	\$114,685,794	\$161,040,860
Property Tax Receivable	2,762,740	3,184,568	3,794,085	4,067,607	3,772,739
Accounts & Notes Receivable	45,718,923	39,635,944	17,271,138	23,799,900	28,662,135
Inventory	1,775,484	1,798,527	1,577,748	1,598,914	1,846,380
Other Assets	1,552,247	1,372,978	1,694,433	2,284,684	3,945,990
Total Other Assets	\$51,809,394	\$45,992,017	\$24,337,404	\$31,751,105	\$38,227,244
TOTAL ASSETS	<u>\$155,027,463</u>	<u>\$166,098,801</u>	<u>\$121,162,209</u>	<u>\$146,436,899</u>	<u>\$199,268,104</u>
<u>LIABILITIES</u>					
Vouchers Payable	3,241,379	2,443,721	1,756,266	2,050,140	2,286,562
Accrued Expenditures	1,640,018	1,618,782	1,004,327	1,257,642	1,909,804
Unearned Revenues	15,418,923	7,537,170	121,409	128,079	80,519
Due to other funds	80,561,138	96,038,805	54,515,247	66,246,371	98,436,036
Other Liabilities	7,599,763	8,763,776	10,692,973	11,214,204	9,290,956
Payable from restricted assets	1,059,315	1,309,163	1,442,612	1,713,249	1,415,794
Total Liabilities	\$109,520,536	\$117,711,417	\$69,532,834	\$82,609,685	\$113,419,671
<u>DEFERRED INFLOWS OF RESOURCES¹:</u>					
Unavailable Revenue			7,421,598	13,575,346	16,595,757
<u>FUND EQUITY</u>					
Nonspendable Fund Balance	2,257,418	1,853,656	1,604,951	2,156,136	4,365,445
Restricted Fund Balance	3,896,913	6,830,594	4,032,708	5,301,900	5,256,573
Committed Fund Balance	31,526,041	32,556,833	33,350,360	38,288,776	55,610,042
Assigned Fund Balance	3,867,530	4,248,921	4,197,363	3,482,661	4,020,616
Unreserved Fund Balance	3,959,025	2,897,380	1,022,395	1,022,395	0
Total Fund Balance	\$45,506,927	\$48,387,384	\$44,207,777	\$50,251,868	\$69,252,677
TOTAL LIABILITIES AND FUND BALANCES	<u>\$155,027,463</u>	<u>\$166,098,801</u>	<u>\$121,162,209</u>	<u>\$146,436,899</u>	<u>\$199,268,104</u>

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.

ACCOUNT GROUPS

GENERAL LONG TERM DEBT ACCOUNT GROUP

AMOUNT AVAILABLE FOR:

Employee Benefits	64,106,741	76,653,457	151,341,671	179,037,795	199,332,320
Retirement of Long-term Debt	268,688,943	269,125,298	249,539,485	262,104,845	267,925,221
Total Assets	<u>\$332,795,684</u>	<u>\$345,778,755</u>	<u>\$400,881,156</u>	<u>\$441,142,639</u>	<u>\$467,257,540</u>
Bonds Payable	266,372,697	266,505,077	244,022,652	252,157,320	254,571,187
Notes Payable	60,261	51,540	1,452,874	1,418,832	1,367,078
Capital Lease Obligations	2,255,985	2,568,681	4,063,959	8,528,693	11,986,956
Other Liabilities	64,106,741	76,653,457	151,341,671	179,037,795	199,332,320
Total Liabilities	<u>\$332,795,684</u>	<u>\$345,778,755</u>	<u>\$400,881,156</u>	<u>\$441,142,639</u>	<u>\$467,257,540</u>

GENERAL FIXED ASSETS	\$459,939,706	\$457,209,477	\$460,109,778	\$502,276,179	\$502,025,329
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PENSION TRUST FUNDS

(includes County Employees and Sheriff's Department)

Actuarial Value of Assets	255,673,648	274,230,185	301,822,176	346,263,394	389,538,903
Actuarial Liability for accrued benefits	313,928,728	341,206,060	368,261,424	404,057,108	425,640,409
Unfunded Pension Liability	(\$58,255,080)	(\$66,975,875)	(\$66,439,248)	(\$57,793,714)	(\$36,101,506)

