



Charles County, Maryland

Budget Book

Adopted FY2019 Budget
July 1, 2018–June 30, 2019



CHARLES COUNTY COMMISSIONERS



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(Dist. 4)



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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 FY19-FY23 **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 23, 2018

Dear Charles County Residents:

I am pleased to present the Charles County Government fiscal 2019 adopted budget (July 1, 2018 through June 30, 2019). This budget document is designed to present details of the adopted operating and capital budgets, in direct alignment with our Mission Statement to provide residents with the highest quality services, in an open and accessible environment tempered with fiscal responsibility.

Each year, the budget process begins with the development of revenue projections to determine how much money will be available. In March, I proposed a budget that allocates revenues based on county priorities, and then the County Commissioners deliberated the proposed budget in a series of meetings and work sessions held during April and May. The adopted budget balances revenues with expenditures and specifically delineates how the money will be spent. It should ideally reflect the values of the community and the programs and initiatives that matter most to its residents.

The fiscal 2019 General Fund Operating budget, adopted at \$404.6 million, increased by \$13.2 million from the fiscal 2018 adopted budget. Approximately 78 percent of that amount is designated for spending on public education, Sheriff's Office, and emergency services which continue to be our top priorities. The fiscal 2019 budget was adopted without raising property tax or income tax rates. The budget for all funds combined is \$625 million.

Budget Highlights

General Fund Operations:

Our largest operating budget is the General Fund. The fiscal 2019 General Fund budget was adopted at \$404,659,200, an increase of 3 percent compared to the fiscal 2018 adopted budget. The county property tax rate was held constant at \$1.141 per \$100 of assessed value and \$0.064 per \$100 of assessed value for the Fire and Rescue Tax, for a total local property tax rate of \$1.205. The local portion of the state income tax rate was also held constant at 3.03 percent of the state liability.

Property Taxes will generate \$7.4 million in additional tax revenue over the prior fiscal year. Total estimated property tax revenue is \$226 million, which represents 56 percent of the General Fund. The second largest source of revenue, **Income Tax**, will generate \$3.7 million in additional tax revenue, which is 3 percent greater than the fiscal 2018 adopted budget. Total estimated income tax revenue is \$128 million, which represents 32 percent of the General Fund. Various revenue sources comprise the remaining 12 percent of the General Fund and include the use of fund balance for one time cost.

Our largest budget priority is public education. The **Board of Education** will receive \$182 million, \$6.5 million more than fiscal 2018. Commissioners decided to allocate \$2.6 million in additional funding to the Board of Education, beyond the Maintenance of Effort level required by law. This additional investment will fund a step increase and other enhanced employee compensation measures to support staff recruitment and retention. The county's commitment to public education has continued to deliver positive results, as Charles County Public Schools 2017 student graduation rate was 94.7 percent-- the third highest in the state.

The **Sheriff's Office** and related functions will receive \$90.3 million, a 3 percent increase compared to fiscal 2018 to support increased compensation for employees, capital/equipment purchases, and authorization to hire six additional deputies, four correctional officers, and two new forensic examiners. Our steady and consistent investment in public safety has reduced crime and ensured a safer community for everyone who works, lives, and visits here.

Other highlights include increased compensation for County Government employees and funding to open the new Waldorf Senior and Recreational Center. A new executive assistant to court administrator was approved

for the Circuit Court and the State's Attorney's Office is authorized to hire two support staff positions and two investigators. Funding is designated for the development of a Public Safety Strategic Plan.

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 maintaining and 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, Fitch, and Moody's in fiscal 2018. Bond ratings directly affect the interest rate received on borrowed funds in support of our capital improvement program.

The fiscal 2019-2023 Capital Improvement Program (CIP) provides for \$457.5 million in funding from a combination of sources so that the infrastructure for schools, roads, parks, water and sewer, and public buildings can be constructed. Public school projects total \$124.7 million, and accounts for approximately 27 percent of the \$457.5 million. Water and sewer projects total \$120.2 million and environmental projects, including stormwater management projects, are planned to receive \$60.7 million over the next five years. Approval for the College of Southern Maryland projects equaled \$31.2 million. Transportation/road projects equaled \$33.6 million and \$87.1 million is planned for various other projects.

The capital investment in education is evident with \$155.9 million of state and county funds appropriated for public schools and college facilities. The county continues to support the Board of Education's priority requests for major renovation of older schools, full-day kindergarten additions, maintenance of existing schools, and future renovation projects, as well as funding additional security enhancements within schools. The College of Southern Maryland is preparing to start a new Healthcare Training Facility with \$31 million in combined state and county funds designated for this project. The training facility will be centrally located to the tri-county area to provide learning space specifically designed for allied health. Other highlights include preservation and protection of county land through various programs such as rural legacy, agricultural preservation, and purchase of development rights. Funding is also designated to construct a new Charles County Animal Shelter, relocate the La Plata Library, upgrade the radio communication system, enhance parks, and make safety improvements to our county 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, the revenues are designated separately into enterprise funds. A comprehensive budget review is completed 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 that are delivered.

Our largest enterprise fund is water and sewer operations. This fund has an operating budget of \$36.5 million. The user fee rates for the average household increased by approximately 6.3 percent and continues to rank in the lower half of surrounding jurisdictions. The fee increase will help keep the fund fiscally sound and continue to support the programs and operating costs associated with providing safe and reliable water and sewer services.

The second largest enterprise fund is for landfill operations, which is located off Billingsley Road. The landfill has an operating budget of \$8 million and maintains a tipping fee rate of \$75 per ton to support county landfill expansion. Our residents 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 Fund was approved for \$5.4 million. The fee of \$101 per improved property tax account will support recycling efforts throughout the county and will service approximately 47,000 home units for curbside recycling. The county is proud to have achieved a 55 percent waste diversion due to the citizen's efforts in recycling. The stormwater remediation fee of \$61 per improved property tax account is used to address the county's stormwater management permit associated with the federal Clean Water Act.

Other Goals

Economic Development

For fiscal 2019, the Economic Development Department budget priorities remain focused on the execution of the department's five-year strategic plan adopted in June 2016. Throughout fiscal 2018 and going forward in fiscal 2019, the department's priorities, initiatives, and on-going work have been and will continue to be benchmarked to the strategic plan's recommendations, in keeping with Charles County Government's leadership philosophy, core values, and High Performance Organization model.

The strategic plan report—entitled “A Proactive Approach to Shaping the Economic Future of Charles County, Maryland”—includes an assessment of the county's competitive position for economic development; recommended target industries for business attraction and retention; and 18 specific, implementable recommendations to make the county a more desirable business location. Those recommendations fall into three general categories for policy changes and investments that should be made to 1) strengthen the county's product (“Enhance the Product”); 2) improve economic service delivery (“Execute Effectively”); and 3) tactics to better market the region (“Tell the Story”).

All the recommendations in the five-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 resident and increases the commercial tax base.

Enhance the Product

In fiscal 2019, the Economic Development Department will solicit the professional services of a retail recruitment firm to gather sophisticated data analytics, which will allow the department to more fully understand and determine which retailers are a “good fit” for Charles County. Given the current dynamic where local, regional, and national retailers are consolidating, downsizing, and closing in reaction to shifting consumer buying patterns, this type of information will enhance the county's competitive position and increase the likelihood of attracting stores to vacant spaces and proposed new development. By understanding what certain retailers are seeking from new market locations, the department can identify and target specific retailers for direct retail recruitment. This would be done with the support of local commercial real estate brokers.

In fiscal 2018, the department recommended three census tracts for Opportunity Zone designation. The three census tracts were nominated by the State of Maryland and approved by the U.S. Treasury for designation. The Maryland Department of Housing and Community Development will administer the program in fiscal 2019 with support from the Maryland Department of Commerce. The Economic Development Department will work closely with these state agencies and local stakeholders to attract and support investment in these new Opportunity Zones. The chosen census tracts include: Town of Indian Head; an area that encompasses the Waldorf Urban Redevelopment Corridor; and an area that encompasses Waldorf Station, the mixed-use project in north Waldorf being developed by Greenberg Gibbons.

The Opportunity Zone program is a nationwide initiative administered by the U.S. Treasury and provides federal tax incentives for investment in distressed communities over the next 10 years. Areas designated as Opportunity Zones will be able to reap the benefits of capital gains to help redevelop underserved communities. This program uses low-income community census tracts as the basis for determining areas eligible for Opportunity Zone designation.

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

Execute Effectively

Retention/expansion activities continue to be a priority in fiscal 2019, and the business development team will launch the Charles County Economic Development Department Business Retention and Expansion outreach program. The objective of the program is to identify challenges that face local businesses so that the department can proactively assist by working to remove barriers to investment and growth and to develop long range economic development programs for existing businesses.

In fiscal 2019, the Business Retention and Expansion team will increase engagement and visitations with local businesses—especially those in designated target industries—and compile interview data for analysis. 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 business services partners.

This program will enhance existing outreach programs such as the Quarterly Business Roundtables, monthly e-news, regular social media engagement, and the annual Fall Meeting. Attraction programs planned for fiscal 2019 include another round of lead generation outreach, 30-second video commercials, continued digital ads, site selector engagement, and attendance at trade shows.

Salesforce, one of the most popular customer relations management programs, has been added to the Economic Development Department's operations and will be used in fiscal 2019 to elevate engagement with customers and stakeholders; track projects; expedite service delivery; and communicate more effectively with businesses.

In fiscal 2018, the Commissioners funded a new Agriculture Business Development Manager position in the Economic Development Department. Throughout fiscal 2019, the department will support local agricultural industries by promoting local farms and farmers markets through marketing materials and advertising, identifying agricultural business opportunities, administering programs and initiatives, and working to enhance and encourage all ag-related industries. One of the top priorities is to continue working with the Department of Planning and Growth Management to revise alcohol production regulations to encourage the location and growth of craft beverage operations in the county.

Tell the Story

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

Marketing activity for fiscal 2019 will include a continuation of established programs that have been developed and refined in the last few years. Those efforts include continued social media engagement; website content updates; local, regional, and national traditional and digital advertising; monthly e-news; news releases; and public relations outreach. The department will also continue advertising in the Washington, D.C. Metro area through cable and OnDemand videos/commercials. The marketing toolkit with informational brochures and one-sheets about Charles County's business location advantages and economic development programs will be updated and new pieces will be developed as needed. The lead generation outreach that yielded several strong business attraction leads in fiscal 2018 will also be repeated in fiscal 2019.

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 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 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 \$315,000 from the state in fiscal 2018 and contributed \$500,000 in county funding to purchase conservation easements in the Zekiah Watershed. Additionally, the county contributed \$1.4 million to the Maryland 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 program was recently implemented and has been funded once again for fiscal 2019.

Conclusion

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

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

Very truly,



Michael D. Mallinoff, Esq., ICMA-CM
County Administrator

COMMISSIONERS GOALS AND OBJECTIVES

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

- 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

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.
- 12) **Public Works** - Reduce injury and property damage rates by placing additional emphasis on participating with and improving countywide and industry-specific safety programs.

COMMISSIONERS GOALS AND OBJECTIVES

- 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.
- 4) **County Attorney** - Review positions in the department and re-evaluate positions to enhance growth within the department.

COMMISSIONERS GOALS AND OBJECTIVES

- 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.
- 6) **Fiscal and Administrative Services** - Increase efficiencies within county government through automation improvements.

COMMISSIONERS GOALS AND OBJECTIVES

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

AUTHORITY TO ISSUE DEBT:

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

DEBT ISSUE GUIDELINES:

The County will use the following guidelines when issuing debt:

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

FINANCIAL POLICIES

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

DEBT CAPACITY:

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

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

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

REVENUE POLICIES:

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

FINANCIAL POLICIES

FUND BALANCE POLICY:

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

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

SURPLUS:

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

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

SHORTFALL:

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

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

FINANCIAL POLICIES

EXPENDITURE POLICIES:

1. The Operating Budgets shall be balanced in total with any excess being held in a contingency in the individual fund.
2. A contingency reserve is approved in the General Fund operating budget during the budget process to reduce the pressure on Fund Balance appropriations for emergencies or revenue shortfalls.
3. The Operating Budget is adopted at the fund level. Each department and division prepares its own budget based on Budget Staff recommendations for review with the Budget Staff and County Administrator and final approval by the Board of County Commissioners. Current budget processing guidelines require that departments request any enhancements separately from the baseline budget. Enhancements would be identified as funding requested for a new program offering or new staff.
4. The budget process is intended to weigh all competing request for County resources, within expected fiscal constraints. Requests for new, ongoing programs made outside of the budget process will be discouraged.
5. The budget is approved in the form of a resolution after the Commissioners have held an advertised public hearing. During the year, it is the responsibility of the Chief of Budget to administer the budget.
6. Budgetary Control is maintained by employing the use of encumbrances to control the expenditure of appropriations.
7. Unless otherwise provided by public general law, all unexpended and unencumbered appropriations in the current operating expense budget remaining at the end of the fiscal year shall lapse into the fund balance account.
8. The Personnel Policy and Procedure Manual was last revised on 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.

FINANCIAL POLICIES

CAPITAL MANAGEMENT POLICIES:

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

BUDGET POLICIES:

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

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

BUDGET AMENDMENT

The formal guidelines for Budget Amendments are as follows:

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

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

FINANCIAL POLICIES

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

ACCOUNTING POLICIES:

POSITION CONTROL PROCEDURES

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

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

ASSET ACCOUNTING AND CONTROL PROCEDURES

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

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

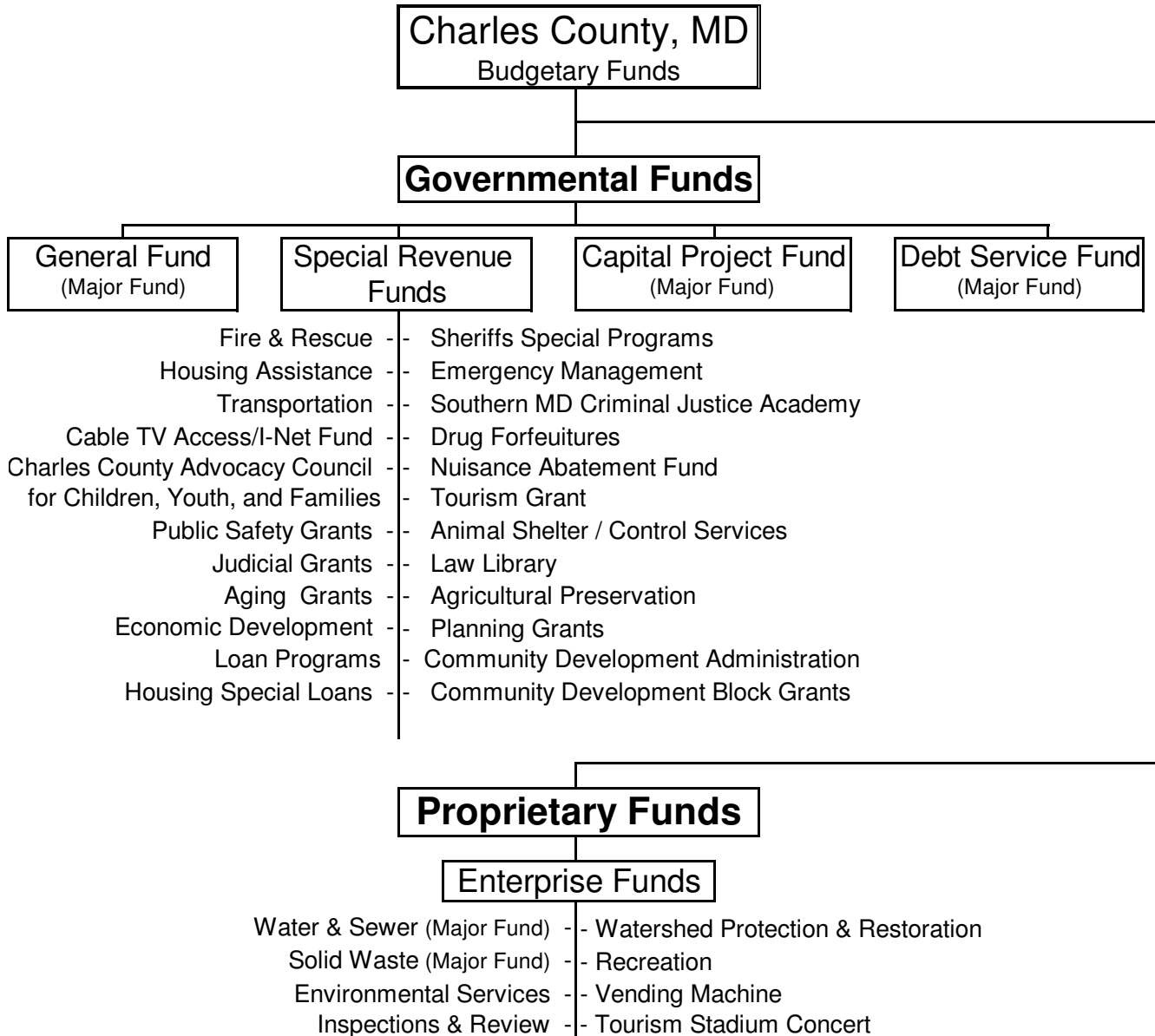
FINANCIAL POLICIES

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

FINANCIAL REPORTING POLICIES:

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

FUND STRUCTURE



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

Under GASB No. 34 the focus of the fund financial statements is on major funds. These funds generally represent the most important funds defined based on a numerical formula. Once identified, each major governmental and enterprise fund is presented in its own column in the governmental and proprietary fund statements. Charles County's major funds include the General Fund, Capital Project Fund, Debt Service Fund, Water & Sewer Fund, 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. Starting in FY2019 the capital lease proceeds and purchases will be accounted for in the Debt Service Fund.

Special Revenue Funds

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

PROPRIETARY FUNDS:

Enterprise Funds

Enterprise Funds are established to segregate a program or service from the General Fund because of its self-supporting nature. These funds operate on the basis that the costs of providing goods or services to the general public are financed or recovered primarily from fees charged to the consumers of the program. The Water and Sewer fund and the Solid Waste Fund are considered major funds. The County provides water and sewer service to over 33,000 customers and is anticipated to accept over 98,000 tons per year at the Landfill. Other Enterprise Funds include: Environmental Services, Watershed Protection and Restoration, Inspection and Review, Recreation, and Vending Machines.

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

DESCRIPTION OF EACH FUND

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

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

BASIS OF BUDGETING

Basis of Accounting vs. Basis of Budgeting

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

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

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

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

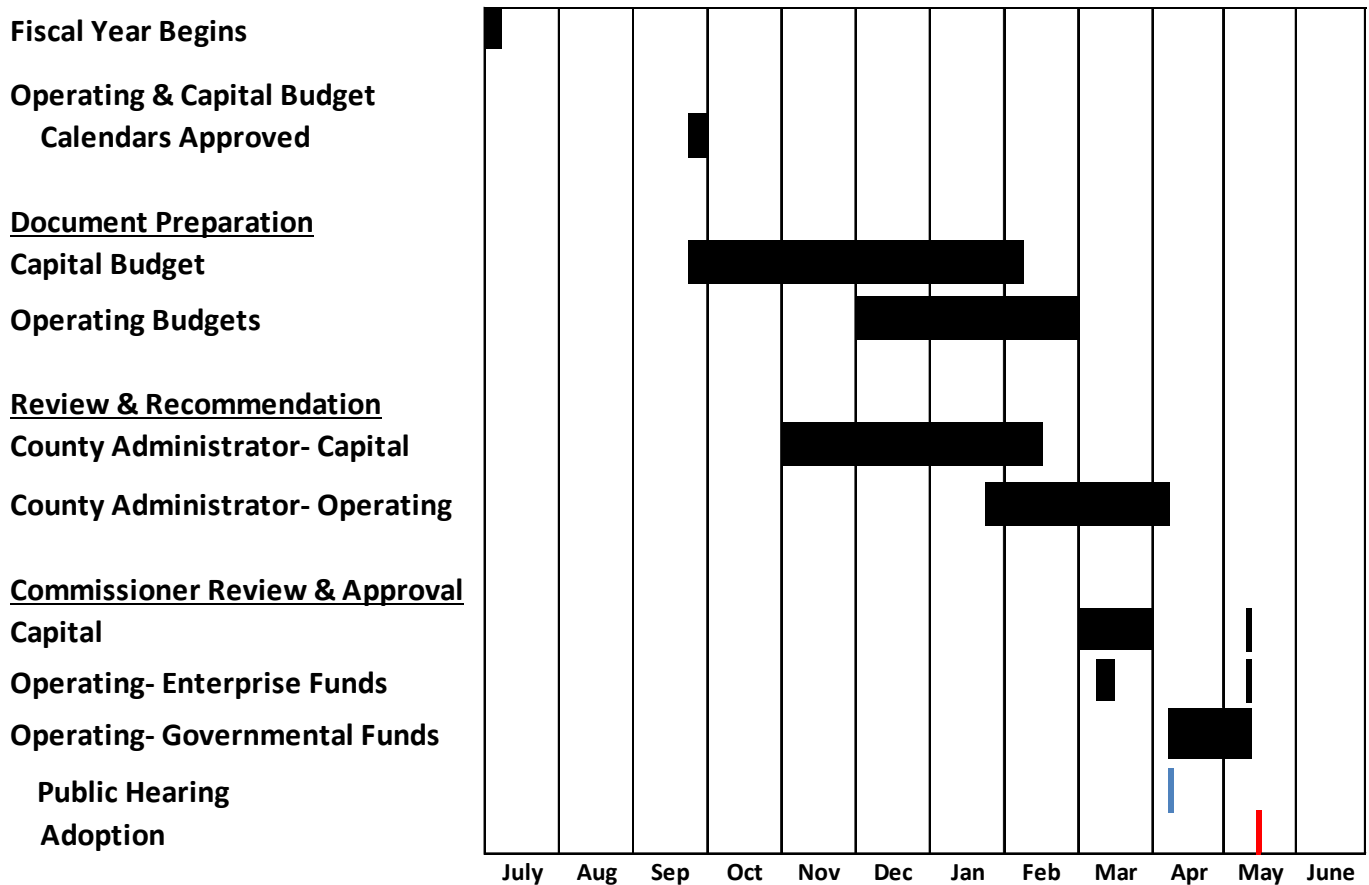
The following schedule summarizes the differences:

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

THE BUDGET PROCESS

The Budget Process

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



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

Development, Review, and Adoption

The capital budget review process is scheduled to be completed prior to the operating budget process so that the operating impact of the projects can be reviewed and integrated with the operating requests. Capital Improvement Program (CIP) request forms are distributed 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 April and the budget was approved by the Commissioners on May 15, 2018.

THE BUDGET PROCESS

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

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

Budgets for Special Revenue Funds are normally established pursuant to the terms of the related federal and/or state grant awards. Estimates are provided for budget adoption and amendments are executed once the awards are granted. In the case of non-grant related Special Revenue Funds, the budget process is the same as the process for the operating budgets discussed above. The Debt Service fund budgets are adopted based on actual debt service obligations and corresponding dedicated revenue sources and, starting in FY2019, includes accounting for capital lease proceeds and purchases that were previously under the general fund. 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 2019 BUDGET CALENDAR

CHARLES COUNTY, MD

(Adopted September 26, 2017)

(Amended March 7, 2018)

<u>Time Line</u>	<u>Action</u>
October 31, 2017	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, 2017	County Department and Elected Officials / Agencies requested budgets and Performance Measurement files are returned to Fiscal and Administrative Services / Budget Division.
February 28, 2018	Board of Education and CSM Operating Budget Requests due.
March 6, 2018	Budget Work Session – Enterprise Funds (Operating and Capital)
March 20, 2018	Budget Work Session - Fees & Charges Review
April 10, 2018	Budget Work Session - General Fund
April 10, 2018 6:30 PM	Public Hearing - Operating Budgets
April 17, 2018	Budget Work Session - General Fund
April 24, 2018	Budget Work Session - General Fund & Special Revenue Funds
May 1, 2018	Budget Work Session - General Fund and Recap of All Budgets
May 1, 2018 6:30 PM	Public Hearing - Constant Yield Tax Rate
May 8, 2018	Budget Work Session - General Fund Recap
May 15, 2018	General Fund Tax Rates & Budget Adoption Budget Adoption of All Other Funds
May - July	Approved Budget Book prepared

FISCAL YEAR 2019 BUDGET CALENDAR

CAPITAL IMPROVEMENT PROGRAM BUDGET CALENDAR

CHARLES COUNTY, MD

(Adopted September 26, 2017)

(Amended March 7, 2018)

<u>Time Line</u>	<u>Action</u>
September 11, 2017	Capital Improvement Program (CIP) forms sent to County Departments and Agencies.
October 2, 2017	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 10, 2017	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 16, 2017	General Government CIP operating impact forms are returned from the Department of Public Works.
October 23, 2017	Enterprise Fund CIP operating impact forms are returned from the Department of Public Works.
November/December	CIP review with County Administrator and Departments.
November 14, 2017	Budget Work Session: Preliminary Board of Education (BOE) capital budget request review with the County Commissioners and BOE to meet State deadline submission. Forward County Commissioner Letter Of Support to Interagency Committee for School Construction (IAC) for Board of Education CIP. <i>(Letter due to IAC on November 27, 2017)</i>
March 6, 2018	Budget Work Session – Enterprise Funds (Operating and Capital)
March 27, 2018	Budget Work Session – General Fund CIP review
April 10, 2018	Budget Work Session – General Fund CIP review
April 10, 2018 6:30 PM	Public Hearing on CIP
May 1, 2018	Budget Work Session - Recap and final review of the FY2019-2023 CIP
May 15, 2018	Formal Adoption

FISCAL YEAR 2019 ADOPTED BUDGET

Summary by Fund

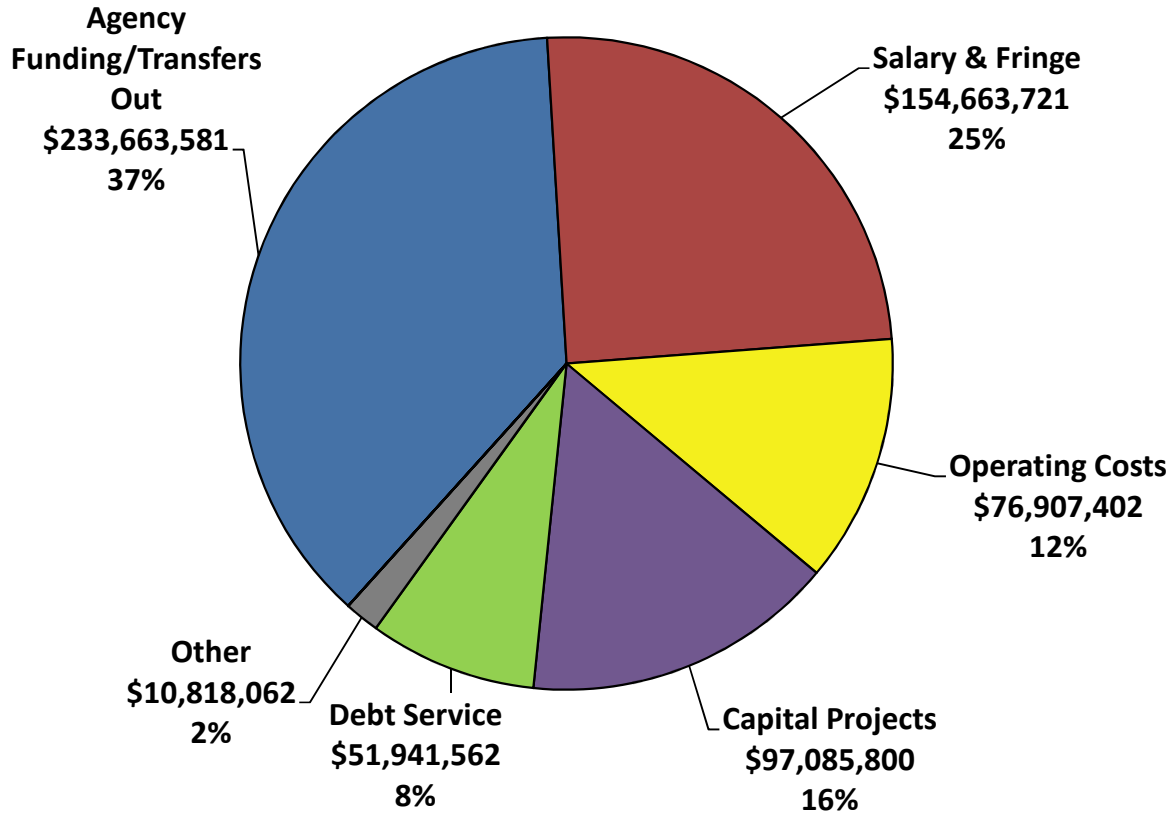
DESCRIPTION	FY2019				FY2018	
	OPERATING REVENUE	OTHER SOURCES	FUND BALANCE	APPROPRIATION TOTAL	APPROPRIATION TOTAL ³	% Chg.
<u>GOVERNMENTAL FUNDS:</u>						
General Fund	\$393,738,600	\$5,437,500	\$5,483,100 ¹	\$404,659,200	\$391,452,100	3.4%
Capital Project Fund						
Governmental	\$60,371,000	\$3,120,000	\$1,450,000	\$64,941,000	\$77,553,000	-16.3%
Water & Sewer	15,519,000			15,519,000	57,383,000	-73.0%
Watershed Protection and Restoration	11,346,000			11,346,000	11,070,000	2.5%
Solid Waste- Landfill	2,608,000			2,608,000	1,450,000	79.9%
Total Capital Projects	\$89,844,000	\$3,120,000	\$1,450,000	\$94,414,000	\$147,456,000	-36.0%
Governmental Reserves	0		2,671,800 ¹	2,671,800	1,357,000	
Total Capital Project Fund	\$89,844,000	\$3,120,000	\$4,121,800	\$97,085,800	\$148,813,000	-34.8%
Debt Service Fund	\$15,520,700	\$2,918,800	\$44,700 ¹	\$18,484,200	\$14,938,700	23.7%
Special Revenue Funds						
Fire & Rescue	\$12,980,092			\$12,980,092	\$12,563,392	3.3%
Housing Assistance	9,172,707	236,853		9,409,560	9,925,461	-5.2%
Transportation	4,107,134	3,821,049		7,928,183	9,201,624	-13.8%
Cable TV Access/I-Net Fund	3,650,700		2,240,000 ¹	5,890,700	5,431,300	8.5%
Charles County Advocacy Council for Children, Youth, and Families	2,253,944		4,603	2,258,547	3,531,375	-36.0%
Public Safety Grants	882,367	796,389		1,678,756	2,209,444	-24.0%
Aging Grants	1,121,692		10,162 ¹	1,131,854	1,485,865	-23.8%
Judicial Grants	774,725	133,939		908,664	1,392,892	-34.8%
Economic Development Loan Programs	0		675,000 ¹	675,000	675,000	0.0%
Housing - Special Loans	404,500	500		405,000	432,899	-6.4%
Sheriffs Special Programs	207,500		11,200 ¹	218,700	294,900	-25.8%
Emergency Management	143,136	103,136		246,272	5,116,027	-95.2%
Southern MD Criminal Justice Academy	96,000	83,000	13,300 ¹	192,300	201,300	-4.5%
Drug Forfeitures	171,300		7,300 ¹	178,600	227,700	-21.6%
Nuisance Abatement Fund	150,000			150,000	200,000	-25.0%
Tourism Grant	77,500			77,500	103,438	-25.1%
Animal Shelter / Control Services	93,300			93,300	79,161	17.9%
Law Library	64,000	3,000		67,000	80,900	-17.2%
Agricultural Preservation	18,800			18,800	12,000	56.7%
Planning Grants	9,000			9,000	32,000	-71.9%
Community Development Administration	0			0	452,490	-100.0%
Community Development Block Grants	0			0	300,000	-100.0%
Total Special Revenue	\$36,378,397	\$5,177,866	\$2,961,565	\$44,517,828	\$53,949,168	-17.5%
<u>PROPRIETARY FUNDS:</u>						
Enterprise Funds						
Water & Sewer	\$36,174,800		\$304,000 ¹	\$36,478,800	\$33,638,500	8.4%
Solid Waste- Landfill	7,492,400		520,000 ²	8,012,400	8,036,100	-0.3%
Environmental Services	5,448,100			5,448,100	5,818,100	-6.4%
Inspections & Review	4,073,200	9,700	188,800 ¹	4,271,700	4,365,800	-2.2%
Watershed Protection and Restoration	3,152,600	550,000	117,000 ¹	3,819,600	3,559,400	7.3%
Recreation	2,163,700			2,163,700	2,040,700	6.0%
Vending Machine	138,800			138,800	140,600	-1.3%
Tourism Stadium Concert	0			0	73,200	-100.0%
Total Enterprise Fund	\$58,643,600	\$559,700	\$1,129,800	\$60,333,100	\$57,672,400	4.6%
Total All Funds	\$594,125,297	\$17,213,866	\$13,740,965	\$625,080,128	\$666,825,368	-6.3%

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 FY2018 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 2019 APPROVED EXPENDITURES BY ACCOUNT CLASSIFICATION

TOTAL = \$625,080,128



	FY2017 BUDGET	% total	FY2018 BUDGET	% total	FY2019 ADOPTED	% total
Agency Funding/Transfers Out	\$215,387,598	36.6%	\$224,187,715	33.6%	\$233,663,581	37.4%
Salary & Fringe	141,315,040	24.0%	148,696,395	22.3%	154,663,721	24.7%
Operating Costs	73,707,075	12.5%	78,079,243	11.7%	76,907,402	12.3%
Capital Projects	94,833,000	16.1%	148,813,000	22.3%	97,085,800	15.5%
Debt Service	46,667,600	7.9%	48,017,500	7.2%	51,941,562	8.3%
Capital Outlay/Maintenance	12,730,694	2.2%	14,383,315	2.2%	8,307,362	1.3%
Operating Contingency	3,202,300	0.5%	3,747,900	0.6%	1,765,800	0.3%
Equipment Reserve	1,091,320	0.2%	900,300	0.1%	744,900	0.1%
TOTAL ALL FUNDS	\$588,934,627		\$666,825,368		\$625,080,128	

NOTE: The FY2017 and FY2018 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 2017 and estimates for Fiscal Year 2018 and Fiscal Year 2019. Fiscal Year 2018 estimates are based on unaudited figures. Fiscal Year 2019 represents the approved budget for the General Fund, Debt Service and Other Governmental Funds. For the Enterprise Funds, Fiscal Year 2019 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 2019 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 2017 ended with a \$8.6 million gain due to conservative spending and recordation and transfer tax revenue exceeding expectations. The Fiscal Year 2018 fund balance is estimated to increase by \$15.0 million due to conservative spending and recordation and transfer tax revenue exceeding expectations. The Fiscal Year 2019 use of fund balance in the amount of \$5.4 million has been appropriated to fund priority one-time items in the FY2019 operating budget including \$2 million to support the school security upgrades for the Board of Education, vehicle and equipment items for the Sheriff's Office, a public safety strategic study, an employee compensation studying, funding to support the capital improvement program, and other one-time items.

FUND BALANCE

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

	FY2017 Actual	FY2018 Estimated	FY2019 Approved
Beginning Fund Balance	\$69,252,677	\$77,865,614	\$92,824,614
Revenues	372,974,196	390,553,700	393,738,600
Expenditures	(362,633,195)	(374,142,700)	(395,106,800)
Other Financing Sources/(Uses)	(1,728,063)	(1,452,000)	(4,114,900)
Projected Ending Fund Balance	\$77,865,614	\$92,824,614	\$87,341,514
Non-spendable-Fund Balance	(2,612,616)	(2,612,616)	(2,612,616)
Restricted Fund Balance	(1,571,097)	(1,628,098)	(1,628,098)
Committed Fund Balance	(63,196,702)	(74,864,323)	(69,381,223)
Assigned Fund Balance	(5,713,044)	(6,639,463)	(6,639,463)
Unassigned Fund Balance	\$4,772,155	\$7,080,114	\$7,080,114

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 FY2019, a fund balance of \$51.9 million is estimated.

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

Other Governmental Funds: Fiscal Year 2017 ended the year with a \$1.5 million increase in fund balance. Fund balance is estimated to increase in Fiscal Year 2018 by \$900 thousand. Fiscal Year 2019 is estimated to decline by \$2.9 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 \$8 million at the end of Fiscal Year 2019.

Water and Sewer Fund: Net assets for the Water and Sewer Fund increased by \$14.7 million in Fiscal Year 2017; an increase of 11% due to a developer contribution for capital infrastructure. Fiscal Year 2018 is estimated to increase by \$2.3 million and Fiscal Year 2019 is estimated to increase by \$911 thousand. These amounts are relatively insignificant to a fund equity that remains in excess of \$152.5 million.

Solid Waste Fund: Net assets for the Solid Waste Fund have increased by \$2.9 million in Fiscal Year 2017; an increase of 10%. Fiscal Year 2018 is estimated to increase by \$3.2 million and increase by \$2.7 million in Fiscal Year 2019. The fund equity is estimated to remain in excess of \$38 million at the end of Fiscal Year 2019.

Other Enterprise Funds: A \$972 thousand gain in Fiscal Year 2017 increased fund equity by 12%. The gain was caused by surpluses in the Inspection & Review Fund, the Recreation Fund, the Environmental Services Fund and Watershed Protection & Restoration Fund. Surpluses are being estimated for the various enterprise funds in Fiscal Year 2018 which will increase fund equity by \$598 thousand. Fiscal Year 2019 is estimated to decline by \$445 thousand as the Inspection & Review Fund and Watershed Protection & Restoration Fund are utilizing prior year reserves to purchase one-time items. Fund balance is expected to be approximately \$9.0 million by the end of Fiscal Year 2019.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

All Governmental Fund Types and Proprietary Funds Three-Year Comparisons

(amounts expressed in thousands)

	GOVERNMENTAL FUNDS					
	General Fund			Capital Project Fund		
	FY2017 Actual	FY2018 Estimated	FY2019 Approved	FY2017 Actual	FY2018 Estimated	FY2019 Estimated
Revenues						
Property Taxes	\$210,805	\$217,656	\$226,253	\$0	\$0	\$0
Income Taxes	119,349	125,258	127,940	0	0	0
Other Local Taxes	25,989	29,056	21,595	0	0	0
Licenses & Permits	1,080	1,027	1,078	0	0	0
Federal Grants	40	54	0	822	590	2,824
State Grants	1,707	1,674	1,636	1,895	1,342	23,382
Local Governments	517	586	522	0	0	0
Service Charges	6,886	7,608	7,771	3,442	5,484	3,059
Fines & Forfeitures	3,743	3,539	3,580	0	0	0
Interest	1,058	2,423	1,400	0	0	0
Rent Revenues	1,290	1,135	1,284	0	0	0
Miscellaneous	510	538	682	193	45	2,357
Total Revenues	\$372,974	\$390,554	\$393,739	\$6,352	\$7,461	\$31,623
Expenditures						
General Government	\$14,164	\$15,600	\$19,686	\$10,762	\$12,640	\$16,390
Fiscal & Administrative Services	5,971	6,367	6,952	0	0	0
Public Works - Facilities	13,517	13,917	15,408	0	0	0
Public Works - Utilities	0	0	0	0	0	0
Community Services	1,984	1,982	2,354	0	0	0
Recreation, Parks & Tourism	7,377	7,752	8,605	2,929	1,731	3,050
Planning & Growth Mgmt.	2,802	2,963	3,420	115	56	102
Public Safety	93,914	98,839	105,730	616	449	2,491
Health & Social Services	4,209	4,605	4,646	0	0	0
Conservation of Natural Resources	650	667	668	1,303	2,752	2,531
Economic Development	1,769	1,700	1,932	0	0	0
Education Appropriations	184,551	189,553	196,123	10,348	30,894	38,969
Other	4,052	2,378	359	0	0	0
Debt Service	27,673	27,820	29,426	0	0	0
Total Expenditures	\$362,633	\$374,143	\$395,307	\$26,073	\$48,522	\$63,533
Operating Gain/(Loss)	\$10,341	\$16,411	(\$1,568)	(\$19,721)	(\$41,061)	(\$31,910)
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	3,343	3,937	0	19,945	45,571	41,099
Transfers In	1,317	1,357	5,438	4,194	602	3,190
Transfers Out	(6,388)	(6,746)	(9,352)	(1,317)	(1,357)	(2,672)
Net Change in Fund Balance	\$8,613	\$14,959	(\$5,483)	\$3,100	\$3,756	\$9,707
Fund Balance- Beginning of Year	69,253	77,866	92,825	35,300	38,401	42,156
Fund Balance - End of Year	\$77,866	\$92,825	\$87,342	\$38,401	\$42,156	\$51,863

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		
	FY2017 Actual	FY2018 Estimated	FY2019 Estimated	FY2017 Actual	FY2018 Estimated	FY2019 Approved
Revenues						
Property Taxes	\$958	\$1,009	\$1,134	\$11,968	\$12,351	\$12,590
Income Taxes	0	0	0	0	0	0
Other Local Taxes	8,310	9,553	8,967	0	82	0
Licenses & Permits	0	0	0	0	1	0
Federal Grants	0	0	0	15,635	16,273	14,667
State Grants	0	0	0	2,993	4,435	3,014
Local Governments	0	0	0	88	88	88
Service Charges	0	0	0	5,598	4,939	5,416
Fines & Forfeitures	0	0	0	520	204	309
Interest Income	1,101	933	727	35	53	28
Rent Revenues	0	0	0	0	0	0
Miscellaneous	0	0	0	362	325	266
Total Revenues	\$10,370	\$11,496	\$10,827	\$37,198	\$38,750	\$36,378
Expenditures						
General Government	\$0	\$0	\$0	\$1,630	\$2,165	2,458
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	11,096	11,377	10,946
Recreation, Parks & Tourism	0	0	0	47	63	78
Planning & Growth Mgmt.	0	0	0	8,270	7,976	8,087
Public Safety	0	0	0	14,722	16,901	15,588
Health & Social Services	0	0	0	3,445	3,233	3,167
Conservation of Natural Resources	0	0	0	27	12	19
Economic Development	0	0	0	140	153	675
Education Appropriations	0	0	0	222	120	289
Other	0	0	2,919	0	0	0
Debt Service	12,809	11,706	14,206	0	0	0
Total Expenditures	\$12,809	\$11,706	\$17,124	\$39,599	\$41,999	\$41,307
Operating Gain/(Loss)	(\$2,440)	(\$210)	(\$6,297)	(\$2,401)	(\$3,249)	(\$4,928)
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	0	0	2,919	0	0	0
Transfers In	0	1,463	0	3,944	4,294	5,178
Transfers Out	0	0	0	(19)	(138)	(3,158)
Net Change in Fund Balance	(\$2,440)	\$1,253	(\$3,378)	\$1,524	\$907	(\$2,908)
Fund Balance- Beginning of Year	29,286	26,847	28,100	8,949	10,473	11,380
Fund Balance - End of Year	\$26,847	\$28,100	\$24,721	\$10,473	\$11,380	\$8,472

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		
	FY2017 Actual	FY2018 Estimated	FY2019 Estimated	FY2017 Actual	FY2018 Estimated	FY2019 Estimated
Revenues						
Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0
Income Taxes	0	0	0	0	0	0
Other Local Taxes	0	0	0	0	0	0
Licenses & Permits	64	64	64	10	7	3
Federal Grants	0	0	0	0	0	0
State Grants	0	0	0	0	0	0
Local Governments	991	891	1,117	0	0	0
Service Charges	35,942	38,381	42,557	7,695	7,679	7,487
Fines & Forfeitures	667	678	658	0	0	0
Interest Income	30	35	32	80	215	300
Rent Revenues	247	247	250	0	0	0
Miscellaneous	12,309	112	531	3	0	2
Total Revenues	\$50,250	\$40,408	\$45,209	\$7,787	\$7,901	\$7,792
Expenditures						
General Government	\$1,636	\$1,611	\$1,660	\$269	\$270	\$310
Fiscal & Administrative Services	724	718	782	0	0	0
Public Works - Facilities	0	0	0	4,568	4,414	4,753
Public Works - Utilities	30,157	32,653	37,686	0	0	0
Community Services	0	0	0	0	0	0
Recreation, Parks & Tourism	0	0	0	0	0	0
Planning & Growth Mgmt.	694	865	935	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	2,306	2,216	3,536	18	23	41
Total Expenditures	\$35,517	\$38,061	\$44,598	\$4,854	\$4,708	\$5,103
Operating Gain/(Loss)	\$14,733	\$2,346	\$611	\$2,933	\$3,193	\$2,689
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	0	0	0	0	0	0
Transfers In	0	0	300	0	0	0
Transfers Out/Capital Contribution	0	0	0	0	0	0
Change in Net Assets	\$14,733	\$2,346	\$911	\$2,933	\$3,193	\$2,689
Net Assets- Beginning of Year	134,517	149,250	151,596	29,244	32,177	35,370
Net Assets- End of Year	\$149,250	\$151,596	\$152,507	\$32,177	\$35,370	\$38,060