INCOME STATEMENT

	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 ESTIMATE	FY18 BUDGET
REVENUES					
Property Tax	\$200,342,806	\$200,502,004	\$207,506,311	\$211,484,500	\$218,810,400
Income Tax	99,513,353	109,709,956	123,429,876	118,404,000	124,210,000
Local Tax	12,791,031	18,710,159	22,760,572	24,977,100	18,501,000
Licenses & Permits	1,019,415	1,000,048	1,106,040	1,062,300	1,078,600
Charges for Services	5,870,397	6,032,932	6,238,600	6,869,800	7,589,200
Interest	171,306	84,417	428,929	1,062,000	425,000
Miscellaneous	4,944,229	5,839,692	5,980,629	5,388,300	5,527,500
Total Local Operating	\$324,652,538	\$341,879,207	\$367,450,957	\$369,248,000	\$376,141,700
Highway User Tax	881,979	931,891	962,397	947,500	951,000
Intergovernmental	2,135,999	2,189,783	3,166,775	2,230,700	2,185,600
Total Non-Local Operating	\$3,017,978	\$3,121,674	\$4,129,172	\$3,178,200	\$3,136,600
Gross Operating Revenues	<u>\$327,670,516</u>	<u>\$345,000,881</u>	<u>\$371,580,131</u>	<u>\$372,426,200</u>	<u>\$379,278,300</u>
EXPENDITURES					
Salaries & Wages	\$74,270,304	\$75,922,604	\$79,921,903	\$80,766,100	\$85,911,000
Fringe Benefits	29,461,929	32,832,593	32,811,538	31,101,500	37,471,900
Supplies	6,396,714	6,280,246	5,680,374	5,239,200	7,137,300
Other Services & Charges	20,708,154	21,613,976	21,654,859	21,320,700	25,219,200
Capital Outlay	1,236,181	448,119	409,101	1,809,300	2,259,200
Other Capital	2,897,197	5,414,451	6,066,337	4,061,200	3,934,200
Debt Service	20,137,526	21,308,243	24,244,424	28,023,200	27,885,200
Agency Funding	3,892,676	3,319,079	3,955,442	3,813,100	4,502,200
Education	170,234,686	175,587,302	179,754,815	184,550,700	189,566,300
Total Operating Expenditures	\$329,235,366	\$342,726,614	\$354,498,794	\$360,685,000	\$383,886,500
Excess (Deficiency) Revenues over Expenditures	(\$1,564,850)	\$2,274,267	\$17,081,337	\$11,741,200	(\$4,608,200)
OTHER FINANCING SOURCES/(USES)					
Operating Transfers In	1,050,000	1,200,000	1,353	1,317,400	3,957,000
Bond Premium	0	6,739,644	2,727,531	0	0
Proceeds from Refunded Debt	0	27,266,193	0	0	0
Payment to Refunded Debt Escrow	0	(29,866,150)	0	0	0
Capital Lease Proceeds	2,540,100	6,139,500	6,979,100	3,342,500	3,934,200
TRANSFERS OUT:					
EDUCATION- CAPITAL					
Capital Project Fund	(1,262,500)	(896,000)	(2,037,900)	(1,719,300)	(318,000)
Special Revenue Fund	(3,815,399)	(4,935,039)	(3,846,486)	(3,974,900)	(4,483,300)
Debt Service Fund	0	(651,500)	0	0	0
Trust & Agency Fund	(758,658)	(762,356)	(1,024,990)	(1,282,000)	(1,533,800)
Enterprise Fund	(368,300)	(464,468)	(879,136)	(804,900)	(1,080,500)
Excess (Deficiency) Revenues over Expenditures & Other Uses	(\$4,179,607)	\$6,044,091	\$19,000,809	\$8,620,000	(\$4,132,600)
FUND BALANCE					
Beginning Balance	48,387,384	44,207,777	50,251,867	69,252,676	
Ending Balance	<u>\$44,207,777</u>	<u>\$50,251,867</u>	<u>\$69,252,676</u>	<u>\$77,872,676</u>	

Budget gain/loss consists of:

Contingency	\$150,000
Fund Balance Appropriation	(4,282,600)
	<u>(\$4,132,600)</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 which 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 FY2017, the County received an upgrade in their bond rating with Moody's from an Aa1 to Aaa. 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 \$123,368,100 in authority for future issues generally designated as follows:

Public Facilities	\$115,130,100
Detention Center Facilities	3,180,000
Landfill Facilities	5,058,000
Total	\$123,368,100

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.

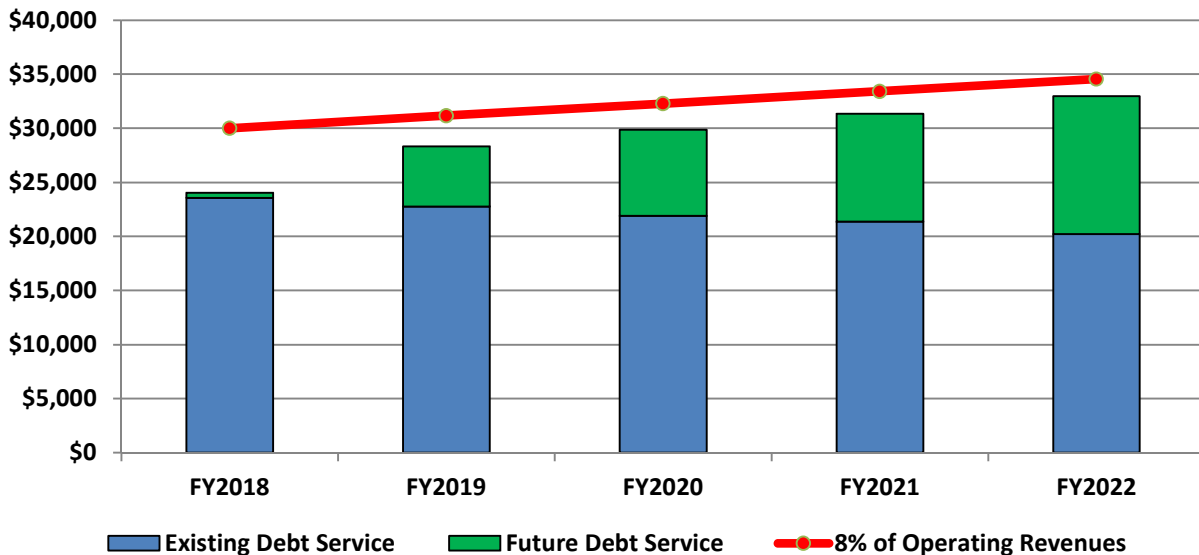
The principal amount of outstanding bonds relating to such improvements in any special taxing district cannot exceed 10% of the total value of the property assessed by County taxation purposes. The respective special taxing districts are as follows:

	Market Value*	Outstanding Principal Amount**	% of Market Value
Waldorf Special Taxing District	\$7,051,050,804	\$38,441,975	0.55%
Mattawoman Special Taxing District	4,102,895,797	28,932,208	0.71%
Special Taxing District Number Three	6,108,780,862	9,341,770	0.15%
Total	\$17,262,727,463	\$76,715,953	0.44%

*As of July 1, 2017 **As of June 30, 2017.

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

	Total Bond ----- Debt Service -----			Bonds Outstanding % Outstanding	
<u>Fiscal</u> <u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal + Interest</u>		
2019	\$32,485,000	\$10,693,959	\$43,178,959	\$238,550,000	88.0%
2020	30,770,000	9,263,809	40,033,809	207,780,000	76.7%
2021	29,670,000	7,894,309	37,564,309	178,110,000	65.7%
2022	28,455,000	6,588,566	35,043,566	149,655,000	55.2%
2023	27,615,000	5,423,702	33,038,702	122,040,000	45.0%
2024	22,575,000	4,225,207	26,800,207	99,465,000	36.7%
2025	20,030,000	3,374,267	23,404,267	79,435,000	29.3%
2026	14,665,000	2,710,383	17,375,383	64,770,000	23.9%
2027	14,565,000	2,136,584	16,701,584	50,205,000	18.5%
2028	11,885,000	1,519,433	13,404,433	38,320,000	14.1%
2029	10,240,000	1,195,885	11,435,885	28,080,000	10.4%
2030	6,330,000	881,836	7,211,836	21,750,000	8.0%
2031	5,010,000	692,574	5,702,574	16,740,000	6.2%
2032	2,905,000	556,206	3,461,206	13,835,000	5.1%
2033	840,000	480,463	1,320,463	12,995,000	4.8%
2034	870,000	450,881	1,320,881	12,125,000	4.5%
2035	900,000	420,669	1,320,669	11,225,000	4.1%
2036	935,000	389,028	1,324,028	10,290,000	3.8%
2037	970,000	354,953	1,324,953	9,320,000	3.4%
2038	935,000	320,384	1,255,384	8,385,000	3.1%
2039	970,000	285,875	1,255,875	7,415,000	2.7%
2040	1,010,000	250,069	1,260,069	6,405,000	2.4%
2041	1,040,000	212,991	1,252,991	5,365,000	2.0%
2042	1,085,000	174,553	1,259,553	4,280,000	1.6%
2043	1,130,000	134,259	1,264,259	3,150,000	1.2%
2044	1,175,000	92,088	1,267,088	1,975,000	0.7%
2045	980,000	53,197	1,033,197	995,000	0.4%
2046	595,000	25,156	620,156	400,000	0.1%
2047	400,000	7,250	407,250	0	0.0%
	<u>\$271,035,000</u>	<u>\$60,808,536</u>	<u>\$331,843,536</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 2017 Bond Issue is unknown at this time and is not included in this schedule.

FY2018 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-18 PRINCIPAL	FY-18 INTEREST	FY-18 TOTAL	PRINCIPAL OUTSTANDING
GENERAL FUND						
2008 Public Improvement Bond	2023	3.000-5.000	942,397	47,120	989,517	0
2009 Public Improvement Bond	2029	2.000-4.250	129,641	10,535	140,176	133,744
2010 Public Improvement Bond	2025	2.000-5.300	73,886	28,228	102,114	635,625
2011 Public Improvement Bond	2028	2.000-5.000	197,706	97,933	295,639	2,458,356
2011 PIB refunding	2020	4.000-5.000	233,116	18,443	251,559	340,255
2012 Public Improvement Bond	2027	2.000-5.000	128,323	71,243	199,566	1,463,896
2012 PIB refunding	2022	5.00	490,008	105,469	595,477	1,619,372
2013 PIB refunding	2023	2.000-4.000	44,190	222,766	266,956	5,536,016
2013 Public Improvement Bond	2029	3.000-5.000	138,538	101,338	239,876	1,957,490
2014 Public Improvement Bond	2030	3.000-5.000	122,011	77,667	199,678	1,841,552
2015 PIB refunding	2029	2.000-4.000	0	59,975	59,975	1,722,256
2015 Public Improvement Bond	2031	3.000-5.000	270,039	199,640	469,679	4,968,714
2016 Public Improvement Bond	2027	3.000-5.000	316,638	278,712	595,350	6,272,362
Subtotal Board of Education			\$3,086,493	\$1,319,069	\$4,405,562	\$28,949,638
2008 Public Improvement Bond	2023	3.000-5.000	23,585	1,179	24,764	0
2010 Public Improvement Bond	2025	2.000-5.300	106,529	40,680	147,209	915,149
2011 Public Improvement Bond	2028	2.000-5.000	66,970	33,173	100,143	832,727
2011 PIB refunding	2020	4.000-5.000	157,119	12,272	169,391	198,623
2012 Public Improvement Bond	2027	2.000-5.000	217,769	120,903	338,672	2,484,288
2012 PIB refunding	2022	5.00	278,402	59,923	338,325	920,060
2013 PIB refunding	2023	2.000-4.000	15,170	8,421	23,591	199,142
2013 Public Improvement Bond	2029	3.000-5.000	15,753	11,523	27,276	222,586
2014 Public Improvement Bond	2030	3.000-5.000	176,362	112,264	288,626	2,661,879
2015 Public Improvement Bond	2031	3.000-5.000	98,196	72,596	170,792	1,806,805
2016 Public Improvement Bond	2032	2.250-5.000	9,611	8,460	18,071	190,389
Subtotal College of Southern MD			\$1,165,466	\$481,393	\$1,646,859	\$10,431,648
2009 Public Improvement Bond	2029	2.000-4.250	277,558	22,556	300,114	286,341
2010 Public Improvement Bond	2025	2.000-5.300	13,338	5,087	18,425	114,132
2011 Public Improvement Bond	2020	2.000-5.000	1,156,990	75,809	1,232,799	1,223,636
2013 Public Improvement Bond	2029	3.000-5.000	7,821	5,721	13,542	110,503
2014 Public Improvement Bond	2030	3.000-5.000	36,548	23,265	59,813	551,628
2015 PIB refunding	2029	2.000-4.000	0	128,406	128,406	3,687,303
2015 Public Improvement Bond	2031	3.000-5.000	18,903	13,975	32,878	347,810
Subtotal Public Safety			\$1,511,157	\$274,817	\$1,785,974	\$6,321,354