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		
	FY2017 Actual	FY2018 Estimated	FY2019 Estimated	FY2017 Actual	FY2018 Estimated	FY2019 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	73	71	67
Federal Grants	0	0	0	0	0	0
State Grants	33	21	21	33	21	21
Local Governments	0	0	0	991	891	1,117
Service Charges	13,499	14,274	15,402	57,136	60,333	65,445
Fines & Forfeitures	0	0	0	667	678	658
Interest Income	17	19	15	126	269	347
Rent Revenues	673	692	667	920	939	917
Miscellaneous	53	44	60	12,365	156	593
Total Revenues	\$14,275	\$15,050	\$16,165	\$72,311	\$63,358	\$69,166
Expenditures						
General Government	\$476	\$475	\$566	\$2,381	\$2,356	\$2,536
Fiscal & Administrative Services	0	0	0	724	718	782
Public Works - Facilities	5,145	5,902	6,571	9,713	10,316	11,323
Public Works - Utilities	0	0	0	30,157	32,653	37,686
Community Services	94	109	152	94	109	152
Recreation, Parks & Tourism	3,020	2,778	3,798	3,020	2,778	3,798
Planning & Growth Mgmt.	4,690	4,990	5,470	5,384	5,855	6,405
Public Safety	143	71	108	143	71	108
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	476	652	1,030	2,800	2,892	4,607
Total Expenditures	\$14,045	\$14,977	\$17,695	\$54,416	\$57,746	\$67,396
Operating Gain/(Loss)	\$229	\$73	(\$1,530)	\$17,895	\$5,612	\$1,770
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	0	0	0	0	0	0
Transfers In	742	525	1,086	743	525	1,386
Transfers Out	0	0	0	0	0	0
Change in Net Assets	\$972	\$598	(\$445)	\$18,638	\$6,137	\$3,155
Net Assets- Beginning of Year	7,860	8,831	9,429	171,621	190,258	196,396
Net Assets- End of Year	\$8,831	\$9,429	\$8,985	\$190,258	\$196,396	\$199,551

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

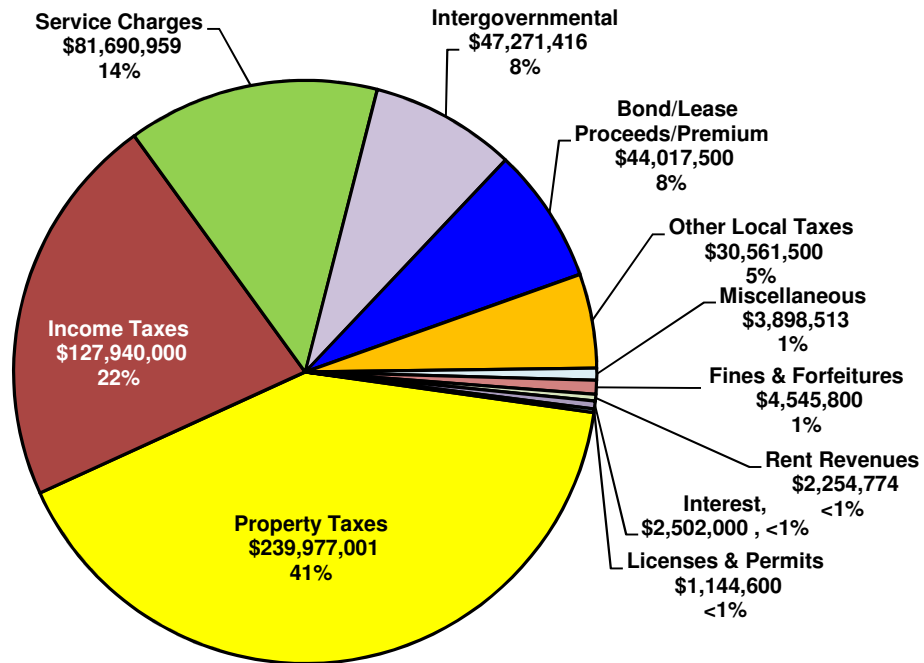
All Governmental Fund Types and Proprietary Funds Three-Year Comparisons

(amounts expressed in thousands)

	Total Governmental Funds			TOTAL ALL FUNDS		
	FY2017 Actual	FY2018 Estimated	FY2019 Estimated	FY2017 Actual	FY2018 Estimated	FY2019 Estimated
Revenues						
Property Taxes	\$223,731	\$231,016	\$239,977	\$223,731	\$231,016	\$239,977
Income Taxes	119,349	125,258	127,940	119,349	125,258	127,940
Other Local Taxes	34,299	38,691	30,562	34,299	38,691	30,562
Licenses & Permits	1,080	1,027	1,078	1,153	1,099	1,145
Federal Grants	16,497	16,918	17,491	16,497	16,918	17,491
State Grants	6,594	7,451	28,032	6,627	7,472	28,053
Local Governments	605	674	610	1,595	1,566	1,727
Service Charges	15,926	18,031	16,246	73,062	78,364	81,691
Fines & Forfeitures	4,262	3,743	3,888	4,930	4,421	4,546
Interest	2,194	3,409	2,155	2,321	3,677	2,502
Rent Revenues	1,290	1,135	1,284	2,210	2,075	2,201
Miscellaneous	1,066	908	3,305	13,431	1,064	3,899
Total Revenues	\$426,894	\$448,261	\$472,567	\$499,206	\$511,619	\$541,733
Expenditures						
General Government	\$26,556	\$30,405	\$38,533	\$28,937	\$32,760	\$41,069
Fiscal & Administrative Services	5,971	6,367	6,952	6,695	7,085	7,734
Public Works - Facilities	13,517	13,917	15,408	23,230	24,232	26,731
Public Works - Utilities	0	0	0	30,157	32,653	37,686
Community Services	13,080	13,359	13,300	13,174	13,468	13,452
Recreation, Parks & Tourism	10,352	9,547	11,732	13,373	12,325	15,530
Planning & Growth Mgmt.	11,188	10,995	11,608	16,572	16,850	18,013
Public Safety	109,252	116,189	123,809	109,395	116,260	123,917
Health & Social Services	7,655	7,838	7,813	7,655	7,838	7,813
Conservation of Natural Resources	1,980	3,430	3,218	1,980	3,430	3,218
Economic Development	1,910	1,853	2,607	1,910	1,853	2,607
Education Appropriations	195,121	220,567	235,380	195,121	220,567	235,380
Other	4,052	2,378	3,278	4,052	2,378	3,278
Debt Service	40,482	39,526	43,631	43,282	42,417	48,238
Total Expenditures	\$441,115	\$476,371	\$517,270	\$495,531	\$534,117	\$584,667
Operating Gain/(Loss)	(\$14,221)	(\$28,109)	(\$44,703)	\$3,674	(\$22,497)	(\$42,934)
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	23,288	49,508	44,018	23,288	49,508	44,018
Transfers In	9,455	7,717	13,805	10,198	8,242	15,191
Transfers Out	(7,724)	(8,240)	(15,182)	(7,724)	(8,240)	(15,182)
Net Change	\$10,798	\$20,875	(\$2,063)	\$29,435	\$27,012	\$1,093
Fund Balance- Beginning of Year	142,788	153,586	174,461			
Fund Balance - End of Year	\$153,586	\$174,461	\$172,398			

FY19 Total Estimated Revenues by Account Classification

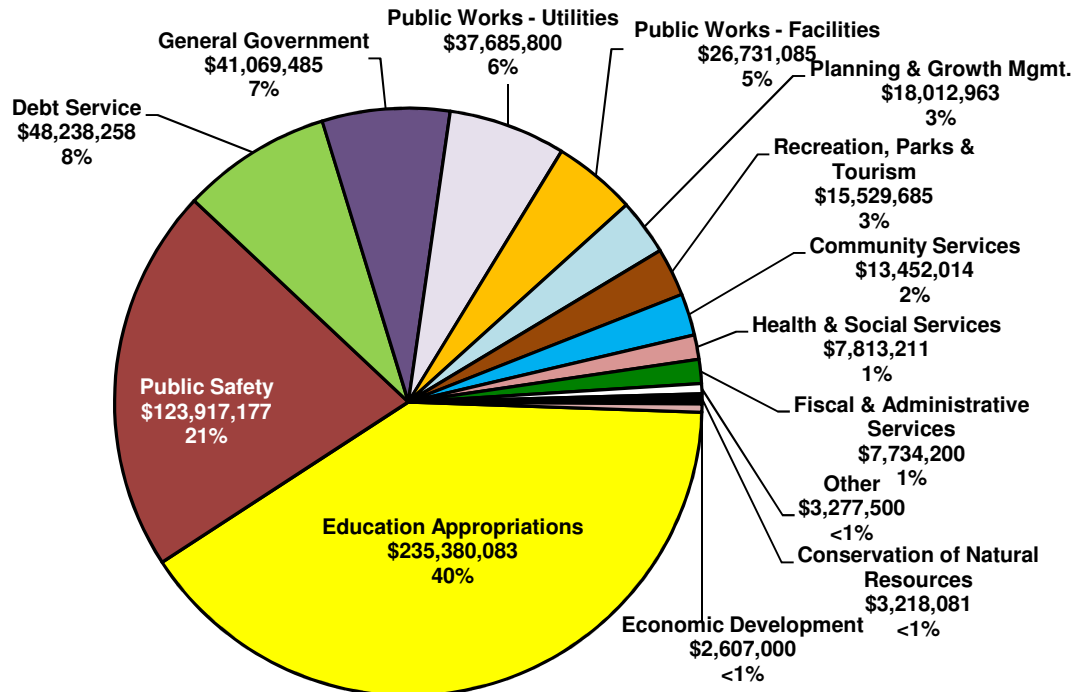
Total = \$585,750,363



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

FY19 Total Estimated Expenses by Function

Total = \$584,666,543



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; (2017 Census Estimate): 159,700

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

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

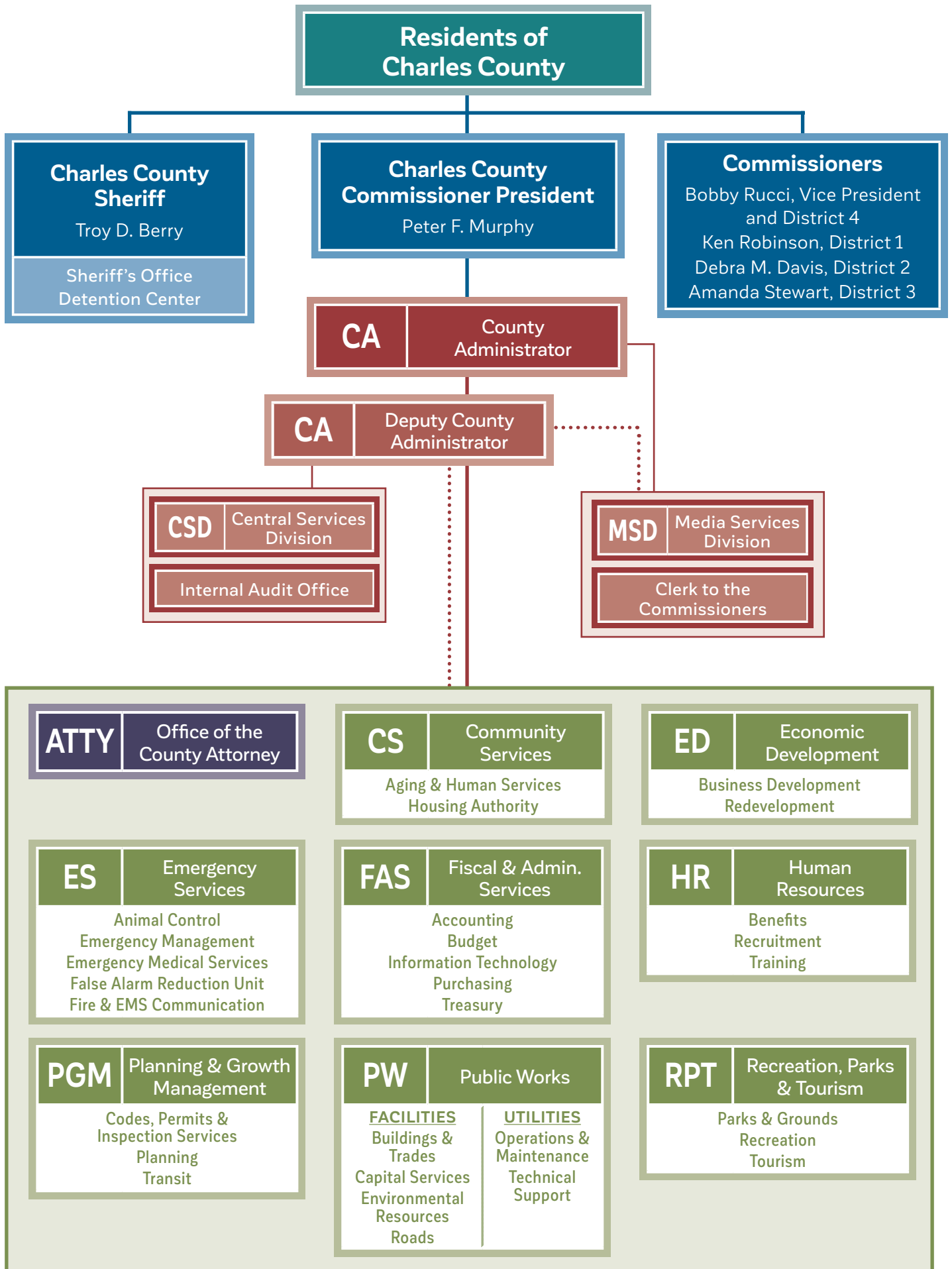
Hours of Operation: Monday - Friday 8:00 A.M. - 4:30 P.M.

The County's central telephone numbers are:

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

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

E-Services: To meet the demands of today's busy schedules, Charles County Government is proud to provide our residents 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, 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.



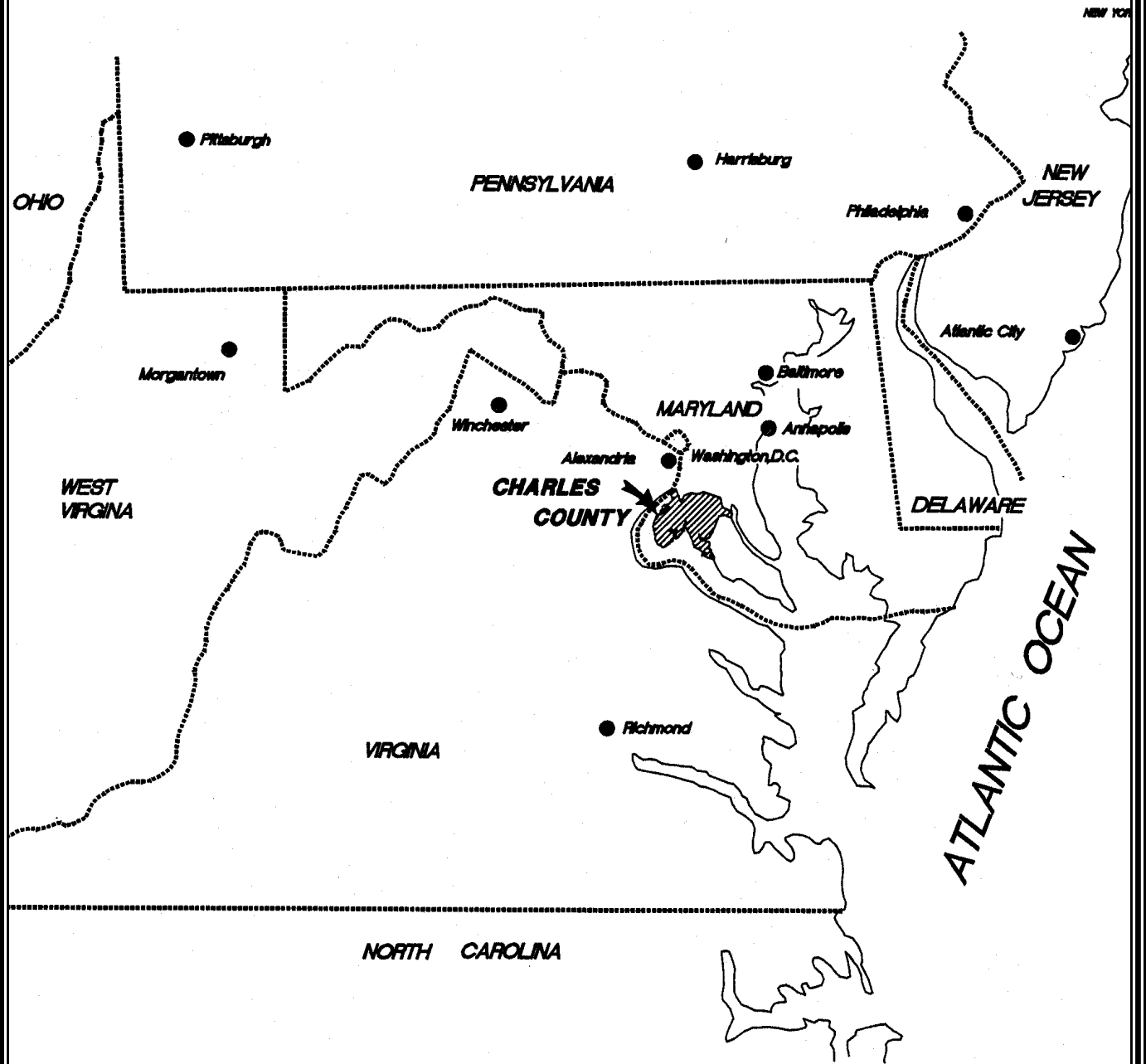
Location	
<u>Driving distance from Waldorf</u> <i>(in miles)</i>	
Atlanta, GA	609
Baltimore, MD	56
Boston, MA	452
Chicago, IL	710
New York, NY	241
Philadelphia, PA	152
Pittsburgh, PA	247
Richmond, VA	91
Washington, DC	25

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 2019 Budget

Operating Cost Per Pupil = \$13,923

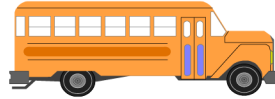
(An increase of \$433.00 from the previous fiscal year)

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 FY2010 - FY2019

Fiscal Year	FTE	Change	Percent
FY2010	25,897	36	0.1%
FY2011	25,955	58	0.2%
FY2012	25,870	(85)	-0.3%
FY2013	25,717	(153)	-0.6%
FY2014	25,524	(193)	-0.8%
FY2015	25,413	(111)	-0.4%
FY2016	25,471	58	0.2%
FY2017	25,521	51	0.2%
FY2018	26,085	564	2.2%
FY2019 est.	26,545	460	1.8%

COUNTY & STATE PARKS

Bensville Park- Waldorf

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

Bryantown Soccer Complex- Bryantown



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

Cedarville State Park - Waldorf

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

Chapel Point State Park - Port Tobacco

This scenic 600-acre park offers a small sandy launch area for small boats, canoes and kayaks. Charles County 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. Fitness enthusiasts will enjoy a 1.6 mile running/walking trail which loops through the wooded perimeter of the park and is open year round.

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 rings are available on a first come, first served, basis unless there are scheduled events. This facility is available for rent by equestrian organizations and ideal for youth and open events. This area of Oak Ridge Park is open to the public seven (7) days a week from dawn to dusk.

Pisgah Park - Pisgah

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

Port Tobacco River Park – Port Tobacco

This 149 acre nature park offers four miles of nature and hiking trails, interpretive displays, wildlife observation decks, trailside rest areas and a secluded picnic grove. The park is open daily from 8:00 a.m. to dusk.

Purse State Park - Nanjemoy

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

Robert D. Stethem Memorial Sports Complex- Waldorf

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

Ruth B. Swann Memorial Park - Bryans Road

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

COUNTY & STATE PARKS

Smallwood State Park - Marbury

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

Southern Park - Issue

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

Turkey Hill Park- La Plata

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

White Plains Regional Park – White Plains

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



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

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

GOLF COURSES

Swan Point Country Club - Swan Point

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



White Plains Golf Course - White Plains

Regionally acclaimed 18-hole public golf course. Well-groomed undulating greens and Bermuda grass fairways offer a challenging experience for all levels of play. The Golf Course also offers a Driving Range 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 Recreation, Parks & Tourism.

RECREATION

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.

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.

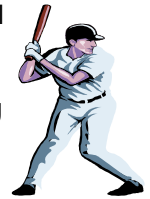
County Recreation Programs- Countywide recreational and leisure time experiences for the citizens of Charles County, including recreational classes and special events, sports leagues for youth and adult, drop-in programs, special population programs and partnerships with Charles County Special Olympics,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

Waldorf Senior and Recreational Center – A new multi-generational recreation facility that is anticipated to open during FY2019 . When completed, the Waldorf Senior Center will relocate their operations from the Waldorf Jaycees into this building for their senior center activities. The Recreation Division will oversee the operation of this facility offering a variety of programs and activities for all ages, seven days a week, year round. The facility will have a gymnasium, group exercise room, racquetball courts, fitness room, youth program room, and classroom/meeting rooms.

CHARLES COUNTY TOURIST ATTRACTIONS

Heritage and History

Visit the home of **Dr. Samuel A. Mudd**, who set the broken leg of President Abraham Lincoln's assassin. The two-story farmhouse is open to the public April-November and tours are provided by costumed docents. The annual Victorian Christmas event is held the first 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)

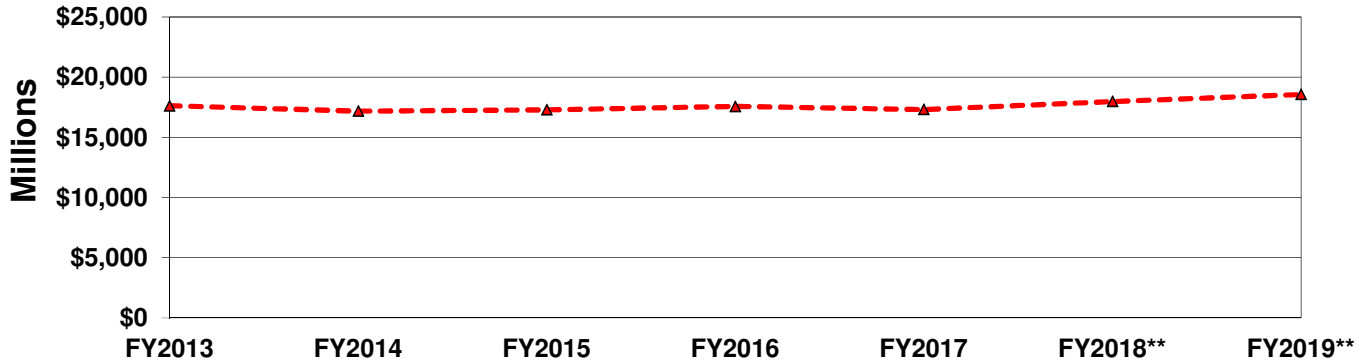
Fiscal Year Ended June 30th	Real Property		Business Personal Property	Railroads & Public Utilities	Ordinary Business Corporations	Total Assessed Value	Total Market Value**
	Full Year	Partial Yr.					
2013	\$15,768,390	\$132,278	\$8,190	\$265,945	\$681,889	\$16,856,691	\$17,614,787
2014	\$15,386,213	\$131,670	\$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	\$16,259,808	\$191,817	\$9,542	\$312,869	\$221,588	\$16,995,623	\$17,308,492
2018*	\$16,801,931	\$191,280	\$9,750	\$328,347	\$220,855	\$17,552,164	\$17,977,512
2019*	\$17,452,080	\$183,600	\$9,750	\$341,293	\$229,563	\$18,216,286	\$18,557,580

Source: Maryland State Department of Assessments & Taxation.

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

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

Estimated Market Value*



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

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

Ten Leading Tax Payers

(Fiscal Year 2018)

Taxpayer	Property Tax Billed ¹
GenOn Mid-Atlantic, LLC.....	\$7,938,837 **
Southern Maryland Electric Coop Inc.....	4,414,100
CPV Maryland, LLC.....	3,586,392 **
Dominion Cove Point LNG,LP.....	1,835,785
Charles Mall Company LTD Partnership.....	1,625,092
Verizon Maryland Inc.....	1,171,361
SCG Atlas Westchester LLC.....	967,731
Washington Gas Light Company.....	888,471
Potomac Electric Power Company.....	720,076
Madison Waldorf LLC.....	651,195

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

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

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

ECONOMIC AND STATISTICAL INFORMATION

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
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
2019	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.

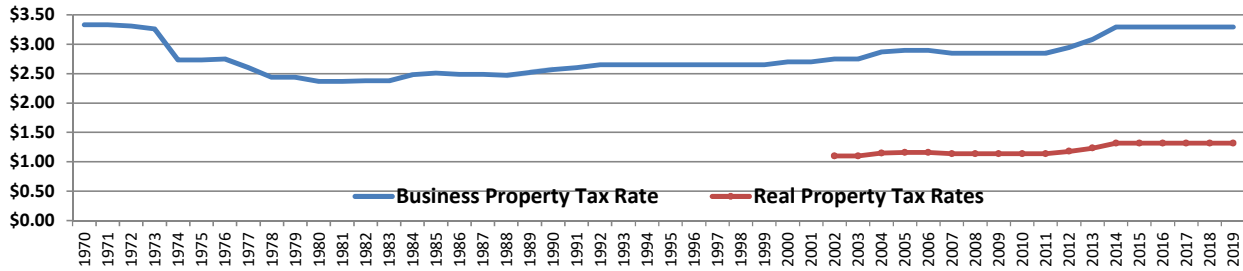
c) Combined tax rate is broken down into \$1.205 County (includes \$0.064 Volunteer Fire & EMS) and \$0.112 State.

County Tax Levies (net of additions and abatements)			
Fiscal Years	County (Including Education)	Fire and Rescue Tax	State
2013	\$194,668,475	\$11,665,366	\$18,460,235
2014	202,699,933	11,369,672	18,082,492
2015	203,588,664	11,419,522	18,224,121
2016	207,718,985	11,651,196	18,556,081
2017	202,074,698	11,334,602	19,188,391
2018*	208,877,954	11,716,204	19,857,663
2019 Est.	216,737,469	12,157,053	20,604,766

Source: Audited financial statements of the County for the fiscal years 2013-2017
*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		
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	\$3.08250	0.064	1.0570	0.112	\$1.233	2.90%	\$325,073,900
2014	0.16	2.85250	0.28	\$3.29250	0.064	1.1410	0.112	\$1.317	3.03%	\$339,071,600
2015	0.16	2.85250	0.28	\$3.29250	0.064	1.1410	0.112	\$1.317	3.03%	\$354,515,200
2016	0.16	2.85250	0.28	\$3.29250	0.064	1.1410	0.112	\$1.317	3.03%	\$365,682,800
2017	0.16	2.85250	0.28	\$3.29250	0.064	1.1410	0.112	\$1.317	3.03%	\$375,542,600
2018	0.16	2.85250	0.28	\$3.29250	0.064	1.1410	0.112	\$1.317	3.03%	\$391,452,100
2019	0.16	2.85250	0.28	\$3.29250	0.064	1.1410	0.112	\$1.317	3.03%	\$404,659,200

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.)

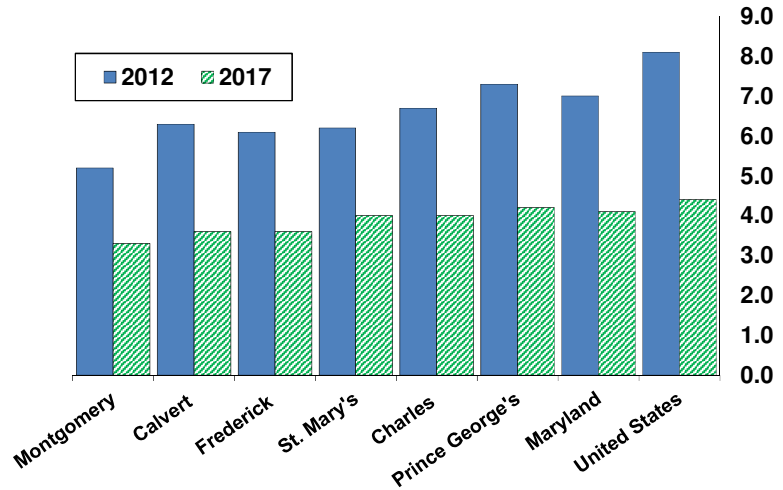
* Income Tax rates are shown as calendar years.

** 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.

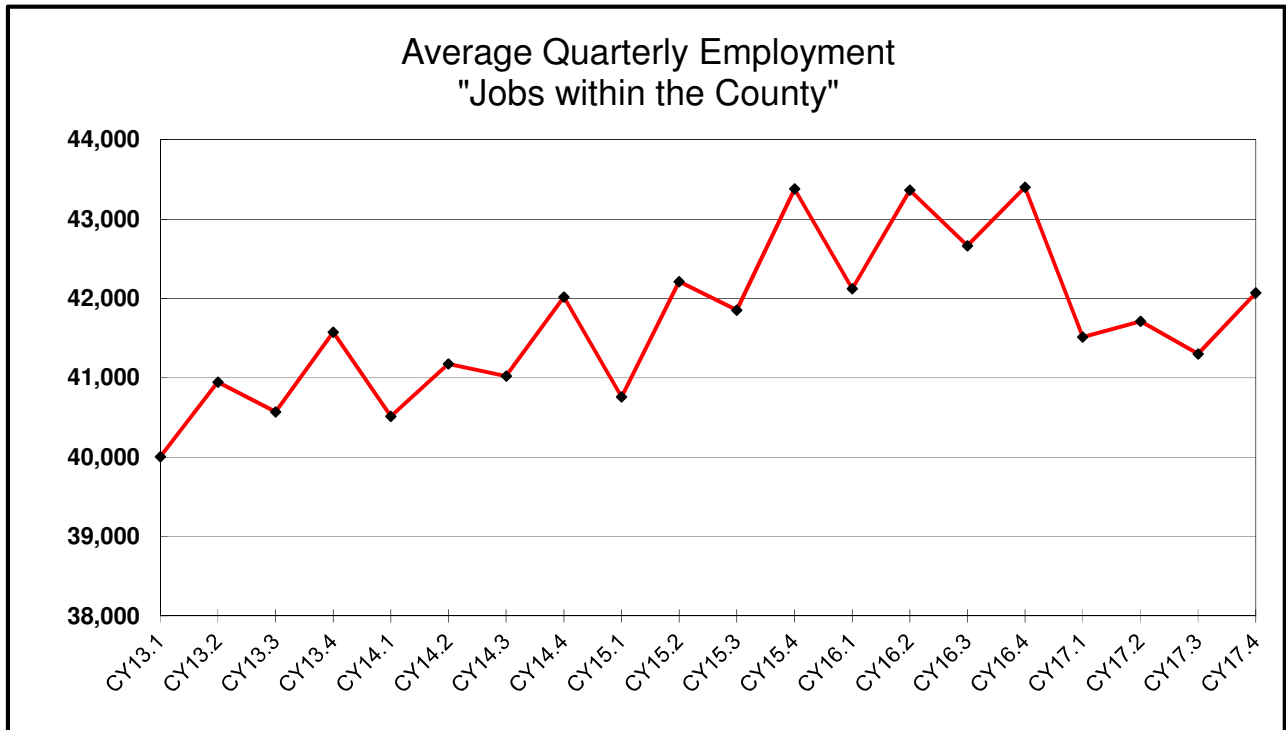
ECONOMIC AND STATISTICAL INFORMATION

Average Annual Unemployment Rate

<u>Calendar Year:</u>	<u>2012</u>	<u>2017</u>
Montgomery County	5.2	3.3
Calvert County	6.3	3.6
Frederick County	6.1	3.6
St. Mary's County	6.2	4.0
Charles County	6.7	4.0
Prince George's County	7.3	4.2
State of Maryland	7.0	4.1
United States	8.1	4.4



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 large spike in County jobs starting in calendar year 2015 through calendar year 2016 were in the construction industry which was likely due to the completion of the Competitive Power Ventures St. Charles Energy Center. Overall, the number of County jobs since the beginning of calendar year 2013 has grown by 5%.

Source: Maryland Department of Labor, Licensing, & Regulation. Published July 2018.

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.....	3,444	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 May 2018.

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.....	\$36.75	\$35.40	Machinists.....	\$29.14	\$24.21
Aerospace Engineers.....	53.40	59.42	Network Administrators.....	49.63	48.88
Bookkeeping/Accounting Clerks.....	19.88	21.51	Packers and packagers, hand.....	9.49	11.42
Computer Systems Analyst.....	46.21	45.97	Retail Salesperson.....	10.74	11.16
Customer Service Representatives.....	14.51	16.77	Registered Nurse.....	33.32	35.88
Electrical Engineers.....	49.22	48.49	Secretaries.....	18.30	19.04
Electrical & Electronic Eng. Techs.....	43.73	34.46	Shipping/Receiving Clerks.....	13.14	16.47
Industrial Truck & Tractor Operators.....	27.05	19.52	Team Assemblers.....	14.42	13.38

Source: Maryland Department of Labor, Licensing and Regulation; last updated April 2018. Wages were adjusted for inflationary pressure through May 2017. 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 2016 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.....	1,214	2.0%	1.2%
\$10,000 under \$20,000.....	7,075	11.4%	2.3
\$20,000 under \$30,000.....	6,856	11.0%	2.2
\$30,000 under \$40,000.....	5,952	9.6%	2.2
\$40,000 under \$50,000.....	5,325	8.6%	2.4
\$50,000 under \$100,000.....	19,048	30.6%	2.9
\$100,000 and over.....	16,766	26.9%	2.8
Taxable Returns.....	62,236	100.0%	2.5%
Non-Taxable.....	13,114		2.1
Total- All Returns.....	<u>75,350</u>		<u>2.5%</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.....	\$91,918	4	\$42,382	3
Calvert.....	96,808	3	39,897	5
Charles.....	91,373	5	37,680	9
Frederick.....	85,715	9	38,280	8
Howard.....	113,800	1	49,667	2
Montgomery.....	100,352	2	49,906	1
Prince George's.....	75,925	11	33,220	13
St. Mary's.....	86,810	7	36,814	10
State of Maryland.....	76,067		37,759	

Source: 2012-2016 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.....	2,339	2.3%	4.1%	5.6%
9th to 12th grade, no diploma.....	4,984	4.9%	6.3%	7.4%
High school graduate (includes equivalency).....	32,851	32.3%	25.4%	27.5%
Some college, no degree.....	25,630	25.2%	19.4%	21.0%
Associate's degree.....	8,035	7.9%	6.4%	8.2%
Bachelor's degree.....	16,781	16.5%	20.7%	18.8%
Graduate or professional degree.....	<u>11,086</u>	10.9%	17.7%	11.5%
Population 25 years and over.....	101,706			
Percent high school graduate or higher.....		92.8%	89.6%	87.0%
Percent bachelor's degree or higher.....		27.4%	38.4%	30.3%

Source: 2012-2016 American Community Survey 5-Year Estimates

Charles County Sales and Use Tax Collections

As indicated in the following table Charles County had a 4.3% decline in tax collections for FY17. Charles County represents 2.3% 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>2017</u>	<u>2016</u>
	<u>2017</u>	<u>2016</u>	<u>Change</u>	<u>% of Total</u>	<u>% of Total</u>
Food and Beverage.....	\$27,901	\$27,238	2.4%	26.3%	24.6%
General Merchandise.....	26,253	27,262	-3.7%	24.7%	24.6%
Building and Contractors.....	17,828	20,165	-11.6%	16.8%	18.2%
Utilities and Transportation.....	7,180	7,286	-1.5%	6.8%	6.6%
Automotive.....	6,912	7,324	-5.6%	6.5%	6.6%
Miscellaneous.....	6,728	6,671	-3.9%	6.3%	6.3%
Apparel.....	6,009	6,999	-9.9%	5.7%	6.0%
Furniture, Fixtures, & Appliances.....	5,551	6,019	-7.8%	5.2%	5.4%
Hardware, Machinery, and Equipmen	1,796	1,927	-6.8%	1.7%	1.7%
Total	\$106,158	\$110,894	-4.3%	100.0%	100.0%
Assessment Collections	68	76	-10.5%		
Grand Total	\$106,226	\$110,970	-4.3%		

Source: Comptroller of Maryland: Revenue Administration Division

ECONOMIC AND STATISTICAL INFORMATION

Population and Age Distribution

<u>Age</u>	<u>1970</u>	<u>1980</u>	<u>1990</u>	<u>2000</u>	<u>2010</u>	<u>2017</u> ⁽¹⁾
Under 5	5,674	5,975	8,769	8,628	9,780	10,285
5-9	6,537	6,721	8,631	9,891	10,241	11,151
10-14	5,928	8,273	7,853	10,376	11,587	12,715
15-19	4,283	7,908	7,731	8,971	11,661	12,620
20-24	3,033	5,588	7,761	6,118	8,851	9,462
25-34	7,193	12,506	19,351	17,401	17,309	18,716
35-44	5,402	10,853	16,820	22,749	24,498	25,301
45-54	4,283	6,308	11,346	17,062	24,000	27,022
55-64	2,846	4,614	6,389	10,525	14,974	17,333
65-74	1,633	2,674	4,145	5,460	8,245	9,326
<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>5,769</u>
All Ages	47,578	72,751	101,154	120,546	146,551	159,700
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

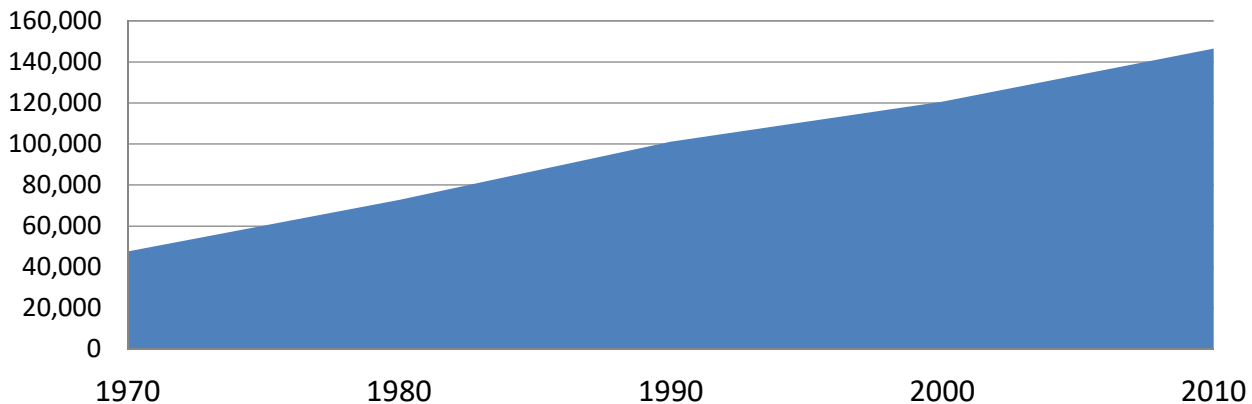
Source: U.S. Department of Commerce, U.S. Census Bureau

(1) Based on U.S. Census 2017 Population Estimate.

Average annual increase per 10 year increment...

4.3%	3.4%	1.8%	2.0%
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Charles County Population 40 Year History



<u>Race</u>	
White.....	47.8%
Black or African American alone.....	42.6%
Hispanic or Latino (of any race).....	5.1%
Asian.....	3.1%
Other.....	1.4%

<u>Gender</u>	
Women.....	51.7%
Men.....	48.3%

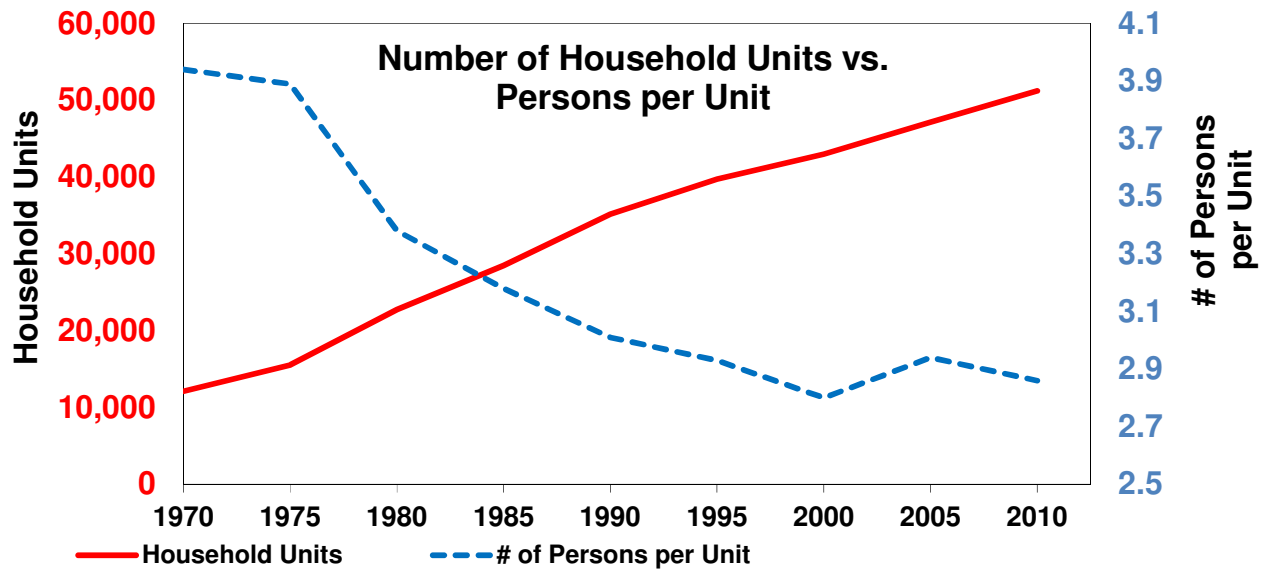
Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-year estimates

ECONOMIC AND STATISTICAL INFORMATION

Persons Per Residential Household

The total housing units for Charles County is estimated at 56,860. 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 2.81 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
2017 ⁽²⁾	56,860	2.81



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.....	71.3%	5 to 9 units.....	1.3%
1 unit- attached.....	18.3%	10 to 19 units.....	1.7%
2 units.....	0.2%	20 or more units.....	4.4%
3 or 4 units.....	1.4%	Mobile home or other	1.2%

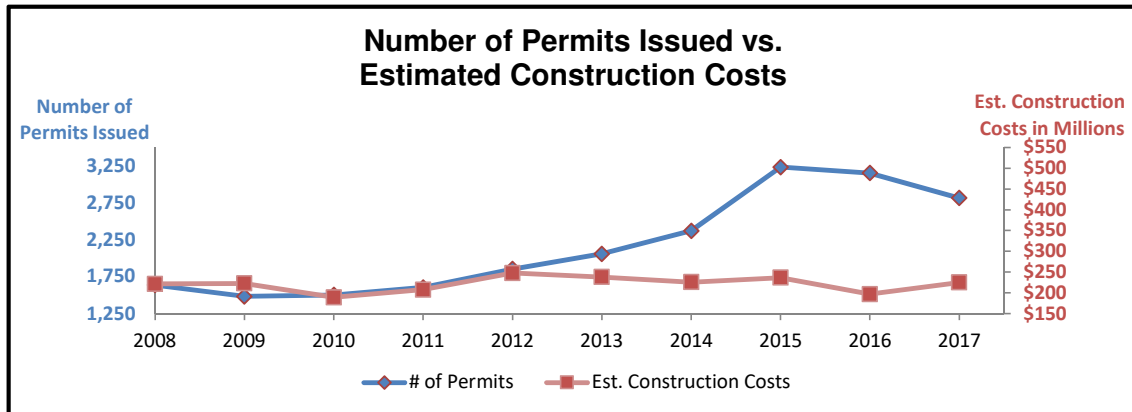
Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-year estimates.

ECONOMIC AND STATISTICAL INFORMATION

As set forth in the Ten-Year Building Permit Summary, permit values have generally remained stable.

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
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
2017	666	11	1,866	273	2,816	224,979,125



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.
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%
2017	119,826,871	479	250,160	4.7%

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:** 57 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 the Potomac River.

Utilities

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

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. 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 FY2019 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 **FY2017**. For further explanation on what is included in the individual Character of Expenditures, please refer to the Glossary
9. The **Adopted FY2018 Budget** is listed in this column.
10. The **FY2019 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 **FY2018 Amended Budget** is reported due to frequent late changes to grant awards and budgets.
11. The **FY2019 Adopted Budget** is listed in this column.
12. The **amount of change expressed in dollars** comparing the FY2018 Adopted Budget and the FY2019 Adopted Budget. Special Revenue funds show change to FY2018 Amended Budget.
13. The **percentage change (%) column** represents the monetary change from FY2018 Adopted Budget to FY2019 Adopted Budget expressed as a percentage. Special Revenue funds show percentage change to FY2018 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 FY15 through FY19.
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 FY15 to FY17 are included, as well as a projection for FY18, and an estimate for FY19.
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	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services						
Fringe Benefits						
Operating Costs	8.	9.	10.	11.	12.	13.
Transfers Out						
Capital Outlay						
Total Expenditures						
Revenues 14.						

Changes and Useful Information: 15.

- .
- .
- .

Description: 16.

Positions: 17.