FY2018 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-18 PRINCIPAL	FY-18 INTEREST	FY-18 TOTAL	PRINCIPAL OUTSTANDING
2008 Public Improvement Bond	2023	3.000-5.000	145,140	7,257	152,397	0
2008 Taxable Bond	2023	5.000-5.250	546,502	27,325	573,827	0
2009 Public Improvement Bond	2029	2.000-4.250	713,431	57,978	771,409	736,008
2010 Public Improvement Bond	2025	2.000-5.300	385,925	147,356	533,281	3,314,271
2011 Public Improvement Bond	2028	2.000-5.000	333,684	165,288	498,972	4,149,154
2011 PIB refunding	2020	4.000-5.000	344,738	21,129	365,867	336,557
2012 Public Improvement Bond	2027	2.000-5.000	210,462	116,845	327,307	2,400,923
2012 PIB refunding	2022	5.00	118,524	25,511	144,035	391,696
2013 PIB refunding	2023	2.000-4.000	540,727	142,341	683,068	3,152,984
2013 Public Improvement Bond	2029	3.000-5.000	158,146	115,681	273,827	2,234,538
2014 Public Improvement Bond	2030	3.000-5.000	130,109	82,821	212,930	1,963,764
2015 Taxable refunding	2023	3.000-4.000	38,759	125,308	164,067	3,253,818
2015 PIB refunding	2029	2.000-4.000	0	330,052	330,052	9,477,792
2015 Public Improvement Bond	2031	3.000-5.000	137,131	101,381	238,512	2,523,203
2015 Taxable Bond	2031	3.000-3.450	157,120	77,307	234,427	2,412,006
2016 Public Improvement Bond	2027	3.000-5.000	6,873	4,028	10,901	77,127
2016 Public Improvement Bond	2032	2.250-5.000	183,380	161,415	344,795	3,632,620
Subtotal General Government			\$4,150,648	\$1,709,025	\$5,859,673	\$40,056,463
2009 Public Improvement Bond	2029	2.000-4.250	171,279	13,919	185,198	176,699
2010 Public Improvement Bond	2025	2.000-5.300	360,477	137,617	498,094	3,094,178
2011 Public Improvement Bond	2028	2.000-5.000	414,921	205,529	620,450	5,159,289
2011 PIB refunding	2029	3.000-5.000	0	614,715	614,715	17,985,000
2011 PIB refunding	2020	4.000-5.000	1,703,126	137,179	1,840,305	3,044,480
2012 Public Improvement Bond	2027	2.000-5.000	308,677	171,373	480,050	3,521,354
2012 PIB refunding	2022	5.00	799,725	172,132	971,857	2,642,920
2013 PIB refunding	2023	2.000-4.000	1,363,251	275,837	1,639,088	5,873,496
2013 Public Improvement Bond	2029	3.000-5.000	366,846	268,341	635,187	5,183,401
2014 Public Improvement Bond	2030	3.000-5.000	261,493	166,454	427,947	3,946,780
2015 PIB refunding	2029	2.000-4.000	0	79,238	79,238	2,275,412
2015 Public Improvement Bond	2031	3.000-5.000	342,507	253,217	595,724	6,302,137
2015 Public Improvement Bond	2026	3.000-5.000	2,007	937	2,944	20,048
2016 Public Improvement Bond	2027	3.000-5.000	818	480	1,298	9,182
2016 Public Improvement Bond	2032	2.250-5.000	168,435	148,260	316,695	3,336,565
2016 Public Improvement Bond	2037	2.250-5.000	30,000	39,881	69,881	970,000
Subtotal Roads			\$6,293,563	\$2,685,110	\$8,978,673	\$63,540,940
TOTAL GENERAL FUND BONDS			\$16,207,327	\$6,469,414	\$22,676,741	\$149,300,043
73 FHA Loan	2024	3.649	10,209	739	10,948	3,184
TOTAL GENERAL FUND OTHER OBLIGATIONS			\$10,209	\$739	\$10,948	\$3,184
2013 Capital Lease	2018	1.100	177,219	975	178,194	0
2014 Capital Lease	2019	1.298	518,928	8,458	527,386	250,382
2015 Capital Lease	2020	1.270	1,073,996	31,027	1,105,023	1,628,166
2016 Capital Lease	2021	2.244	1,385,598	65,867	1,451,465	3,551,883
2017 Capital Lease	2022	1.193	656,588	34,034	690,622	2,360,534
2018 Capital Lease	2023	1.781	373,489	34,632	408,121	3,514,711
TOTAL GENERAL FUND LEASE DEBT			\$4,185,818	\$174,992	\$4,360,810	\$11,305,675
TOTAL GENERAL FUND DEBT			\$20,403,354	\$6,645,145	\$27,048,499	\$160,608,902

FY2018 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-18 PRINCIPAL	FY-18 INTEREST	FY-18 TOTAL	PRINCIPAL OUTSTANDING
DEBT SERVICE FUND						
2011 PIB refunding	2020	4.000-5.000	1,055,809	74,711	1,130,520	1,103,550
Subtotal Charles Regional Medical Center			\$1,055,809	\$74,711	\$1,130,520	\$1,103,550
2011 PIB refunding	2020	4.000-5.000	77,555	9,091	86,646	188,492
Subtotal CSM (St. Charles Children Center)			\$77,555	\$9,091	\$86,646	\$188,492
2008 Excise Tax Bond	2018	3.000-5.000	185,000	9,250	194,250	0
2009 Excise Tax Bond	2019	2.000-4.250	95,000	7,800	102,800	100,000
2011 Excise Tax Bond	2023	2.000-5.300	1,515,000	362,300	1,877,300	8,335,000
2013 Excise Tax Bond	2024	3.000-5.000	468,254	172,421	640,675	3,214,286
2014 Excise Tax Bond	2025	4.000-5.000	1,285,000	543,125	1,828,125	10,220,000
2015 Excise Tax Bond	2026	3.000-5.000	418,103	195,237	613,340	4,176,724
2016 Excise Tax Bond	2027	3.000-5.000	387,900	227,353	615,253	4,353,100
Subtotal Excise Tax			\$4,354,257	\$1,517,486	\$5,871,743	\$30,399,110
2011 PIB refunding	2020	4.000-5.000	20,708	1,168	21,876	18,849
2012 PIB refunding	2022	5.00	29,539	6,358	35,897	97,619
Subtotal Nursing Homes			\$50,247	\$7,526	\$57,773	\$116,468
2008 Taxable Bond	2023	5.00-5.250	211,500	10,575	222,075	0
2009 Taxable Bond	2024	4.00-5.375	135,000	13,750	148,750	140,000
2011 Taxable Bond	2028	2.000-4.500	230,000	120,775	350,775	2,900,000
2012 Taxable Bond	2027	2.000-3.250	255,000	86,463	341,463	2,600,000
2012 PIB refunding	2022	2.000-5.000	2,205,000	384,250	2,589,250	5,480,000
2013 Taxable Bond	2029	3.000-4.000	230,000	96,328	326,328	2,800,000
2015 Taxable refunding	2023	3.000-4.000	15,000	48,495	63,495	1,259,250
2015 Non-taxable refunding	2024	2.000-4.000	0	30,400	30,400	840,000
2015 Taxable	2031	3.000-3.450	27,880	13,718	41,598	427,994
2015 Public Improvement Bond	2031	3.000-5.000	59,752	44,175	103,927	1,099,441
Subtotal St. Charles Companies			\$3,369,132	\$848,928	\$4,218,060	\$17,546,685
2008 Taxable Bond	2023	5.000-5.250	651,998	32,600	684,598	0
2015 Taxable refunding	2023	3.000-4.000	46,241	149,497	195,738	3,881,932
Subtotal Southern MD Sports & Entertainment Complex			\$698,239	\$182,097	\$880,336	\$3,881,932
TOTAL DEBT SERVICE FUND DEBT			\$9,605,239	\$2,639,839	\$12,245,078	\$53,236,237

FY2018 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-18 PRINCIPAL	FY-18 INTEREST	FY-18 TOTAL	PRINCIPAL OUTSTANDING
<u>INSPECTION & REVIEW</u>						
2014 Capital Lease	2019	1.298	26,010	424	26,434	13,535
TOTAL INSPECTION & REVIEW DEBT			\$26,010	\$424	\$26,434	\$13,535
SOLID WASTE FUND						
2014 Public Improvement Bond	2030	3.000-5.000	22,184	14,121	36,305	334,828
2015 Public Improvement Bond	2031	3.000-5.000	4,910	3,630	8,540	90,340
2016 Public Improvement Bond	2032	2.250-5.000	4,758	4,188	8,946	94,243
TOTAL SOLID WASTE BONDS			\$31,852	\$21,939	\$53,791	\$519,411
2018 Capital Lease	2023	1.781	9,654	895	10,549	90,846
TOTAL SOLID WASTE OTHER OBLIGATIONS			\$9,654	\$895	\$10,549	\$90,846
TOTAL SOLID WASTE FUND DEBT			\$41,505	\$22,834	\$64,339	\$610,257
ENVIRONMENTAL SERVICE						
2009 Public Improvement Bond	2029	2.000-4.250	2,840	231	3,071	2,930
2015 PIB refunding	2029	2.000-4.000	0	1,314	1,314	37,734
2016 Public Improvement Bond	2032	2.250-5.000	3,652	3,215	6,867	72,348
TOTAL ENVIRONMENTAL SERVICE BONDS			\$6,492	\$4,760	\$11,252	\$113,012
2014 Capital Lease	2019	1.298	515,137	8,396	523,533	267,846
2015 Capital Lease	2020	1.270	45,358	1,310	46,668	71,645
2016 Capital Lease	2021	2.244	87,356	4,153	91,509	223,930
2017 Capital Lease	2022	1.193	48,618	2,520	51,138	174,789
2018 Capital Lease	2023	1.781	8,645	802	9,447	81,355
TOTAL ENVIRONMENTAL SERVICE OTHER OBLIGATION			\$705,114	\$17,181	\$722,295	\$819,564
TOTAL ENVIRONMENTAL SERVICE DEBT			\$711,606	\$21,941	\$733,547	\$932,576
WATERSHED PROTECTION AND RESTORATION FUND (WPRF)						
2008 Public Improvement Bond	2023	3.000-5.000	27,953	1,398	29,351	0
2009 Public Improvement Bond	2029	2.000-4.250	21,917	1,781	23,698	22,611
2010 Public Improvement Bond	2025	2.000-5.300	31,415	11,977	43,392	268,689
2011 Public Improvement Bond	2028	2.000-5.000	81,528	40,385	121,913	1,013,755
2011 PIB refunding	2020	4.000-5.000	3,307	234	3,541	3,457
2012 Public Improvement Bond	2027	2.000-5.000	40,923	22,720	63,643	466,846
2012 PIB refunding	2022	5.00	7,385	1,589	8,974	24,405
2013 PIB refunding	2023	2.000-4.000	75,598	21,639	97,237	484,269
2013 Public Improvement Bond	2044	3.000-5.000	32,162	72,259	104,421	1,585,135
2014 Public Improvement Bond	2045	3.000-5.000	61,184	102,750	163,934	2,820,395
2015 PIB refunding	2029	2.000-4.000	0	10,140	10,140	291,169
2015 Public Improvement Bond	2046	3.000-5.000	36,842	69,329	106,171	1,928,947
2016 Public Improvement Bond	2047	2.250-5.000	83,841	183,637	267,478	4,753,159
2016 Public Improvement Bond	2032	2.250-5.000	2,066	1,819	3,885	40,934
TOTAL WPRF BONDS			\$506,122	\$541,656	\$1,047,778	\$13,703,769
2013 Capital Lease	2018	1.100	2,562	14	2,576	0
2017 Capital Lease	2022	1.193	3,143	163	3,306	11,299
TOTAL WPRF OTHER OBLIGATIONS			\$5,705	\$177	\$5,882	\$11,299
TOTAL WPRF DEBT			\$511,827	\$541,833	\$1,053,660	\$13,715,068