<u>Title</u>	<u>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>
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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>	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 Estimated
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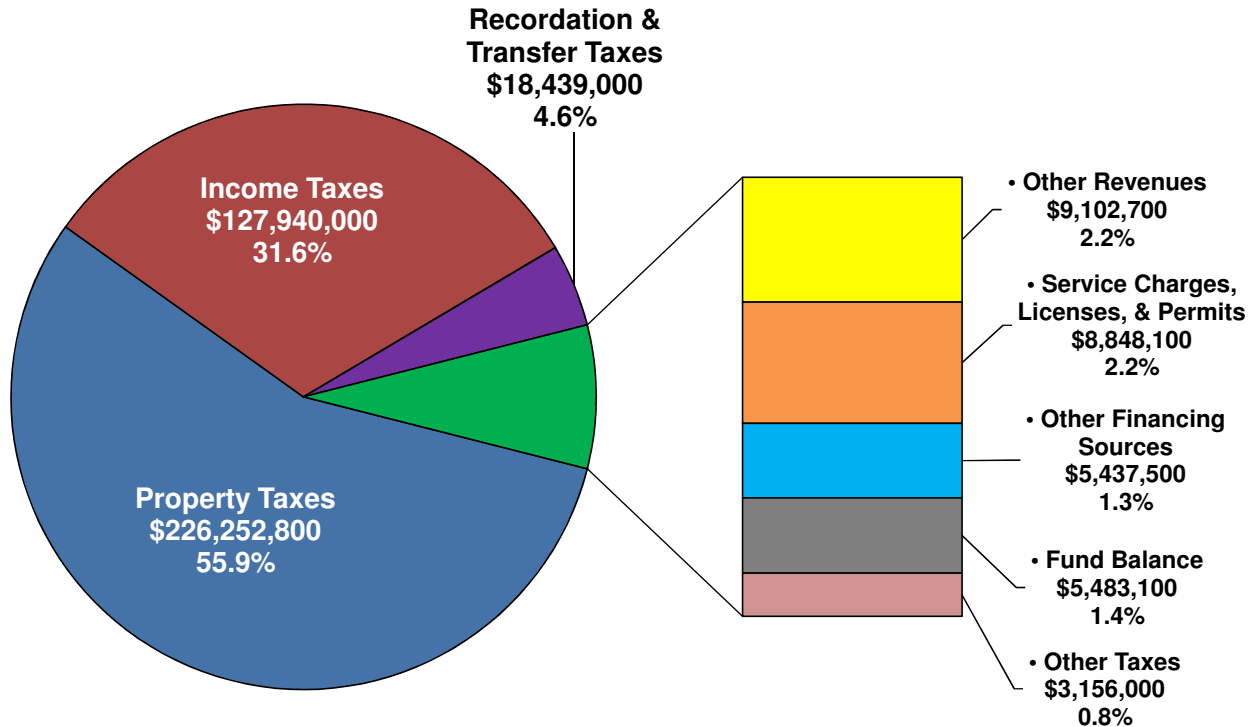
18.

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:

FY2019 General Fund Revenues/Financing Sources TOTAL APPROVED = \$404,659,200



REVENUE BREAKDOWN

Category	Percentage	Amount	Category	Percentage	Amount
PROPERTY TAXES	55.9%	\$226,252,800	INCOME TAX	31.6%	\$127,940,000
Real & Personal		\$228,528,700			
Penalties, Interest & fees		744,000			
Tax Credits		(3,019,900)			
RECORDATION & TRANSFER TAXES	4.6%	\$18,439,000	SERVICE CHARGES, LICENSES, & PERMITS	2.2%	\$8,848,100
OTHER TAXES	0.8%	\$3,156,000	EMS Billing fee		\$1,400,000
Hotel/Motel Tax		\$1,324,000	Reclaimed Water Sales		1,183,700
Highway User		972,000	911 fees		1,142,000
Admission Tax		860,000	Licenses & Permits		1,077,600
			Indirect Cost Allocation		1,142,500
			Park Fees		750,600
			Remaining		2,151,700
OTHER FINANCING SOURCES	1.3%	\$5,437,500	ALL OTHER REVENUES	2.2%	\$9,102,700
Transfer: Capital Project Fund		\$2,671,800	Fines & Forfeitures		\$3,579,500
Special Revenue: Cable Fund		2,765,700	Rent		1,283,700
			State Grants		1,635,700
			Other Intergovernmental		522,300
			Interest		1,400,000
			Sale of Fixed Assets		250,000
FUND BALANCE APPROPRIATION	1.4%	\$5,483,100	Miscellaneous		431,500

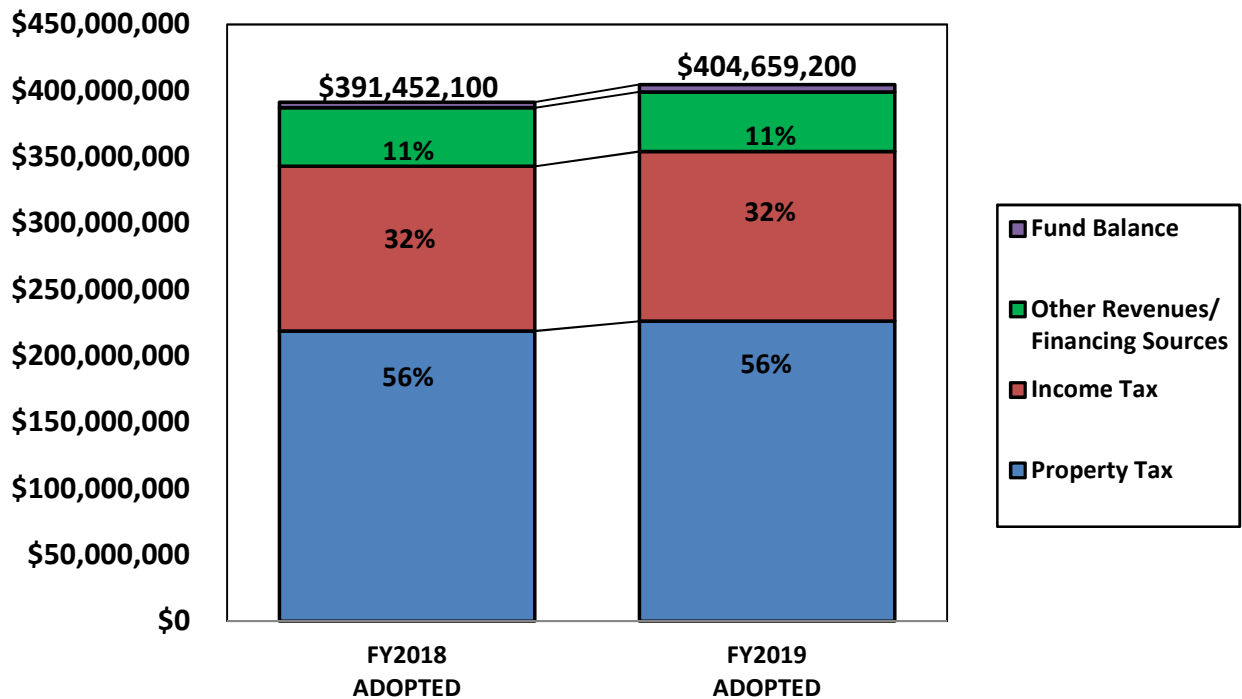
GENERAL FUND-Revenue Descriptions

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 FY2019 Budget was adopted at \$404.7 million compared to the FY2018 Budget of \$391.4 million, a \$13.2 million increase. Real and business personal property tax receipts is estimated to increase by \$7.4 million and income taxes is estimated to generate \$3.7 million more than the FY2018 adopted budget. Recordation taxes and transfer taxes were adjusted to recent trends. Recordation taxes are estimated to increase by \$1.3 million and transfer taxes are estimated to generate an additional \$618,000. Interest income from county investments is projected to generate an additional \$975,000. Financing sources are decreasing by \$1.3 million mostly due to changes in one-time revenues sources. Revenue variances to fiscal year 2018 for all other sources, other than the ones previously mentioned, net to a total increase of \$423,900.

Comparison to Prior Fiscal Year



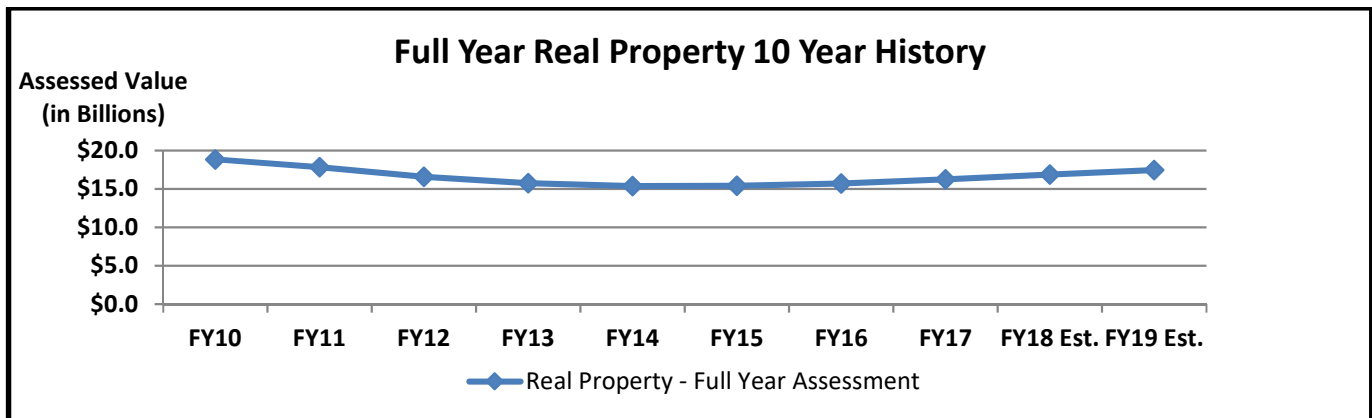
NOTE: Percentages (%) noted in graph represent the percent of Total Operating Revenues and Financing Uses. Fund Balance was 1% for the Adopted Budget in both FY2018 and FY2019.

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 \$199.2 million in FY2019.



The FY2019 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 FY2019 is estimated to increase by 3.9% in comparison to FY2018. **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 FY2019 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 \$35 million to \$77 million. **The estimated quarterly additions for Fiscal Year 2019 are \$61.2 million per quarter.**

	FY2014 Actual	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Estimate
¾ Year	\$51.8	\$67.6	\$55.3	\$47.3	\$93.8	\$61.2
½ Year	\$45.3	\$77.4	\$52.9	\$75.6	\$48.8	\$61.2
¼ Year	\$34.8	\$65.2	\$61.6	\$68.9	\$60.0	\$61.2

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.

FY2019 revenues are estimated by the Charles County Department of Fiscal and Administrative Services and are based on FY2018 assessments and assumes a 2% growth rate. **The tax rate remains constant at \$2.8525 per \$100 of assessed value.**

	FY2014 Actual	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Budget
Assessment	\$284,177,720	\$303,237,880	\$316,255,310	\$312,869,100	\$334,798,520	\$341,494,500

BUSINESS PERSONAL PROPERTY

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

FY2019 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.**

	FY2014 Actual	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Budget
Assessment	\$7,712,830	\$7,504,070	\$9,183,690	\$9,541,520	\$9,542,000	\$9,542,000

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.

FY2019 revenues are estimated by the Charles County Department of Fiscal and Administrative Services using historical trends and certain assumptions. For comparison purposes the assessments listed below have been adjusted to exclude GenOn Mid-Atlantic, LLC which entered into a payment in lieu of tax agreement with the County in FY2017. **The tax rate remains constant at \$2.8525 per \$100 of assessed value.**

	FY2014 Actual	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Budget
Assessment	\$205,401,028	\$191,673,260	\$237,703,395	\$221,587,700	\$235,633,480	\$240,346,200

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 implemented during FY2017. Previously this revenue source was included under Ordinary Business Corporation. The information listed below represent the General Fund portion only. Total revenues may differ from the total PILOT agreement.

	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Budget
Competitive Power Venture	\$2,000,000	\$2,000,000	\$1,336,299	\$3,586,392	\$3,466,300
GenOn Mid-Atlantic	n/a	n/a	\$11,252,008	\$7,938,837	\$7,938,800

GENERAL FUND-Revenue Descriptions

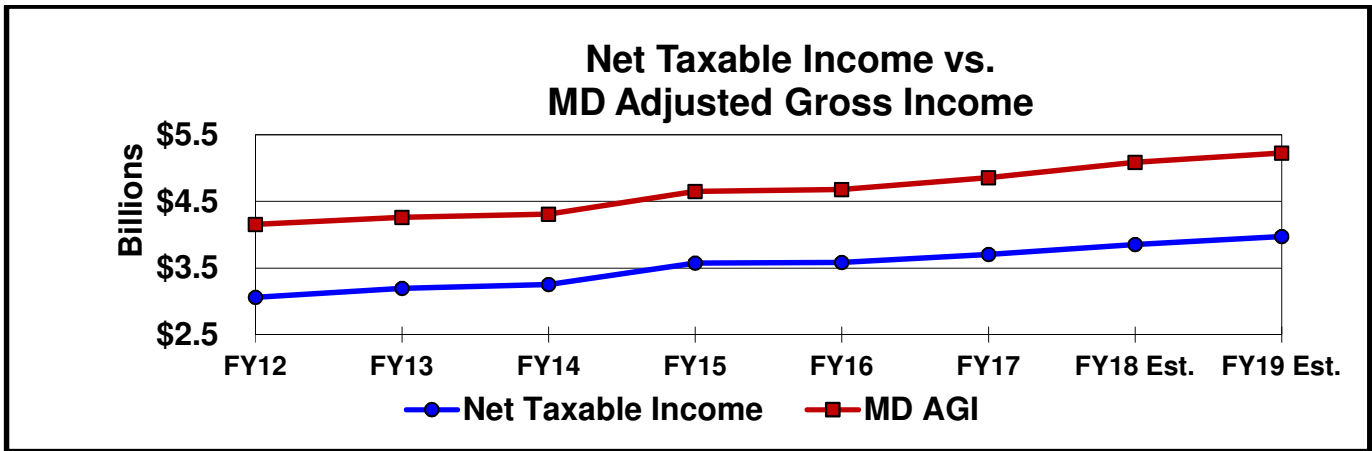
PROPERTY TAX CREDITS

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 \$1.7 million for FY2019.

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

INCOME TAX

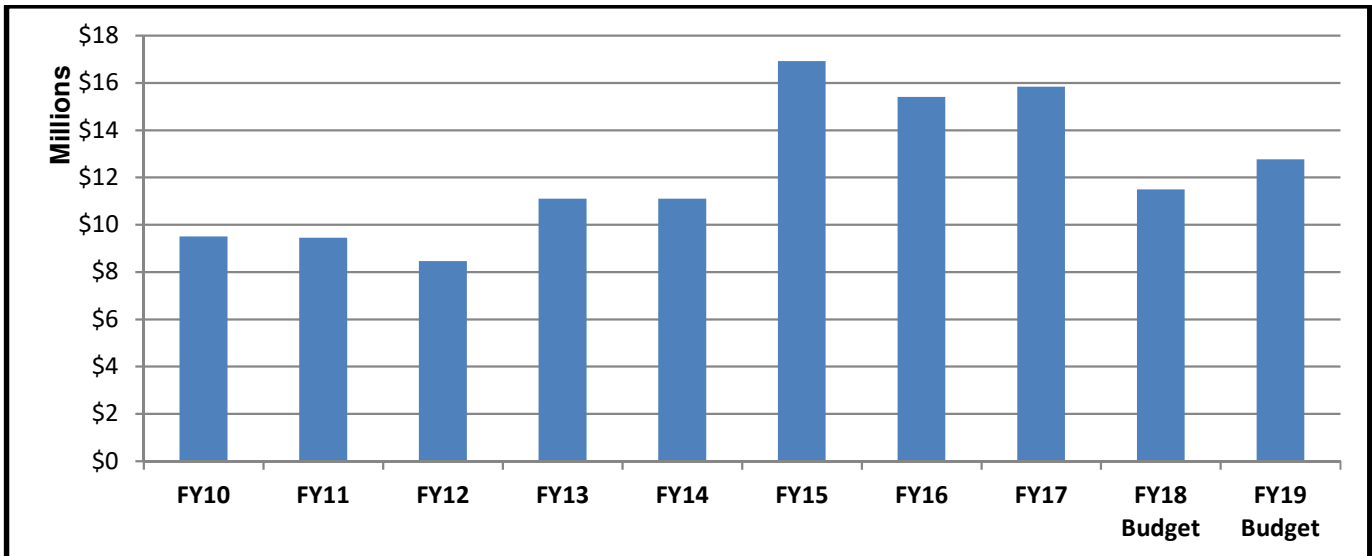
Income tax revenue is generated from the local tax liability of residential income tax returns. The local rate of 3.03% of an individual's Maryland taxable income is established by the Board of County Commissioners and is legally limited to 3.20% of the state tax liability. Income tax revenue is the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



OTHER TAXES

RECORDATION TAX

Recordation tax is established by the local governing body with prior approval from the state legislature. Tax revenue is generated when a property is sold and title recorded. **A rate of \$5.00 per \$500 value remains the same for FY2019.** The estimate involves various economic factors, such as housing starts, mortgage interest rates, real estate supply & demand, population growth, and speculation related to the housing market. Based on current market conditions, Recordation tax revenue is estimated to increase by \$1,271,000.



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 FY2019.** Real Property Transfer tax revenue is estimated to generate \$5,678,000 in FY2019. The estimate involves various economic factors, such as housing starts, mortgage interest rates, real estate supply & demand, population growth, and speculation related to the housing market.

HIGHWAY USER TAX

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

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 FY2019 was increased by \$123,000 to equal FY2018 year-end estimated revenues.

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 FY2019 was adjusted to equal FY2017 year-end 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 budget remained flat for FY2019.

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. FY2019 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 FY2019 budget of \$1,142,000 is 4% increase over the FY2018 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 FY2019 budget is estimated equal \$1,142,500.

RECLAIMED WATER SALES

As part of the Payment in Lieu of Tax agreement with Competitive Power Ventures (CPV), the County receives revenue for reclaimed water sales. CPV purchases reclaimed water from the County's Mattawoman Waste Water Treatment Plant to use for its primary cooling source. The County began receiving revenue from CPV during FY2017. The FY2019 budget is estimated to equal \$1,183,700.

FINES AND FORFEITURES

The County collects fines for the Red Light Camera, Speed Camera, and False Alarm programs. For Fiscal Year 2019, Fines & Forfeitures revenues are estimated to increase by 1% compared to the FY2018 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. FY2019 is estimated to be \$1,400,00 which is a \$975,000 increase over the FY2018 adopted budget mostly due to the County receiving more favorable interest rates on investments.

MISCELLANEOUS

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

FUND BALANCE

The use of \$5.4 million in Fund Balance is approved for FY2019. These funds were formally reserved to fund priority one-time items in the FY2019 operating budget including \$2 million to support the school security upgrades, vehicle & equipment items for the Sheriff's Office, a public safety strategic study, an employee compensation study, funding to support the capital improvement program, and other one-time items.

GENERAL FUND OPERATING BUDGET

	<u>FY2017</u> <u>Actual</u>	<u>FY2018</u> <u>Adopted</u>	<u>FY2019</u> <u>Adopted</u>	<u>\$ Change</u> <u>from FY2018</u>	<u>%</u> <u>Chg.</u>
<u>REVENUES</u>					
<u>Operating Revenues</u>					
Property Taxes	\$210,805,080	\$218,810,400	\$226,252,800	\$7,442,400	3.4%
Income Tax	119,349,494	124,210,000	127,940,000	3,730,000	3.0%
Recordation Tax	15,836,572	11,490,000	12,761,000	1,271,000	11.1%
Transfer Tax	6,982,932	5,060,000	5,678,000	618,000	12.2%
Other Taxes	3,169,507	2,902,000	3,156,000	254,000	8.8%
Services Charges	6,885,818	7,589,200	7,770,500	181,300	2.4%
Intergovernmental	2,263,509	2,185,600	2,158,000	(27,600)	-1.3%
Licenses & Permits	1,080,074	1,078,600	1,077,600	(1,000)	-0.1%
Fines & Forfeitures	3,742,549	3,541,300	3,579,500	38,200	1.1%
Other Income	2,858,661	2,411,200	3,365,200	954,000	39.6%
Total Operating Revenues	\$372,974,196	\$379,278,300	\$393,738,600	\$14,460,300	3.8%
<u>Other Financing Sources</u>					
Transfer from Capital Project Fund	1,317,439	1,357,000	2,671,800	1,314,800	96.9%
Transfer from Special Revenue Fund	0	2,600,000	2,765,700	165,700	6.4%
Capital Lease Proceeds	3,342,500	3,934,200	0	(3,934,200)	-100.0%
Reserved Fund Balance	0	4,282,600	5,483,100	1,200,500	28.0%
Total Other Financing Sources	\$4,659,939	\$12,173,800	\$10,920,600	(\$1,253,200)	-10.3%
TOTAL REVENUES & OTHER FINANCING SOURCES	\$377,634,135	\$391,452,100	\$404,659,200	\$13,207,100	3.4%
<u>EXPENDITURES</u>					
Board of Education	\$170,474,500	\$175,484,000	\$181,982,100	\$6,498,100	3.7%
Sheriff's Office	80,407,538	87,323,600	90,287,800	2,964,200	3.4%
Debt Service	28,174,935	28,584,000	29,956,800	1,372,800	4.8%
County Administered					
Public Works - Facilities	13,517,171	14,987,400	15,407,700	420,300	2.8%
Emergency Services	14,263,365	15,512,200	16,416,400	904,200	5.8%
Recreation, Parks, and Tourism	7,376,534	8,013,100	8,604,600	591,500	7.4%
Fiscal & Administrative Services	5,970,523	6,664,200	6,952,400	288,200	4.3%
Planning & Growth Management	5,533,786	6,763,800	7,246,200	482,400	7.1%
Community Services	2,058,358	2,267,300	2,582,400	315,100	13.9%
Economic Development	1,481,000	1,827,700	1,835,000	7,300	0.4%
General Government	3,862,626	4,519,700	4,353,900	(165,800)	-3.7%
Total County Administered	\$54,063,363	\$60,555,400	\$63,398,600	\$2,843,200	4.7%
College of Southern MD	9,830,400	9,886,200	9,886,200	0	0.0%
Library	4,201,330	4,196,100	4,240,600	44,500	1.1%
Health Department	2,725,338	2,833,500	2,842,200	8,700	0.3%
Other General Government	10,391,329	14,124,700	15,453,500	1,328,800	9.4%
Other Agencies/Misc.	2,703,840	2,690,900	2,582,700	(108,200)	-4.0%
Contingency	0	971,500	358,700	(612,800)	-63.1%
Total Expenditures	\$362,972,573	\$386,649,900	\$400,989,200	\$14,339,300	3.7%
<u>Other Financing Uses</u>					
Capital Project Pay-as-you-go	1,767,512	318,000	3,120,000	2,802,000	881.1%
Watershed Fund Subsidy	236,579	550,000	550,000	0	0.0%
Capital Asset Purchases	4,044,533	3,934,200	0	(3,934,200)	-100.0%
Total Other Financing Uses	\$6,048,625	\$4,802,200	\$3,670,000	(\$1,132,200)	-23.6%
TOTAL EXPENDITURES & OTHER FINANCING USES:	\$369,021,198	\$391,452,100	\$404,659,200	\$13,207,100	3.4%
SURPLUS/(DEFICIT)	\$8,612,937	\$0	\$0	\$0	

GENERAL FUND OPERATING BUDGET

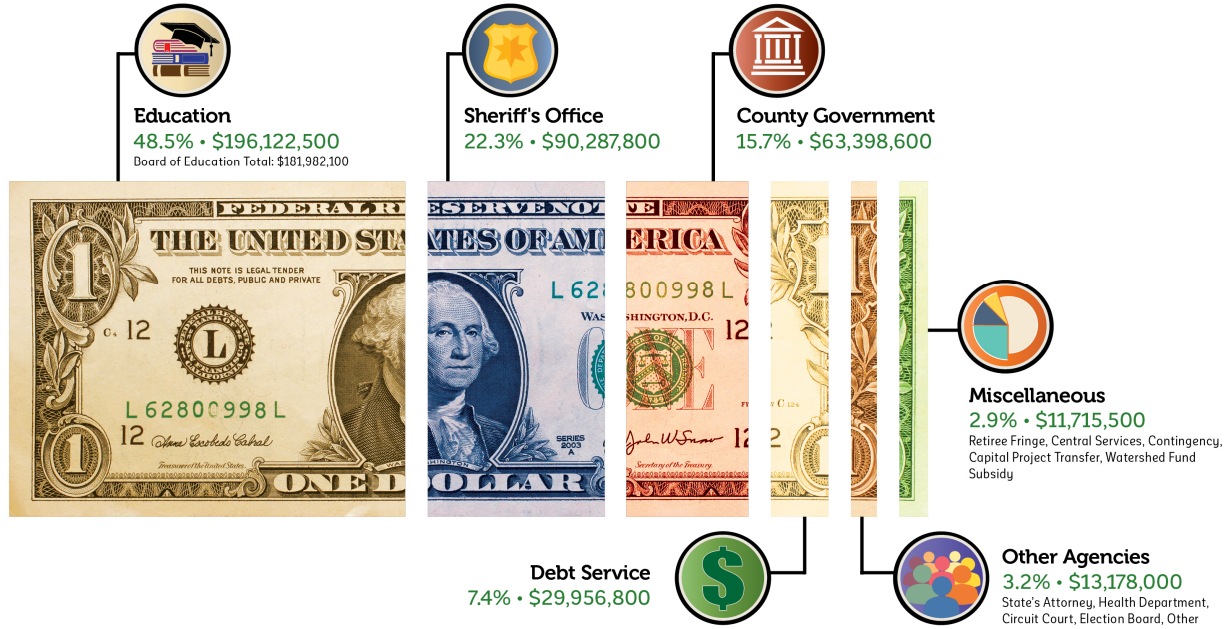
	FY2017 <u>Actual</u>	FY2018 <u>Adopted</u>	FY2019 <u>Adopted</u>	<u>\$ Change from FY2018</u>	<u>% Chg.</u>
REVENUE DETAIL BY ACCOUNT CLASSIFICATION					
<u>PROPERTY TAXES:</u>					
Real Property - Full Year	\$183,674,206	\$191,777,000	\$199,207,000	\$7,430,000	3.9%
Real Property - Half Year	387,935	320,800	349,100	28,300	8.8%
Real Property-Quarter Year	194,296	160,400	174,600	14,200	8.9%
Real Property-Three-Quarter Year	390,869	481,000	524,000	43,000	8.9%
Business Personal Property	260,677	300,000	272,000	(28,000)	-9.3%
Railroads & Public Utilities	8,937,419	9,446,000	9,741,000	295,000	3.1%
Ordinary Business Corp.	6,589,926	7,100,200	6,855,900	(244,300)	-3.4%
Payment in Lieu of Tax: Morgantown	11,252,008	7,938,800	7,938,800	0	0.0%
Payment in Lieu of Tax: CPV	1,336,299	3,586,400	3,466,300	(120,100)	-3.3%
Penalties & Interest	569,445	600,000	600,000	0	0.0%
Half Year Tax Billing	56,112	60,800	144,000	83,200	136.8%
Subtotal	\$213,649,195	\$221,771,400	\$229,272,700	\$7,501,300	3.4%
Homestead Tax Credit	(85,828)	(137,700)	(133,700)	4,000	-2.9%
Low Income Tax Credit	(660,225)	(729,000)	(694,000)	35,000	-4.8%
Senior Tax Credit	(315,162)	(310,000)	(300,000)	10,000	-3.2%
Ag. Preservation Tax Credit	(119,983)	(140,000)	(120,000)	20,000	-14.3%
Tax Differ.- La Plata	(1,551,886)	(1,540,000)	(1,670,000)	(130,000)	8.4%
Tax Differ.- Indian Head	(104,558)	(95,400)	(95,000)	400	-0.4%
Surviving Spouse Tax Credit	(6,392)	(8,700)	(7,000)	1,700	-19.5%
Conservation Easement Tax Credit	(81)	(200)	(200)	0	0.0%
Subtotal	(\$2,844,114.2)	(\$2,961,000)	(\$3,019,900)	(\$58,900)	2.0%
Total Property Taxes	\$210,805,080	\$218,810,400	\$226,252,800	\$7,442,400	3.4%
<u>INCOME TAX</u>	\$119,349,494	\$124,210,000	\$127,940,000	\$3,730,000	3.0%
<u>RECORDATION TAX</u>	\$15,836,572	\$11,490,000	\$12,761,000	\$1,271,000	11.1%
<u>TRANSFER TAX</u>	\$6,982,932	\$5,060,000	\$5,678,000	\$618,000	12.2%
<u>OTHER TAXES:</u>					
Hotel/Motel Room	\$1,324,307	\$1,214,000	\$1,324,000	\$110,000	9.1%
Highway User	952,802	951,000	972,000	21,000	2.2%
Admission and Amusement	892,398	737,000	860,000	123,000	16.7%
Total Other Local Taxes	\$3,169,507	\$2,902,000	\$3,156,000	\$254,000	8.8%
<u>LICENSES & PERMITS</u>					
Trader License	\$215,118	\$227,000	\$226,000	(\$1,000)	-0.4%
Alcoholic License	207,411	215,700	215,700	0	0.0%
Building Permits	161,088	150,000	150,000	0	0.0%
Park Permits	105,861	102,400	100,600	(1,800)	-1.8%
Electrical Exams	76,994	83,100	82,600	(500)	-0.6%
Electrical Permits	85,536	67,400	70,000	2,600	3.9%
Pumbling Permits	63,156	59,600	59,600	0	0.0%
Trailer Permits	49,110	44,300	44,300	0	0.0%
Civil Marriage Licenses	37,990	40,000	40,000	0	0.0%
Other	77,810	89,100	88,800	(300)	-0.3%
Total Licenses & Permits	\$1,080,074	\$1,078,600	\$1,077,600	(\$1,000)	-0.1%
<u>INTERGOVERNMENTAL:</u>					
Federal	\$39,958	\$0	\$0	\$0	N/A
State					
Aid for Police Protection	\$1,267,645	\$1,262,000	\$1,262,000	\$0	0.0%
State Aid For Inmate Operating	178,650	170,000	170,000	0	0.0%
Jury Fee Reimbursement	103,500	115,000	119,500	4,500	3.9%
Other	157,103	82,100	84,200	2,100	2.6%
Subtotal	\$1,706,898	\$1,629,100	\$1,635,700	\$6,600	0.4%

GENERAL FUND OPERATING BUDGET

	FY2017 <u>Actual</u>	FY2018 <u>Adopted</u>	FY2019 <u>Adopted</u>	<u>\$ Change from FY2018</u>	<u>% Chg.</u>
REVENUE DETAIL BY ACCOUNT CLASSIFICATION					
Local Governments					
Animal Shelter- St. Mary's	\$309,992	\$386,900	\$463,600	\$76,700	19.8%
Animal Shelter- Calvert	206,662	169,600	58,700	(110,900)	-65.4%
Subtotal	\$516,654	\$556,500	\$522,300	(\$34,200)	-6.1%
Total Intergovernmental	\$2,263,509	\$2,185,600	\$2,158,000	(\$27,600)	-1.3%
<u>SERVICES CHARGES:</u>					
Em. Medical Svcs. Billing Fee	\$1,394,502	\$1,365,000	\$1,400,000	\$35,000	2.6%
Indirect Cost Allocation	1,092,531	1,060,700	1,142,500	81,800	7.7%
Local 911 Aid	1,113,468	1,100,000	1,142,000	42,000	3.8%
Park Fees	718,568	744,200	750,600	6,400	0.9%
Reclaimed Water Sales	466,412	1,183,700	1,183,700	0	0.0%
Sheriff Fees	466,091	462,000	479,800	17,800	3.9%
Custodial Fee	333,900	340,500	344,300	3,800	1.1%
False Alarm Registrations	285,522	285,500	287,000	1,500	0.5%
Sheriff Pay Phone Commissions	137,904	140,000	140,000	0	0.0%
Room & Board Detention Center	117,717	115,000	115,000	0	0.0%
Other	759,203	792,600	785,600	(7,000)	-0.9%
Total Service Charges	\$6,885,818	\$7,589,200	\$7,770,500	\$181,300	2.4%
<u>FINES & FORFEITURES</u>					
Red Light Camera Fines	\$1,920,600	\$1,800,000	\$1,820,000	\$20,000	1.1%
Speed Camera Fines	1,458,905	1,400,000	1,400,000	0	0.0%
False Alarm Fines	269,001	253,000	266,000	13,000	5.1%
Other	94,043	88,300	93,500	5,200	5.9%
Total Fines & Forfeitures	\$3,742,549	\$3,541,300	\$3,579,500	\$38,200	1.1%
<u>OTHER INCOME</u>					
Rent	\$1,290,343	\$1,304,700	\$1,283,700	(\$21,000)	-1.6%
Interest	1,058,240	425,000	1,400,000	975,000	229.4%
Sale of Fixed Assets	141,892	250,000	250,000	0	0.0%
Miscellaneous	368,186	431,500	431,500	0	0.0%
Total Miscellaneous	\$2,858,661	\$2,411,200	\$3,365,200	\$954,000	39.6%
TOTAL OPERATING REVENUES	\$372,974,196	\$379,278,300	\$393,738,600	\$14,460,300	3.8%
<u>Financing Sources</u>					
Transfer from Capital Project Fund	\$1,317,439	\$1,357,000	\$2,671,800	\$1,314,800	96.9%
Transfer from Special Revenue Fund	0	2,600,000	2,765,700	165,700	6.4%
Capital Lease Proceeds	3,342,500	3,934,200	0	(3,934,200)	N/A
Subtotal: Financing Sources	\$4,659,939	\$7,891,200	\$5,437,500	(\$2,453,700)	-31.1%
<u>Fund Balance</u>					
Housing Authority	\$0	\$10,600	\$0	(\$10,600)	N/A
OPEB	0	100,000	0	(100,000)	N/A
Bond Premium	0	967,700	0	(967,700)	N/A
Reserve for Priorities	0	3,204,300	5,483,100	2,278,800	71.1%
Subtotal: Fund Balance	\$0	\$4,282,600	\$5,483,100	\$1,200,500	28.0%
TOTAL OTHER FINANCING SOURCES	\$4,659,939	\$12,173,800	\$10,920,600	(\$1,253,200)	-10.3%
TOTAL REVENUES & OTHER FINANCING SOURCES	\$377,634,135	\$391,452,100	\$404,659,200	\$13,207,100	3.4%

GENERAL FUND

FY2019 Adopted Budget: \$404,659,200



EXPENDITURE BREAKDOWN

EDUCATION	48.5%	\$196,122,500	SHERIFF'S OFFICE	22.3%	\$90,287,800
Board of Education	\$181,982,100		DEBT SERVICE	7.4%	\$29,956,800
College of Southern Maryland	9,886,200		OTHER AGENCIES	3.2%	\$13,178,000
Library	4,240,600		State's Attorney	\$4,254,400	
Other Education	13,600		Health Department	2,842,200	
COUNTY GOVERNMENT	15.7%	\$63,398,600	Circuit Court	1,710,900	
Public Works - Facilities	\$15,407,700		Election Board	1,478,000	
Emergency Services	16,416,400		Other Agencies	2,892,500	
Recreation, Parks, and Tourism	8,604,600		MISCELLANEOUS	2.9%	\$11,715,500
Fiscal & Administrative Services	6,952,400		Retiree Fringe/OPEB Contribution	\$4,890,500	
Planning & Growth Management	7,246,200		Central Services	2,796,300	
Community Services	2,582,400		Contingency	358,700	
Economic Development Dept.	1,835,000		Capital Project Transfer	3,120,000	
Administrative Services	1,531,300		Watershed Fund Subsidy	550,000	
County Attorney	1,117,000				
Human Resources	1,189,900				
County Commissioners	515,700				

GENERAL FUND OPERATING BUDGET

	<u>FY2017</u> <u>Actual</u>	<u>FY2018</u> <u>Adopted</u>	<u>FY2019</u> <u>Adopted</u>	<u>\$ Change</u> <u>from FY2018</u>	<u>%</u> <u>Chg.</u>
EXPENDITURES BY DIVISION					
<u>EDUCATION</u>					
Board of Education	\$180,304,900				
Board of Education	\$170,474,500	\$175,484,000	\$181,982,100	\$6,498,100	3.7%
College of Southern Maryland	9,830,400	9,886,200	9,886,200	0	0.0%
Library	4,201,330	4,196,100	4,240,600	44,500	1.1%
Other	9,000	13,600	13,600	0	0.0%
Total Education	\$184,515,230	\$189,579,900	\$196,122,500	\$6,542,600	3.5%
<u>PUBLIC SAFETY</u>					
Sheriff	\$60,946,963	\$66,001,400	68,542,200	\$2,540,800	3.8%
Corrections	17,265,920	18,910,900	19,362,200	451,300	2.4%
Automated Enforcement Unit (AEU)	1,928,993	2,107,000	2,030,200	(76,800)	-3.6%
Fingerprinting Service	265,661	304,300	353,200	48,900	16.1%
Sheriff's Office	\$80,407,538	\$87,323,600	\$90,287,800	\$2,964,200	3.4%
Emergency Services Administration	313,838	331,500	467,800	136,300	41.1%
False Alarm Reduction Unit	172,926	180,900	187,900	7,000	3.9%
Animal Control	673,927	711,300	734,400	23,100	3.2%
Animal Shelter	852,921	995,000	1,037,200	42,200	4.2%
Fire/EMS Communications	3,659,415	3,804,400	4,022,500	218,100	5.7%
Career Emergency Medical Services	8,237,214	9,143,200	9,626,600	483,400	5.3%
Special Operations	217,041	207,400	177,000	(30,400)	-14.7%
Emergency Management	136,084	138,500	163,000	24,500	17.7%
Subtotal: Emergency Services	\$14,263,365	\$15,512,200	\$16,416,400	\$904,200	5.8%
Total Public Safety	\$94,670,903	\$102,835,800	\$106,704,200	\$3,868,400	3.8%
<u>DEBT SERVICE</u>					
Principal	\$20,373,689	\$20,576,900	\$21,473,900	\$897,000	4.4%
Interest	7,147,207	7,308,300	7,773,900	465,600	6.4%
Miscellaneous	654,039	698,800	709,000	10,200	1.5%
Total Debt Service	\$28,174,935	\$28,584,000	\$29,956,800	\$1,372,800	4.8%
<u>GENERAL GOVERNMENT</u>					
Central Services	(\$560,973)	\$2,819,600	\$2,796,300	(\$23,300)	-0.8%
OPEB Contribution	1,250,000	1,500,000	1,750,000	250,000	16.7%
Election Board	1,288,076	1,284,600	1,478,000	193,400	15.1%
Liquor Board	248,442	247,500	249,600	2,100	0.8%
Orphan's Court	52,581	56,700	57,300	600	1.1%
Circuit Court	1,323,676	1,482,000	1,710,900	228,900	15.4%
State's Attorney	4,285,453	3,960,700	4,254,400	293,700	7.4%
Fringe Benefits	2,481,541	2,758,300	3,140,500	382,200	13.9%
Volunteer Fire & Rescue Subsidy	22,534	15,300	16,500	1,200	7.8%
Subtotal: Other General Govt.	\$10,391,329	\$14,124,700	\$15,453,500	\$1,328,800	9.4%
County Commissioners	\$481,978	\$505,400	\$515,700	\$10,300	2.0%
Administrative Services	1,572,372	1,896,100	1,531,300	(364,800)	-19.2%
County Attorney	894,539	1,071,000	1,117,000	46,000	4.3%
Human Resources	913,738	1,047,200	1,189,900	142,700	13.6%
Subtotal: County Administered	\$3,862,626	\$4,519,700	\$4,353,900	(\$165,800)	-3.7%
General Government					
Total General Government	\$14,253,955	\$18,644,400	\$19,807,400	\$1,163,000	6.2%

GENERAL FUND OPERATING BUDGET

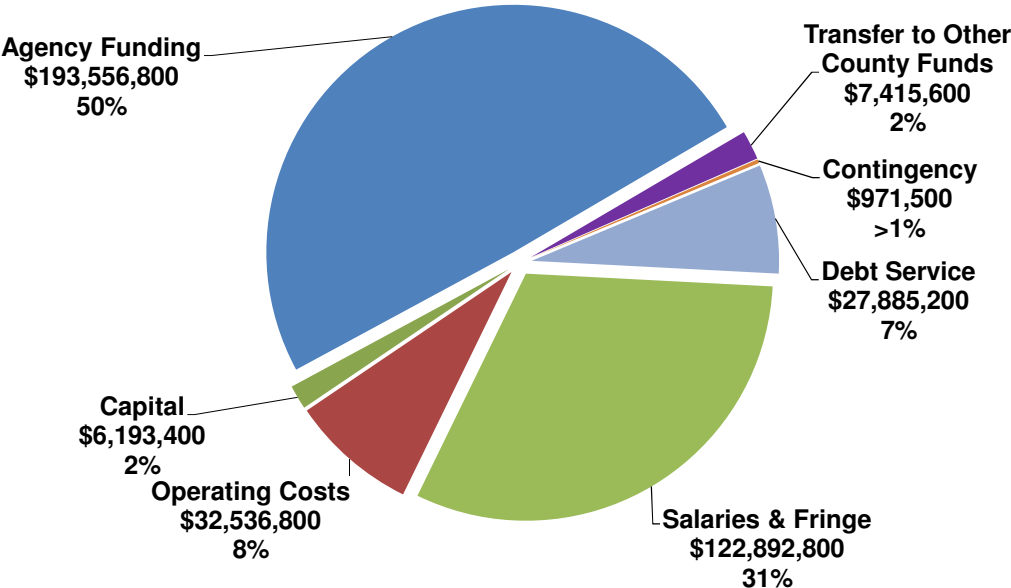
	FY2017 <u>Actual</u>	FY2018 <u>Adopted</u>	FY2019 <u>Adopted</u>	<u>\$ Change from FY2018</u>	<u>% Chg.</u>
EXPENDITURES BY DIVISION					
<u>FISCAL & ADMINISTRATIVE SERVICES</u>					
Administration	\$256,871	\$267,700	\$257,000	(\$10,700)	-4.0%
Budget	434,658	439,200	480,000	40,800	9.3%
Information Technology	2,736,598	3,193,200	3,453,600	260,400	8.2%
Purchasing	264,934	351,600	355,500	3,900	1.1%
Treasury	1,160,413	1,180,500	1,302,100	121,600	10.3%
Accounting	1,117,048	1,232,000	1,104,200	(127,800)	-10.4%
Total Fiscal & Admin. Services	\$5,970,523	\$6,664,200	\$6,952,400	\$288,200	4.3%
<u>PUBLIC WORKS - FACILITIES</u>					
Administration	\$585,407	\$634,500	\$631,900	(\$2,600)	-0.4%
Building & Trades	7,187,609	7,438,000	7,795,300	357,300	4.8%
Vehicle Maintenance	971,814	1,022,700	945,700	(77,000)	-7.5%
Roads	4,772,340	5,892,200	6,034,800	142,600	2.4%
Total Public Works	\$13,517,171	\$14,987,400	\$15,407,700	\$420,300	2.8%
<u>COMMUNITY SERVICES</u>					
Administration	\$265,494	\$258,300	\$281,500	\$23,200	9.0%
Aging & Human Services	1,340,376	1,434,000	1,675,400	241,400	16.8%
Housing Authority	452,488	575,000	625,500	50,500	8.8%
Total Community Services	\$2,058,358	\$2,267,300	\$2,582,400	\$315,100	13.9%
<u>RECREATION, PARKS, AND TOURISM</u>					
Administration	\$490,851	\$585,900	\$780,500	\$194,600	33.2%
Recreation	1,537,069	1,688,900	2,096,200	407,300	24.1%
Parks & Grounds	4,458,732	4,828,700	4,899,300	70,600	1.5%
Tourism	889,883	909,600	828,600	(81,000)	-8.9%
Total Recreation, Parks, & Tourism	\$7,376,534	\$8,013,100	\$8,604,600	\$591,500	7.4%
<u>PLANNING & GROWTH MANAGEMENT</u>					
Administration	\$287,576	\$381,700	\$474,000	\$92,300	24.2%
Transit	2,728,261	3,653,900	4,020,600	366,700	10.0%
Planning	1,749,506	1,869,400	1,900,700	31,300	1.7%
Inspections & Enforcement	372,683	427,000	426,600	(400)	-0.1%
Codes & Permits	395,760	431,800	424,300	(7,500)	-1.7%
Total Planning & Growth Mgmt.	\$5,533,786	\$6,763,800	\$7,246,200	\$482,400	7.1%
<u>ECONOMIC DEVELOPMENT</u>					
Economic Development Department	\$1,481,000	\$1,827,700	\$1,835,000	\$7,300	0.4%
Other Economic Development Svcs	308,510	167,000	97,000	(70,000)	-41.9%
Total Economic Development	\$1,789,510	\$1,994,700	\$1,932,000	(\$62,700)	-3.1%
<u>HEALTH SERVICES</u>					
Health Department	\$2,725,338	\$2,833,500	\$2,842,200	\$8,700	0.3%
Water & Sewer Services	190,893	189,700	195,400	5,700	3.0%
Mosquito Control	104,503	119,000	119,000	0	0.0%
Dept. of Health & Mental Hygiene	120,421	120,400	120,400	0	0.0%
Total Health	\$3,141,155	\$3,262,600	\$3,277,000	\$14,400	0.4%
<u>SOCIAL SERVICES</u>					
Department of Social Services	\$311,000	\$341,000	\$311,000	(\$30,000)	-8.8%
Charles County Charitable Trust, Inc.	965,519	1,009,300	1,009,300	0	0.0%
Other Agency Funding	43,700	48,700	48,700	0	0.0%
Total Social Services	\$1,320,219	\$1,399,000	\$1,369,000	(\$30,000)	-2.1%

GENERAL FUND OPERATING BUDGET

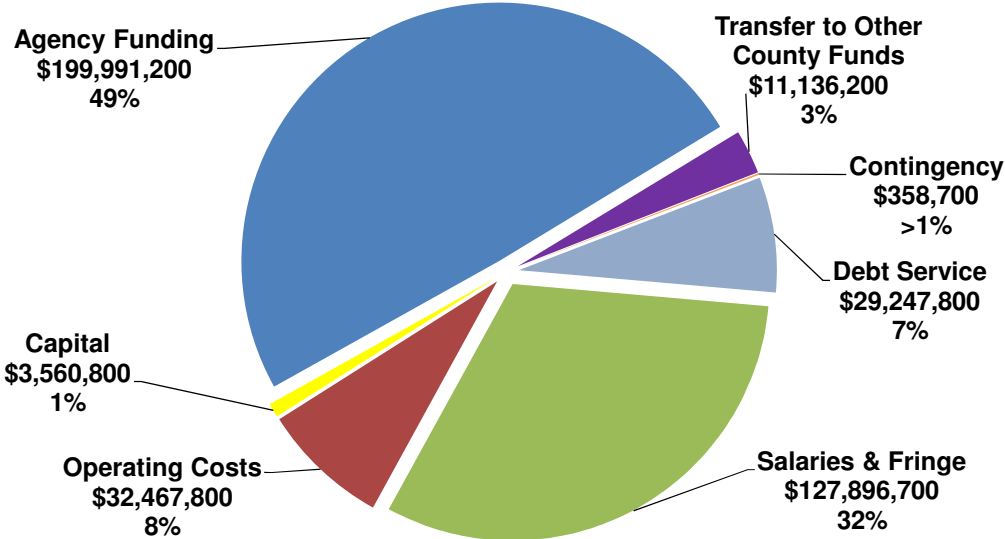
	<u>FY2017</u> <u>Actual</u>	<u>FY2018</u> <u>Adopted</u>	<u>FY2019</u> <u>Adopted</u>	<u>\$ Change</u> <u>from FY2018</u>	<u>%</u> <u>Chg.</u>
EXPENDITURES BY DIVISION					
<u>CONSERVATION OF NATURAL RESOURCES</u>					
University of MD Extension	\$250,898	\$252,300	\$221,100	(\$31,200)	-12.4%
Soil Conservation	376,723	396,100	413,000	16,900	4.3%
Weed Control	11,324	15,300	15,400	100	0.7%
So. MD Resource Conservation	9,100	9,500	9,800	300	3.2%
Gypsy Moth	2,250	9,000	9,000	0	0.0%
Total Conservation of Natural Resources	\$650,295	\$682,200	\$668,300	(\$13,900)	-2.0%
<u>CONTINGENCY</u>					
Contingency	\$0	\$971,500	\$358,700	(\$612,800)	-63.1%
Total Contingency	\$0	\$971,500	\$358,700	(\$612,800)	-63.1%
TOTAL EXPENDITURES	\$362,972,573	\$386,649,900	\$400,989,200	\$14,339,300	3.7%
<u>FINANCING USES:</u>					
Capital Project Pay-as-you-go	\$1,767,512	\$318,000	\$3,120,000	\$2,802,000	881.1%
Watershed Fund Subsidy	236,579	550,000	550,000	0	0.0%
Capital Asset Purchases	4,044,533	3,934,200	0	(3,934,200)	-100.0%
TOTAL FINANCING USES	\$6,048,625	\$4,802,200	\$3,670,000	(\$1,132,200)	-23.6%
TOTAL EXPENDITURES & OTHER FINANCING USES:	\$369,021,198	\$391,452,100	\$404,659,200	\$13,207,100	3.4%
SURPLUS/(DEFICIT)	\$8,612,937	\$0	\$0	\$0	

GENERAL FUND OPERATING BUDGET

FY18 ADOPTED BUDGET \$391,452,100



FY19 ADOPTED BUDGET \$404,659,200

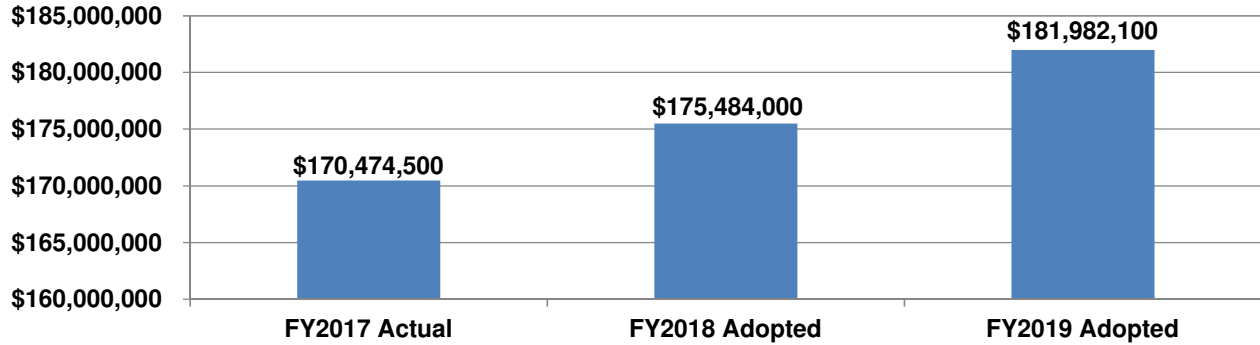


- Agency Funding represents the County's direct payment to agencies (for example the Board of Education, College of Southern Maryland, Library Board).
- Transfers to Other County Funds represents support to the Enterprise funds, local matches for grants, transfers for Other Post Employment Benefits (OPEB), and transfers to the Capital Project fund.
- Capital includes capital outlay purchases and capital maintenance projects. The FY18 Adopted Budget includes the assets value of the capital lease which will be accounted for in the Debt Service Fund starting in FY19.

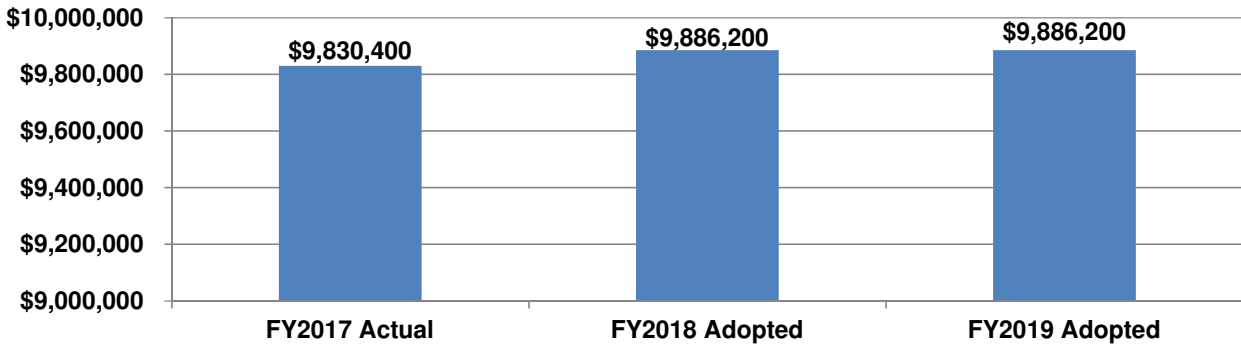
Education Summary

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Fringe Benefits	\$293,599	\$331,400	\$348,400	\$348,400	\$17,000	5.1%
Operating Costs	176,541	193,900	193,900	193,900	0	0.0%
Agency Funding	183,902,740	189,054,600	201,966,800	195,580,200	6,525,600	3.5%
Capital Outlay	142,350	0	0	0	0	N/A
Total Expenditures	\$184,515,230	\$189,579,900	\$202,509,100	\$196,122,500	\$6,542,600	3.5%
Total Expenditures as % of Budget:	50.0%	48.4%	48.7%	48.5%		

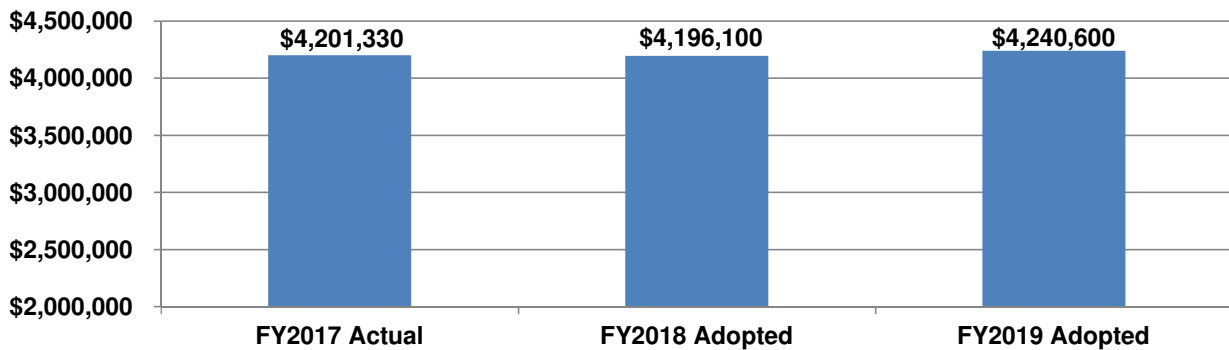
Board of Education



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.ccboe.com	301-932-6610	301-870-3814				
Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Agency Funding	\$170,474,500	\$175,484,000	\$187,798,200	\$181,982,100	\$6,498,100	3.7%
Total Expenditures	\$170,474,500	\$175,484,000	\$187,798,200	\$181,982,100	\$6,498,100	3.7%

Changes and Useful Information:

- Budget number reflects County funding only.
- The FY2019 Board of Education budget increase is \$2.6 million more than the Maintenance of Effort level required by law. This additional increase funds a step increase and other enhanced employee compensation measures in order to support staff recruitment and retention.
- BOE total FY2019 budget (including State, Federal, and Local revenues) equals \$397 million.

Description:

Charles County Public Schools is a metropolitan-area school system serving 26,900 students. The Board of Education of Charles County establishes educational and fiscal policy, provides overall direction and governs Charles County Public Schools. The public school system is involved in a large variety of activities including classroom instruction; enrollment and zoning; registration; transportation; school closings; food services and academic records. The educational policies, procedures and programs of the public schools in the County are the responsibility of the Charles County Board of Education and the County Superintendent of Schools, who is appointed by the Board of Education. The Maryland Board of Education conducts state administration of certain aspects of the County program. Operation of the schools is the responsibility of the County Superintendent of Schools. The education program includes grades prekindergarten through 12. Additionally, a three-year-old program is offered at Title I elementary schools. School counseling, health services, pupil services, psychological services, adult education, career technology education (CTE) programs, special education, after-school and extracurricular programs supplement the regular instructional programs.

Objectives & Measurements:

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

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

<u>Positions:*</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Administration	87.5	90.0	90.0	88.0	91.0
Mid-Level Administration	264.5	282.5	282.5	284.5	289.5
Instructional	1,989.8	2,031.9	2,031.9	2,049.9	2,113.9
Special education	470.3	546.8	546.8	585.1	614.6
Student Personnel Services	45.0	48.0	48.0	46.0	46.0
Student Transportation Services	17.0	18.0	18.0	18.0	19.0
Operation of Plant	236.3	245.8	245.8	255.8	258.3
Maintenance of Plant	60.0	59.0	59.0	62.0	62.0
Capital Outlay	4.0	4.0	4.0	5.0	6.0
Total Full Time Equivalent	3,174.4	3,325.9	3,326.0	3,394.2	3,500.2

Note: Does not include 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					
Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Agency Funding	\$9,830,400	\$9,886,200	\$10,331,300	\$9,886,200	\$0	0.0%
Total Expenditures	\$9,830,400	\$9,886,200	\$10,331,300	\$9,886,200	\$0	0.0%

Changes and Useful Information:

- Budget number listed above reflects County funding only.
- CSM total budget request including State Funding and Tuition equals \$38.1 million for all Charles County Campuses.

Description:

The College of Southern Maryland (CSM) is 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. The college embraces lifelong learning and service, providing a variety of personal enrichment and cultural programs in a safe and welcoming environment. More than 66 percent of tri-county high school graduates who attend higher education institutions come to the College of Southern Maryland. CSM has guaranteed transfer admission agreements with over 50 universities including the University of Maryland, Towson University, Salisbury University, Virginia Commonwealth University, George Mason University, UMBC, University of Maryland School of Nursing and many more. The staff and faculty at CSM work closely with a diverse student population to provide a rich variety of educational options. CSM offers courses which meet the busy schedules of its students, including weekend, evening, online, and Web-hybrid courses, which are a mix of online and traditional classroom face-to-face instruction. CSM offers courses at four campus locations and several specialty centers in Southern Maryland. CSM is the sixth largest community college in Maryland with more than 25,000 annual enrollments (credit and non-credit) and is accredited by the Middle States Commission on Higher Education and the Maryland Higher Education Commission.

Positions:*

<u>Title</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>	<u>FY19</u> <u>FTE</u>
Full-time permanent faculty	92.0	94.0	98.0	102.0	104.0
Part-time permanent faculty	2.5	6.0	3.5	4.0	1.5
Full-time permanent staff	306.0	283.0	302.0	296.0	282.0
Part-time permanent staff	18.1	17.5	15.0	26.0	22.0
Total Full Time Equivalent	418.6	400.5	418.5	428.0	409.5

* The positions listed are not County Government employees.

** Part-time adjunct faculty/Temporary Positions	498.0	502.0	396.0	457.0	496.0
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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:	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 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
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Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Fringe Benefits	\$293,599	\$331,400	\$348,400	\$348,400	\$17,000	5.1%
Operating Costs	167,541	180,300	180,300	180,300	0	0.0%
Agency Funding	3,597,840	3,684,400	3,837,300	3,711,900	27,500	0.7%
Capital Outlay	142,350	0	0	0	0	N/A
Total Expenditures	\$4,201,330	\$4,196,100	\$4,366,000	\$4,240,600	\$44,500	1.1%
Capital Lease budget in Debt Service	5,535	2,800	0	0	(2,800)	-100.0%
Total County Support	\$4,206,865	\$4,198,900	\$4,366,000	\$4,240,600	\$41,700	1.0%

Changes and Useful Information:

- Budget numbers listed above reflect County funding only.
- The Library's total FY2019 budget including State and other revenues equal \$5.9 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 supports salary increases for eligible staff.

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>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>
Library Director	1.0	1.0	1.0	1.0	1.0
Assistant Director	1.0	1.0	1.0	1.0	1.0
Library Branch Manger	4.0	4.0	4.0	4.0	4.0
Information Technology Manager	1.0	1.0	1.0	1.0	1.0
Human Resources Manager	1.0	1.0	1.0	1.0	1.0
Outreach Supervisor	1.0	1.0	1.0	1.0	1.0
Reference Supervisor	4.0	4.0	4.0	4.0	4.0
Bookkeeper	0.7	0.7	0.7	0.7	0.7
Children's Librarian	4.0	4.0	4.0	4.0	4.0
Technical Services Supervisor	1.0	1.0	1.0	1.0	1.0
Young Adult Librarian	1.0	1.0	1.0	1.0	1.0
Programming Coordinator	1.0	1.0	1.0	1.0	1.0
Marketing/Development Manager	0.0	1.0	1.0	1.0	1.0
Circulation Supervisor	4.0	4.0	4.0	4.0	4.0
Information Technology Associate	1.0	1.0	1.0	1.0	1.0
Outreach Librarian	0.7	0.7	0.7	0.7	0.7
Reference Associate	1.0	1.0	1.0	1.0	1.0
Children's Associate	1.0	1.0	1.0	1.0	1.0
Public Services Associate	17.8	17.1	17.1	17.1	17.1
Outreach Associate-Mobile Library	0.0	2.0	2.0	2.0	2.0
Young Adult Associate	1.0	1.0	1.0	1.0	1.0
Public Services Assistant	1.3	1.3	1.3	1.3	1.3
Technical Services Assistant	0.7	0.7	0.7	0.7	0.7
Circulation Assistant	8.0	8.0	8.0	8.0	8.0
Custodial Worker II	0.7	0.7	0.7	0.7	0.7
Marina Technician	2.1	2.1	2.1	2.1	2.1
Computer Technician	0.0	0.0	0.0	0.0	0.0
Public Services Librarian	1.0	1.0	1.0	1.0	1.0
Reference Librarian/MLS	0.0	0.0	0.0	0.0	0.0
Interlibrary Loan/Marina	0.0	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)	4.8	4.8	4.8	4.8	4.8
Total Full Time Equivalent	66.9	69.3	69.3	69.3	69.3

* The positions listed are not County Government employees.

Education

Department:	Education Appropriations	01.47
Division\Program:	Charles County Public Library (CCPL)	Fund: General
Program Administrator:	Janet Salazar, Director	

Objectives & Measurements:	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 Estimated
Circulation (physical & electronic materials for FY 2016)	771,235	972,197	1,079,105	1,110,000	1,133,060
Registered Borrowers (Customers)	88,355	66,082	72,109	74,993	77,992
(Purge of inactive records in December 2016)					
Customer Count	634,200	622,935	572,760	595,670	600,000
(switched to new gate count product)					
Total Reference Questions	39,002	46,433	42,280	43,971	45,729
<i>Customers are being trained to use on-line resources remotely</i>					
Program Attendance	36,049	44,197	45,463	46,827	48,232
Total Service Hours	11,710	11,710	11,710	11,710	11,710
Computer & Wi-Fi Sessions	201,624	156,850	167,471	170,820	174,236
Meeting Room Usage	53,026	57,231	60,618	63,042	65,563

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

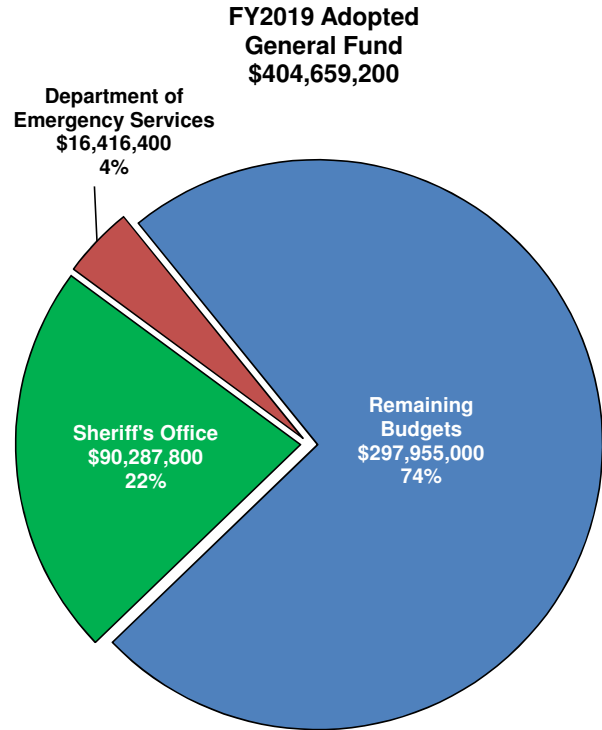
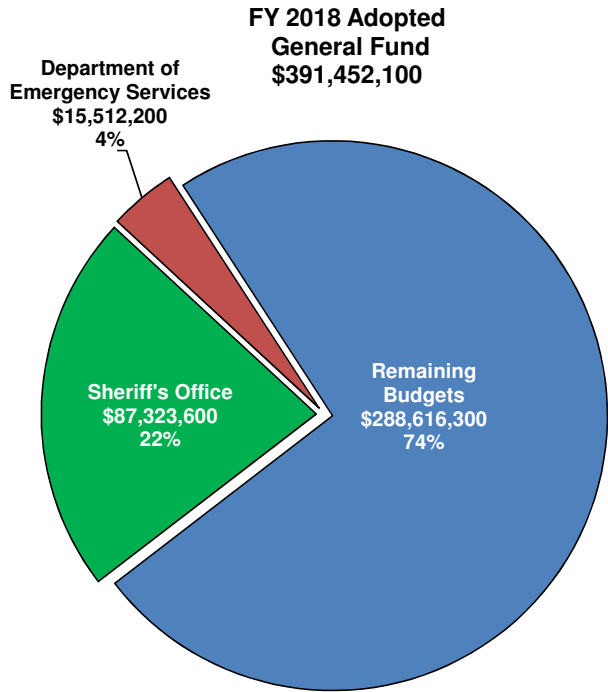
Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Operating Costs	9,000	13,600	13,600	13,600	0	0.0%
Total Expenditures	\$9,000	\$13,600	\$13,600	\$13,600	\$0	0.0%

Changes and Useful Information:

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

Public Safety Summary

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$56,002,044	\$58,711,700	\$61,339,900	\$60,440,900	\$1,729,200	2.9%
Fringe Benefits	24,222,729	26,492,700	28,217,600	27,364,400	871,700	3.3%
Operating Costs	12,059,734	14,860,200	15,854,000	14,772,400	(87,800)	-0.6%
Agency Funding	24,298	0	0	0	0	N/A
Transfers Out	786,869	991,000	963,400	974,300	(16,700)	-1.7%
Capital Outlay	1,575,229	1,780,200	4,040,600	3,152,200	1,372,000	77.1%
Total Expenditures	\$94,670,903	\$102,835,800	\$110,415,500	\$106,704,200	\$3,868,400	3.8%
Revenues	\$11,794,319	\$11,383,500	\$11,501,600	\$11,539,400	\$155,900	1.4%
Total Expenditures as % of Budget:	25.7%	26.3%	26.5%	26.4%		



Public Safety - Sheriff's Office Summary

Sheriff Troy D. Berry

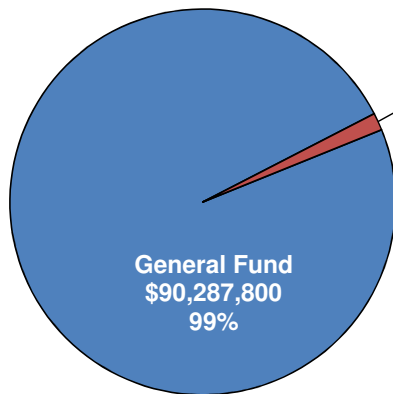
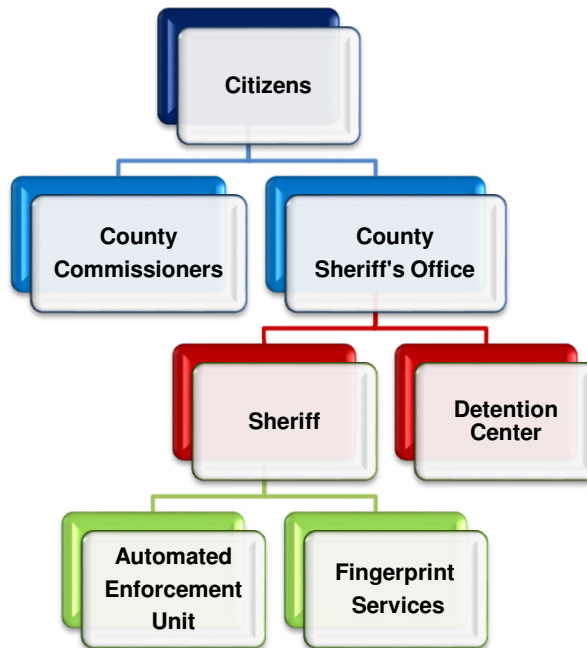
Non-Emergency 301-932-2222

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

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

www.ccsso.us

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$46,821,019	\$48,797,800	\$50,361,100	\$50,086,000	\$1,288,200	2.6%
Fringe Benefits	21,828,006	23,784,200	25,087,100	24,537,800	753,600	3.2%
Operating Costs	9,525,089	12,088,800	12,544,700	11,793,900	(294,900)	-2.4%
Agency Funding	24,298	0	0	0	0	N/A
Transfers Out	670,981	905,200	877,600	888,500	(16,700)	-1.8%
Capital Outlay	1,538,145	1,747,600	3,990,200	2,981,600	1,234,000	70.6%
Total Expenditures	\$80,407,538	\$87,323,600	\$92,860,700	\$90,287,800	\$2,964,200	3.4%
Revenues	\$5,883,738	\$5,567,900	\$5,587,900	\$5,625,700	\$57,800	1.0%
Total Expenditures as % of Budget:	21.8%	22.3%	22.3%	22.3%		



TOTAL FY2019 AGENCY BUDGET

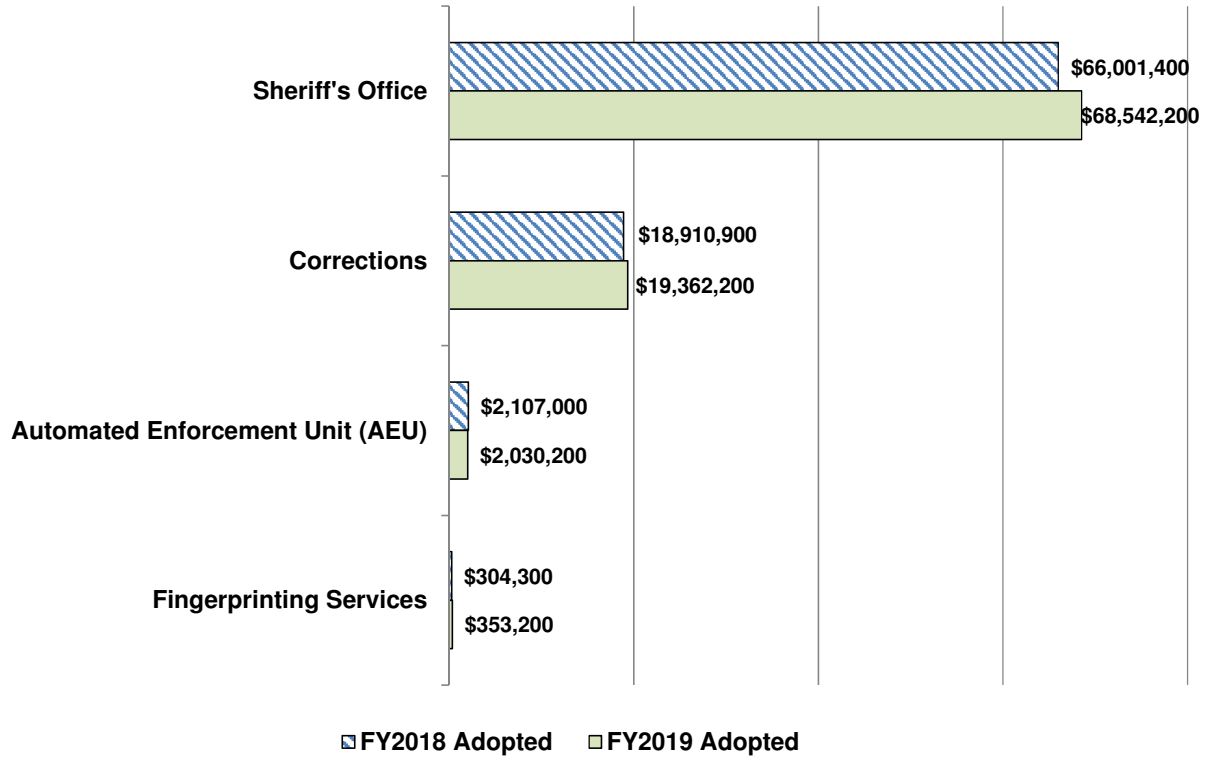
\$91,618,167

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

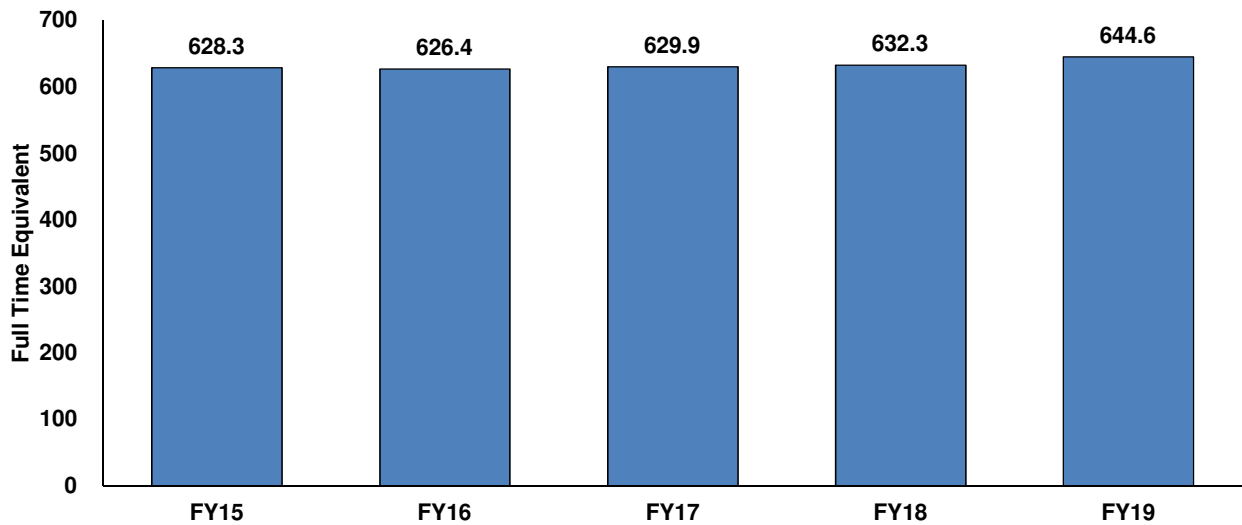
As indicated by the graph, the Sheriff's Office is mostly funded by the General Fund.

Sheriff's Office Expenditure and Staffing History

GENERAL FUND



Staffing History



Positions by Program:

	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Sheriff	465.9	464.5	466.9	469.9	478.2
Corrections	155.1	155.1	155.1	155.1	159.1
Automated Enforcement Unit (AEU)	6.6	4.6	4.6	4.0	4.0
Fingerprinting Services	0.6	2.2	3.2	3.2	3.2
Total Full Time Equivalent	628.3	626.4	629.9	632.3	644.6

Public Safety

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

Expenditure Category	FY2017	FY2018	FY2019	FY2019	\$ Change from FY2018	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$36,534,741	\$37,989,700	\$39,095,000	\$39,132,800	\$1,143,100	3.0%
Fringe Benefits	18,064,273	19,664,400	20,435,300	20,095,100	430,700	2.2%
Operating Costs	4,410,781	5,810,900	6,296,300	5,621,500	(189,400)	-3.3%
Agency Funding	22,298	0	0	0	0	N/A
Transfers Out	670,981	905,200	877,600	888,500	(16,700)	-1.8%
Capital Outlay	1,243,889	1,631,200	3,760,900	2,804,300	1,173,100	71.9%
Total Expenditures	\$60,946,963	\$66,001,400	\$70,465,100	\$68,542,200	\$2,540,800	3.8%
Revenues	\$1,872,638	\$1,757,700	\$1,757,700	\$1,757,700	\$0	0.0%

Changes and Useful Information:

- The **Personal Services** increase supports increased compensation for employees, the full year impact of the new FY2018 narcotics officer, the authorization to hire six additional deputies, two new forensic examiners, and converting administrative positions to full time to support the Agencies overall mission.
- The cost of the (17) 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 \$920,000 estimated fringe.
- **Operating costs** was reduced based on historical spending in order to fund the forensic examiners and to fund the cost to convert the administrative positions to full time. The budget also includes the operating impact of the six additional deputies.
- **Transfer Out** represents the Local Match for grants and Charles County's share of the Southern Maryland Criminal Justice Academy (SMCJA).
- The **Capital Outlay** budget includes funding to replace seventy-five vehicles, two K-9 dogs, and funds the related equipment needed for the six additional deputies.

Description:

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

Mission Statement

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

Value Statements

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

PRIDE

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

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

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

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

Excellence: We are dedicated to service through superior performance.

Public Safety

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

Specialized Units within the Agency have been very successful in combating 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:	FY15	FY16	FY17	FY18	FY19
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
<u>Sworn Officer</u>					
Sheriff	1.0	1.0	1.0	1.0	1.0
Lt. Colonel	0.5	0.0	0.0	0.0	0.0
Major	2.0	2.0	1.0	1.0	1.0
Captains	9.0	9.0	10.0	10.0	10.0
Lieutenant	21.0	21.0	21.0	21.0	21.0
Sergeant	44.0	47.0	47.0	47.0	47.0
Corporal	70.0	70.0	70.0	70.0	70.0
PFC, Patrolman I & II	154.5	152.0	157.0	158.0	164.0
Total Sworn Officers	302.0	302.0	307.0	308.0	314.0
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	(3.0)	(3.0)	(3.0)
Vehicle Theft Grant	(2.0)	(2.0)	(2.0)	(2.0)	(2.0)
Total Other Funding	(7.0)	(7.0)	(10.0)	(10.0)	(10.0)
Total Officers funded by General Fund	295.0	295.0	297.0	298.0	304.0
<u>Office of the Sheriff</u>					
Chief of Staff	0.5	1.0	1.0	1.0	1.0
Assistant Sheriff of Administration	0.0	0.0	1.0	1.0	1.0
General Counsel	1.0	1.0	1.0	1.0	1.0
Associate Counsel	1.0	1.0	1.0	1.0	1.0
Executive Office Administrator	1.0	1.0	1.0	1.0	1.0
OPR Administrator	0.0	0.0	0.0	1.0	1.0
Administrative Coordinator	1.0	1.0	1.0	0.0	0.0
Executive Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
Part-time	0.6	0.0	0.0	0.0	0.0
	6.1	6.0	7.0	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	0.0	0.0	0.0	0.0
Public Relations Specialist	1.0	1.0	1.0	1.0	1.0
Media Relations Specialist	1.0	1.0	1.0	1.0	1.0
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	2.1	0.0	0.0	0.0	0.0
	9.1	6.0	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	

<u>Positions:</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
<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	4.5	4.0	4.0	4.0	4.0
Police Comm. Officer I - III	15.5	16.0	16.0	16.0	16.0
Communications - Administrative Assistant	1.0	0.0	0.0	0.0	0.0
Part Time	0.6	0.9	0.9	0.9	0.9
	21.6	20.9	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	0.5	0.0	0.0	0.0	0.0
Deputy Director, Records Management	0.5	1.0	1.0	1.0	1.0
Police Records Tech. I - III	9.0	9.0	9.0	9.0	9.0
Part Time	0.6	0.6	0.6	0.6	0.6
	11.6	11.6	11.6	11.6	11.6
<u>Administrative Services</u>					
Director, Administrative Services	0.5	1.0	0.0	0.0	0.0
Deputy Director, Financial Services	0.5	0.0	0.0	0.0	0.0
Deputy Director, Budgeting	0.5	1.0	1.0	1.0	1.0
Deputy Director, Accounting	0.5	1.0	1.0	1.0	1.0
Finance Manager	0.5	0.0	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	1.0	1.0
Accounting Associate	0.9	0.9	0.9	0.9	0.9
Office Associate	1.0	1.0	1.0	0.0	0.0
Office Associate - Speed Program	1.0	0.0	0.0	0.0	0.0
Deputy Director, Human Resources	0.0	1.0	1.0	1.0	1.0
Human Resources Administrator	1.0	1.0	1.0	1.0	1.0
Human Resources Assistant	2.0	2.0	2.0	2.0	2.0
Human Resources Administrative Assistant	1.0	1.0	1.0	1.0	1.0
Background/Recruiting Supervisor	0.4	1.0	1.0	1.0	1.0
Background Investigator	0.0	0.0	0.0	0.9	3.3
Background Supervisor	0.9	0.9	0.9	0.0	0.0
Background Admin Assistant	0.0	0.0	0.0	0.0	0.8
Recruiter	0.0	0.0	0.9	0.9	0.9
Part Time	3.6	3.2	3.0	3.0	0.0
Grant/Program Funded Positions	(1.5)	0.0	0.0	0.0	0.0
	14.8	17.0	16.7	16.7	16.9

Public Safety

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

Positions:	FY15	FY16	FY17	FY18	FY19
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
<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	0.0	0.0	1.0	1.0
CAD/RMS Support Supervisor	0.0	1.0	1.0	0.0	0.0
CAD/RMS Support Specialist I	0.0	1.0	1.0	1.0	1.0
PC Operations Manager	1.0	1.0	1.0	1.0	1.0
Systems Administrator	0.0	1.0	1.0	2.0	2.0
Systems Operations Manager	1.0	1.0	1.0	1.0	1.0
Database Administrator	1.0	1.0	1.0	0.0	0.0
Applications Specialist I - II	2.0	0.0	0.0	0.0	0.0
PC Operations Specialist I - II	2.7	3.0	3.0	3.0	3.0
Network Specialist II	0.3	0.0	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	0.0	0.0	0.0
	11.6	11.6	11.0	11.0	11.0
<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	0.0	0.0	0.0
Part Time	2.6	3.0	3.0	3.0	3.0
	7.3	7.7	7.1	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	1.0	1.0	1.0	1.0
Forensic Science Technician I -III	3.0	2.0	2.0	2.0	2.0
Digital Forensic Examiner	0.0	0.0	0.0	2.0	2.0
Crime Analyst	1.5	1.0	1.0	1.0	1.0
Heroin Coordinator	0.0	0.0	1.0	1.0	1.0
Victim Services Coordinator	1.0	1.0	1.0	1.0	1.0
Intelligence Specialist	1.0	1.0	1.0	1.0	1.0
Part Time	1.6	1.2	1.2	1.2	1.2
Grant Funded Positions	0.0	0.0	(1.0)	(1.0)	(1.0)
	13.1	12.2	12.2	14.2	14.2
<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	0.0	0.0
AEU Office Specialist	2.0	2.0	2.0	3.0	3.0
AEU Civilian Deputy (Special)	1.0	1.0	1.0	1.0	1.0
Technical Assistant (PT) - Red Light	0.6	0.6	0.6	0.0	0.0
Electronic Fingerprint Technician	1.0	1.0	2.0	2.0	2.0
PT - Electronic Fingerprint Technician	0.6	1.2	1.2	1.2	1.2
Part Time	1.1	1.9	1.9	1.9	1.9
Other Funding Source	(6.2)	(6.8)	(7.8)	(7.2)	(7.2)
	3.1	3.9	3.9	3.9	3.9

Public Safety

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

Positions:	FY15	FY16	FY17	FY18	FY19
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Special Services Division - Court Security					
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	3.0
Court Security Deputy	8.0	8.0	9.0	9.0	10.6
Part Time	3.0	3.0	3.0	3.0	2.4
	21.0	21.0	22.0	22.0	24.0

Special Services Division - Judicial Services					
Warrant Specialist I & II	3.0	3.0	3.0	3.0	3.0
Civil Specialist I-II	2.0	2.0	2.0	2.0	2.0
Domestic Violence Specialist I - III	2.0	2.0	2.0	2.0	2.0
Civil Process Server	4.0	4.0	4.0	4.0	4.0
Child Support Coordinator	1.0	1.0	1.0	1.0	1.0
Child Support Civil Processor	1.0	1.0	1.0	1.0	1.0
Domestic Violence Coordinator	1.0	1.0	1.0	1.0	1.0
VICS Supervisor	1.0	1.0	1.0	1.0	1.0
VICS Specialist	2.0	2.0	2.0	2.0	2.0
Part Time	4.2	4.2	4.2	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

Special Services Division - Property Management					
Quartermaster	1.0	1.0	1.0	1.0	1.0
Quartermaster Specialist (I-II-III)	2.0	2.0	2.0	2.0	2.0
Fleet Technician Specialist	1.0	1.0	1.0	1.0	1.0
Fleet Manager	1.0	1.0	1.0	1.0	1.0
Fleet Technician	0.9	0.9	0.9	0.9	1.0
Procurement Specialist	1.0	1.0	1.0	1.0	1.0
Property Custodian	1.0	1.0	1.0	1.0	1.0
Property Assistant	1.0	1.0	1.0	1.0	1.0
Agency Facilities Manager	0.9	0.9	0.9	0.9	0.9
Firearms Specialist I - II	1.0	1.0	1.0	1.0	1.0
Part Time	1.8	1.8	1.8	1.8	1.8
	12.6	12.6	12.6	12.6	12.7

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

CLASSIFIED PERSONNEL:					
General Funded	170.9	169.5	169.9	171.9	174.2
Grant/Other Funding	14.6	13.7	15.7	15.0	15.0
Total Classified Personnel:	185.5	183.1	185.6	187.0	189.3

TOTAL PERSONNEL					
Full-time	461.3	460.4	469.3	472.3	484.2
Part-time	26.2	24.7	23.3	22.7	19.1
Total:	487.5	485.1	492.6	495.0	503.3

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
Division\Program: Sheriff
Program Administrator: Troy D. Berry, Sheriff

01.24.24
Fund: General

Goals & Objectives:

Office of Professional Responsibility

- Goal:** Conduct and complete Internal Affairs Investigations within a 60-day time period allowing the entire process, investigation and review/approval, to be completed within a 90-day period.
- Objective:** Increase the Internal Affairs Section of the Office of Professional Responsibility to 3 investigators by adding 1 sworn sergeant to the Internal Affairs Section.
- Status:** *Pending*

Administrative Services

- Goal:** Improve Agency Fixed Asset recordkeeping and tracking.
- Objective:**
1. Purchase fixed asset software program
 2. Review and update agency policy in Administrative and Operational Manual and Standard Operating Procedures.
 3. Review and update current forms
- Status:** *Pending*
- Goal:** Provide applicants with a structured interview process designed by International Association of Chiefs of Police (IACP).
- Objective:** Provide staff training to conduct structured interviews. Provide a structured interview process for applicants. Will be a benchmark process and Equal Employment Opportunity Coordinator compliant. The same as our promotional process interviews conducted by IACP.
- Status:** *Pending*

Criminal Investigations Division

- Goal:** Improve the agency's ability to collect and examine evidence dealing with digital media, computers, and mobile devices.
- Objective:**
1. Hire civilian Computer Forensic Examiner
 2. Identify computer lab location
 3. Purchase equipment to outfit Computer Lab
 4. Retro-fit location identified as a Computer Lab
 5. Develop policy and processes for the Lab
 6. Ongoing training
- Status:** *Approved FY19, in progress*

Patrol Division

- Goal:** Provide necessary staffing of Patrol Operations to effectively utilize the current Patrol schedule and enhance Patrol capabilities to not only handle reactive police enforcement measures, but also to conduct routine proactive police measures to include increased community partnerships. Provide investigative support in Patrol Operations to ease Criminal Investigations Division workload and assist Patrol officers in handling out-of-county investigations.
- Objective:** Increase the number of Personnel Identification Numbers (PINs) assigned to the Patrol Division from 128, including K9, to 128, not including K9. This will allow for 5 shifts of 24 officers plus 8 permanent midnight officers.
- Status:** *Pending.*
- Goal:** Help ensure quick response in addressing neighborhood issues.
- Objective:** Re-establish the Neighborhood Enforcement Team (NET) staffed by (1) Corporal and (3) officers.
- Status:** *Ongoing, anticipated completion summer/fall 2018*

Public Safety

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

Special Operations Division

- Goal:** Increase community interaction and availability of all assigned Community Oriented Police Services (COPS) officers by 20%, accomplished by re-establishing the Crime Prevention Unit. This would be reflected in criminal arrests, traffic enforcement, community contacts and events, neighborhood problem solving, etc.
- Objective:** Re-establish the Crime Prevention Unit with the positions of Crime Prevention Supervisor and Crime Prevention Officer. This unit would be responsible for managing the Project Lifesaver program, the Fingerprint Unit, as well as the supervision of the Alcohol Enforcement Unit. The Crime Prevention Officer will handle commercial and residential security surveys, conduct all safety talks at businesses and schools, and assist the Community Organizer and Teen Court positions, etc. Currently all these responsibilities are performed by COPS officers.
- Status:** *Completed*
- Goal:** Replace the School Resource Officer position that was moved from Piccowaxen Middle School to facilitate the opening of St. Charles High School.
- Objective:** Fill the vacant position currently being held in the School Resource Unit.
- Status:** *Completed, start of school year 2018*
- Goal:** Reduce the increasing and consistent issue of speeding within the county and reduce speed-related crashes.
- Objective:** Issue the RADAR and LASER units to the Patrol Division. These units would be used to proactively enforce speeding infractions on our county roads which would give us the desired results of reducing speeding and speed related accidents. With providing Traffic LASERS to each Patrol Shift Commander, officers not assigned a RADAR unit can utilize the LASER device assigned to the Patrol Shift Commander to address speeding concerns, specifically those in dense traffic areas where RADAR may be impractical.
- Status:** *Approved and purchased in FY 2018.*

Information Services Division

- Goal:** Replace all desktop PCs with Virtual Desktop Infrastructure (VDI)
- Objective:** Purchase PDI platform
- Status:** *Pending*
- Goal:** Replacement of video conference setup in Detention Center
- Objective:** Replace the Polycom video conferencing setup in the Detention Center due to age of equipment.
- Status:** *Approved FY19*
- Goal:** Trial board video presentation
- Objective:** Make the trial boards open to public view via live webcast.
- Status:** *Approved FY19*

Public Safety

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

Training Division

Goal: After shooting qualifications courses, officers need a means to properly remove lead
 Objective: Purchase a water tank and trailer in order to provide water on site for the proper cleaning of lead contaminates from officers' hands and also to provide a way to clean the training trailer.

Status: *Pending*

Goal: Increase the capabilities and efficiency in which we maintain and store our sworn and civilian personnel's in-service training information.
 Objective: Purchase the Skills Manager training compliance software. In addition to maintaining in-service training, all firearms qualifications records can also be maintained in the software.

Status: *Approved FY18 end-of-fiscal-year funding*

Goal: Provide fully functioning technology to the new Intake area at Detention Center
 Objective: Purchase necessary computers, printers, copiers, phones and etc. for the new area.

Status: *On-Going*

Special Services Division:

Goal: Have an operational fleet with reliable vehicles to provide service to the citizens of Charles County.

Objective: Purchase 75 vehicles.

Status: *Approved FY19*

Executive Services Division

Goal: Expand the Media Relations Office and provide leadership and oversight to the office.

Objective: Create a Deputy Director position for the Media Relations Office.