FY2018 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-18 PRINCIPAL	FY-18 INTEREST	FY-18 TOTAL	PRINCIPAL OUTSTANDING
RECREATION FUND						
2011 PIB refunding	2020	4.000-5.000	3,091	62	3,153	0
TOTAL RECREATION BONDS			\$3,091	\$62	\$3,153	\$0
WATER & SEWER						
2008 Public Improvement Bond	2023	3.000-5.000	635,925	31,796	667,721	0
2009 Public Improvement Bond	2029	2.000-4.250	263,333	21,400	284,733	271,667
2010 Public Improvement Bond	2020	2.000-5.000	210,000	32,750	242,750	445,000
2010 Public Improvement Bond	2025	2.000-5.300	783,432	299,135	1,082,567	6,727,957
2011 Public Improvement Bond	2023	2.000-5.000	130,000	31,100	161,100	715,000
2011 Public Improvement Bond	2028	2.000-5.000	10,191	5,048	15,239	126,719
2011 PIB refunding	2020	4.000-5.000	1,849,442	125,804	1,975,246	2,137,101
2012 Public Improvement Bond	2027	2.000-5.000	233,846	129,828	363,674	2,667,692
2012 Public Improvement Bond	2022	2.000-5.000	295,000	81,500	376,500	1,335,000
2012 Public Improvement Bond	2032	2.000-5.000	295,000	266,850	561,850	5,790,000
2012 PIB refunding	2022	5.00	261,417	56,267	317,684	863,929
2013 PIB refunding	2023	2.000-4.000	511,063	247,696	758,759	5,809,093
2013 Public Improvement Bond	2029	3.000-5.000	122,897	89,897	212,794	1,736,483
2013 Public Improvement Bond	2024	3.000-5.000	121,746	44,829	166,575	835,714
2013 Public Improvement Bond	2044	3.000-5.000	37,838	85,010	122,848	1,864,865
2014 Public Improvement Bond	2030	3.000-5.000	216,293	137,682	353,975	3,264,569
2014 Public Improvement Bond	2045	3.000-5.000	93,816	157,550	251,366	4,324,605
2015 PIB refunding	2029	2.000-4.000	0	121,825	121,825	3,498,333
2015 Public Improvement Bond	2026	3.000-5.000	64,890	30,301	95,191	648,228
2015 Public Improvement Bond	2046	3.000-5.000	33,158	62,396	95,554	1,736,053
2015 Public Improvement Bond	2031	3.000-5.000	143,562	106,136	249,698	2,641,549
2016 Public Improvement Bond	2027	3.000-5.000	54,409	31,890	86,299	610,591
2016 Public Improvement Bond	2047	2.250-5.000	46,159	101,101	147,260	2,616,841
2016 Public Improvement Bond	2032	2.250-5.000	176,460	155,324	331,784	3,495,540
TOTAL WATER & SEWER BONDS			\$6,589,877	\$2,453,115	\$9,042,992	\$54,162,529
Revolving Loan (BNR)	2026	1.200	749,951	84,993	834,944	6,332,820
2007 Meter Replacement Lease	2022	4.140	445,176	100,311	545,487	2,085,369
2013 Capital Lease	2018	1.100	72,304	398	72,702	0
2014 Capital Lease	2019	1.298	226,612	3,693	230,305	117,851
2015 Capital Lease	2020	1.270	204,009	5,894	209,903	316,912
2016 Capital Lease	2021	2.244	205,067	9,748	214,815	525,675
2017 Capital Lease	2022	1.193	72,917	3,780	76,697	262,148
2018 Capital Lease	2023	1.781	50,507	4,683	55,190	475,293
TOTAL WATER & SEWER OTHER OBLIGATIONS			\$2,026,543	\$213,500	\$2,240,043	\$10,116,068
TOTAL WATER & SEWER DEBT			\$8,616,420	\$2,666,616	\$11,283,035	\$64,278,597
TOTAL ALL FUNDS						
TOTAL BONDS - EXISTING			\$32,950,000	\$12,130,785	\$45,080,785	\$271,035,001
TOTAL OTHER OBLIGATIONS			6,973,702	408,339	7,382,040	22,403,923
TOTAL DEBT SERVICE OBLIGATIONS			\$39,923,701	\$12,539,124	\$52,462,825	\$293,438,924

NOTE: The size of pending 2017 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 2016, in various debt and property value ratios, and an estimate for the fiscal year ending June 30, 2017 and 2018.