Status: *Under consideration*

Objectives & Measurements:

	CY13 Official	CY14 Official	CY15 Official	CY16 Official	CY17 Unofficial
<u>Uniform Crime Report</u>					
Murder	3	2	3	8	8
Rape	24	23	23	38	38
Robbery	147	148	120	126	109
Aggravated Assault	414	373	435	356	342
Breaking & Entering	704	507	539	344	365
Larceny	3,631	2,387	2,200	1,803	1,836
Motor Vehicle Theft	192	157	207	158	151
Total	5,115	3,597	3,527	2,833	2,849
- Police Calls for Service	251,016	255,959	268,237	253,472	256,984
Population	152,722	154,462	155,793	157,430	159,700
- Police Call for Service Per Capita	1.6	1.7	1.7	1.6	1.6
# of Sworn Officers	301	301	301	306	306
- Police Calls for Service per Officer	834	850	891	828	840
Volunteers in Community Service	3,011	3,011	3,000	3,018	3,025

Public Safety

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$10,031,777	\$10,549,300	\$11,005,500	\$10,684,500	\$135,200	1.3%
Fringe Benefits	3,704,654	4,042,500	4,580,700	4,371,700	329,200	8.1%
Operating Costs	3,355,436	4,202,700	4,204,700	4,128,700	(74,000)	-1.8%
Agency Funding	2,000	0	0	0	0	N/A
Capital Outlay	172,052	116,400	229,300	177,300	60,900	52.3%
Total Expenditures	\$17,265,920	\$18,910,900	\$20,020,200	\$19,362,200	\$451,300	2.4%
Revenues	\$308,197	\$308,200	\$308,200	\$308,200	\$0	0.0%

Changes and Useful Information:

- The **Personal Services** increase supports increased compensation for employees and the authorization to hire four additional correctional officers in January 2019.
- **Operating Costs** was reduced to historical spend levels to assist in funding the Civilian positions for the Sheriff Division. Funding also includes the operating impact of the four new correctional officers.
- The **Capital Outlay** budget includes funding for replacement equipment and funds related equipment for the four new correctional officers.
- **Revenues** associated with this program are from State Aid for Transportation, State Aid for Inmate Operating, and Room & Board Reimbursement.

Description:

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

Positions:

<u>Title</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>
<u>Correctional Officers</u>					
Director	1.0	1.0	1.0	1.0	1.0
Deputy Director	1.0	1.0	1.0	1.0	1.0
Captain	3.0	3.0	3.0	3.0	3.0
Lieutenant	9.0	9.0	10.0	10.0	10.0
Sergeant	17.0	17.0	16.0	16.0	16.0
Corporal	21.0	21.0	22.0	22.0	22.0
Corr. Officer - First Class, II & I	91.0	91.0	90.0	90.0	94.0
Total Correctional Officers	143.0	143.0	143.0	143.0	147.0

Civilians

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

* 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. 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 by 13 officers. This goal is based on the need to add one officer to the Intake Post, one officer to the Medical Department Post, and one officer for the staff instructor position at the Southern Maryland Criminal Justice Academy. |
| Objectives: | <ol style="list-style-type: none"> 1. Obtain budget approval for the positions 2. Aggressively recruit qualified candidates 3. Hire and train the new officers 4. Advertise the staff instructor position, complete the competitive selection process, and assigned the selectee to the Academy 5. Revise the policy for all three positions 6. Implement the new posts (Intake, Medical) into the daily post assignments |
| Status: | <i>Approved FY19 (4) correction officers January 1, 2019</i> |
| Goal: | Install railing or fencing from the top pier railing to the ceiling in the cell blocks at the Detention Center Main Facility as an improved safety measure. |
| Objectives: | Obtain quotes—determine if it requires to be added to county CIP and submit requisition |
| Status: | <i>Pending possible CIP</i> |

Objectives & Measurements:

	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 Estimated
Average Daily Population	367	333	306	399	410
Prisoners Transported	10,146	10,691	10,050	12,892	13,000
# of Prisoner Transports	2,657	2,652	2,850	3,182	3,300
Transport Miles	63,485	57,319	57,154	68,782	70,000
Inmates Processed	3,408	3,344	3,141	4,012	4,100
Work Release Inmates	325	321	302	385	400
Total Drug Screening	692	746	702	895	950
Emergency Response Team Responses	1,188	1,337	638	1,604	1,700
Bookings	10,890	10,194	9,270	12,232	12,400

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	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$192,461	\$153,400	\$157,300	\$162,700	\$9,300	6.1%
Fringe Benefits	48,706	47,500	43,600	43,500	(4,000)	-8.4%
Operating Costs	1,595,026	1,906,100	1,824,000	1,824,000	(82,100)	-4.3%
Capital Outlay	92,800	0	0	0	0	N/A
Total Expenditures	\$1,928,993	\$2,107,000	\$2,024,900	\$2,030,200	(\$76,800)	-3.6%
Revenues	\$3,379,505	\$3,200,000	\$3,220,000	\$3,220,000	\$20,000	0.6%

Changes and Useful Information:

- The Automated Enforcement Unit consists of both the Red Light Camera and Speed Camera programs.
- **Personal Services** increase includes approved salary increases.
- **Operating costs** were adjusted to current activity in contract services.
- **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.

Speed Camera

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

Positions:

<u>Title</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>
AEU Supervisor - Civilian	1.0	1.0	1.0	1.0	1.0
AEU Office Specialist	2.0	2.0	2.0	2.0	2.0
AEU Civilian Deputy (Special)	1.0	1.0	1.0	1.0	1.0
Office Associate	2.0	0.0	0.0	0.0	0.0
Part Time - Red Light Technician	0.6	0.6	0.6	0.0	0.0
Total Full Time Equivalent	6.6	4.6	4.6	4.0	4.0

Objectives & Measurements:

	<u>FY15 Actual</u>	<u>FY16 Actual</u>	<u>FY17 Actual</u>	<u>FY18 Projected</u>	<u>FY19 Estimated</u>
Number of Red Light Citations Issued:	27,603	29,194	26,343	30,113	33,124
Number of Speed Camera Citations Issued:	41,666	36,709	38,143	47,002	51,702

Public Safety

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

01.24.99
 Fund: General

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$62,039	\$105,400	\$103,300	\$106,000	\$600	0.6%
Fringe Benefits	10,373	29,800	27,500	27,500	(2,300)	-7.7%
Operating Costs	163,846	169,100	219,700	219,700	50,600	29.9%
Capital Outlay	29,404	0	0	0	0	N/A
Total Expenditures	\$265,661	\$304,300	\$350,500	\$353,200	\$48,900	16.1%
Revenues	\$323,399	\$302,000	\$302,000	\$339,800	\$37,800	12.5%

Changes and Useful Information:

- **Operating Costs** were adjusted to correspond with the revenue increase. The Sheriff's Office hires a contractor to process fingerprinting.
- **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>Title</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>
Electronic F.P. Technician	0.0	1.0	2.0	2.0	2.0
Part Time	0.6	1.2	1.2	1.2	1.2
Total Full Time Equivalent	0.6	2.2	3.2	3.2	3.2

Objectives & Measurements:

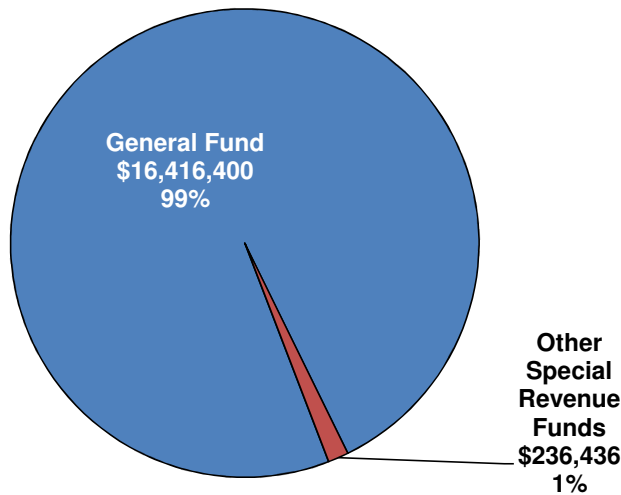
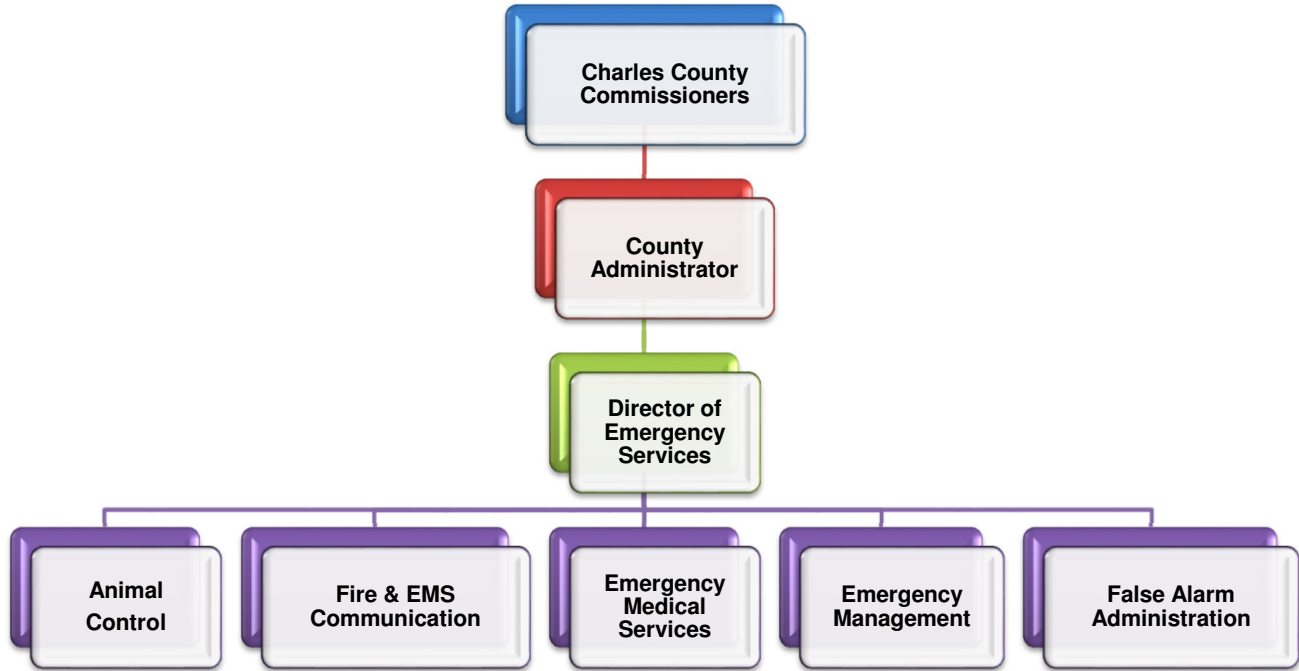
	<u>FY15 Actual</u>	<u>FY16 Actual</u>	<u>FY17 Actual</u>	<u>FY18 Projected</u>	<u>FY19 Estimated</u>
Number of Fingerprint cards processed:	5,192	6,635	7,708	8,945	10,145

Public Safety - Emergency Services Summary

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

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$9,181,025	\$9,913,900	\$10,978,800	\$10,354,900	\$441,000	4.4%
Fringe Benefits	2,394,723	2,708,500	3,130,500	2,826,600	118,100	4.4%
Operating Costs	2,534,645	2,771,400	3,309,300	2,978,500	207,100	7.5%
Transfers Out	115,888	85,800	85,800	85,800	0	0.0%
Capital Outlay	37,083	32,600	50,400	170,600	138,000	423.3%
Total Expenditures	\$14,263,365	\$15,512,200	\$17,554,800	\$16,416,400	\$904,200	5.8%
Revenues	\$5,910,581	\$5,815,600	\$5,913,700	\$5,913,700	\$98,100	1.7%
Total Expenditures as % of Budget:	3.9%	4.0%	4.2%	4.1%		



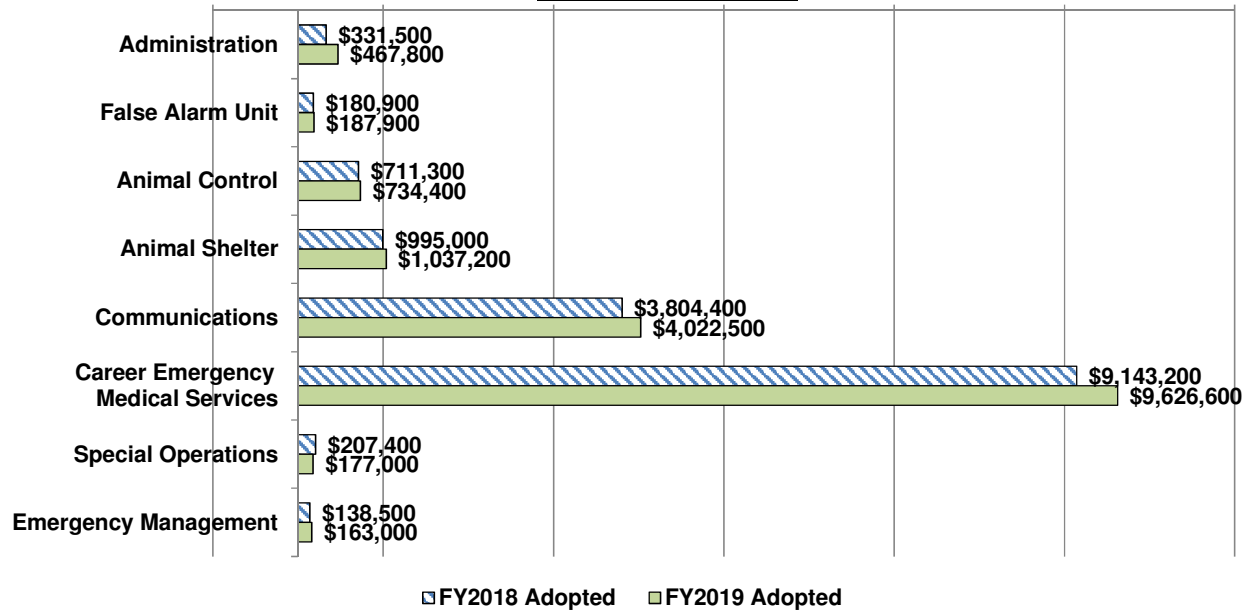
TOTAL FY2019 DEPARTMENT BUDGET \$16,652,836

(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



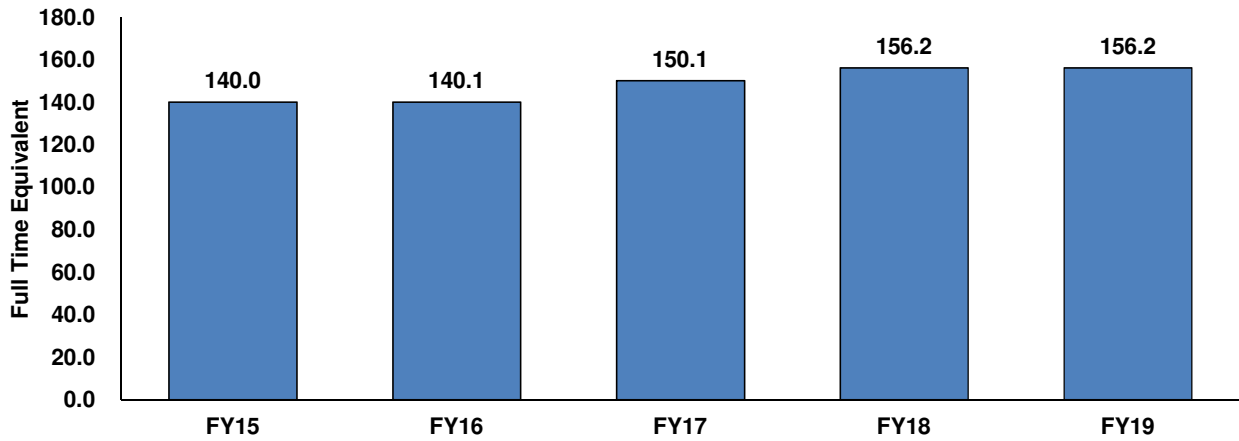
Objectives & Measurements:

	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 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	0.36	0.33	0.31	0.31	0.31
<i>Animal Shelter: Improve ratio of live releases of Adoptable/Rescuable/Reclaimable Animals (ARRA) to total intakes.</i>					
Dogs	2511-82%	2313-85%	2263-88%	2275-89%	2125-89%
Cats	1996-45%	2148-48%	2305-55%	2350-57%	2125-58%
Other	440-96%	496-96%	439-97%	400-97%	325-97%
Total	4947-62%	4957-64%	5007-69%	5025-75%	4575-77%
<i>Fire/EMS Communications: Ensure that calls are processed and dispatched within two (2) minutes or less ninety percent (90% of the time).</i>					
Number of 911 Calls Received	78,790	78,722	81,745	85,000	90,000
Percent 911 Calls Dispatched < 2 mins (Target is 90%)	60%	50%	50%	60%	62%
<i>Emergency Medical Services: Countywide EMS Fiscal Transports</i>					
Responses by Career EMS	14,143	15,375	16,649	17,773	19,500
Responses by Volunteer Companies	10,045	9,641	9,171	8,830	8,500
Responses by Mutual Aid Partners	926	1,020	1,038	871	850
Total Number of Responses	25,114	26,036	26,858	27,474	28,850
Percent of Responses by Career EMS	56%	59%	62%	65%	68%
Transports by Career EMS	8,035	8,321	8,670	9,053	11,000
Transports by Volunteer Companies	4,277	4,028	3,876	3,650	3,000
Transports by Mutual Aid Partners	468	497	538	414	400
Total Number of Transports*	12,780	12,846	13,084	13,117	14,400
Percent of Transports by Career EMS	63%	67%	66%	69%	76%

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

Emergency Services Staffing History

Staffing History



Positions by Program:

	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Administration	3.3	3.3	3.3	4.3	4.3
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	17.2	17.2	17.2
Fire/EMS Communications	31.7	31.7	31.7	31.7	31.7
Career Emergency Medical Services	81.1	81.1	87.1	92.1	92.1
Special Operations	1.7	1.7	1.7	1.7	1.7
Emergency Management	1.0	1.1	1.2	1.2	1.2
Total Full Time Equivalent	140.0	140.1	150.1	156.2	156.2

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	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$247,128	\$260,200	\$435,900	\$359,200	\$99,000	38.0%
Fringe Benefits	54,886	57,700	111,700	89,600	31,900	55.3%
Operating Costs	11,824	13,600	28,400	19,000	5,400	39.7%
Total Expenditures	\$313,838	\$331,500	\$576,000	\$467,800	\$136,300	41.1%
Revenues	\$245,400	\$284,000	\$262,300	\$262,300	(\$21,700)	-7.6%

Changes and Useful Information:

- **Personal Services and Fringe Benefits** increase is due to a reallocation of a position from another department and from approved salary increases.
- **Operating Costs** were increased to provide funding for insurance.
- **Revenues** represent income from Tower Rental which has been updated to recent trends.

Description:

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

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

Positions:

<u>Title</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>
Director of Emergency Services	1.0	1.0	1.0	1.0	1.0
Emergency Services Administrator	0.0	0.0	0.0	1.0	1.0
Assistant to the Director	0.0	0.0	1.0	1.0	1.0
Administrative Associate	1.0	1.0	0.0	0.0	0.0
Part Time	1.3	1.3	1.3	1.3	1.3
Total Full Time Equivalent	3.3	3.3	3.3	4.3	4.3

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	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$107,142	\$110,700	\$111,300	\$115,100	\$4,400	4.0%
Fringe Benefits	33,732	35,000	36,900	36,700	1,700	4.9%
Operating Costs	32,051	35,200	36,100	36,100	900	2.6%
Total Expenditures	\$172,926	\$180,900	\$184,300	\$187,900	\$7,000	3.9%
Revenues	\$554,523	\$538,500	\$553,000	\$553,000	\$14,500	2.7%

Changes and Useful Information:

- **Operating Costs** were adjusted to fund the annual software license increase, to provide funding for staff to attend annual false alarm training, and to increase the credit card processing budget to current trends.
- **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>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 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	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$423,920	\$435,200	\$443,100	\$452,600	\$17,400	4.0%
Fringe Benefits	141,707	147,100	155,100	154,000	6,900	4.7%
Operating Costs	109,642	129,000	127,800	127,800	(1,200)	-0.9%
Capital Outlay	(1,342)	0	0	0	0	N/A
Total Expenditures	\$673,927	\$711,300	\$726,000	\$734,400	\$23,100	3.2%
Revenues	\$29,420	\$31,500	\$31,500	\$31,500	\$0	0.0%

Changes and Useful Information:

- **Operating Costs** were adjusted to recent trends.
- **Revenues** represent animal licenses and dog fines.

Description:

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

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

Positions:

<u>Title</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 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	FY2017	FY2018	FY2019	FY2019	\$ Change from FY2018	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$527,587	\$614,800	\$617,000	\$633,900	\$19,100	3.1%
Fringe Benefits	163,194	191,400	224,600	223,200	31,800	16.6%
Operating Costs	162,140	188,800	180,100	180,100	(8,700)	-4.6%
Total Expenditures	\$852,921	\$995,000	\$1,021,700	\$1,037,200	\$42,200	4.2%
Revenues	\$542,929	\$582,700	\$548,500	\$548,500	(\$34,200)	-5.9%

Changes and Useful Information:

- **Operating Costs** were adjusted to current spending patterns.
- 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. Charles & St. Mary's Counties are also in the process of building and operating separate animal shelters over the next few years. The FY2019 **Revenues** assumes that Calvert will be leaving the Animal Shelter in Fall 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 8,000 animals were received by the Tri-County Animal Shelter in FY2017. 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>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>
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	7.0	7.0	7.0
Animal Shelter Technician	3.0	3.0	3.0	3.0	3.0
Office Associate II	1.0	1.0	1.0	1.0	1.0
Animal Shelter Services/Clerical Assistant	1.0	1.0	1.0	1.0	1.0
Animal Shelter Van Driver	0.7	0.7	0.0	0.0	0.0
Part-time Positions	3.2	3.2	3.8	3.8	3.8
Total Full Time Equivalent	13.8	13.8	17.8	17.8	17.8
Allocated to Special Revenue	(0.7)	(0.6)	(0.6)	(0.6)	(0.6)
Net Cost to General Fund	13.2	13.2	17.2	17.2	17.2

Public Safety

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$1,860,442	\$1,914,000	\$2,157,900	\$1,958,900	\$44,900	2.3%
Fringe Benefits	507,180	530,900	684,100	584,200	53,300	10.0%
Operating Costs	1,291,794	1,359,500	1,528,600	1,479,400	119,900	8.8%
Total Expenditures	\$3,659,415	\$3,804,400	\$4,370,600	\$4,022,500	\$218,100	5.7%
Revenues	\$1,121,462	\$1,110,000	\$1,149,000	\$1,149,000	\$39,000	3.5%

Changes and Useful Information:

- The **Operating Costs** increase provides funding to take down the remainder of the Radio Station Road Tower.
- **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>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 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	20.0	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	31.7	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	FY2017	FY2018	FY2019	FY2019	\$ Change from FY2018	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$5,897,491	\$6,475,200	\$6,898,200	\$6,722,900	\$247,700	3.8%
Fringe Benefits	1,467,536	1,725,200	1,820,300	1,714,800	(10,400)	-0.6%
Operating Costs	841,907	942,800	1,261,400	1,033,700	90,900	9.6%
Transfers Out	30,279	0	0	0	0	N/A
Capital Outlay	0	0	35,000	155,200	155,200	New
Total Expenditures	\$8,237,214	\$9,143,200	\$10,014,900	\$9,626,600	\$483,400	5.3%
Revenues	\$3,410,405	\$3,268,900	\$3,369,400	\$3,369,400	\$100,500	3.1%

Changes and Useful Information:

- **Operating Costs** were adjusted for the following reasons:
 - Funding for additional office space for administrative staff and training. Current staff share offices and the additional space will allow them to work more efficiently to meet the needs of the County.
 - To provide annual physicals to all EMS and TRT employees (full time & part time).
 - To cover career EMS infrastructure expenses at several volunteer stations. I
- The **Capital Outlay** budget is for the following:
 - Funding for the build out of the office space needed for staff to relocate to a new location. This includes funding for office furniture, file cabinets, tables and chairs for a conference/training room, and kitchen related equipment.
 - To replace fifteen (15) EMS equipment bags that are made of ballistic nylon.
 - To replace fifteen (15) sets of advanced life support intubation equipment. Intubation equipment is used to provide advanced medical airways for patients who have stopped spontaneous respirations. The current equipment no longer meets modern medical standards of care and requires replacement.
- **Revenues** represents the revenue equivalent of one cent on the property tax rate and fees from EMS services.

Description:

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

EMS 2 - Hughesville 24/7 ALS	EMS 3 - Waldorf 24/7 ALS
EMS 8 - Marbury 24/7 ALS	EMS 11 - Bryan's Road 24/7 ALS
EMS 12 - Westlake 24/7 ALS	EMS 14 - Newburg 24/7 ALS
EMS 16 - La Plata - 24/7 Supervisor	EMS 18 - Waldorf 24/7 Supervisor & ALS
EMS 51 - La Plata 24/7 ALS	EMS 60 - White Plains 24/7 ALS & Daytime ALS

Positions:

<u>Title</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>	<u>FY19</u> <u>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	4.0	4.0	4.0
Paramedic Supervisor/Lieutenant	8.0	8.0	8.0	8.0	8.0
Paramedics	38.0	38.0	39.0	42.0	43.0
Emergency Medical Technician	28.0	28.0	31.0	33.0	32.0
Part Time Help	3.1	3.1	3.1	3.1	3.1
Total Full Time Equivalent	81.1	81.1	87.1	92.1	92.1

Public Safety

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$86,253	\$71,300	\$278,600	\$73,200	\$1,900	2.7%
Fringe Benefits	15,709	8,700	83,200	9,000	300	3.4%
Operating Costs	76,654	94,800	139,300	94,800	0	0.0%
Capital Outlay	38,425	32,600	0	0	(32,600)	-100.0%
Total Expenditures	\$217,041	\$207,400	\$501,100	\$177,000	(\$30,400)	-14.7%

Changes and Useful Information:

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

Description:

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

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

Positions:

<u>Title</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 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	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$31,061	\$32,500	\$36,800	\$39,100	\$6,600	20.3%
Fringe Benefits	10,779	12,500	14,600	15,100	2,600	20.8%
Operating Costs	8,634	7,700	7,600	7,600	(100)	-1.3%
Transfers Out	85,609	85,800	85,800	85,800	0	0.0%
Capital Outlay	0	0	15,400	15,400	15,400	New
Total Expenditures	\$136,084	\$138,500	\$160,200	\$163,000	\$24,500	17.7%
Revenues	\$6,443	\$0	\$0	\$0	\$0	N/A

Changes and Useful Information:

- This Division is partially grant funded. The FY2019 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.
- The **Capital Outlay** budget replaces various equipment at the Emergency Operations Center (EOC) to better utilize the space and to upgrade the EOC's equipment to current technology standards.

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>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>
Chief of Emergency Management	1.0	1.0	1.0	1.0	1.0
Emergency Management Specialist	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	2.0	2.0	2.0	2.0	2.0
Allocated to Special Revenue	(1.0)	(0.9)	(0.8)	(0.8)	(0.8)
Net Cost to General Fund	1.0	1.1	1.2	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	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Operating Costs	\$151,718	\$178,000	\$178,000	\$178,000	\$0	0.0%
Debt Service	27,520,895	27,885,200	29,157,800	29,247,800	1,362,600	4.9%
Transfers Out	502,321	520,800	531,000	531,000	10,200	2.0%
Total Expenditures	\$28,174,935	\$28,584,000	\$29,866,800	\$29,956,800	\$1,372,800	4.8%
Revenues	\$3,396,439	\$3,037,900	\$3,384,200	\$3,384,200	\$346,300	11.4%

Changes and Useful Information:

- **Debt Service** includes the cost to pay the principal and interest on existing debt and the issuance cost. The budget includes approximately \$6.4 million for education related debt and \$3.8 million for public safety related debt which includes more than \$2 million for Sheriff Office operations and \$800,000 for Volunteer Fire/EMS radios.
- **Revenues** includes bond premium and other dedicated revenues.

Description:

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

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

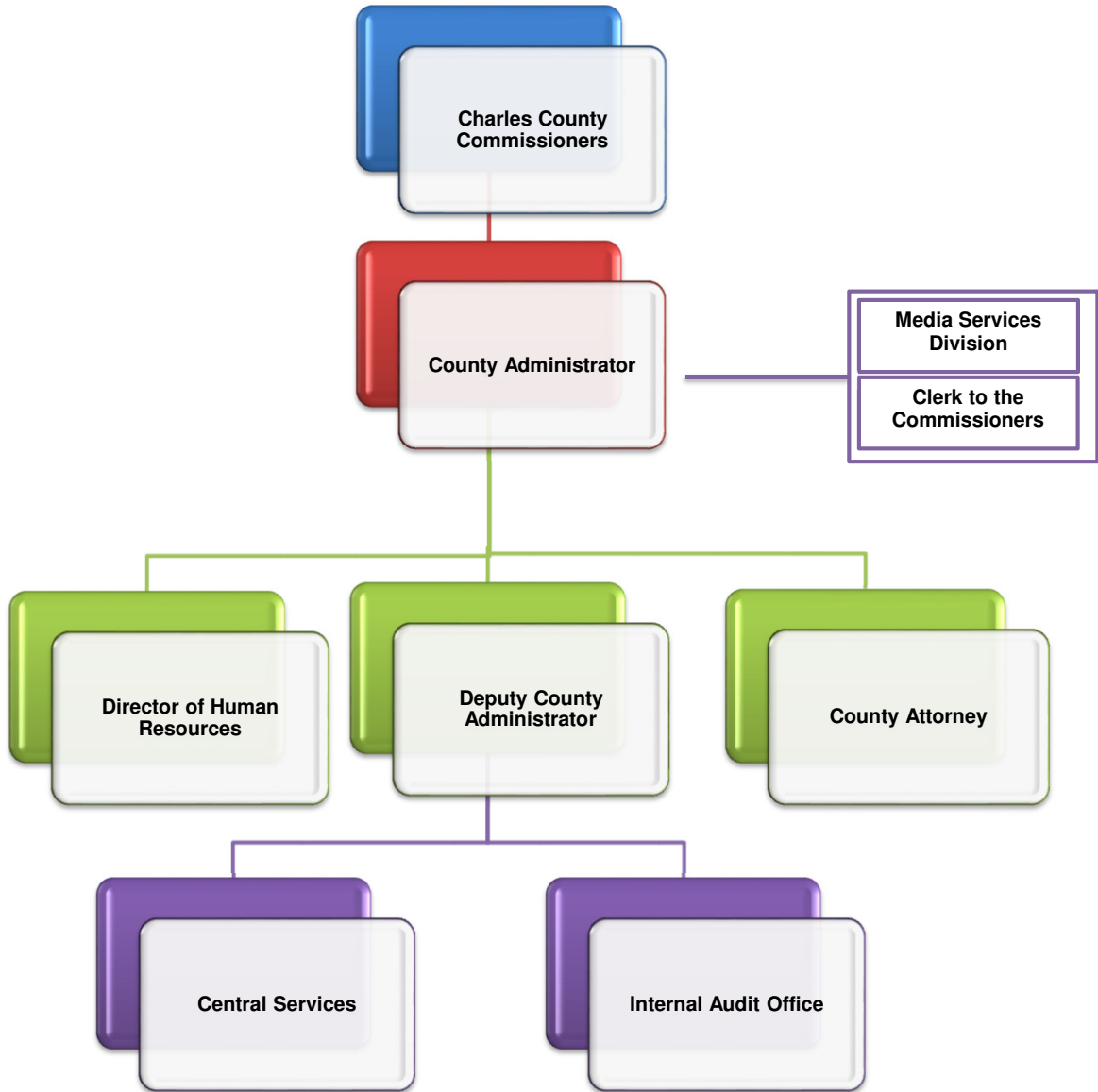
	FY2017 Actual	FY2018 Adopted	FY2019 Adopted	\$ Change from FY2018	% Chg.
Bonds					
Board Of Education	\$4,068,193	\$4,513,300	\$4,725,100	\$211,800	4.7%
College of Southern Maryland	1,637,628	1,653,200	1,664,700	11,500	0.7%
General Government	6,089,153	6,307,900	6,583,500	275,600	4.4%
Public Safety	1,914,725	1,811,200	1,389,900	(421,300)	-23.3%
Transportation	8,502,899	9,211,100	10,253,700	1,042,600	11.3%
Miscellaneous	1,413,426	10,900	3,200	(7,700)	-70.6%
Bond Principal & Interest	\$23,626,025	\$23,507,600	\$24,620,100	\$1,112,500	4.7%
Leases					
Public Works - Facilities	\$397,695	\$402,500	\$466,000	\$63,500	15.8%
Recreation, Parks, and Tourism	173,983	234,700	330,700	96,000	40.9%
Emergency Services	564,438	783,600	941,900	158,300	20.2%
Fiscal & Administrative Services	9,058	17,800	21,100	3,300	18.5%
Planning & Growth Management	8,069	10,600	10,700	100	0.9%
Community Services	10,359	13,300	8,800	(4,500)	-33.8%
County Attorney	2,488	0	0	0	N/A
Sheriff	1,884,492	2,088,200	2,024,200	(64,000)	-3.1%
Volunteer Fire & EMS	803,006	803,000	803,000	0	0.0%
Library	5,535	2,800	0	(2,800)	N/A
Other Agencies	35,748	21,100	21,300	200	0.9%
Capital Lease Principal & Interest	\$3,894,871	\$4,377,600	\$4,627,700	\$250,100	5.7%
Transfer to Enterprise Fund	\$502,321	\$520,800	\$531,000	\$10,200	2.0%
Operating Costs	\$151,718	\$178,000	\$178,000	\$0	0.0%
Total	\$28,174,935	\$28,584,000	\$29,956,800	\$1,372,800	4.8%

Objectives & Measurements:

	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Actual	FY19 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+	AAA	AAA	AAA
Moody's Investors Service	Aa1	Aa1	Aaa	Aaa	Aaa
Fitch Investors Service	AAA	AAA	AAA	AAA	AAA

General Government Summary

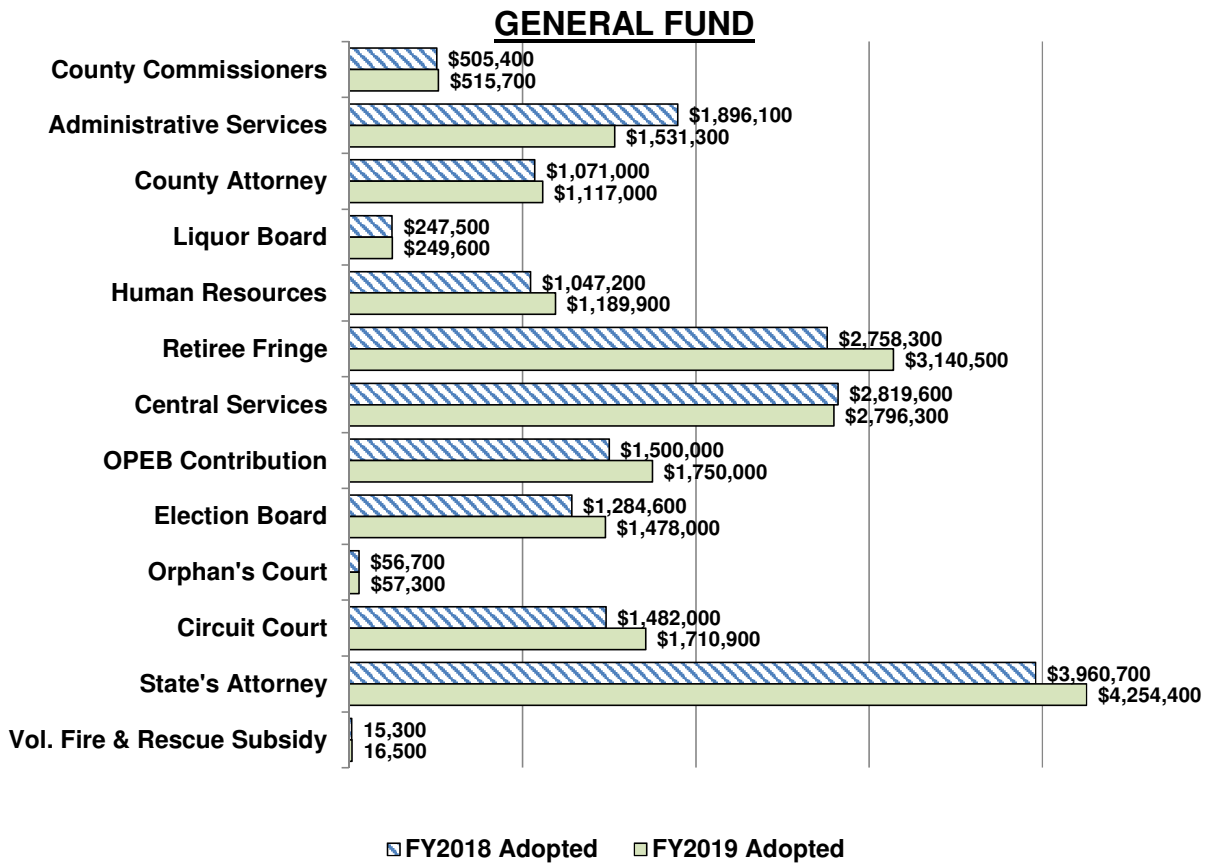
Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$6,681,197	\$7,220,000	\$7,812,700	\$7,728,000	\$508,000	7.0%
Fringe Benefits	1,408,717	4,694,700	5,394,700	5,295,200	600,500	12.8%
Operating Costs	4,348,713	5,060,800	5,424,700	4,799,800	(261,000)	-5.2%
Transfers Out	367,129	106,400	114,400	121,900	15,500	14.6%
Agency Funding	1,257,689	1,533,800	1,783,800	1,783,800	250,000	16.3%
Capital Outlay	190,511	28,700	78,700	78,700	50,000	174.2%
Total Expenditures	\$14,253,955	\$18,644,400	\$20,609,000	\$19,807,400	\$1,163,000	6.2%
Total Expenditures as % of Budget:	3.9%	4.8%	5.0%	4.9%		
Revenues	\$610,709	\$551,600	\$562,000	\$562,000	\$10,400	1.9%



General Government Agencies which receive County funding:

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

General Government Expenditure and Staffing History



Positions by Program:

	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
County Commissioners	5.0	5.0	5.0	5.0	5.0
Administrative Services	13.6	13.6	16.6	16.6	12.6
County Attorney	8.0	8.0	8.5	8.5	8.5
Liquor Board	1.9	1.9	1.9	1.8	1.8
Human Resources*	8.0	8.0	10.5	11.5	12.5
Central Services	0.0	0.0	0.0	0.0	6.8
Circuit Court	14.4	13.4	16.2	16.4	17.4
State's Attorney	53.8	54.2	57.8	48.4	50.4
Total Full Time Equivalent	104.5	103.9	116.3	108.0	114.9

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

General Government

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

Expenditure Category	FY2017	FY2018	FY2019	FY2019	\$ Change from FY2018	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$250,962	\$251,000	\$251,000	\$251,000	\$0	0.0%
Fringe Benefits	67,517	69,300	76,900	75,900	6,600	9.5%
Operating Costs	163,499	185,100	188,800	188,800	3,700	2.0%
Total Expenditures	\$481,978	\$505,400	\$516,700	\$515,700	\$10,300	2.0%

Changes and Useful Information:

- 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. For FY2019, these budgets remained the same.
- The **Operating Costs** increase funds the Council of Governments membership fee increase.

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>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>
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	FY2017	FY2018	FY2019	FY2019	\$ Change from FY2018	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$454,712	\$498,400	\$514,500	\$529,000	\$30,600	6.1%
Fringe Benefits	113,052	136,500	150,400	150,600	14,100	10.3%
Operating Costs	143,255	239,500	117,000	117,000	(122,500)	-51.1%
Total Expenditures	\$711,020	\$874,400	\$781,900	\$796,600	(\$77,800)	-8.9%

Changes and Useful Information:

- The **Operating Costs** decrease is related to reducing lobbyist services.

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:	FY15	FY16	FY17	FY18	FY19
Title	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
County Administrator	1.0	1.0	1.0	1.0	1.0
Deputy County Administrator	1.0	1.0	1.0	1.0	1.0
Executive Assistant to the Co. Admin.	1.0	1.0	1.0	1.0	1.0
Program Support Specialist	0.0	0.0	1.0	1.0	1.0
Total Full Time Equivalent	3.0	3.0	4.0	4.0	4.0

General Government

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$352,085	\$375,400	\$384,000	\$394,800	\$19,400	5.2%
Fringe Benefits	108,454	125,900	119,000	118,100	(7,800)	-6.2%
Operating Costs	23,876	23,000	33,000	33,000	10,000	43.5%
Total Expenditures	\$484,415	\$524,300	\$536,000	\$545,900	\$21,600	4.1%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and a reclassification that occurred during FY2018.
- The **Operating Costs** increase is for the costs associated with the new elected official swearing-in and orientation.

Description:

The Commissioner Office Administration provides administrative support to the Commissioners.

Positions:	FY15	FY16	FY17	FY18	FY19
Title	FTE	FTE	FTE	FTE	FTE
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	1.0	1.0	1.0	1.0	1.0
Senior Commissioner Specialist	1.0	1.0	1.0	1.0	1.0
Commissioner Specialist	1.0	1.0	1.0	1.0	1.0
Executive Administrative Associate	1.0	1.0	1.0	1.0	1.0
Part Time Help	0.6	0.6	0.6	0.6	0.6
Total Full Time Equivalent	6.6	6.6	6.6	6.6	6.6

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$200,693	\$205,300	\$0	\$0	(\$205,300)	-100.0%
Fringe Benefits	34,114	36,300	0	0	(36,300)	-100.0%
Operating Costs	137,637	74,900	0	0	(74,900)	-100.0%
Total Expenditures	\$372,444	\$316,500	\$0	\$0	(\$316,500)	-100.0%

Changes and Useful Information:

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

Positions:	FY15	FY16	FY17	FY18	FY19
Title	FTE	FTE	FTE	FTE	FTE
Safety Officer	1.0	1.0	1.0	1.0	0.0
Building Security Officer	1.0	1.0	1.0	1.0	0.0
Part-Time	1.9	1.9	1.9	1.9	0.0
Total Full Time Equivalent	3.9	3.9	3.9	3.9	0.0

General Government

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$0	\$136,400	\$134,100	\$137,100	\$700	0.5%
Fringe Benefits	0	41,200	46,800	47,400	6,200	15.0%
Operating Costs	4,493	3,300	4,300	4,300	1,000	30.3%
Total Expenditures	\$4,493	\$180,900	\$185,200	\$188,800	\$7,900	4.4%

Changes and Useful Information:

- The increase in **Operating Costs** is to provide additional employee education funding.

Description:

The Internal Audit Office performs audit and non-audit services.

Positions:

<u>Title</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>
Internal Auditor	0.0	0.0	1.0	1.0	1.0
Assistant Internal Auditor	0.0	0.0	1.0	1.0	1.0
Total Full Time Equivalent	0.0	0.0	2.0	2.0	2.0

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	FY2017	FY2018	FY2019	FY2019	\$ Change from FY2018	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$596,159	\$672,700	\$675,900	\$693,900	\$21,200	3.2%
Fringe Benefits	158,189	186,400	181,400	181,200	(5,200)	-2.8%
Operating Costs	140,191	211,900	241,900	241,900	30,000	14.2%
Total Expenditures	\$894,539	\$1,071,000	\$1,099,200	\$1,117,000	\$46,000	4.3%

Changes and Useful Information:

- **Operating Costs** includes an increase in legal fees.

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	FY15	FY16	FY17	FY18	FY19
	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	0.0	0.0	0.0	0.0
Paralegal	0.0	0.0	1.0	1.0	1.0
Legal Assistant III	2.0	2.0	2.0	2.0	2.0
Legal Assistant I	0.0	1.0	1.0	1.0	1.0
Part Time	0.6	0.6	0.0	0.0	0.0
Total Full Time Equivalent	9.6	9.6	10.0	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)	(0.8)	(0.8)	(0.8)
Net Cost to General Fund	8.0	8.0	8.5	8.5	8.5

General Government

Department: Liquor Board 01.15
Division\Program: Liquor Board Fund: General
Program Administrator: Thomasina Coates, Chairman

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

Expenditure Category	FY2017	FY2018	FY2019	FY2019	\$ Change from FY2018	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$169,891	\$169,200	\$169,900	\$171,600	\$2,400	1.4%
Fringe Benefits	75,812	74,500	74,700	74,300	(200)	-0.3%
Operating Costs	2,739	3,800	3,700	3,700	(100)	-2.6%
Total Expenditures	\$248,442	\$247,500	\$248,300	\$249,600	\$2,100	0.8%
Revenues	\$251,246	\$230,700	\$237,700	\$237,700	\$7,000	3.0%

Changes and Useful Information:

- Liquor Board **Revenues** were adjusted to current 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 the Alcoholic Beverages Article of the Annotated Code of Maryland and the Rules and Regulations of the Board of License Commissioners for Charles County, Maryland.

Positions:

Title	FY15	FY16	FY17	FY18	FY19
	FTE	FTE	FTE	FTE	FTE
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	FY2017	FY2018	FY2019	FY2019	\$ Change from FY2018	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$625,382	\$704,000	\$707,200	\$712,300	\$8,300	1.2%
Fringe Benefits	158,531	181,400	200,500	194,100	12,700	7.0%
Operating Costs	129,825	161,800	283,500	283,500	121,700	75.2%
Total Expenditures	\$913,738	\$1,047,200	\$1,191,200	\$1,189,900	\$142,700	13.6%
Revenues	\$79,189	\$97,700	\$98,000	\$98,000	\$300	0.3%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** is the net cost of converting a part time position to a full time position, approved salary increases, the impact of moving a position to another department and the cost refill the position in FY2019 (September hire date).
- The **Operating Costs** budget includes a Classification Compensation Study for county-wide employees.
- **Revenues** are associated with the indirect cost reimbursement to the Enterprise Funds and the Flexible Spending Forfeiture programs.

Description:

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

Positions:

Title	FY15	FY16	FY17	FY18	FY19
	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	1.0	1.0	1.0
Recruitment & Retention Administrator	1.0	1.0	1.0	0.0	1.0
Human Resources Program Manager	1.0	1.0	1.0	1.0	1.0
Human Resources Specialist	1.0	1.0	1.0	1.0	1.0
Human Resources Support Specialist	0.0	0.0	0.0	1.0	1.0
Part-time positions	2.0	2.0	2.0	1.4	1.4
Total Full Time Equivalent	8.0	8.0	9.0	8.4	9.4
Summer Intern Program*	0.0	0.0	1.5	3.1	3.1

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

Objectives & Measurements:

	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 Estimated
<i>Objective: Measures employment and recruitment activity.</i>					
# of formal staff grievances	2	0	3	0	0
# of full time positions filled	74	76	63	105	125
diversity of all applicants					
% women/%minority	51%/45%	55%/50%	*54%/61.3%	56%/62%	56%/62%
Average # of applications per job	66	74	44	48	52

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)	125/78*	140/65	63	145	145
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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	35	31	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	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Retiree Health Benefits	\$2,451,787	\$2,728,300	\$3,110,500	\$3,110,500	\$382,200	14.0%
Operating Costs	29,754	30,000	30,000	30,000	0	0.0%
Total Expenditures	\$2,481,541	\$2,758,300	\$3,140,500	\$3,140,500	\$382,200	13.9%

Changes and Useful Information:

- The **Retiree Health Benefits** were adjusted to reflect an increase in the number of participants.

Description:

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

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

www.charlescountymd.gov/maps/volunteer-fire-and-ems

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Operating Costs	\$22,534	\$15,300	\$16,500	\$16,500	\$1,200	7.8%
Total Expenditures	\$22,534	\$15,300	\$16,500	\$16,500	\$1,200	7.8%

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$0	\$0	\$376,300	\$384,100	\$384,100	New
Fringe Benefits	0	0	85,700	86,700	86,700	New
Operating Costs	1,049,193	1,057,100	1,228,400	1,228,400	171,300	16.2%
Capital Outlay	7,769	28,700	33,700	33,700	5,000	17.4%
Total Expenditures	\$1,056,962	\$1,085,800	\$1,724,100	\$1,732,900	\$647,100	59.6%

Changes and Useful Information:

- A reorganization was approved at the end of FY2018 to streamline several processes in County Government in order to provide an enhanced security complement, and support redundancy within security, safety and risk management.
- **Personal Services** and **Fringe Benefits** includes funding for positions that were transferred from other budgets.
- The **Operating Costs** budget was adjusted to fund the County's safety and security related expenses that was previously under a different budget.
- **Capital Outlay** budget represents the cost for various camera and security upgrades. It is increasing due to more cameras and video storage needed.

Description:

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

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

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

Positions:

	FY15	FY16	FY17	FY18	FY19
Title	FTE	FTE	FTE	FTE	FTE
Chief of Central Services	0.0	0.0	0.0	0.0	1.0
Risk Manager	0.0	0.0	0.0	0.0	1.0
Safety Officer	0.0	0.0	0.0	0.0	1.0
Building Security Officer	0.0	0.0	0.0	0.0	1.0
Part-Time	0.0	0.0	0.0	0.0	2.8
Total Full Time Equivalent	0.0	0.0	0.0	0.0	6.8

Objectives & Measurements:

	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 Estimated
<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	25	30	20	20
<i>WORK RELATED INJURIES (This information includes Sheriff's workers' compensation)</i>					
# of work related injuries	38	65	82	55	60

OBJECTIVE: To purchase insurance coverage at the lowest possible premiums while minimizing Charles County's liability exposure and protecting County assets/property.

Average cost of insurance coverage:

per vehicle for vehicle damage	\$338	\$297	\$259	\$250	\$270
per vehicle for vehicle liability	\$240	\$237	\$213	\$220	\$245

Average cost of property coverage:

per \$1M worth of County assets	\$817	\$867	\$895	\$900	\$950
# of property damage claims	2	2	2	2	2
% of claims paid to premiums	4%	7%	18%	15%	15%

General Government

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

Expenditure Category	FY2017	FY2018	FY2019	FY2019	\$ Change from FY2018	% Chg.
	Actual	Adopted	Request	Adopted		
Fringe Benefits	(\$2,730,262)	\$80,500	\$70,000	\$70,000	(\$10,500)	-13.0%
Operating Costs	479,663	166,200	231,900	173,000	6,800	4.1%
Operating Costs - Studies	0	771,700	80,000	105,000	(666,700)	-86.4%
Operating Costs - SDAT	624,975	681,600	1,226,900	681,600	0	0.0%
Agency Funding - OPEB	1,250,000	1,500,000	1,750,000	1,750,000	250,000	16.7%
Agency Funding - Trust	7,689	33,800	33,800	33,800	0	0.0%
Capital Outlay	0	0	0	0	0	N/A
Total Expenditures	(\$367,935)	\$3,233,800	\$3,392,600	\$2,813,400	(\$420,400)	-13.0%

Changes and Useful Information:

- The **Fringe Benefits** budget is for unemployment insurance.
- Operating Costs** were adjusted to fund the Veteran Services Program.
- Operating Costs- Studies** represents the budget for studies which were previously part of Capital Project Transfer. The changes from FY18 to FY19 are below:

FY18	FY19
\$178,200	\$80,000 Various Planning Studies
0	25,000 Public Safety Strategic Plan
30,000	0 Engineering Plan Digitization
10,000	0 Develop Road Safety Prioritization Measure & Inventory
77,000	0 Waldorf Urban Redevelopment Corridor Implementation Studies
80,000	0 Intersection Analysis/Traffic Signal Warrant Analysis
250,000	0 Public Facility Impact Fee Analysis
80,000	0 Government Center Master Plan
66,500	0 Groundwater Study (50% cost share with Water and Sewer fund)
\$771,700	\$105,000

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

Description:

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

General Government

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$219,522	\$245,000	\$230,000	\$230,000	(\$15,000)	-6.1%
Fringe Benefits	9,908	10,400	9,800	9,800	(600)	-5.8%
Operating Costs	1,058,646	1,029,200	1,238,200	1,238,200	209,000	20.3%
Total Expenditures	\$1,288,076	\$1,284,600	\$1,478,000	\$1,478,000	\$193,400	15.1%

Changes and Useful Information:

- **Personal Services** were reduced as the temporary help part time position is no longer needed.
- **Operating Costs** were increased to fund the County's share of voting equipment costs and to fund employee salary increases. Election Board employees are State employees and the County reimburses the State for the associated salary and fringe costs.

Description:

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

Positions:

	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</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	0.3	0.3	0.3	0.3
*IT specialist	1.0	1.0	1.0	1.0	1.0
*Election Supervisor	1.0	1.0	1.0	1.0	1.0
*Data Applications	2.0	2.0	3.0	3.0	3.0
*Election Clerk	1.0	1.0	0.0	0.0	0.0
*Administrative Assistant	0.0	0.0	0.0	1.0	1.0
Part-time positions	1.8	2.2	2.5	2.5	1.8
Total Full Time Equivalent	8.8	9.4	9.8	10.8	10.1

*State Employees who are reimbursed by the County.

Objectives & Measurements:

	Gubernatorial 14 Primary* Election	Gubernatorial 14 General Election	Presidential 16 Primary* Election	Presidential 16 General Election	Gubernatorial 18 Primary* Election
Total Registered Voters	99,857	100,449	86,741	108,276	110,889
% Democratic	58.4%	59.3%	70.7%	59.7%	60.3%
% Republican	24.3%	24.5%	29.3%	24.3%	22.4%
% Declines	16.3%	15.3%	0.0%	15.1%	17.3%
Total Voting Percentage	22.1%	47.5%	39.1%	72.8%	21.7%
Democratic- Voting Percentage	15.3%	28.0%	26.7%	44.5%	16.7%
Republicans- Voting Percentage	5.0%	13.6%	12.4%	18.3%	3.9%
Declines- Voting Percentage	1.1%	5.4%	0.0%	9.4%	2.1%

* 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	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$33,918	\$35,400	\$36,000	\$36,000	\$600	1.7%
Fringe Benefits	13,997	14,200	14,200	14,200	0	0.0%
Operating Costs	4,666	7,100	7,100	7,100	0	0.0%
Total Expenditures	\$52,581	\$56,700	\$57,300	\$57,300	\$600	1.1%

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:

	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 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
 Address: 200 Charles Street, La Plata, MD 20646 301-932-3202 301-870-2659
www.courts.state.md.us/clerks/charles 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$812,598	\$898,600	\$1,012,300	\$982,600	\$84,000	9.3%
Fringe Benefits	205,458	233,900	296,200	273,500	39,600	16.9%
Operating Costs	190,895	243,100	295,600	287,900	44,800	18.4%
Transfers Out	90,510	106,400	114,400	121,900	15,500	14.6%
Capital Outlay	24,216	0	45,000	45,000	45,000	New
Total Expenditures	\$1,323,676	\$1,482,000	\$1,763,500	\$1,710,900	\$228,900	15.4%
Revenues	\$201,874	\$223,200	\$226,300	\$226,300	\$3,100	1.4%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes funding for approved salary increases and funding for a new Executive Assistant Court Administration position. This position will support all aspects of Court Administration.
- **The Operating Costs** budget includes increases for the Court Smart system, reupholstering of juror chairs, Drug Quick Test Kits & Laboratory Confirmation Testing for defendants suspected of being under the influence while appearing in criminal court, and operating costs associated with the new Executive Assistant Court Administration position.
- **Transfers Out** is for the County's local match on judiciary grants and local support of the Law Library Program. State grants which support the Family Law Services Program and the Family Recovery Court have been flat funded which requires the County to subsidize these programs for any salary increases.
- **Capital Outlay** is for replacement of the Court Smart Equipment Server.
- **Revenues** represent Jury Fee Reimbursement, Bail Bond Fees, and Child Support rent revenue and indirect cost reimbursement.

Description:

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

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

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

Law Library: \$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: 200 Charles Street, La Plata, MD 20646 301-932-3202 301-870-2659
www.courts.state.md.us/clerks/charles 8:00 a.m.-4:30 p.m. M-F

Positions:	FY15	FY16	FY17	FY18	FY19
<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	0.3	0.0	0.0	0.0	0.0
Family Recovery Court Assist. Case Mgr	0.7	1.0	1.0	1.0	1.0
Alternative Dispute Resolution Coordinator	0.0	0.0	1.0	1.0	1.0
Executive Assistant to Court Administration	0.0	0.0	0.0	0.0	1.0
Administrative Associate	2.0	2.0	1.0	1.0	1.0
Administrative Assistant	0.0	0.0	1.0	1.0	1.0
Judicial Administrative Assistant	0.0	0.0	1.0	1.0	1.0
Judicial Secretary	4.0	4.0	4.0	4.0	4.0
Domestic Relations Case Manager	1.0	1.0	1.0	1.0	1.0
Guardianship Monitor	0.0	0.0	1.0	1.0	1.0
Family Resource Specialist	1.0	1.0	1.0	1.0	1.0
Secretary IV	1.0	1.0	1.0	1.0	1.0
Assignment Clerk (I -II)	4.0	4.0	4.0	4.0	4.0
Courtroom Clerk	1.0	1.0	1.0	1.0	1.0
Domestic Relations Clerk	1.0	1.0	1.0	1.0	1.0
Part-Time positions	0.2	0.2	0.2	0.2	0.2
Total Full Time Equivalent	22.2	22.2	25.2	25.2	26.2
Allocated to Grants	(7.8)	(8.8)	(9.0)	(8.8)	(8.8)
Net Cost to General Fund	14.4	13.4	16.2	16.4	17.4

Objectives & Measurements:	FY15	FY16	FY17	FY18	FY19
	Actual	Actual	Actual	Projected	Estimated
<i>Objective: In 2000, the Maryland Judicial Council adopted case time standards for the state's trial courts that provide guidelines for the time within which cases should reach resolution. The Circuit Court is responsible for the timely scheduling and disposition of cases, with the goal of promoting access to justice and increased litigant satisfaction with the court system. In June 2017, the courts fully implemented a new case management system, Maryland Electronic Courts (MDEC), and its Differentiated Case Management (DCM) Plans, developed while participating in a Pilot Project.</i>					
# of Scheduled Hearings	26,340	25,567	24,496	25,750	26,525
Case Type - % Concluded within # of days					
General Civil - 98% within 548 days	84.1%	95.2%	93.1%	95.0%	95.5%
Foreclosure Cases - 98% within 730 days	N/A	95.0%	88.9%	92.0%	93.0%
Criminal Cases - 98% within 180 days	88.6%	90.7%	94.5%	95.5%	96.5%
Family Law - 98% within 365 days	96.6%	95.0%	96.1%	97.5%	97.5%
Family Law (Limited Divorce)					
98% within 730 days	100.0%	100.0%	100.0%	100.0%	100.0%
Juvenile - 98% within 90 days	99.7%	99.7%	99.0%	99.7%	99.7%
Child in Need of Assistance (CINA)					
Non-Shelter - 100% within 60 days	100.0%	100.0%	100.0%	100.0%	100.0%
CINA Shelter - 100% within 30 days	100.0%	96.9%	100.0%	100.0%	100.0%
Termination of Parental Rights					
100% within 180 days	100.0%	100.0%	100.0%	100.0%	100.0%

General Government

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$2,965,274	\$3,028,600	\$3,321,500	\$3,205,600	\$177,000	5.8%
Fringe Benefits	742,161	775,900	958,600	888,900	113,000	14.6%
Operating Costs	142,873	156,200	197,900	159,900	3,700	2.4%
Transfers Out	276,619	0	0	0	0	N/A
Capital Outlay	158,526	0	0	0	0	N/A
Total Expenditures	\$4,285,453	\$3,960,700	\$4,478,000	\$4,254,400	\$293,700	7.4%
Revenues	\$78,400	\$0	\$0	\$0	\$0	N/A

Changes and Useful Information:

- **Personal Services** includes approved salary increases and hiring two support staff positions due to the additional work load as a result of the fifth judge and to convert two part time Investigators to full time.
- **Operating Costs** is based on current spending activity.

Description:

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

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

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

Positions:

Title	FY15 FTE	FY16 FTE	FY17 FTE	FY18 FTE	FY19 FTE
GENERAL FUND					
State's Attorney	1.0	1.0	1.0	1.0	1.0
Deputy's State's Attorney	1.0	1.0	1.0	1.0	1.0
Assistant State's Attorney	16.0	16.0	14.0	15.0	15.0
Support Staff*	27.4	27.8	33.4	32.4	34.4
General Fund Full Time Equivalent	45.4	45.8	49.4	49.4	51.4
CHILD SUPPORT GRANT**					
Assistant State's Attorney	1.8	1.8	1.8	0.0	0.0
Legal Specialist	6.0	6.0	6.0	0.0	0.0
Administrative Associate	1.0	1.0	1.0	0.0	0.0
Computer Technician	0.6	0.0	0.0	0.0	0.0
Part-time positions	0.0	0.6	0.6	0.0	0.0
Child Support Full Time Equivalent	9.4	9.4	9.4	0.0	0.0
Total Full Time Equivalent	54.8	55.2	58.8	49.4	51.4
FAS IT Support	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Total SAO Employees	53.8	54.2	57.8	48.4	50.4

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

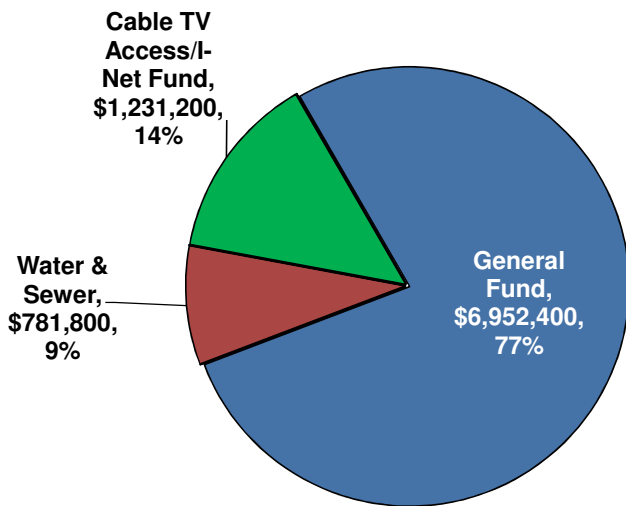
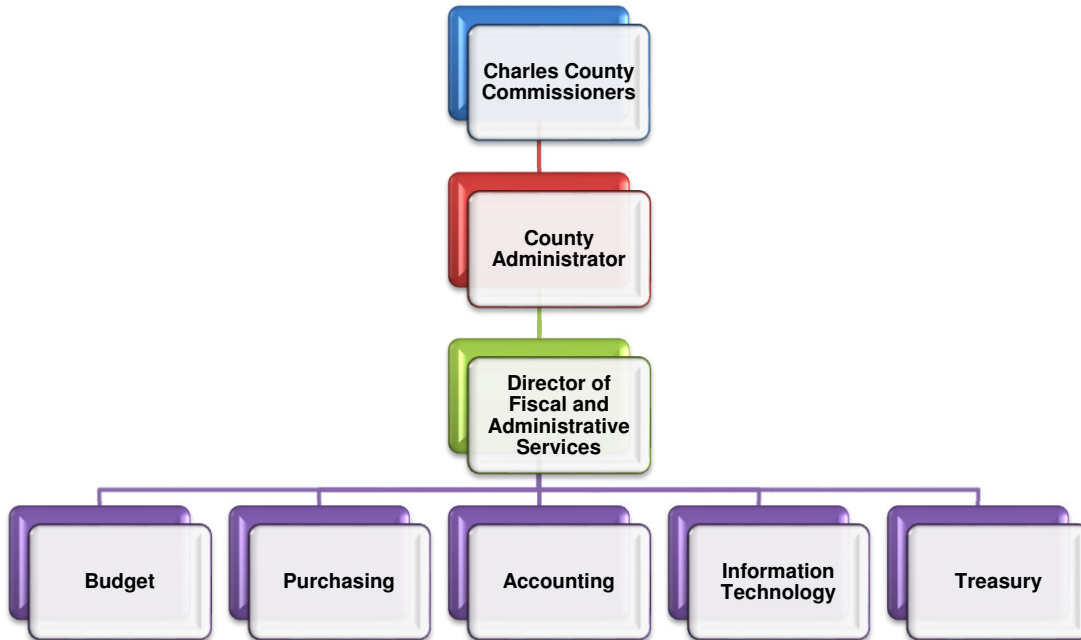
**Starting in FY2018, the Child Support Division was transferred to the Maryland State Department of Human Resources, Charles County Social Services Division.

Fiscal & Administrative Services Summary

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

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$3,248,429	\$3,533,800	\$3,369,700	\$3,456,600	(\$77,200)	-2.2%
Fringe Benefits	1,067,817	1,172,300	1,260,700	1,250,200	77,900	6.6%
Operating Costs	1,654,277	1,958,100	2,149,100	2,142,700	184,600	9.4%
Capital Outlay	0	0	74,700	102,900	102,900	New
Total Expenditures	\$5,970,523	\$6,664,200	\$6,854,200	\$6,952,400	\$288,200	4.3%
Revenues	\$454,747	\$396,000	\$402,500	\$402,500	\$6,500	1.6%
Total Expenditures as % of Budget:	1.6%	1.7%	1.6%	1.7%		



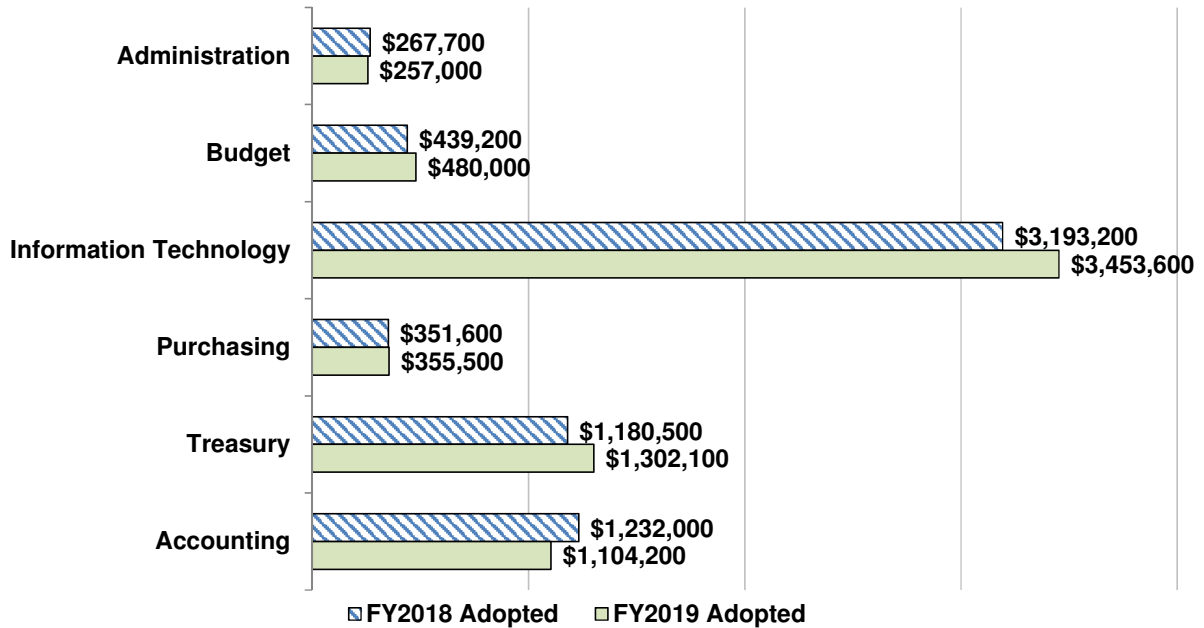
TOTAL FY2019 DEPARTMENT BUDGET \$8,965,400

(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:

	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 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	99.1%	96.8%	99.4%	98.4%	98.4%
General Fund Expense	98.8%	99.0%	98.3%	98.7%	98.7%
Water & Sewer Revenue	96.1%	98.5%	95.7%	96.7%	96.7%
Water & Sewer Expense	91.4%	92.9%	93.2%	92.5%	92.5%
Landfill Revenue	89.1%	97.3%	98.7%	95.0%	95.0%
Landfill Expense	94.3%	98.0%	97.0%	96.4%	96.4%
Cable Revenue	99.1%	98.8%	98.7%	98.9%	98.9%
Cable Expense	96.0%	88.7%	95.0%	93.2%	93.2%
Environmental Service Fund Revenue	97.3%	99.7%	99.4%	98.8%	98.8%
Environmental Service Fund Expense	99.5%	98.2%	87.6%	95.1%	95.1%
Watershed Revenue	98.2%	94.4%	93.4%	95.3%	95.3%
Watershed Expense	85.4%	94.4%	93.4%	93.9%	93.9%

FY18 Projected is based on a three year average of actual results.

FY19 Estimated assumes we maintain our historical average ability to estimate revenues and expenditures.

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

Average number of days for approval of budget transfer requests	5.58	5.05	4.38	5.50	5.00
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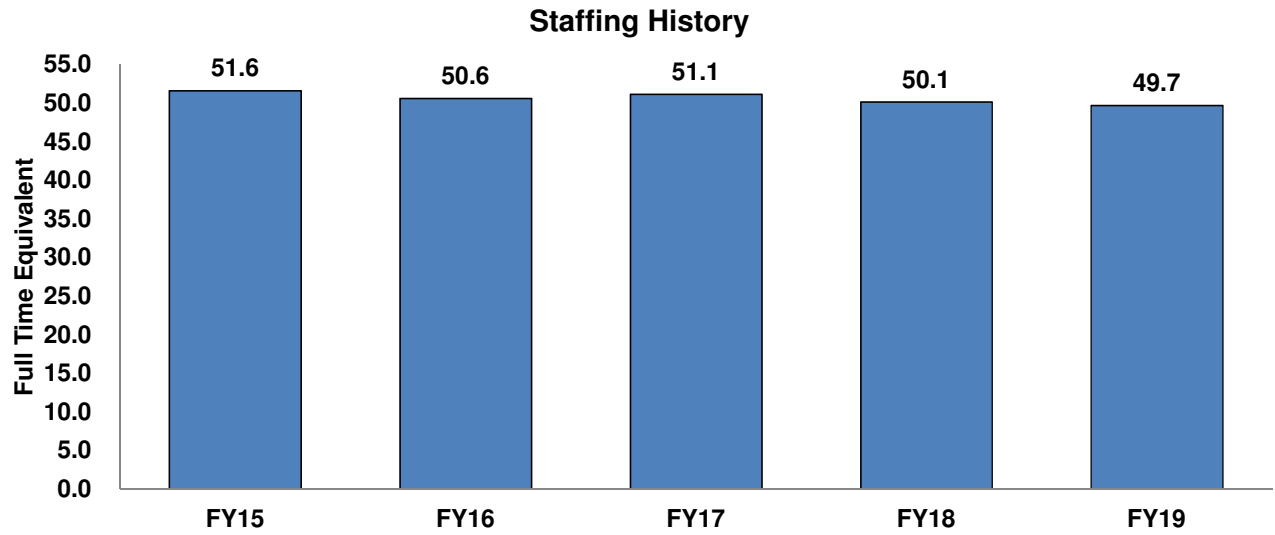
Information Technology: Provide technical support and assistance with computer related requests.

Percent of IT (Information Technology) work requests completed	100%	98%	99%	95%	95%
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Fiscal & Administrative Services Objectives & Measurements Cont.

<u>Objectives & Measurements:</u>	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 Estimated
<u>Information Technology: Provide and maintain an informative and current Charles County Government website.</u>					
Average website page views per month	325,358	328,979	384,983	390,000	390,000
<u>Information Technology: Operate, maintain and enhance the information technology network infrastructure.</u>					
Number of PC/laptops/tablets supported	922	1,079	999	1,010	1,020
<u>Purchasing: To ensure timely processing of purchase orders.</u>					
Average number of business days to process purchase orders (YTD)	0.161	0.105	0.170	0.175	0.175
<u>Purchasing: To monitor the number of significant individual procurement activities Purchasing conducts annually, and the number procurement-related protests. These procurement activities may include, but are not limited to: Formal procurement (RFQ, ITB, RFP), joint & cooperative procurement, sole source and utilization of other governments' contracts for significant amounts, utilization of significant dollar value of other governments' contracts, intergovernmental agreements, and disposal of property via auction. Cost avoidance is used to estimate the level of savings achieved as a result of employing a formal bidding process in the procurement of goods and services. The ultimate objectives under these two elements is to reduce bidding/contracting problems, and to increase cost avoidance, to the extent(s) possible.</u>					
Cost avoidance - savings to the County as a result of formal solicitation (YTD)	\$2,189,910	\$2,455,117	\$6,610,009*	\$2,500,000	\$2,500,000
*The total cost avoidance for FY17 is the result of a combination of award of low bids for several large Capital Improvement Projects and an award of the VanGo Operations Management Services contract, which resulted in an additional \$2,946,177 in savings to the County under the average price bid for all Bidders.					
<u>Accounting: To convert as many active permanent accounts payable vendors to this form of payment, saving the County funds on special check printing paper, toner, and postage.</u>					
Percent of ACH payments to total payments	38.6%	39.9%	36.0%	44.0%	45.0%
<u>Accounting: a. Record invoices and requests within 7-10 days from receipt.</u>					
<u>b. Process invoices and requests for payments within payment terms of 30 days from invoice date.</u>					
Average days to process payment	6	5	5	5	5
<u>Treasury: To respond to customer inquires in a timely manner (24 hours).</u>					
Average time to respond to public inquiries (Hours)	4	4	4	4	4
<u>Treasury: Timely deposit of funds.</u>					
Average days to deposit receipts	1	1	1	1	1
<u>Treasury: To make full year tax information available to the public in a timely manner (10 days).</u>					
Number of days after SDAT notification for public availability of tax information (one-time July)	5	4	5	7	7

Fiscal & Administrative Services Staffing History



Positions by Program:

	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Administration	2.0	2.0	2.0	2.0	2.2
Budget	4.0	4.0	4.0	4.0	4.4
Information Technology	14.8	14.8	14.8	14.8	14.8
Purchasing	5.0	4.0	4.0	4.0	4.0
Accounting	11.8	11.8	12.8	11.8	10.8
Treasury	14.0	14.0	13.5	13.5	13.5
Total Full Time Equivalent	51.6	50.6	51.1	50.1	49.7

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	FY2017	FY2018	FY2019	FY2019	\$ Change from FY2018	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$196,994	\$200,600	\$192,700	\$197,800	(\$2,800)	-1.4%
Fringe Benefits	56,171	60,800	52,500	52,900	(7,900)	-13.0%
Operating Costs	3,705	6,300	6,300	6,300	0	0.0%
Total Expenditures	\$256,871	\$267,700	\$251,500	\$257,000	(\$10,700)	-4.0%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and funding for a new part time position to assist with the administrative duties of the office. Based on workload, the Fiscal Service Specialist will be partially allocated to the Budget Division.

Description:

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

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

Positions:

Title	FY15	FY16	FY17	FY18	FY19
	FTE	FTE	FTE	FTE	FTE
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	0.5
Part Time	0.0	0.0	0.0	0.0	0.7
Total Full Time Equivalent	2.0	2.0	2.0	2.0	2.2

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	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$323,026	\$326,800	\$334,600	\$343,200	\$16,400	5.0%
Fringe Benefits	98,691	102,600	127,500	127,000	24,400	23.8%
Operating Costs	12,941	9,800	9,800	9,800	0	0.0%
Total Expenditures	\$434,658	\$439,200	\$471,900	\$480,000	\$40,800	9.3%
Revenues	\$176,736	\$110,900	\$114,400	\$114,400	\$3,500	3.2%

Changes and Useful Information:

- **Personal Services** includes approved salary increases, and based on workload, the Fiscal Services Specialist is being partially allocated from the Administration Division.
- **Revenues** are associated with the indirect cost reimbursement for work dealing with grants and is determined based on salary levels.

Description:

The functions of the Budget Division are to:

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

Positions:

<u>Title</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>
Chief of Budget	1.0	1.0	1.0	1.0	1.0
Senior Budget Analyst	1.0	1.0	1.0	1.0	1.0
Budget Analyst I - III	2.0	2.0	2.0	2.0	2.0
Grants Analyst I - III	1.0	1.0	1.0	1.0	1.0
Fiscal Service Specialist	0.0	0.0	0.0	0.0	0.5
Total Full Time Equivalent	5.0	5.0	5.0	5.0	5.5
Allocated to Capital Projects	(1.0)	(1.0)	(1.0)	(1.0)	(1.2)
Net Cost to General Fund	4.0	4.0	4.0	4.0	4.4

Fiscal & Administrative Services

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$1,089,333	\$1,160,100	\$1,149,500	\$1,183,100	\$23,000	2.0%
Fringe Benefits	363,500	391,700	404,900	402,000	10,300	2.6%
Operating Costs	1,283,764	1,641,400	1,770,400	1,765,600	124,200	7.6%
Capital Outlay	0	0	74,700	102,900	102,900	New
Total Expenditures	\$2,736,598	\$3,193,200	\$3,399,500	\$3,453,600	\$260,400	8.2%

Changes and Useful Information:

- Increase in **Operating Costs** provides funding for Performance Measurement Software for the County Administrator's Office, replacement of Tax Software for the Treasury Division, and funds to assist with moving Emergency Medical Services administrative staff to a new location, as well as, funding to assist with the new Waldorf Senior and Recreational Center.
- **Capital Outlay** provides funding for the replacement of the hardware for the County's financial system, replacing three tape drives, and the fiber optic cable needed to support the additional office space for the Department of Emergency Services.

Description:

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

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

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

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

Positions:

Title	FY15 FTE	FY16 FTE	FY17 FTE	FY18 FTE	FY19 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	1.0	1.0	1.0	1.0
Systems Analyst II	4.0	4.0	4.0	4.0	4.0
Network Specialist III	5.0	5.0	5.0	5.0	5.0
Technology Support Specialist Manager	1.0	1.0	1.0	1.0	1.0
Webmaster	1.0	1.0	1.0	1.0	1.0
Systems Analyst I	1.0	1.0	1.0	1.0	1.0
Systems Analyst I/CAD Analyst	1.0	1.0	1.0	1.0	1.0
Network Specialist II	1.0	1.0	1.0	1.0	1.0
Technology Support Specialist II	2.0	2.0	2.0	2.0	2.0
Telecommunication Specialist	1.0	1.0	1.0	1.0	1.0
Applications Customer Support Rep.	1.0	1.0	1.0	1.0	1.0
Technical Support Specialist	1.0	1.0	1.0	1.0	1.0
Part-time positions	1.7	1.7	1.7	2.2	2.2
Total Full Time Equivalent	23.7	24.7	24.7	25.2	25.2
Allocated to Cable TV / I-Net Fund	(5.8)	(6.8)	(6.8)	(7.3)	(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	(1.0)	(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	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$167,517	\$229,000	\$204,800	\$208,600	(\$20,400)	-8.9%
Fringe Benefits	89,848	113,900	136,200	135,200	21,300	18.7%
Operating Costs	7,569	8,700	13,300	11,700	3,000	34.5%
Total Expenditures	\$264,934	\$351,600	\$354,300	\$355,500	\$3,900	1.1%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes a new Procurement Specialist position to assist with the increasing number of capital project acquisition activities which will be allocated to Capital Projects. Also, included is funding for approved salary increases.
- The **Operating Costs** increase provides furniture for the New Procurement Specialist position.

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>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>
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	0.0	0.0	0.0	0.0
Senior Procurement Specialist	1.0	1.0	1.0	1.0	1.0
Procurement Specialist	2.0	2.0	2.0	2.0	3.0
Office Associate II	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	7.0	6.0	6.0	6.0	7.0
Allocated to Capital Projects	(2.0)	(2.0)	(2.0)	(2.0)	(3.0)
Net Cost to General Fund	5.0	4.0	4.0	4.0	4.0

Fiscal & Administrative Services

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$797,263	\$879,800	\$740,400	\$757,500	(\$122,300)	-13.9%
Fringe Benefits	240,101	271,600	265,000	261,700	(9,900)	-3.6%
Operating Costs	79,684	80,600	85,000	85,000	4,400	5.5%
Total Expenditures	\$1,117,048	\$1,232,000	\$1,090,400	\$1,104,200	(\$127,800)	-10.4%
Revenues	\$136,441	\$148,400	\$148,400	\$148,400	\$0	0.0%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and the impact of a reorganization which transferred a position to a different department.
- The **Operating Costs** increase is based on current spending patterns.

Description:

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

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

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

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

Positions:

<u>Title</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>
Chief of Accounting	1.0	1.0	1.0	1.0	1.0
Assistant Chief of Accounting	0.0	0.0	1.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0	0.0	0.0
Risk Management Accountant	1.0	1.0	1.0	1.0	0.0
Asset Accountant	1.0	1.0	1.0	1.0	1.0
Accountant	1.0	1.0	1.0	1.0	1.0
Accounting Specialist	1.0	1.0	1.0	2.0	2.0
Accounting Technician	3.0	3.0	3.0	2.0	2.0
Payroll Manager	1.0	1.0	1.0	1.0	1.0
Payroll Analyst	1.0	1.0	1.0	1.0	1.0
Payroll Coordinator	1.0	1.0	1.0	1.0	1.0
Water/Sewer Billing Manger	1.0	1.0	1.0	1.0	1.0
Senior Utilities Billing Specialist	1.0	1.0	1.0	1.0	1.0
Utility Billing Specialist	5.0	6.0	6.0	6.0	6.0
Total Full Time Equivalent	19.0	20.0	21.0	20.0	19.0
Allocated to W&S Fund	(7.3)	(8.3)	(8.3)	(8.3)	(8.3)
Net Cost to General Fund	11.8	11.8	12.8	11.8	10.8

Fiscal & Administrative Services

Department: Fiscal & Administrative Services

01.04.22

Division\Program: Treasury

Fund: General

Program Administrator: Eric Jackson, Chief of Treasury

www.charlescountymd.gov/fas/treasury/treasury

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$674,295	\$737,500	\$747,700	\$766,400	\$28,900	3.9%
Fringe Benefits	219,506	231,700	274,600	271,400	39,700	17.1%
Operating Costs	266,613	211,300	264,300	264,300	53,000	25.1%
Total Expenditures	\$1,160,413	\$1,180,500	\$1,286,600	\$1,302,100	\$121,600	10.3%
Revenues	\$141,570	\$136,700	\$139,700	\$139,700	\$3,000	2.2%

Changes and Useful Information:

- **Operating Costs** increased based on current trends in the credit card processing fee budget and the budget used for the collection of delinquent property taxes.
- **Revenues** were adjusted to reflect current trends.

Description:

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

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

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

Positions:

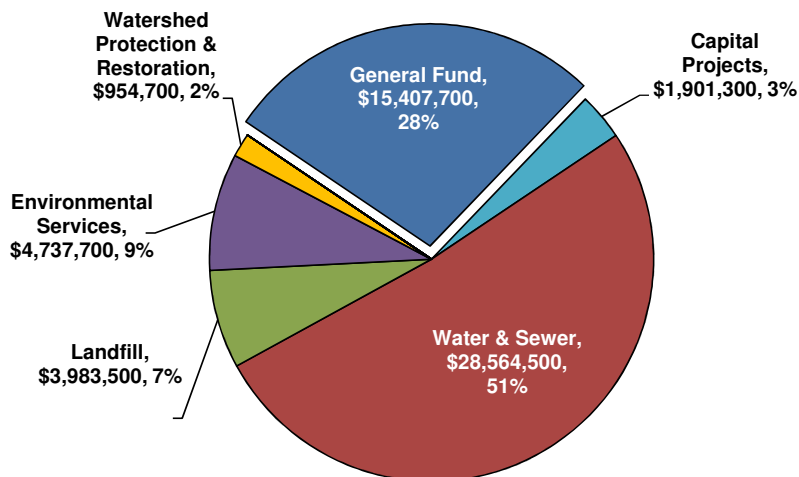
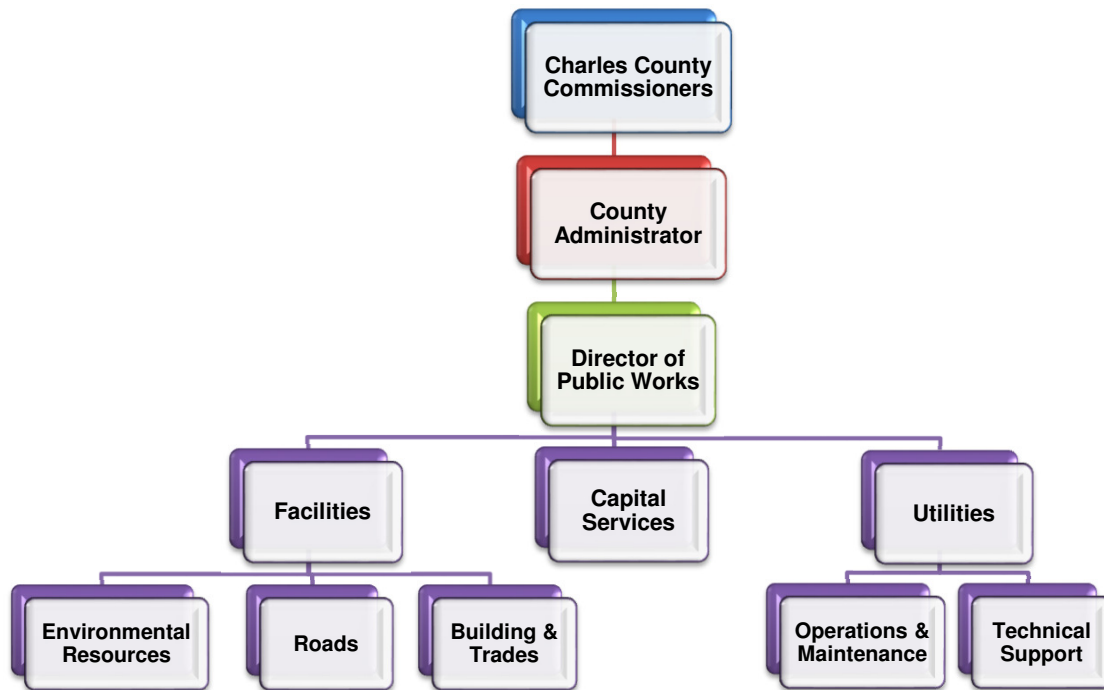
<u>Title</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>
Chief of Treasury	1.0	1.0	1.0	1.0	1.0
Deputy Treasurer	1.0	1.0	1.0	1.0	1.0
Senior Tax Specialist	1.0	1.0	1.0	1.0	1.0
Tax Specialist	3.0	3.0	3.0	3.0	3.0
Deed Specialist	2.0	2.0	1.0	1.0	1.0
Revenue Specialist	6.0	6.0	5.0	5.0	5.0
Office Associate III	0.0	0.0	1.0	1.0	1.0
Part Time	0.0	0.0	0.5	0.5	0.5
Total Full Time Equivalent	14.0	14.0	13.5	13.5	13.5

Public Works Summary

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

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$6,158,496	\$6,316,200	\$6,744,800	\$6,511,700	\$195,500	3.1%
Fringe Benefits	1,959,214	2,058,900	2,366,900	2,173,500	114,600	5.6%
Operating Costs	5,053,740	6,612,300	6,799,100	6,695,500	83,200	1.3%
Capital Outlay	345,721	0	0	27,000	27,000	New
Total Expenditures	\$13,517,171	\$14,987,400	\$15,910,800	\$15,407,700	\$420,300	2.8%
Revenues	\$601,233	\$619,800	\$621,800	\$621,800	\$2,000	0.3%
Total Expenditures as % of Budget:	3.7%	3.8%	3.8%	3.8%		



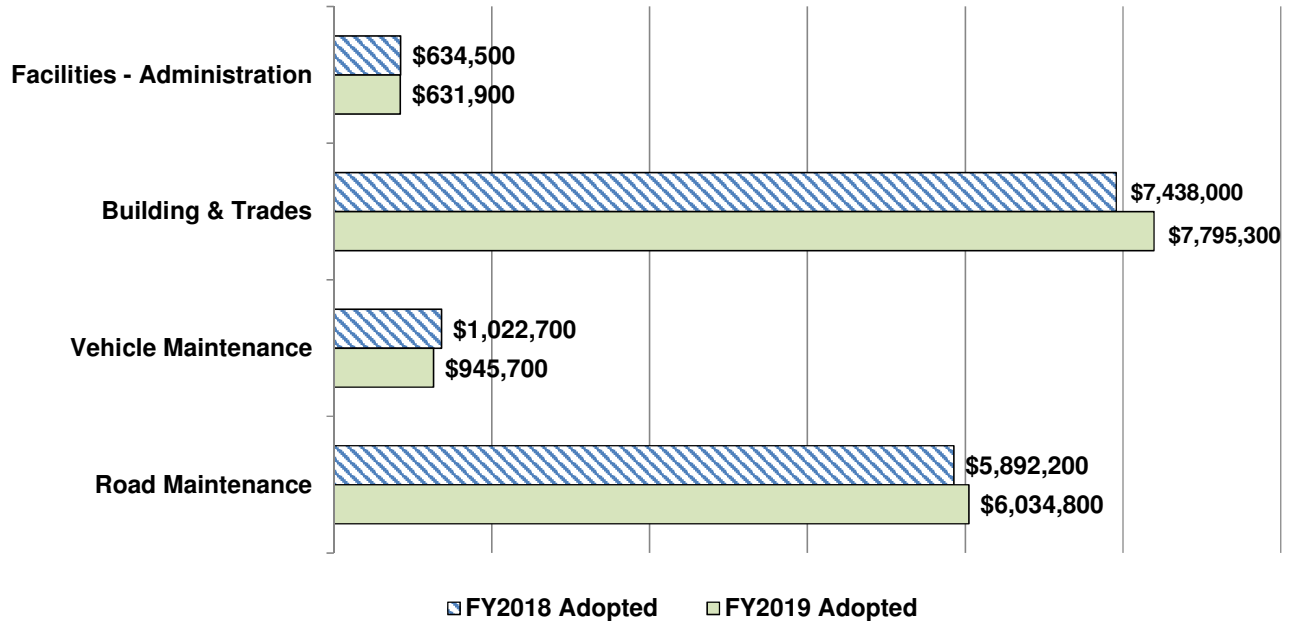
TOTAL FY2019 DEPARTMENT BUDGET \$55,549,400

(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

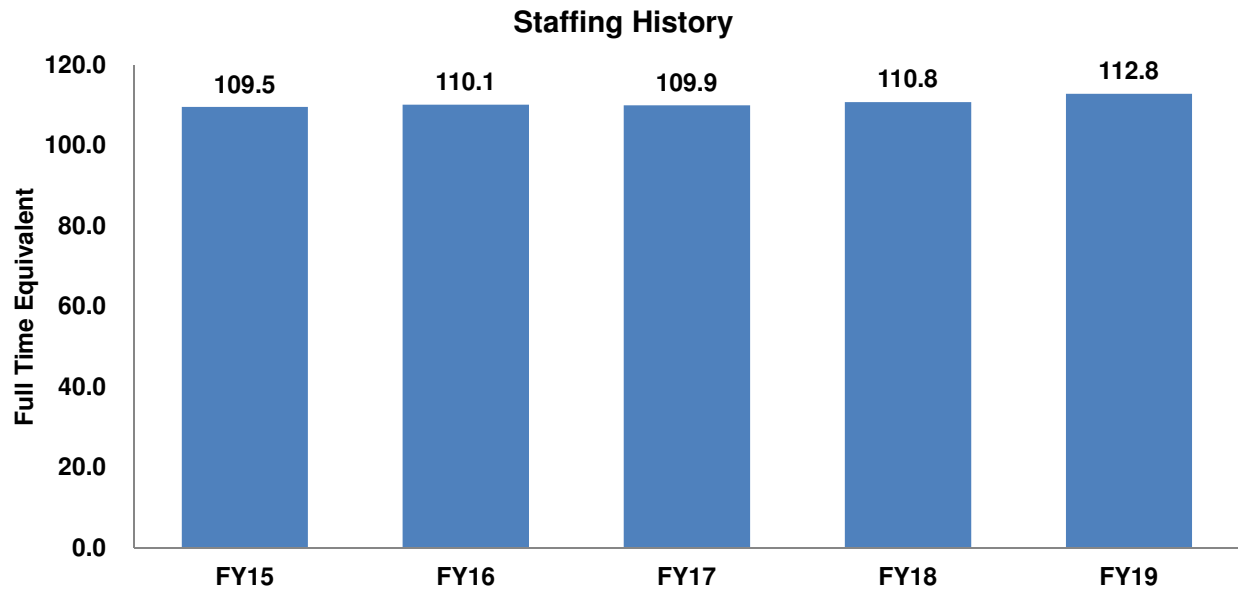
GENERAL FUND



Objectives & Measurements:

	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 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	676,683	676,683	728,188	779,688
Cost of custodial services per sq. ft.	N/A	\$0.12	\$0.13	\$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	5,674	9,319	5,746	6,099	6,420
% Corrective	N/A	38%	13%	20%	20%
% Preventive	N/A	62%	87%	80%	80%
<u><i>Vehicle Maintenance: To complete all work orders promptly to ensure minimum downtime.</i></u>					
Number of vehicles and equipment maintained					
	906	923	1,060	1,100	1,200
% Corrective	75%	74%	74%	75%	75%
% Preventive	25%	26%	26%	25%	25%
Cost per vehicle	\$147	\$145	\$159	\$200	\$250
<u><i>Roads: To assure safe & smooth surfaced roads, cost per mile depends on width of roadway.</i></u>					
Miles resurfaced	66	62	59	60	60
Cost per mile	\$218,483	\$191,616	\$182,344	\$233,700	\$235,000
% of paved lane miles assessed as satisfactory	N/A	98%	98%	95%	98%
<u><i>Roads: To repair all reported potholes within 24 hours.</i></u>					
Number of Pothole Reports	268	1,018	308	500	400
Cost per repair	N/A	\$86	\$80	\$90	\$90
<u><i>Roads: To provide maximum road maintenance with minimum number of staff.</i></u>					
# of lane miles maintained	1,672	1,681	1,684	1,700	1,715
Cost per mile maintained	N/A	\$2,574	\$2,569	\$2,545	\$2,522

Public Works Staffing History



Positions by Program:

	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Facilities - Administration	8.8	8.4	6.9	6.9	6.8
Building & Trades	52.8	52.8	52.8	53.9	57.9
Vehicle Maintenance	8.6	9.6	9.6	9.4	7.8
Road Maintenance	39.3	39.3	40.6	40.5	40.4
Total Full Time Equivalent	109.5	110.1	109.9	110.8	112.8

Public Works

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

Expenditure Category	FY2017	FY2018	FY2019	FY2019	\$ Change from FY2018	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$418,091	\$432,400	\$426,500	\$438,600	\$6,200	1.4%
Fringe Benefits	150,120	158,600	156,000	154,600	(4,000)	-2.5%
Operating Costs	17,196	43,500	38,700	38,700	(4,800)	-11.0%
Total Expenditures	\$585,407	\$634,500	\$621,200	\$631,900	(\$2,600)	-0.4%
Revenues	\$6,101	\$10,300	\$8,800	\$8,800	(\$1,500)	-14.6%

Changes and Useful Information:

- The **Operating Costs** budget reflects current spending patterns.