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
2009	141,444	18,767,010,361	132,682	165,009,967	0.88	1,166.61
2010	142,226	20,022,850,978	140,782	164,498,278	0.82	1,156.60
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	150,592	16,855,700,814	111,930	161,280,264	0.96	1,070.97
2014	152,864	16,441,435,644	107,556	163,927,570	1.00	1,072.38
2015	154,172	16,549,777,913	107,346	168,741,576	1.02	1,094.50
2016	156,118	16,834,846,294	107,834	184,043,639	1.09	1,178.88
2017 Est.	158,099	16,995,622,523 ⁽³⁾	107,500	181,704,069	1.07	1,149.31
2018 Est.	160,105	17,567,087,984 ⁽³⁾	109,722	164,490,516 ⁽⁴⁾	0.94	1,027.39

(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 2017 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
2009	20,965,386	19,540,758	286,994,900	6.8%
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 Budget.....	26,613,100	22,484,100	367,023,800	6.1%
2018 Budget.....	27,885,200	23,507,600	379,278,300	6.2%

(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.

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
ACA:	Affordable Care Act
ACO:	Animal Control Office
ADA:	American with Disabilities Act
ADR:	Alternative Dispute Resolution
AEU:	Automated Enforcement Unit
ALS:	Advanced Life Support
APFO:	Adequate Public Facilities Ordinance
APF:	Adequate Public Facilities
ARRA:	Adoptable/Rescuable/Reclaimable Animals
ASP:	Aging Schools Program

B

BJAG:	Byrne Memorial Justice Assistance Grants
BLS:	Basic Life Support
BOCA:	Building Official and Code Administrators
BOE:	Board of Education
BNR:	Bio-Nutrient Removal
BRAC:	Base Realignment and Closure

C

CAD:	Computer-aided Design
CARF:	Comprehensive Annual Financial Report
CCACCYF:	Charles County Advocacy Council for Children, Youth, and Families
CCAEMS:	Charles County Association of Emergency Medical Services
CCBJIG:	Coordinating Communications between the Juvenile Intervention Unit
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
CCVFA:	Charles County Volunteer Fireman's Association
CDBG:	Community Development Block Grant
CDL:	Commercial Drivers License
CIP:	Capital Improvement Program
CMOM:	Capacity, Management, Operation, and Maintenance
CNS:	Citizen Notification System
COG:	Council of Governments
COLA:	Cost of living adjustment
COMAR:	Code of Maryland Regulations
COPS:	Community Oriented Policing Services
CPI:	Consumer Price Index
CS:	Community Services
C-SAFE:	Collaborative Supervision and Focused Enforcement
CSM:	College of Southern Maryland
CTE:	Career Technology Education
CY:	Calendar Year

D

D.A.R.E.	Drug Abuse Resistance Education
DCS:	Department of Community Services
DHR:	Department of Human Resources
DNR:	Department of Natural Resources
DoD:	Department of Defense
DOT:	Department of Transportation
DPW:	Department of Public Works
DRRA:	Developer's Rights and Responsibilities
DSS:	Department of Social Services

ACRONYMS/ABBREVIATIONS

E

EAP:	Employee Assistance Program
EDD:	Economic Development Department
EEO:	Equal Employment Opportunity
EF:	Enterprise Fund
EMS:	Emergency Medical Services
EMT:	Emergency Medical Technician
EOC:	Emergency Operations Center
E.S.:	Elementary School (in reference to schools)
ES:	Emergency Services (in reference to public safety)
ESD:	Environmentally Sensitive Design
ETC:	Energetics Technology Center

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
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
HOADRB:	Homeowners Association Dispute Review Board
HR:	Human Resources
H.S.:	High School
HUB Zone:	Historically Underutilized Business Zone
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
LOSAP:	Length of Service Awards Program
LPRP:	Land Preservation and Recreation Plan

ACRONYMS/ABBREVIATIONS

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
MIS:	Management Information Systems
MOU:	Memorandum of Understanding
MOSCAD:	Motorola Supervisory Control and Data Acquisition
MOSH:	Maryland Occupational Safety and Health
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
PEP:	Planned Employment Park
P.G.:	Prince George's County
PGM:	Planning and Growth Management
PIB:	Public Improvement Bonds
PILOT:	Payment in lieu of taxes
PIO:	Public Information Office
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
RIM:	Resource & Infrastructure Management
ROW:	Right of Way