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>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>
Director of Public Works	1.0	1.0	1.0	1.0	1.0
Asst. Director of Public Works - Facilities	1.0	1.0	1.0	1.0	1.0
Inventory & Fleet Mgmt. Operations Manager	1.0	1.0	1.0	1.0	1.0
Financial Support Manager	1.0	1.0	1.0	1.0	1.0
Environmental Compliance Officer	1.0	1.0	1.0	1.0	1.0
Inventory Control Specialist	1.0	1.0	1.0	1.0	1.0
Public Facilities Specialist	1.0	1.0	0.0	0.0	0.0
Management Support Specialist	1.0	1.0	1.0	1.0	1.0
Administrative Associate	2.0	3.0	3.0	3.0	3.0
Inventory Control Associate	1.0	1.0	1.0	1.0	1.0
Office Associate II	1.0	0.0	0.0	0.0	0.0
Total Full Time Equivalent	12.0	12.0	11.0	11.0	11.0
Allocated to:					
Water & Sewer Enterprise Fund	(1.0)	(1.0)	(1.0)	(1.0)	(1.1)
Solid Waste Enterprise Fund	(0.8)	(0.9)	(0.9)	(0.9)	(0.9)
Environmental Service Enterprise Fund	(0.4)	(0.8)	(0.8)	(0.8)	(0.8)
Watershed Protection & Restoration Fund	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Capital Projects	0.0	0.0	(0.5)	(0.5)	(0.5)
Net Cost to General Fund	8.8	8.4	6.9	6.9	6.8

Public Works

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

Expenditure Category	FY2017	FY2018	FY2019	FY2019	\$ Change from FY2018	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$2,896,765	\$2,923,800	\$3,291,200	\$3,117,700	\$193,900	6.6%
Fringe Benefits	913,088	947,100	1,173,900	1,046,200	99,100	10.5%
Operating Costs	3,078,690	3,567,100	3,672,200	3,631,400	64,300	1.8%
Capital Outlay	299,067	0	0	0	0	N/A
Total Expenditures	\$7,187,609	\$7,438,000	\$8,137,300	\$7,795,300	\$357,300	4.8%
Revenues	\$595,132	\$609,500	\$613,000	\$613,000	\$3,500	0.6%

Changes and Useful Information:

- **Personal Services** provides funding for approved salary increases, as well as, four new full time positions. A Facilities Maintenance Coordinator was approved to expand the use and functionality of the asset management software and a Custodial Supervisor was funded to improve the efficiency and effectiveness of custodial operations. The remaining two positions, a Facilities Maintenance Technician II and a Custodial Worker II, will assist with the maintenance of the new Waldorf Senior and Recreational Center.
- The **Operating Costs** budget is based on current spending patterns and provides funding to maintain the Waldorf Senior and Recreational Center.

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	FY15	FY16	FY17	FY18	FY19
	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
Facilities Maintenance Coordinator	0.0	0.0	0.0	0.0	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	2.0
Electrician II	3.0	3.0	3.0	3.0	3.0
Facilities Maintenance Technician II	8.0	8.0	8.0	8.0	9.0
Electrician I	2.0	2.0	2.0	2.0	2.0
Facilities Maintenance Technician I	2.0	2.0	2.0	2.0	2.0
Custodial Worker II	3.0	3.0	4.0	4.0	5.0
Custodial Worker I	15.7	15.7	14.7	15.0	15.0
Part-time Positions	4.1	4.1	4.1	4.9	4.9
Total Full Time Equivalent	55.8	55.8	55.8	56.9	60.9
Allocated to:					
Water & Sewer Enterprise Fund	(3.0)	(3.0)	(3.0)	(3.0)	(3.0)
Net Cost to General Fund	52.8	52.8	52.8	53.9	57.9

Public Works

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$576,329	\$596,600	\$520,400	\$526,300	(\$70,300)	-11.8%
Fringe Benefits	193,633	211,600	201,300	199,300	(12,300)	-5.8%
Operating Costs	155,199	214,500	221,700	220,100	5,600	2.6%
Capital Outlay	46,654	0	0	0	0	N/A
Total Expenditures	\$971,814	\$1,022,700	\$943,400	\$945,700	(\$77,000)	-7.5%

Changes and Useful Information:

- **Personal Services** reflects a position being reallocated to Recreation, Parks, and Tourism and an increase in the allocation of a position to the Water and Sewer Enterprise Fund based on assigned duties. Also included is the conversion of a part time Technician - Small Engine position to full time. This position is partially funded by the Water and Sewer Enterprise Fund. The FY2019 budget also includes approved salary increases.
- The **Operating Costs** reflects current spending patterns.

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>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>
Chief of Environmental Resources	1.0	1.0	1.0	0.0	0.0
Fleet Maintenance Superintendent	1.0	1.0	1.0	1.0	1.0
Technician - Team Leader	0.0	0.0	0.0	1.0	1.0
Lead Mechanic	1.0	1.0	1.0	0.0	0.0
Technician - Automotive Body	1.0	1.0	1.0	1.0	1.0
Technician - Vehicles & Equipment	0.0	0.0	0.0	6.8	6.8
Technician - Small Engines	0.0	0.0	0.0	1.0	2.0
Fleet Maintenance Technician III	3.0	3.0	3.0	0.0	0.0
Fleet Maintenance Technician II	3.0	3.0	3.0	0.0	0.0
Fleet Maintenance Technician I	1.8	1.8	1.8	0.0	0.0
Golf / Equipment Mechanic Assistant	1.0	1.0	1.0	1.0	0.0
Part Time Positions	0.6	0.6	0.6	0.6	0.0
Total Full Time Equivalent	13.4	13.4	13.4	12.4	11.8
Allocated to:					
Water & Sewer Enterprise Fund	(2.0)	(2.0)	(2.0)	(2.0)	(3.1)
Solid Waste Enterprise Fund	(1.8)	(1.8)	(1.8)	(1.0)	(1.0)
Recreation Enterprise Fund	(1.0)	0.0	0.0	0.0	0.0
Net Cost to General Fund	8.6	9.6	9.6	9.4	7.8

Public Works

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

01.05.53
 Fund: General

Expenditure Category	FY2017	FY2018	FY2019	FY2019	\$ Change from FY2018	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$2,267,311	\$2,363,400	\$2,506,700	\$2,429,100	\$65,700	2.8%
Fringe Benefits	702,373	741,600	835,700	773,400	31,800	4.3%
Operating Costs	1,802,656	2,787,200	2,866,500	2,805,300	18,100	0.6%
Capital Outlay	0	0	0	27,000	27,000	New
Total Expenditures	\$4,772,340	\$5,892,200	\$6,208,900	\$6,034,800	\$142,600	2.4%

Changes and Useful Information:

- The **Operating Costs** increase is based on current spending patterns 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.
- **Capital Outlay** is to pave the driveway for the Kirby House.

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:

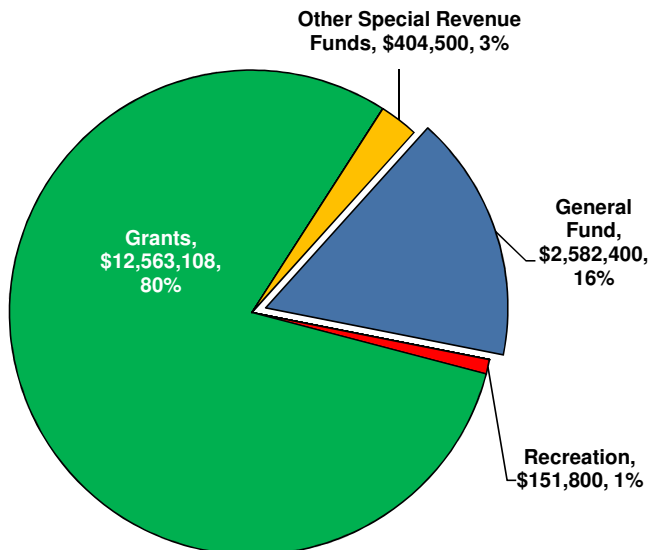
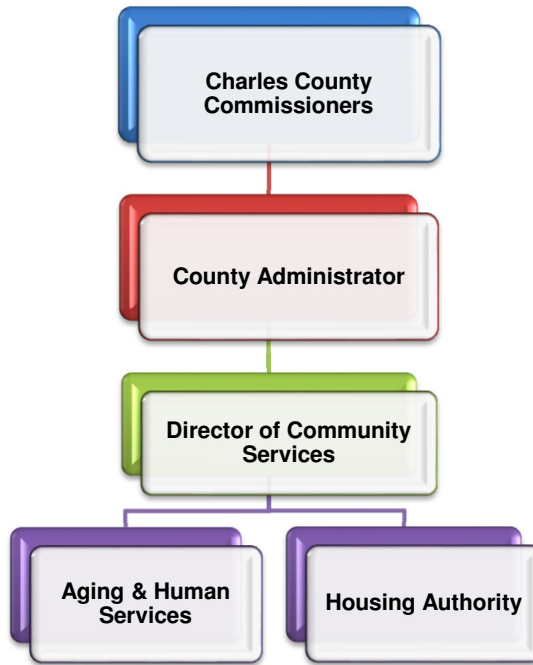
Title	FY15	FY16	FY17	FY18	FY19
	FTE	FTE	FTE	FTE	FTE
Chief of Roads	1.0	1.0	1.0	1.0	1.0
Roads Superintendent	2.0	2.0	2.0	2.0	2.0
Road Project Manager	1.0	1.0	1.0	1.0	1.0
Bridge Mgmt./Project Manager	1.0	1.0	1.0	1.0	1.0
Special Projects Manager-Pavement	1.0	1.0	1.0	1.0	1.0
Road Maintenance Supervisor	5.0	5.0	5.0	5.0	5.0
Construction Inspector	0.0	0.0	1.0	1.0	1.0
Traffic/Sign Crew Leader	1.0	1.0	1.0	1.0	1.0
Sign Shop Manager	1.0	1.0	1.0	1.0	1.0
Citizen Request Coordinator	1.0	1.0	1.0	1.0	1.0
Equipment Operator IV	1.0	1.0	1.0	1.0	1.0
Equipment Operator III	7.0	7.0	7.0	7.0	7.0
Equipment Operator II	12.0	12.0	11.0	11.0	11.0
Part Time Positions	5.7	5.7	7.0	7.0	7.0
Total Full Time Equivalent	39.7	39.7	41.0	41.0	41.0
Allocated to:					
Watershed Protection & Restoration Fund	0.0	0.0	0.0	(0.1)	(0.2)
Capital Projects	(0.4)	(0.4)	(0.4)	(0.4)	(0.4)
Net Cost to General Fund	39.3	39.3	40.6	40.5	40.4

Community Services Summary

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

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$1,157,562	\$1,215,900	\$1,345,500	\$1,388,400	\$172,500	14.2%
Fringe Benefits	413,717	430,200	521,800	522,600	92,400	21.5%
Operating Costs	362,573	438,900	442,800	442,800	3,900	0.9%
Agency Funding	50,000	0	0	0	0	N/A
Transfers Out	74,507	182,300	220,300	228,600	46,300	25.4%
Total Expenditures	\$2,058,358	\$2,267,300	\$2,530,400	\$2,582,400	\$315,100	13.9%
Revenues	\$1,050	\$5,500	\$2,100	\$2,100	(\$3,400)	-61.8%
Total Expenditures as % of Budget:	0.6%	0.6%	0.6%	0.6%		



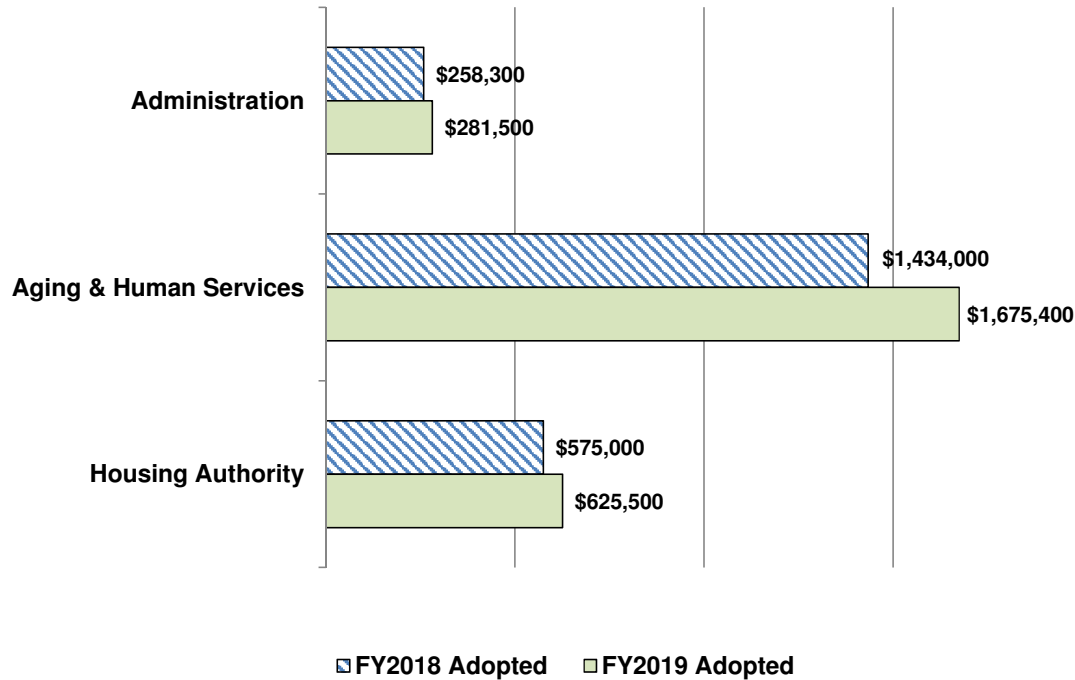
TOTAL FY2019 DEPARTMENT BUDGET \$15,701,808

(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

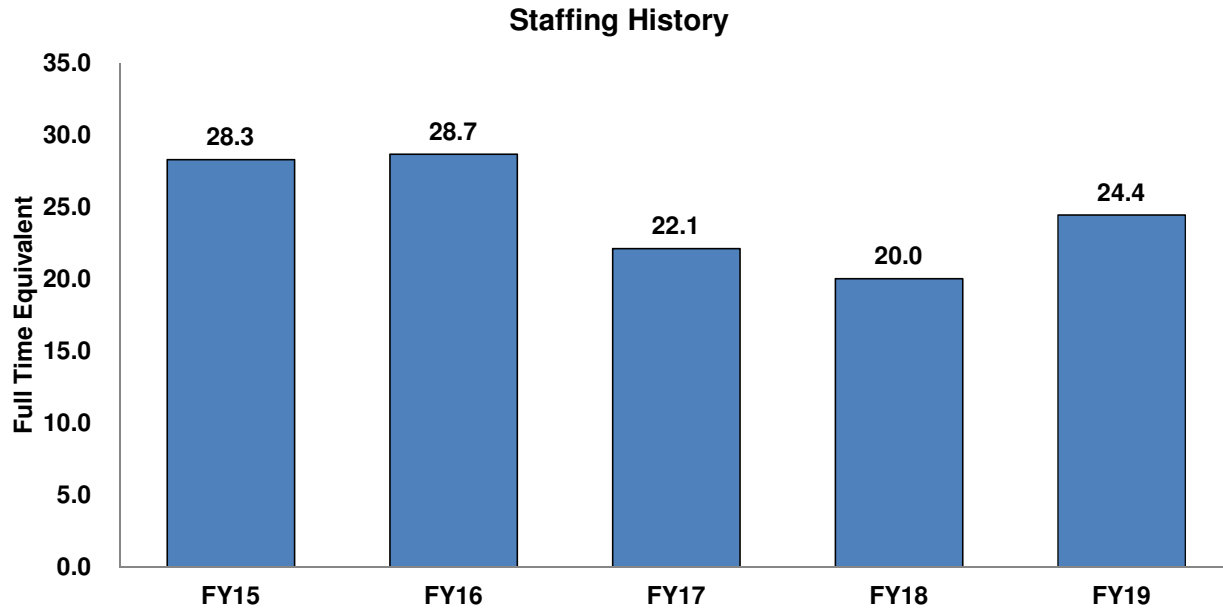
GENERAL FUND



Objectives & Measurements:	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 Estimated
<i>Aging & Human Services: To increase participation in Maryland Access Point (MAP)</i>					
# of persons who accessed MAP for long term care support services & benefits coordination	1,747	1,781	1,824	1,850	1,900
# of registered seniors served (unduplicated)	4,233	4,262	4,377	4,400	4,425
# of billable units for Community Options Waiver	*	10,172	10,317	10,500	11,000
Total Units of Service	245,589	262,337	267,250	268,000	269,000
<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	793	784	731	740	750
# HCV recertification's completed	793	784	731	740	750
# of low income housing rental assistance provided	*	790	731	740	750
# of SLP applications approved by MDHCD	*	7	4	5	6

*New for FY2016

Community Services Staffing History



<u>Positions by Program:</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Administration	5.5	5.5	1.9	1.5	2.1
Aging & Human Services*	19.5	19.9	17.2	15.5	19.8
Housing Authority	3.2	3.2	3.0	3.0	2.5
Total Full Time Equivalent	28.3	28.7	22.1	20.0	24.4

** FY19 increase includes funding for two new full time positions and additional part time staff to support the Waldorf Senior & Recreational Center and reflects changes to grant allocation. Full Time Equivalency to the General Fund is adjusted throughout the fiscal year when new grants that support positions are awarded.*

Community Services

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$121,444	\$110,600	\$125,600	\$129,500	\$18,900	17.1%
Fringe Benefits	31,477	32,000	36,200	36,300	4,300	13.4%
Operating Costs	62,572	115,700	115,700	115,700	0	0.0%
Agency Funding	50,000	0	0	0	0	N/A
Total Expenditures	\$265,494	\$258,300	\$277,500	\$281,500	\$23,200	9.0%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the impact of transferring part time funding from another division to support full time staff with fiscal responsibilities.
- **Operating Costs** include a third party service contract for Western County Family Medical Center located within the Nanjemoy Community Center.

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>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>
Director of Community Services	0.8	0.8	0.8	0.9	0.9
Assistant to Director	1.0	1.0	0.0	0.0	0.0
Social Worker	1.0	1.0	0.0	0.0	0.0
Community Services Specialist	0.0	0.0	0.0	0.8	0.8
Program Manager (Recreation)	1.0	1.0	0.0	0.0	0.0
Administrative Associate	0.8	0.8	0.8	0.0	0.0
Office Associate II	1.0	1.0	0.5	0.5	0.5
Part Time Positions	0.5	0.5	0.5	0.0	0.6
Total Full Time Equivalent	6.1	6.1	2.6	2.2	2.8
Allocated to Recreation Fund	(0.3)	0.0	0.0	0.0	0.0
Allocated to CCACCYF	0.0	(0.3)	(0.4)	(0.4)	(0.4)
Allocated to Housing Assistance Fund	(0.3)	(0.3)	(0.3)	(0.3)	(0.3)
Net Cost to General Fund	5.5	5.5	1.9	1.5	2.1

Community Services

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

Expenditure Category	FY2017	FY2018	FY2019	FY2019	\$ Change from FY2018	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$863,819	\$909,900	\$1,038,600	\$1,072,300	\$162,400	17.8%
Fringe Benefits	337,174	347,700	422,100	422,700	75,000	21.6%
Operating Costs	139,383	176,400	180,400	180,400	4,000	2.3%
Total Expenditures	\$1,340,376	\$1,434,000	\$1,641,100	\$1,675,400	\$241,400	16.8%

Changes and Useful Information:

- **Personal Service and Fringe Benefits** increase includes approved salary increase, transfers relative to state and federal grant programs based on anticipated grant funding, and funds new positions for the Waldorf Senior and Recreational Center. Funding for two new full time positions and additional part time staff was approved to support the new Center.
- **Operating Costs** increase includes funding for the Waldorf Senior and Recreational Center.

Description:

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

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

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

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

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

Community Services

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

Positions:	FY15	FY16	FY17	FY18	FY19
Title	FTE	FTE	FTE	FTE	FTE
Director of Community Services	0.2	0.2	0.2	0.2	0.2
Chief of Aging & Human Services	1.0	1.0	1.0	1.0	1.0
Centers Administrator	1.0	1.0	1.0	1.0	1.0
Rural Center Coordinator	1.0	1.0	1.0	1.0	1.0
Aging & Disability Resource Center Coord.	1.0	1.0	1.0	1.0	1.0
Aging & Disability Resource Center Mgr	1.0	1.0	1.0	1.0	1.0
Financial Support Administrator	0.0	0.0	0.0	0.4	0.4
Senior Center Supervisor	0.0	0.0	0.0	0.0	1.0
Long Term Care Coordinator	1.0	1.0	1.0	1.0	1.0
Nutritionist	1.0	1.0	1.0	1.0	1.0
Home & Community Based Services Super.	1.0	1.0	1.0	1.0	1.0
Aging & Disability Resource Ctr Specialist	1.0	1.0	1.0	1.0	1.0
Senior Center Coordinator	2.9	2.9	2.9	2.9	2.9
Community Services Specialist	0.0	0.0	0.0	0.2	0.2
Long Term Care Program Specialist	1.0	1.0	1.0	1.0	1.0
Fiscal Specialist	1.0	1.0	0.4	0.0	0.0
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	0.0	0.0
Fitness Specialist	0.0	0.0	0.0	0.0	1.0
Office Associate II	1.0	1.0	1.0	1.0	1.0
Custodial Worker I	1.0	1.0	1.0	1.0	1.0
Part Time Positions	15.2	14.6	14.3	14.0	16.8
Total Full Time Equivalent	33.4	32.9	31.9	31.6	36.5
Allocated to Recreation Fund	(3.6)	(3.6)	(3.2)	(3.0)	(3.5)
Allocated to Grants	(10.3)	(9.3)	(11.5)	(13.1)	(13.2)
Net Cost to General Fund	19.5	19.9	17.2	15.5	19.8

Department: Community Services 01.06.58
Division\Program: Housing Authority Fund: General
Program Administrator: Rita Wood, Chief of Housing Authority
www.charlescountymd.gov/cs/housing/housing-authority

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$172,299	\$195,400	\$181,300	\$186,600	(\$8,800)	-4.5%
Fringe Benefits	45,066	50,500	63,500	63,600	13,100	25.9%
Operating Costs	160,617	146,800	146,700	146,700	(100)	-0.1%
Transfers Out	74,507	182,300	220,300	228,600	46,300	25.4%
Total Expenditures	\$452,488	\$575,000	\$611,800	\$625,500	\$50,500	8.8%
Revenues	\$1,050	\$5,500	\$2,100	\$2,100	(\$3,400)	-61.8%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** budget change is the result of transferring a part time position to the Administrative Division.
- The **Transfer Out** budget represents the County's subsidy for the Housing and Urban Development (HUD) Housing Choice Voucher (HCV) Program. FY2019 subsidy funding increase is based on anticipated decrease in Administrative funding and increased administrative costs of the HCV program.
- **Revenues** represent Loan Fees and is budgeted based on historical trend.

Community Services

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

Description:

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

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

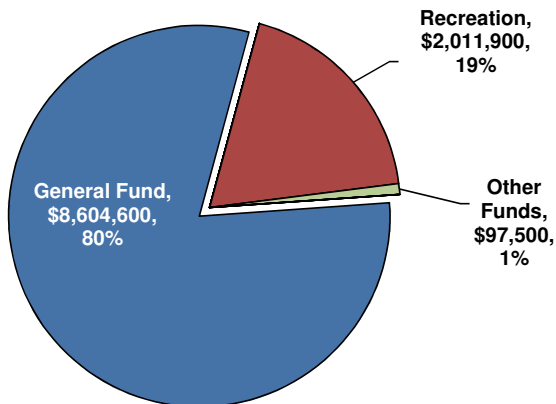
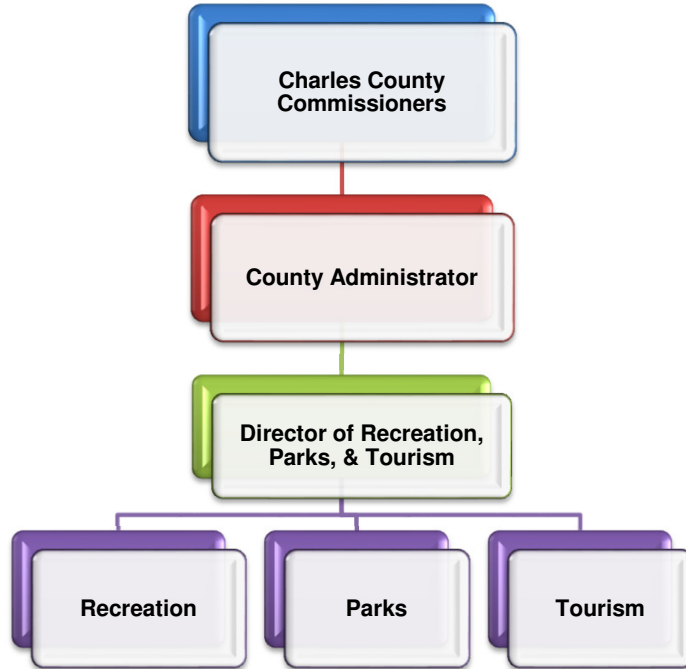
<u>Positions:</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Housing Authority	1.0	1.0	1.0	1.0	1.0
Community Development Administrator	1.0	1.0	1.0	1.0	1.0
Housing Program Supervisor	1.0	1.0	1.0	1.0	1.0
Housing Inspector Supervisor	1.0	1.0	1.0	1.0	1.0
Financial Support Administrator	0.0	0.0	0.0	0.6	0.6
Portability Specialist	1.0	1.0	1.0	1.0	1.0
Housing Program Specialist	1.0	1.0	1.0	1.0	1.0
Fiscal Specialist	1.0	1.0	0.6	0.0	0.0
Housing Inspector	1.0	1.0	1.0	1.0	1.0
Occupancy Specialist	4.0	4.0	5.0	5.0	5.0
Administrative Associate	1.0	1.0	0.0	0.0	0.0
Part Time Positions	0.6	0.6	0.6	0.6	0.0
Total Full Time Equivalent	13.6	13.6	13.2	13.2	12.6
Allocated to Housing Assistance Fund	(9.9)	(9.9)	(9.9)	(9.9)	(9.9)
Allocated to Transportation Fund	(0.2)	(0.2)	0.0	0.0	0.0
Allocated to Human Services Fund	(0.3)	(0.3)	(0.2)	(0.2)	(0.2)
Net Cost to General Fund	3.2	3.2	3.0	3.0	2.5

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	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$4,458,294	\$4,826,600	\$5,310,100	\$5,202,900	\$376,300	7.8%
Fringe Benefits	1,252,624	1,349,500	1,622,600	1,525,400	175,900	13.0%
Operating Costs	1,665,616	1,837,000	1,979,000	1,876,300	39,300	2.1%
Total Expenditures	\$7,376,534	\$8,013,100	\$8,911,700	\$8,604,600	\$591,500	7.4%
Revenues	\$835,401	\$877,900	\$881,200	\$881,200	\$3,300	0.4%
Total Expenditures as % of Budget:	2.0%	2.0%	2.2%	2.1%		



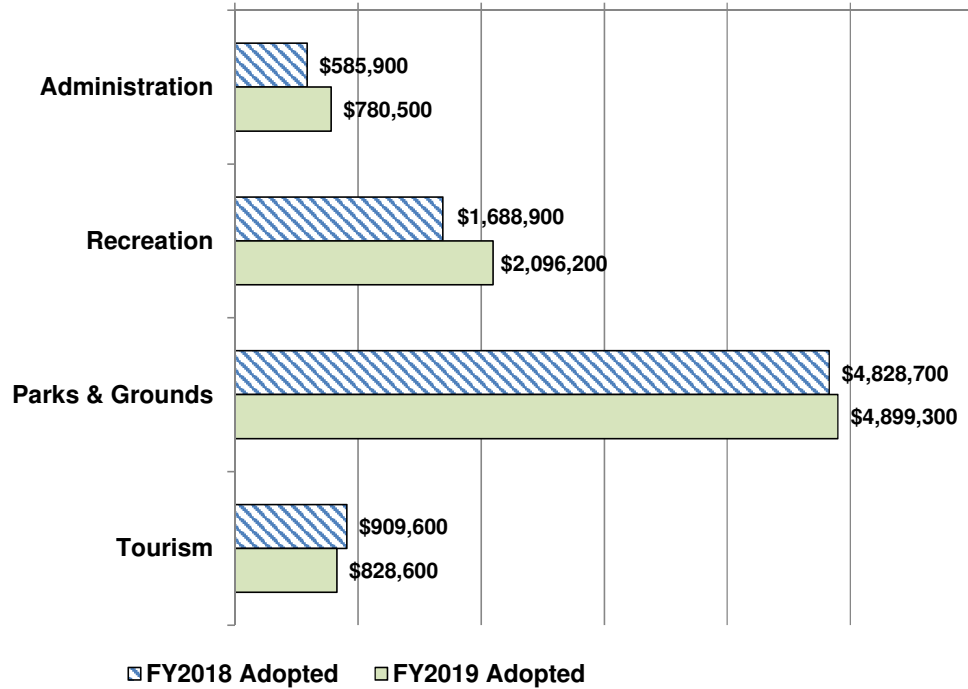
TOTAL FY2019 DEPARTMENT BUDGET \$10,714,000

(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

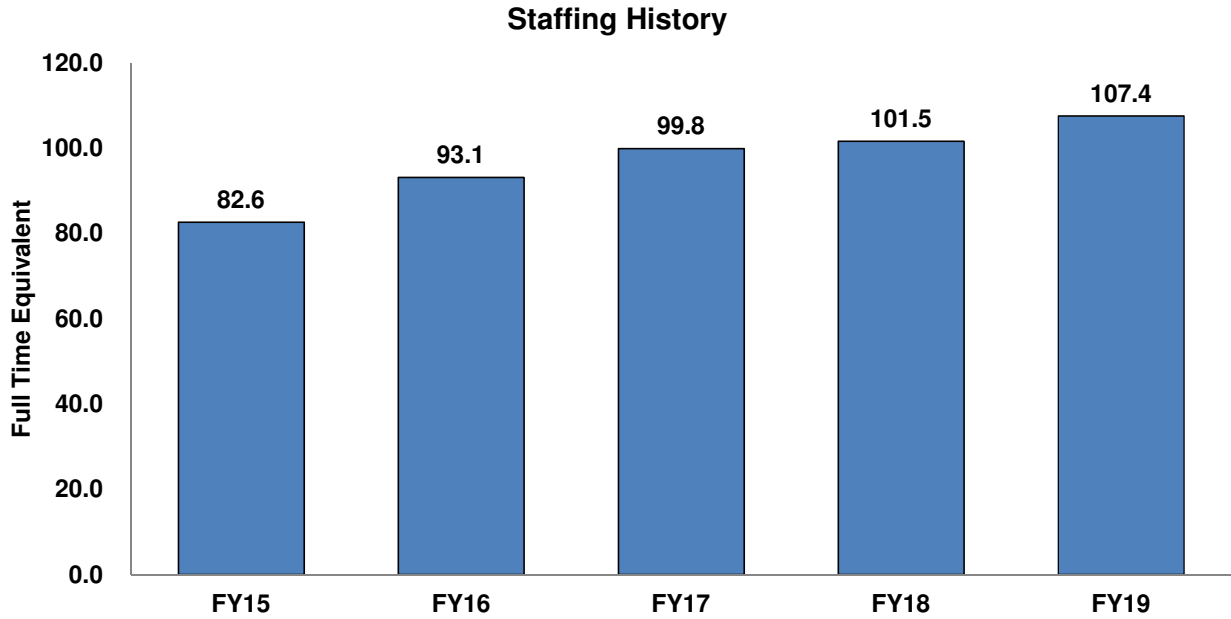


Objectives & Measurements:

	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 Estimated
<u><i>Parks: To effectively meet the outdoor recreation / active sports needs of county residents.</i></u>					
Number of Participants (\$/participant)	17,058	16,800	16,929	17,500	17,500
Average Games per Athletic Field	78	79	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	792	800	817	815	817
(\$/acre)	N/A	\$156/acre	\$156/acre	\$156/acre	\$159/acre
Number of (acres or sq ft) of field maintained	N/A	187	190	197	200
(\$/acre)	N/A	\$620/acre	\$620/acre	\$620/acre	\$632/acre
Total Acres of Parkland Maintained			4,064	4,194	4,248
<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	13,651*	18,957	18,000	21,000
% of online vs. traditional registrations	N/A	54%	52%	56%	56%
<u><i>Tourism: To develop and promote the visitor and travel industry. Promoting programs, events and venues to increase leisure and business visitation.</i></u>					
Hotel / Motel Tax	\$1,026,772	\$1,190,544	\$1,324,306	\$1,324,000	\$1,324,000
Amusement / Admission Tax	\$753,104	\$683,792	\$892,398	\$860,000	\$860,000

*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>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Administration	0.0	0.0	5.5	7.5	7.5
Recreation	27.3	27.1	28.1	29.1	34.0
Parks & Grounds*	46.8	57.5	57.7	57.4	58.4
Tourism	8.5	8.5	8.5	7.5	7.5
Total Full Time Equivalent	82.6	93.1	99.8	101.5	107.4

**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	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$382,420	\$454,700	\$559,200	\$573,100	\$118,400	26.0%
Fringe Benefits	96,802	117,800	171,200	170,500	52,700	44.7%
Operating Costs	11,629	13,400	36,900	36,900	23,500	175.4%
Total Expenditures	\$490,851	\$585,900	\$767,300	\$780,500	\$194,600	33.2%

Changes and Useful Information:

- The **Personal Services** and **Fringe Benefits** increase includes the impact of a reorganization and approved salary increases.
- **Operating Costs** increased due to a Department wide consolidation of training budgets to the Administration Division, as well as, due to a reorganization that moved costs from the Tourism Division to the Administration Division.

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>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>
Director of Recreation, Parks, & Tourism	0.0	0.0	1.0	1.0	1.0
Assistant Director	0.0	0.0	1.0	0.0	0.0
Assistant to the Director	0.0	0.0	0.0	1.0	1.0
Program Manager	0.0	0.0	1.0	1.0	1.0
Recreation, Parks, & Tourism Specialist	0.0	0.0	1.0	0.0	0.0
Financial Support Administrator	0.0	0.0	1.0	2.0	2.0
Interactive Media & Communication Outreach Coordinator	0.0	0.0	0.0	1.0	1.0
Administrative Associate	0.0	0.0	0.0	1.0	1.0
Office Associate I	0.0	0.0	0.5	0.5	0.5
Total Full Time Equivalent	0.0	0.0	5.5	7.5	7.5

Recreation, Parks, & Tourism

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

01.30.40
Fund: General

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$1,169,550	\$1,275,700	\$1,531,500	\$1,530,300	\$254,600	20.0%
Fringe Benefits	282,480	318,400	453,400	436,800	118,400	37.2%
Operating Costs	85,039	94,800	131,200	129,100	34,300	36.2%
Total Expenditures	\$1,537,069	\$1,688,900	\$2,116,100	\$2,096,200	\$407,300	24.1%

Changes and Useful Information:

- The **Personal Services** and **Fringe Benefits** increase includes the impact of a reorganization, approved salary increases and funds new positions for the new Waldorf Senior & Recreational Center. Funding for three new full time positions and additional part time staff was approved to support the new center.
- **Operating Costs** increased largely due to the opening of the Waldorf Senior and Recreational Center.

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, the Waldorf Senior and Recreational Center, and Elite Gymnastic and Recreation Center.

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

Positions:

<u>Title</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 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
General Manager	0.0	0.0	0.0	0.0	1.0
Recreational & Leisure Programs Supervisor	0.0	0.0	0.0	1.0	1.0
Recreation Facility & Program Supervisor	0.0	0.0	0.0	1.0	1.0
Recreation Center Coordinator	1.0	1.0	1.0	0.0	0.0
Aquatics Supervisor	1.0	1.0	1.0	1.0	1.0
Sports Program Supervisor	1.0	1.0	1.0	1.0	1.0
Community Centers Supervisor	1.0	1.0	1.0	1.0	1.0
Registration Coordinators	0.0	0.0	0.0	2.0	2.0
Special Projects Coordinator	1.0	1.0	1.0	0.0	0.0
Recreation Program Manager	0.0	0.0	0.0	0.0	2.0
Pool Manager	3.0	3.0	3.0	3.0	3.0
Sports Coordinator	0.0	0.0	0.0	2.0	2.0
Multi-Center Coordinator	4.0	4.0	5.0	3.0	3.0
Registration Specialist	2.0	2.0	2.0	1.0	1.0
Assistant Recreation & Leisure Program Specialist	0.8	0.8	0.8	1.0	1.0
Part Time Positions	40.5	42.0	42.0	42.3	46.6
Total Full Time Equivalent	57.3	58.8	59.8	61.3	68.6
Allocated to Recreation Fund	(30.0)	(31.7)	(31.7)	(32.3)	(34.6)
Net Cost to General Fund	27.3	27.1	28.1	29.1	34.0

Recreation, Parks, & Tourism

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$2,553,851	\$2,730,200	\$2,899,800	\$2,773,300	\$43,100	1.6%
Fringe Benefits	774,887	818,100	921,100	841,000	22,900	2.8%
Operating Costs	1,129,994	1,280,400	1,385,600	1,285,000	4,600	0.4%
Total Expenditures	\$4,458,732	\$4,828,700	\$5,206,500	\$4,899,300	\$70,600	1.5%
Revenues	\$829,276	\$869,600	\$874,200	\$874,200	\$4,600	0.5%

Changes and Useful Information:

- The **Personal Services** and **Fringe Benefits** increase includes the impact of a reorganization and approved salary increases.
- **Operating Costs** were increased to help support the Waldorf Senior and Recreational Center.
- 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>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>
Chief of Parks & Grounds	1.0	1.0	1.0	1.0	1.0
Park Services Administrator	1.0	1.0	1.0	1.0	1.0
Golf Course Superintendent	1.0	1.0	1.0	1.0	1.0
Parks & Grounds Construction Project Mgr	0.0	0.0	0.0	1.0	1.0
Grounds Operation Manager	1.0	1.0	1.0	0.0	0.0
Parks & Grounds Operations Manager	0.0	0.0	0.0	1.0	1.0
Parks & Grounds Superintendent	1.0	1.0	1.0	0.0	0.0
Golf Course Manager	1.0	1.0	1.0	1.0	1.0
Park Manager	5.0	5.0	5.0	5.0	5.0
Sports Program Supervisor	0.0	0.0	1.0	0.0	0.0
Parks Services Specialist	2.0	2.0	1.0	1.0	1.0
Golf Course/Vehicle Equipment Repair Supervisor	1.0	1.0	1.0	1.0	1.0
Park Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0
Golf Course Assistant Manager	0.0	0.0	1.0	1.0	1.0
Assistant Park Manager	6.0	7.0	6.0	6.0	6.0
Equipment Operator III	5.0	5.0	5.0	5.0	5.0
Assistant Golf Course Superintendent	1.0	1.0	1.0	1.0	1.0
Grounds Maintenance Worker II	3.0	3.0	3.0	3.0	3.0
Golf Equipment Mechanic Assistant	0.0	0.0	0.0	0.0	1.0
Grounds Maintenance Worker I	4.0	3.0	3.0	3.0	3.0
Part Time Positions	23.5	23.5	23.7	24.4	24.4
Total Full Time Equivalent	57.5	57.5	57.7	57.4	58.4
Allocated to Recreation Enterprise Fund	(10.7)	0.0	0.0	0.0	0.0
Net Cost to General Fund	46.8	57.5	57.7	57.4	58.4

Recreation, Parks, & Tourism

Department: Recreation, Parks, & Tourism

01.30.69

Division\Program: Tourism

Fund: General

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

<http://www.charlescountymd.gov/Tourism>

Expenditure Category	FY2017	FY2018	FY2019	FY2019	\$ Change from FY2018	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$352,473	\$366,000	\$319,600	\$326,200	(\$39,800)	-10.9%
Fringe Benefits	98,456	95,200	76,900	77,100	(18,100)	-19.0%
Operating Costs	438,954	448,400	425,300	425,300	(23,100)	-5.2%
Total Expenditures	\$889,883	\$909,600	\$821,800	\$828,600	(\$81,000)	-8.9%
Revenues	\$6,125	\$8,300	\$7,000	\$7,000	(\$1,300)	-15.7%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes approved salary increases and reorganization which moved one position to Administration.
- The **Operating Costs** decreased due to consolidation of costs into the Administration division.