ACRONYMS/ABBREVIATIONS

RPT: Recreation, Parks & Tourism

RPTP: Rural Public Transportation Program

RTU: Rooftop Units

S

SAO: State's Attorney's Office

SBDC: Small Business Development Center

SCADA: Supervisor, Control, and Data Acquisition

SCC: St. Charles Companies

SDAT: State Department of Assessments and Taxation

SDARB: Site Design & Architecture Review Board

SELP: Settlement Expense Loan Program

SFD: Single Family Dwelling

SF: Square Foot

SHIP: State Health Insurance Program

SHSP: State Homeland Security Program

SLBE: Small Local Business Enterprise Program

SMECO: Southern Maryland Electric Cooperative

SMCJA: Southern Maryland Criminal Justice Academy

SOP: Standard Operating Procedure

SR: Special Revenue

SRF: Special Revenue Fund

SUV: Sports Utility Vehicle

SWM: Solid Waste Management

SWOT: Strengths, Weaknesses, Opportunities, and Threats

SYTEP: Summer Youth Employment and Training Program

T

TCAS: Tri-County Animal Shelter

TCC: Tri-County Council

TCCSM: Tri-County Council for Southern Maryland

TCYSB: Tri-County Youth Services Bureau

TDR: Transferrable Development Rights

TIF: Tax Incremental Financing

TOD: Transit Oriented Development

TRT: Tactical Response Team

U

UCR: Uniform Crime Report

U&O: Use and Occupancy

UM: University of Maryland

UPS: Uninterrupted Power Supply

U.S. United States

USACE: United States Army Corps of Engineers

UV: Ultraviolet

V

VICS: Volunteers in Community Service

VITAL: Vision in Teamwork and Leadership

VFD: Volunteer Fire Department

W

W&S: Water & Sewer

WCD: Watershed Conservation District

WIP: Watershed Implementation Program

WPRF: Watershed Protection and Restoration Fund

WRAC: Water Resource Advisory Committee

WSSC: Washington Suburban Sanitation Commission

WUDS: Waldorf Urban Design Study

WURC: Waldorf Urban Revitalization Corridor

WWTP: Wastewater Treatment Plant

Y

YTD: Year to Date

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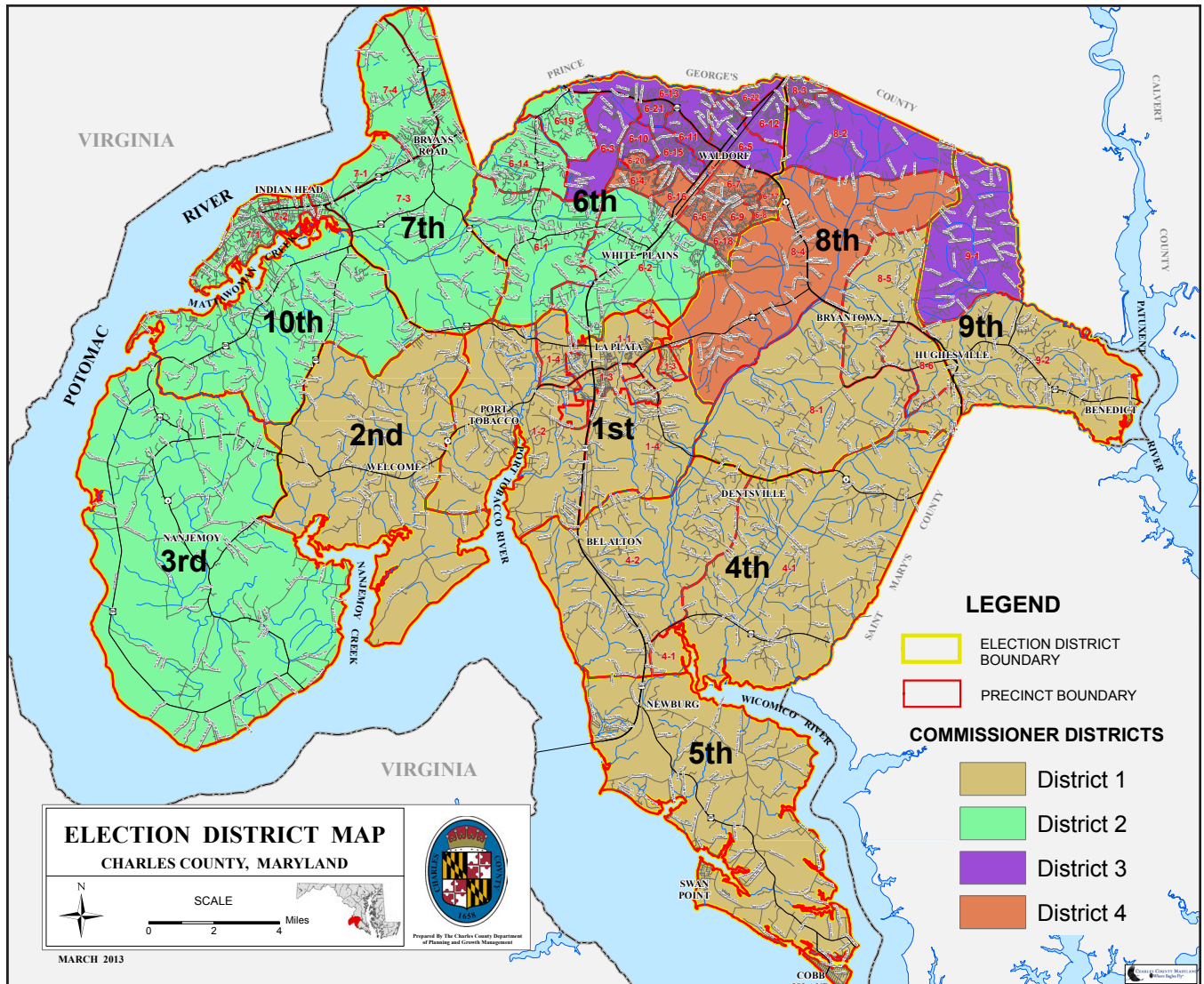
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Charles County, Maryland Commissioner Resident Districts



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

Michael D. Mallinoff
County Administrator

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Mission Statement

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.

Vision Statement

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.

Equal Opportunity Employer

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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**Charles County
Maryland**

For the Fiscal Year Beginning

July 1, 2016

Jeffrey R. Egan
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, 2016**. 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.