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:

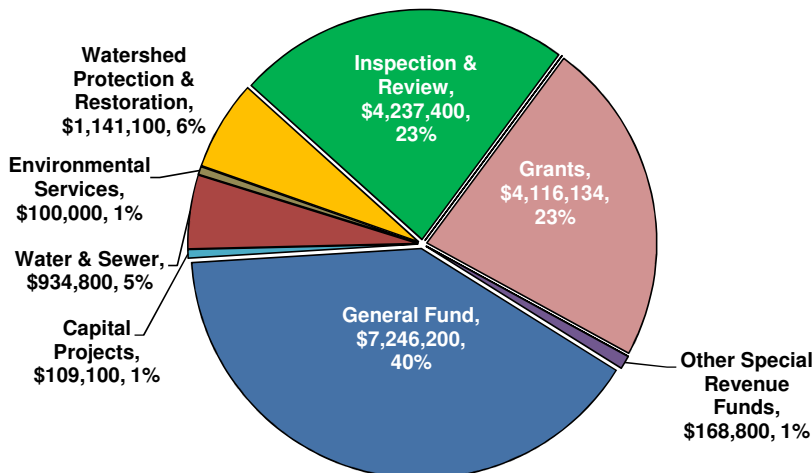
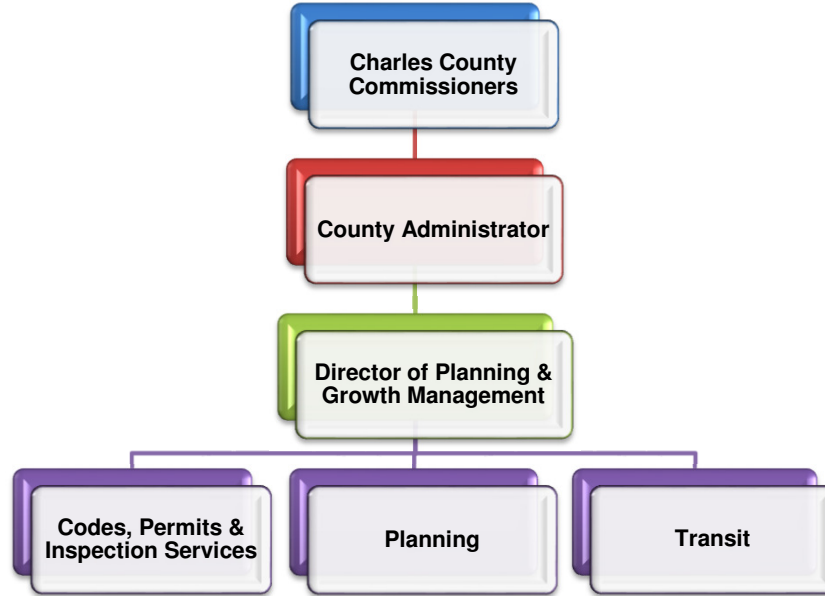
Title	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Tourism	1.0	1.0	1.0	1.0	1.0
Tourism Marketing Coordinator	1.0	1.0	1.0	1.0	1.0
Tour Specialist	0.0	0.0	0.0	1.0	1.0
Promotion Specialist	1.0	1.0	1.0	0.0	0.0
Administrative Associate	0.0	0.0	1.0	0.0	0.0
Office Associate II	1.0	1.0	0.0	0.0	0.0
Part Time	4.5	4.5	4.5	4.5	4.5
Total Full Time Equivalent	8.5	8.5	8.5	7.5	7.5

Planning & Growth Management Summary

Steve Kaii-Ziegler, Director of Planning & Growth Management
 Physical Address: 200 Baltimore St., La Plata, MD 20646
www.charlescountymd.gov/pgm/welcome

301-645-0627 301-870-3935
 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$2,141,927	\$2,312,000	\$2,314,100	\$2,382,400	\$70,400	3.0%
Fringe Benefits	613,963	720,000	767,600	770,100	50,100	7.0%
Operating Costs	46,268	68,200	67,100	67,100	(1,100)	-1.6%
Transfers Out	2,731,627	3,213,300	3,941,500	3,826,600	613,300	19.1%
Capital Outlay	0	450,300	200,000	200,000	(250,300)	-55.6%
Total Expenditures	\$5,533,786	\$6,763,800	\$7,290,300	\$7,246,200	\$482,400	7.1%
Revenues	\$642,865	\$642,400	\$638,300	\$638,300	(\$4,100)	-0.6%
Total Expenditures as % of Budget:	1.5%	1.7%	1.8%	1.8%		



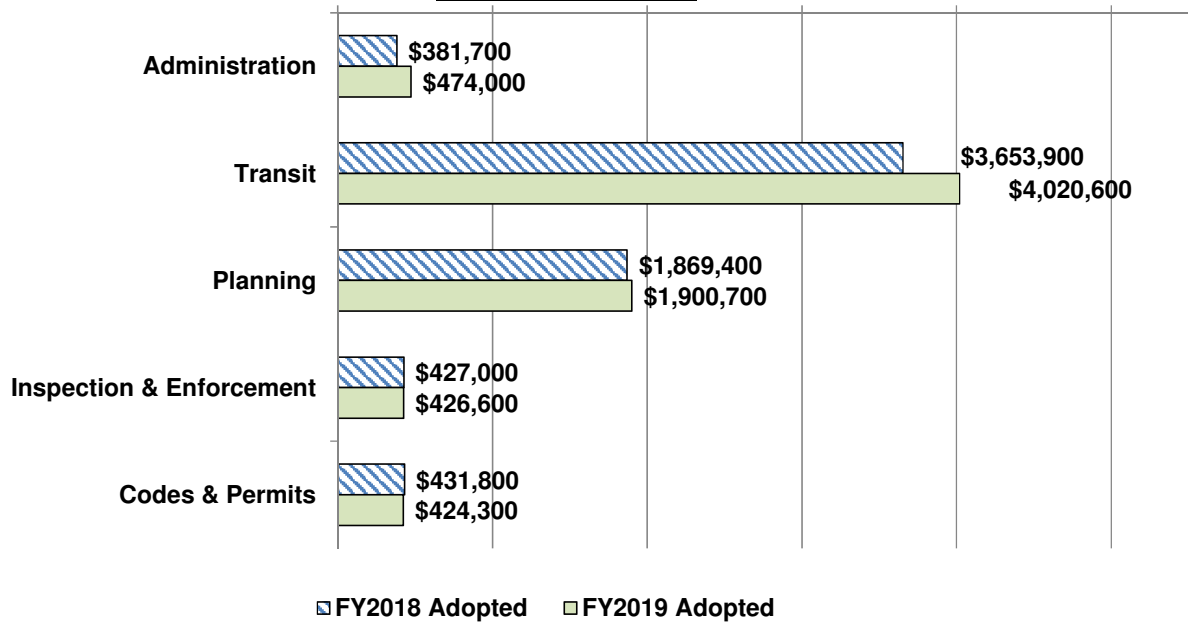
TOTAL FY2019 DEPARTMENT BUDGET
\$18,053,534

(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:

	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 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	166	175	190
- Door to Door Service	*	5	23	32	45

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	896*	464*	331*	290*	265*
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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	27	13	51	20	55
Number of Plans Approved	24	7	101	75	110

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.

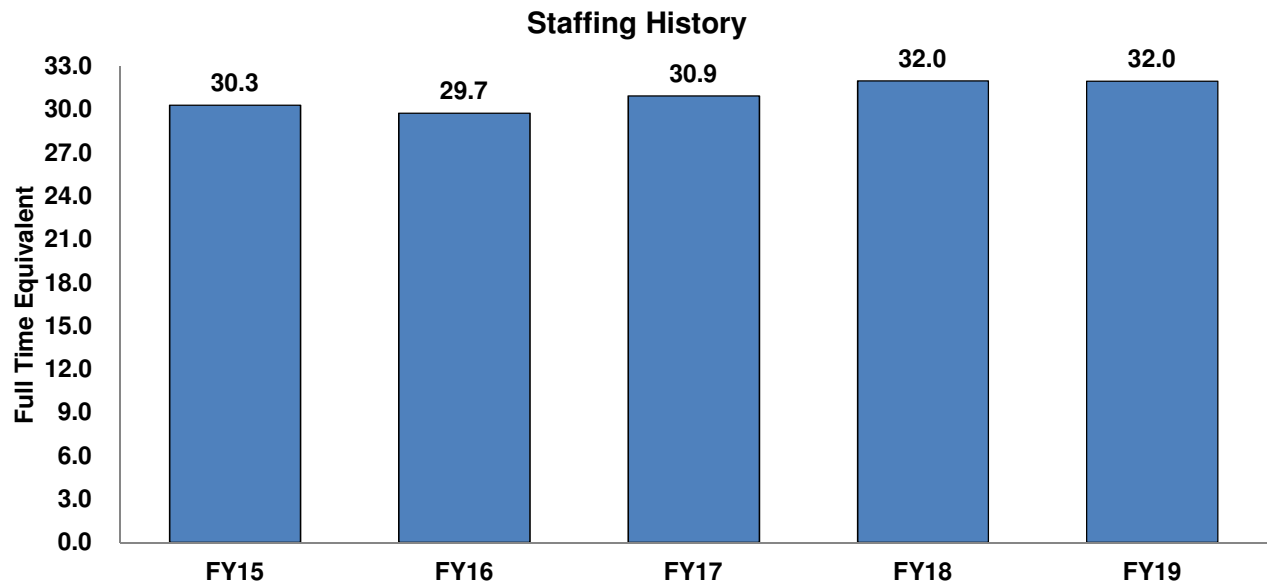
# of total inspections	5,591	4,163	47,206*	50,000	55,000
per FTE	2,875	2,082	2,485	2,778	3,056

*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	820	971	619	575	580
- per FTE (3.0)	410	486	287	192	193
- # of same day permits processed	681	1,343	1,134	1,150	1,165
- # electrical permits issued	2,409	3,130	7,218	7,300	7,500
# of use & occupancy permits PERM	1,269	1,623	3,446	3,500	3,600
# of use & occupancy permits TEMP	542	556	978	985	1,000

Planning & Growth Management Staffing History



<u>Positions by Program:</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Administration	2.2	1.2	3.1	4.3	4.3
Transit (allocated to grants)	0.0	0.0	0.0	0.0	0.0
Planning	18.8	19.2	17.5	18.1	18.1
Inspection & Enforcement	3.5	3.5	4.5	4.7	4.7
Codes & Permits	5.9	5.9	5.9	5.0	5.0
Total Full Time Equivalent	30.3	29.7	30.9	32.0	32.0

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	FY2017	FY2018	FY2019	FY2019	\$ Change from FY2018	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$229,656	\$294,500	\$356,600	\$367,800	\$73,300	24.9%
Fringe Benefits	53,853	78,300	94,000	94,200	15,900	20.3%
Operating Costs	4,067	8,900	12,000	12,000	3,100	34.8%
Total Expenditures	\$287,576	\$381,700	\$462,600	\$474,000	\$92,300	24.2%

Changes and Useful Information:

- **Personal Services and Fringe Benefits** increase includes approved salary increases and was adjusted for a reorganization that occurred during FY2018.
- The **Operating Costs** budget increase provides additional training for the Deputy Director and Project Manager.

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:

Title	FY15	FY16	FY17	FY18	FY19
	FTE	FTE	FTE	FTE	FTE
Director of PGM	1.0	1.0	1.0	1.0	1.0
Deputy Director	0.0	0.0	1.0	1.0	1.0
Project/Program Manager	0.0	0.0	0.0	1.0	1.0
Citizen Response Coordinator	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	0.0	0.0	0.0
Assistant to the Director	0.0	0.0	1.0	1.0	1.0
Administrative Associate	1.0	0.0	0.0	0.0	0.0
Part Time	0.0	0.0	0.1	0.1	0.1
Total Full Time Equivalent	4.0	3.0	4.1	6.1	6.1
Allocated to:					
Capital Projects	(0.8)	(0.8)	0.0	0.0	0.0
Inspection Fund	0.0	0.0	0.0	(0.9)	(0.9)
Watershed & Restoration Fund	0.0	0.0	0.0	(0.3)	(0.3)
Water & Sewer Fund	(1.1)	(1.1)	(1.0)	(0.8)	(0.8)
Net Cost to General Fund	2.2	1.2	3.1	4.3	4.3

Planning & Growth Management

Department: Planning and Growth Management
Division\Program: Transit
Program Administrator: Jeffry Barnett, Chief of Transit
<http://www.charlescountymd.gov/pgm/vango/vango>

01.07.110
 Fund: General

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Transfers Out	\$2,728,261	\$3,203,600	\$3,935,500	\$3,820,600	\$617,000	19.3%
Capital Outlay	0	450,300	200,000	200,000	(250,300)	-55.6%
Total Expenditures	\$2,728,261	\$3,653,900	\$4,135,500	\$4,020,600	\$366,700	10.0%

Changes and Useful Information:

- **Transfer Out** represents the County's share of transportation operating grants as well as a 10% match on capitalized preventative maintenance. Funding was adjusted to cover the County's share of costs associated with providing additional trips for citizens who need transportation to dialysis centers and for increased maintenance costs on the County's bus tracking system.
- **Capital Outlay** represents replacing two Fixed Route Buses that have exceeded their useful life. Last fiscal year the budget was for three buses.

Description:

The Transit Division was established with the goal of providing a cost-effective, coordinated transportation service to all county residents. All transportation services are marketed as VanGO to provide an easily recognized service name to the public. VanGO services include general public fixed-route transportation, as well as specialized services. Services are provided through contract with a transportation vendor.

Transit staff provide daily administration of the contracts and services, write grants for funds and report to federal and state governments, monitor contract performance, market transportation services, and direct daily transportation services. The County has an agreement to administer the medical assistance transportation program to provide service to eligible individuals for medically necessary appointments both within and outside of Charles County. Additionally, the Department has developed partnerships with Department of Social Services to ensure transit services in support of welfare reform initiatives.

Positions:

Title	FY15 FTE	FY16 FTE	FY17 FTE	FY18 FTE	FY19 FTE
Chief of Transit	1.0	1.0	1.0	1.0	1.0
Transit Development Administrator	1.0	1.0	1.0	1.0	1.0
Transit Specialist	2.0	2.0	2.0	2.0	2.0
Total Full Time Equivalent	4.0	4.0	4.0	4.0	4.0
Allocated to Transportation Fund	(4.0)	(4.0)	(4.0)	(4.0)	(4.0)
Net Cost to General Fund	0.0	0.0	0.0	0.0	0.0

Department: Planning and Growth Management
Division\Program: Planning
Program Administrator: Jason Groth, Planning Director
www.charlescountymd.gov/pgm/planning/planning

01.07.19
 Fund: General

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$1,323,060	\$1,365,200	\$1,350,800	\$1,388,900	\$23,700	1.7%
Fringe Benefits	393,751	453,000	465,200	467,900	14,900	3.3%
Operating Costs	29,329	41,500	37,900	37,900	(3,600)	-8.7%
Transfers Out	3,366	9,700	6,000	6,000	(3,700)	-38.1%
Total Expenditures	\$1,749,506	\$1,869,400	\$1,859,900	\$1,900,700	\$31,300	1.7%
Revenues	\$144,267	\$172,700	\$164,700	\$164,700	(\$8,000)	-4.6%

Changes and Useful Information:

- The **Operating Costs** budget decreased based on recent activity.
- **Transfers Out** is to help fund the Contract Archeologist in the Inspection and Review Fund.

Planning & Growth Management

Department: Planning and Growth Management

01.07.19

Division\Program: Planning

Fund: General

Program Administrator: Jason Groth, Planning Director

www.charlescountymd.gov/pgm/planning/planning

Description:

The Planning Division administers the County programs related to Comprehensive Planning, Zoning Regulation, and Infrastructure Planning. The services provided by the Planning Division include four major program areas: Long-range & Preservation Planning, Development Review, Zoning Administration, and Infrastructure Planning and Analysis.

Long-range & Preservation Planning develops and administers the County Comprehensive Plan and Small Area Plans, facilitates the Agricultural and Land Preservation programs, and provides oversight of the Watershed Improvement Plan and associated environmental enhancement programs. This specialized team also administers the Cultural Resource, Historic and Archeological Preservation Programs, and leads the coordination effort with our local Military Base installations to prevent incompatible land use encroachment.

The Zoning Administration group provides direction over the core zoning regulations with regard to commercial, industrial and residential development in the un-incorporated areas of the County. This includes approval of permissible uses by zone, development setbacks and landscape buffers, height restrictions, parking, site design and architectural review code, and other related development regulations. In addition, this team administers the Record Plat process, the Site Development Plan process, and the Variance and Special Exception processes with the Board of Zoning Appeals.

Development review includes the review, processing and approval of small and large-scale development within the County. More specifically, this team evaluates Preliminary Subdivision Plans, major subdivision record plats, forest conservation plans, and adequate public facility regulations. This also includes the coordination with State and county agencies on each application. They process development requests and develop staff reports that are presented to the County Planning Commission for approval.

Finally, the Engineering and Infrastructure Planning team is responsible for planning, coordination, and management of public infrastructure and local drinking water resources. Infrastructure management includes public water and sewer, public transportation facilities, and the administration of the County's mapping services. Resource management includes the oversight and allocation of capacity for potable water supply, wastewater treatment capacities, and associated planning activities. This group provides the administration of the County petition process, drafting and facilitation of the solid waste & water /sewer plans, and coordination with Federal, State, & local resource agencies.

Positions:

	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Planning Director	1.0	1.0	1.0	1.0	1.0
Chief Resource & Infrastructure Mgmt.	1.0	1.0	1.0	0.0	0.0
Assistant Chief of Planning	0.0	0.0	0.0	1.0	1.0
Resource Manager	1.0	1.0	1.0	0.0	0.0
Engineer IV	1.0	1.0	1.0	1.0	1.0
Planner IV	3.0	3.0	3.0	3.0	3.0
GIS Analyst	1.0	1.0	1.0	1.0	1.0
Engineer I-III	0.0	0.0	0.0	1.0	1.0
Planner I-III	11.0	11.0	12.0	13.0	13.0
Assistant to the Chief of Planning	0.0	0.0	0.0	1.0	1.0
Planning Technician	2.0	2.0	1.0	3.0	3.0
PGM Coordinator	0.0	0.0	1.0	0.0	0.0
Administrative Associate	1.0	2.0	0.0	0.0	0.0
PGM Support Specialist	0.0	0.0	0.0	1.0	1.0
Office Associate III	2.0	2.0	2.0	0.0	0.0
Part-time Positions	1.7	1.3	1.5	1.5	1.5
Total Full Time Equivalent	25.7	26.3	25.5	27.5	27.5
Allocated to:					
Inspection & Review Fund	(0.2)	(0.2)	(0.2)	(2.1)	(2.1)
Capital Project Fund	(2.5)	(2.5)	(2.5)	(1.4)	(1.4)
Ag. Preservation Fund	(0.0)	(0.0)	(0.0)	(0.2)	(0.2)
Watershed Protection & Restoration Fund	(2.0)	(2.0)	(2.0)	(2.8)	(2.8)
Water and Sewer Fund	(2.1)	(2.3)	(3.2)	(3.0)	(3.0)
Grant Funds	(0.1)	(0.1)	(0.1)	(0.1)	(0.1)
Net Cost to General Fund	18.8	19.2	17.5	18.1	18.1

Planning & Growth Management

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

Expenditure Category	FY2017	FY2018	FY2019	FY2019	\$ Change from FY2018	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$286,420	\$318,700	\$296,100	\$305,500	(\$13,200)	-4.1%
Fringe Benefits	79,791	98,600	112,300	112,000	13,400	13.6%
Operating Costs	6,471	9,700	9,100	9,100	(600)	-6.2%
Total Expenditures	\$372,683	\$427,000	\$417,500	\$426,600	(\$400)	-0.1%
Revenues	\$421,604	\$386,600	\$391,000	\$391,000	\$4,400	1.1%

Changes and Useful Information:

- The **Personal Services** budget was adjusted for turnover and includes 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	FY15	FY16	FY17	FY18	FY19
	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	0.0	0.0
Inspections Superintendent	1.0	1.0	1.0	1.0	1.0
Building Code Official	1.0	0.0	0.0	0.0	0.0
Code Inspection & Enforcement Officer	1.0	1.0	1.0	0.0	0.0
Construction Inspector Supervisor	2.0	2.0	2.0	2.0	2.0
Inspectors	2.0	2.0	2.0	5.0	5.0
Zoning Inspection Supervisor	0.0	0.0	0.0	1.0	1.0
Assistant to the Chief of CPIS	0.0	0.0	0.0	1.0	1.0
Zoning Technician	2.0	2.0	3.0	0.0	0.0
Project Administrative Specialist	1.0	1.0	1.0	1.0	1.0
PGM Support Specialist	0.0	0.0	0.0	1.0	1.0
Office Associate III	1.0	1.0	1.0	0.0	0.0
Part-time Positions	0.1	0.1	0.1	0.1	0.1
Total Full Time Equivalent	13.1	12.1	13.1	13.1	13.1
Allocated to Inspection & Review Fund	(9.6)	(8.6)	(8.6)	(8.2)	(8.2)
Allocated to Water and Sewer Fund	0.0	0.0	0.0	(0.2)	(0.2)
Allocated to Watershed Fund	0.0	0.0	0.0	(0.1)	(0.1)
Net Cost to General Fund	3.5	3.5	4.5	4.7	4.7

Planning & Growth Management

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

Expenditure Category	FY2017	FY2018	FY2019	FY2019	\$ Change from FY2018	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$302,791	\$333,600	\$310,600	\$320,200	(\$13,400)	-4.0%
Fringe Benefits	86,568	90,100	96,100	96,000	5,900	6.5%
Operating Costs	6,401	8,100	8,100	8,100	0	0.0%
Total Expenditures	\$395,760	\$431,800	\$414,800	\$424,300	(\$7,500)	-1.7%
Revenues	\$76,994	\$83,100	\$82,600	\$82,600	(\$500)	-0.6%

Changes and Useful Information:

- The **Personal Services** budget was adjusted for turnover and includes approved salary increases.
- The **Revenues** decrease 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	FY15	FY16	FY17	FY18	FY19
	FTE	FTE	FTE	FTE	FTE
Engineer I - IV	5.0	4.0	4.0	1.0	1.0
Development Services Manager	0.0	1.0	1.0	0.0	0.0
Building Code Official	0.0	1.0	1.0	1.0	1.0
Permits Processing Supervisor	1.0	1.0	1.0	1.0	1.0
Right of Way & Bonding Specialist	0.0	0.0	0.0	1.0	1.0
ROW Agent	1.0	1.0	1.0	0.0	0.0
Development & Bond Specialist	1.0	1.0	1.0	0.0	0.0
Water/WW Permit Technician	1.0	1.0	1.0	0.0	0.0
Permit Technician	0.0	0.0	0.0	1.0	1.0
Ombudsman	1.0	1.0	1.0	0.0	0.0
Administrative Associate	1.0	1.0	1.0	0.0	0.0
Permit Specialist	2.0	3.0	3.0	3.0	3.0
PGM Support Specialist	0.0	0.0	0.0	2.0	2.0
Office Associate I-III	5.0	4.0	4.0	0.0	0.0
PGM Receptionist	0.0	0.0	0.0	2.0	2.0
Total Full Time Equivalent	18.0	19.0	19.0	12.0	12.0
Allocated to:					
Inspection & Review Fund	(7.8)	(8.7)	(8.7)	(4.0)	(4.0)
Watershed Protection & Restoration Fund	(0.5)	(0.6)	(0.6)	(0.4)	(0.4)
Water & Sewer Fund	(3.9)	(3.9)	(3.9)	(2.8)	(2.8)
Net Cost to General Fund	5.9	5.9	5.9	5.0	5.0

Economic Development Summary

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$716,014	\$819,500	\$826,400	\$842,700	\$23,200	2.8%
Fringe Benefits	199,993	239,400	221,900	222,100	(17,300)	-7.2%
Operating Costs	514,492	718,300	719,700	719,700	1,400	0.2%
Agency Funding	359,010	217,500	147,500	147,500	(70,000)	-32.2%
Total Expenditures	\$1,789,510	\$1,994,700	\$1,915,500	\$1,932,000	(\$62,700)	-3.1%
Revenues	\$25,121	\$25,000	\$15,700	\$15,700	(\$9,300)	-37.2%
Total Expenditures as % of Budget:	0.5%	0.5%	0.5%	0.5%		



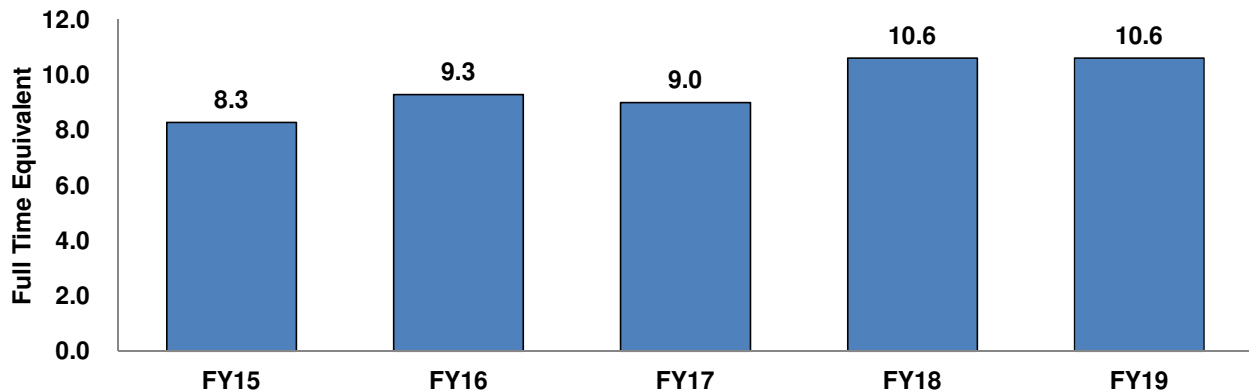
Economic Development Objectives/Measurements & Staffing History

<u>Objectives & Measurements:</u>	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 Estimated
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<i>Objective: Support a healthy, local economy in Charles County.</i>					
County unemployment rate	5.6	4.7	4.3	4.0	3.9
<i>Objective: Increase employment in the County.</i>					
Average annual employment in County	41,266	43,362	41,713	42,000	43,000
Job creation (above average salary)	1,036	1,150	(939)*	500	600

*A significant portion of the job losses were in the construction industry likely due to the completion of the CPV St. Charles power generation facility and the closing of Facchina Construction Company.

Staffing History



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	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$716,014	\$819,500	\$826,400	\$842,700	\$23,200	2.8%
Fringe Benefits	199,993	239,400	221,900	222,100	(17,300)	-7.2%
Operating Costs	514,492	718,300	719,700	719,700	1,400	0.2%
Agency Funding	50,500	50,500	50,500	50,500	0	0.0%
Total Expenditures	\$1,481,000	\$1,827,700	\$1,818,500	\$1,835,000	\$7,300	0.4%
Revenues	\$25,121	\$25,000	\$15,700	\$15,700	(\$9,300)	-37.2%

Changes and Useful Information:

- **Operating Costs** were adjusted to help protect the base at Indian Head.

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, Esq., Director of Economic Development	

Positions:	FY15	FY16	FY17	FY18	FY19
<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	1.0	1.0	1.0
Chief of Business Development	0.0	0.0	1.0	1.0	1.0
Business Development Managers	2.0	2.0	0.0	0.0	0.0
Agriculture Business Development Manager	0.0	0.0	0.0	1.0	1.0
Redevelopment Manager	1.0	1.0	1.0	1.0	1.0
Business Development Specialist	0.0	1.0	1.0	1.0	1.0
Economic Research Specialist	1.0	1.0	1.0	1.0	1.0
Marketing Coordinator	0.0	0.0	1.0	1.0	1.0
Project Coordinator	1.0	1.0	1.0	1.0	1.0
Administrative Associate	0.0	1.0	1.0	1.0	1.0
Office Associate I	1.0	0.0	0.0	0.0	0.0
Part Time	1.3	1.3	0.0	0.6	0.6
Total Full Time Equivalent	8.3	9.3	9.0	10.6	10.6

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

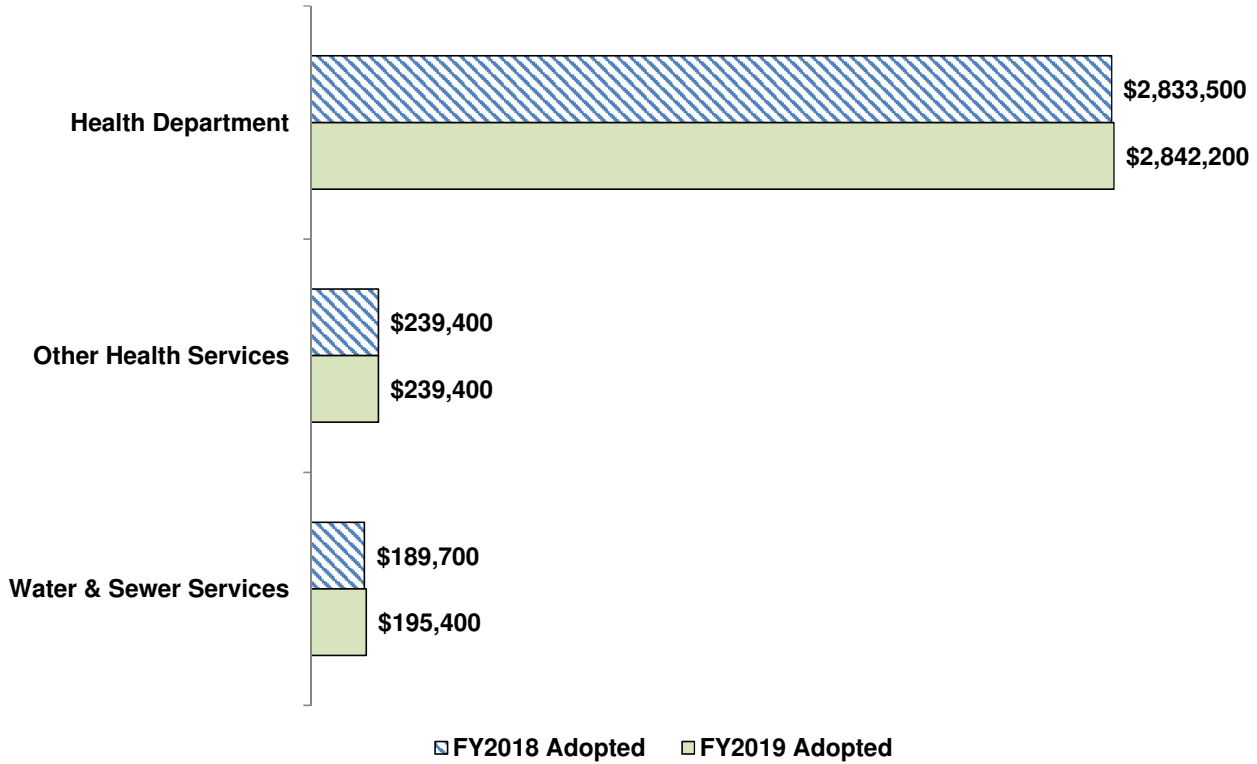
Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Agency Funding	\$308,510	\$167,000	\$97,000	\$97,000	(\$70,000)	-41.9%
Total Expenditures	\$308,510	\$167,000	\$97,000	\$97,000	(\$70,000)	-41.9%

Changes and Useful Information:

- Budget provides funding for agencies who supports local economic development and provides tourism related activities within Charles County.
- The Economic Development Department make recommendations of funding levels and monitors progress of funding provided to agencies for economic development related activities.
- Applications from not-for-profit agencies, recommendations of funding levels and monitoring of funding for tourism related activities are made by Recreation, Parks, and Tourism Department.
- FY2019 **Agency Funding** budget was adjusted based on anticipated spending patterns.

Health Summary

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$27,239	\$33,900	\$33,900	\$33,900	\$0	0.0%
Fringe Benefits	2,135	2,800	2,800	2,800	0	0.0%
Operating Costs	325,058	355,700	355,400	355,400	(300)	-0.1%
Agency Funding	2,786,723	2,870,200	3,036,300	2,884,900	14,700	0.5%
Total Expenditures	\$3,141,155	\$3,262,600	\$3,428,400	\$3,277,000	\$14,400	0.4%
Revenues	\$64,586	\$81,000	\$81,000	\$81,000	\$0	0.0%
Total Expenditures as % of Budget:	0.9%	0.8%	0.8%	0.8%		



Health Objective & Measurements

Objectives & Measurements:	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 Estimated
<i>Health Department: To provide and promote public health support services to the citizens of Charles County.</i>					
# of MD Medical Assistance Applicants	6,058	5,904	4,449	4,575	4,700
# of WIC service recipients	6,240	5,870	5,312	5,496	5,400
# of services in School Health Rooms	229,851	293,373	293,675	308,359	323,043
# of seniors/ AERS services recipients	409	482	579	495	607
# of Disabilities Services recipients	682	764	560	585	610
# of infants and toddler services	351	383	397	397	417
# of Birth/Death Certificates	13,563	14,016	13,638	14,000	14,000
<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	1,838	1,810	1,638	1,952	2,100
# of Reproductive Health Promotion through folic acid distribution	605	392	1,768	1,800	1,850
# of clients STD Clinic	634	1,258	417	500	525
# of HIV Testing & Counseling recipients	917	580	880	880	900
# of Breast and Cervical Cancer screening recipients	74	89	127	136	140
# of Colonoscopy service recipients	27	27	43	47	40
# Adult Dental Clinical service recipients	1,315	1,319	2,982	1,000	1,800
# Child Dental Clinical service recipients	2,864	2,314	2,093	2,500	2,000
# Dental Health Education recipients	11,808	8,731	10,386	10,000	10,000
# of Anti-TB treatment	56	65	20	20	20
# TB testing service recipients	73	107	56	55	60
# of Adult Immunization recipients	335	539	122	150	200
# of children immunization recipients	197	233	200	210	210
# of annual Flu vaccination recipients	6,055	6,251	3,819	3,000	3,000
# of post-exposure Rabies vaccine recipients	51	236	6	8	10
# of Mental Health service recipients	1,221	1,097	1,081	1,424	1,500
# of Mental Health visits	23,865	19,092	18,578	19,284	19,800
# of Substance Use service recipients	1,802	1,643	1,345	1,200	1,500
# of Substance Use visits	20,592	18,730	16,193	15,500	16,500
# of smoking cessation visits	339	242	245	200	200
# of food service facility inspections	996	1,173	827	800	800
# of food borne illnesses investigated	5	8	13	20	20
# of animal rabies vaccine	1,312	952	921	900	900
# of animal bite investigations	764	603	367	300	300
# of perk tests applications/completed	687	476	162	156	156
% of perk tests completed	100%	100%	70%	85%	100%
# of well construction permits	214	123	175	150	150
% of construction permits completed	100%	100%	100%	100%	100%
# of water samples collected	1,539	1,343	839	600	600
# School based - fluoride varnish	998	1,148	1,434	2,500	2,500
# School based - sealant applications	670	1,873	2,201	2,000	2,000
# Community Oral Cancer Screenings	454	1,056	1,748	1,000	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	1,213	3,581	2,141	2,500	3,000
# BBH - Pregnancy Care Navigation	490	160	67	325	325

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	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$27,239	\$33,900	\$33,900	\$33,900	\$0	0.0%
Fringe Benefits	2,135	2,800	2,800	2,800	0	0.0%
Operating Costs	134,165	166,000	160,000	160,000	(6,000)	-3.6%
Agency Funding	2,561,799	2,630,800	2,796,900	2,645,500	14,700	0.6%
Total Expenditures	\$2,725,338	\$2,833,500	\$2,993,600	\$2,842,200	\$8,700	0.3%
Revenues	\$4,013	\$6,000	\$6,000	\$6,000	\$0	0.0%

Changes and Useful Information:

- The Health Department is a State Agency.
- Budget numbers listed above reflect County funding only.
 - The increase in FY2019 **Agency Funding** budget funds the full year impact of the funding two peer recovery specialists and Narcan supplies approved in FY2018 to address the opioid crisis.
- 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.

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Operating Costs	190,893	189,700	195,400	195,400	5,700	3.0%
Agency Funding	224,924	239,400	239,400	239,400	0	0.0%
Total Expenditures	\$415,817	\$429,100	\$434,800	\$434,800	\$5,700	1.3%
Revenues	\$60,573	\$75,000	\$75,000	\$75,000	\$0	0.0%

Changes and Useful Information:

- Operating Costs** represents a subsidy to the Water & Sewer Fund for services rendered at Charles County's Parks, Community Centers, Libraries, and Sheriff Operated Facilities.
- The **Agency Funding** budget represents funding of \$119,000 for Mosquito Control and \$120,400 to the State Department of Health & Mental Hygiene.
- Revenues** represent Neighborhood participation in Mosquito Control program.

Social Services Summary

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$2,266	\$0	\$0	\$0	\$0	N/A
Operating Costs	15,600	0	0	0	0	N/A
Agency Funding	1,302,353	1,399,000	1,633,200	1,369,000	(30,000)	-2.1%
Total Expenditures	\$1,320,219	\$1,399,000	\$1,633,200	\$1,369,000	(\$30,000)	-2.1%
Total Expenditures as % of Budget:	0.4%	0.4%	0.4%	0.3%		

Changes and Useful Information:

- The FY2019 **Total Expenditures** budget represents funding for the Department of Social Services, funding for Southern Maryland Tri-County Community Action Committee, Tri-County Youth Services Bureau and Children's Aid Society which are required by County Code and funding for the Charles County Charitable Trust, Inc.
-The \$30,000 decrease is due to one-time funding in FY2018 for the Department of Social Services.

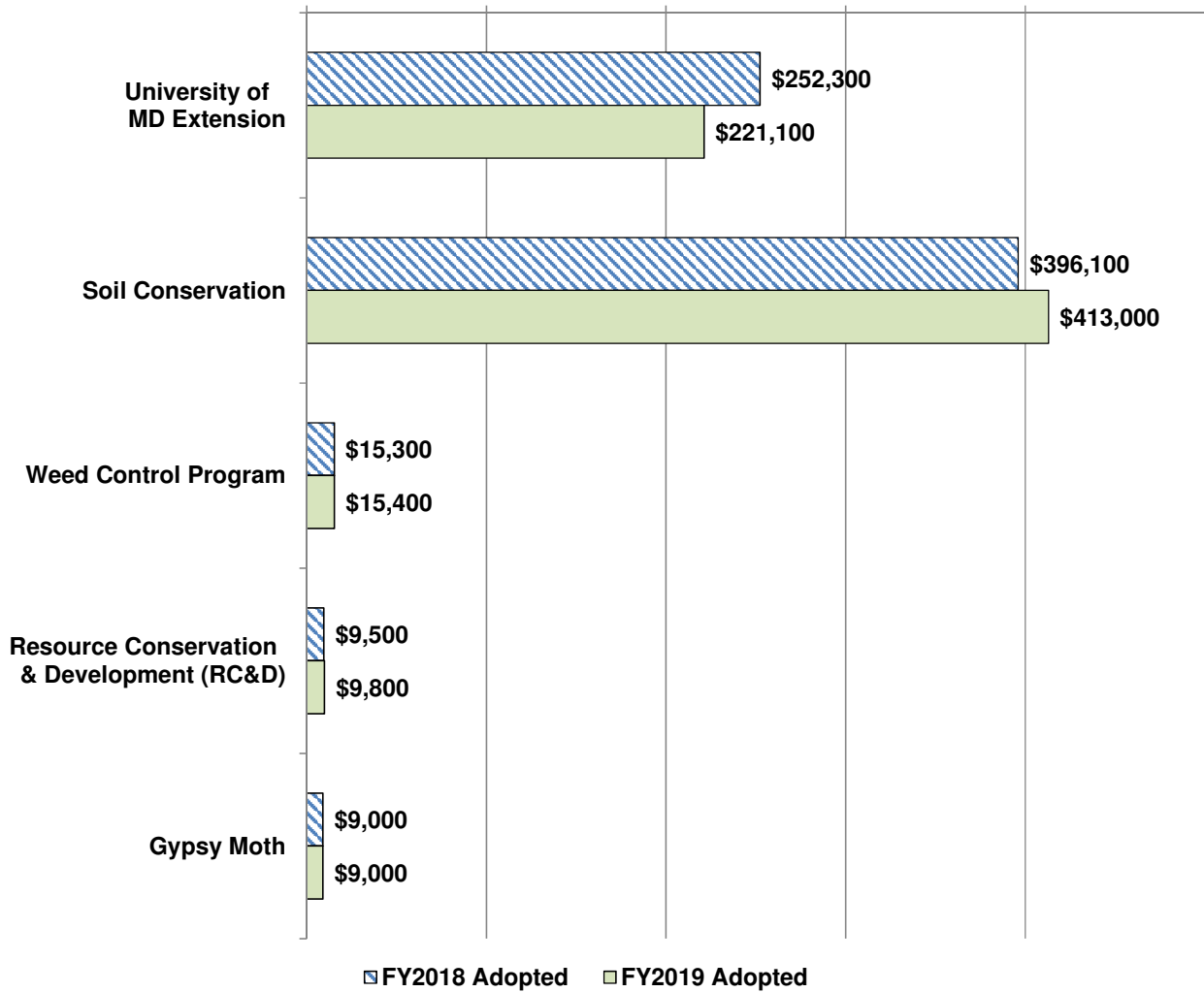
Description:

Agency Funding	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018
Department of Social Services (DSS)	\$311,000	\$341,000	\$341,000	\$311,000	(\$30,000)
Tri-County Community Action Committee (TCCAC)*		4,000	4,000	4,000	0
Tri-County Youth Services Bureau (TCYSB)*	43,700	43,700	43,700	43,700	0
Children's Aid Society (CAS)*		1,000	1,000	1,000	0
Non-Profit Grant Award Program	784,021	784,100	1,000,000	784,100	0
Charles County Charitable Trust, Inc.	163,632	225,200	243,500	225,200	0
TOTAL SOCIAL SERVICES	\$1,302,353	\$1,399,000	\$1,633,200	\$1,369,000	(\$30,000)

*funding required by County Code.

Conservation of Natural Resources Summary

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$282,835	\$299,500	\$311,400	\$315,900	\$16,400	5.5%
Fringe Benefits	106,820	111,800	118,900	118,600	6,800	6.1%
Operating Costs	251,890	255,400	224,200	224,200	(31,200)	-12.2%
Agency Funding	8,750	15,500	15,500	9,600	(5,900)	-38.1%
Total Expenditures	\$650,295	\$682,200	\$670,000	\$668,300	(\$13,900)	-2.0%
Revenues	\$92,289	\$105,300	\$103,200	\$103,200	(\$2,100)	-2.0%
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	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Operating Costs	\$250,898	\$252,300	\$221,100	\$221,100	(\$31,200)	-12.4%
Total Expenditures	\$250,898	\$252,300	\$221,100	\$221,100	(\$31,200)	-12.4%

Changes and Useful Information:

- **Operating Costs** were decreased due to the elimination of the rent budget due to relocating to the Bel Alton building.
- A contribution towards two new positions was funded.

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:

	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 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	645	1,041	2,056	1,250	1,400
Per FTE 2.5*	430	416	822	500	560
# of Youth Reached in School & Special Interest Programs	2,072	3,674	2,799	2,800	3,000
Per FTE 2.5*	1,381	1,470	1,119	1,120	1,200
*Increase of 1 FTE starting in 2016.					
<i>Objective: To increase the abilities of Extension volunteers to successfully carry out Extension programs.</i>					
# of Adult Volunteers Enrolled	232	248	212	275	275
Per FTE 2*	154	124	106	137	137
# of Volunteers Hours Given	32,480	47,580	40,492	50,000	50,000
Per FTE 2*	21,653	23,790	20,246	25,000	25,000
*0.5 FTE Program delivery was in our elementary schools and did not work with volunteers.					
Family and Consumer Sciences					
<i>Objective: To promote the adoption of good nutrition and safe food handling practices, targeting high risk groups including youth, senior citizens and young families.</i>					
# of Participants Receiving Information	1,175	1,019	1,248	1,400	1,400
<i>Objective: For Participants to develop and improve individual, family, home, financial, and/or community responsibility through work, family and community involvement.</i>					
# of Participants Receiving Information	485	400	500	500	500
Agriculture and Natural Resources:					
<i>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.</i>					
# of Adults and Youth Attending Seminars	235	432	731	700	700
# of Acres of Nutrient Management Plans Written/Updated	13,922	13,187	14,362	14,500	14,500
# of Master Gardener Volunteer Hours	4,320	3,800	5,056	5,000	5,000

Conservation of Natural Resources

Department: Conservation Of Natural Resources 01.57
Division\Program: Soil Conservation Fund: General
Program Administrator: Luis Dieguez, District Manager
 Address: 4200 Gardner Road, Waldorf, MD 20601 301-638-3028
www.charlesscd.com

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$266,992	\$281,800	\$289,900	\$297,900	\$16,100	5.7%
Fringe Benefits	103,831	108,400	115,100	115,100	6,700	6.2%
Agency Funding	5,900	5,900	5,900	0	(5,900)	-100.0%
Total Expenditures	\$376,723	\$396,100	\$410,900	\$413,000	\$16,900	4.3%
Revenues	\$79,014	\$86,100	\$88,200	\$88,200	\$2,100	2.4%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase includes approved salary increases and an adjustment for a position reclassification based on the employee's job responsibilities.
- **Agency Funding** was reduced by Soil Conservation to fund the 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:

<u>Title</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>
District Manager	1.0	1.0	1.0	1.0	1.0
Engineer II	0.0	0.0	1.0	1.0	1.0
Charles SCD Coordinator	1.0	1.0	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	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$9,296	\$10,800	\$10,800	\$10,900	\$100	0.9%
Fringe Benefits	1,036	1,400	1,400	1,400	0	0.0%
Operating Costs	992	3,100	3,100	3,100	0	0.0%
Total Expenditures	\$11,324	\$15,300	\$15,300	\$15,400	\$100	0.7%
Revenues	\$13,275	\$19,200	\$15,000	\$15,000	(\$4,200)	-21.9%

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>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</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

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% 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.somdrccd.org

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$6,547	\$6,900	\$10,700	\$7,100	\$200	2.9%
Fringe Benefits	1,953	2,000	2,400	2,100	100	5.0%
Agency Funding	600	600	600	600	0	0.0%
Total Expenditures	\$9,100	\$9,500	\$13,700	\$9,800	\$300	3.2%

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>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 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 Fund: General
Program Administrator: David Eicholtz, Director of Fiscal & Administrative Services

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Transfers Out	\$1,719,250	\$318,000	\$1,120,000	\$3,120,000	\$2,802,000	881.1%
Capital Outlay	48,262	0	0	0	0	N/A
Total Expenditures	\$1,767,512	\$318,000	\$1,120,000	\$3,120,000	\$2,802,000	881.1%

Changes and Useful Information:

- **Transfers Out** represents funding for PayGo projects. Funds are transferred to the Capital Project Fund.
- **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.

Projects:	FY2017 <u>Actual</u>	FY2018 <u>Adopted</u>	FY2019 <u>Adopted</u>
<u>BOARD OF EDUCATION</u>			
Security Enhancements - Various Schools	\$0	\$0	\$2,000,000
<u>TRANSPORTATION</u>			
Road Overlay Program	7,000	0	0
Light Rail Transit Initiative	270,000	0	0
Sidewalk Improvement Program	153,000	0	0
Traffic Signal Program	0	31,000	31,000
Neighborhood Traffic Calming Program	0	37,000	0
Miscellaneous Road Projects/Studies	50,000	0	269,000
<u>GENERAL GOVERNMENT</u>			
Various Planning Studies	141,000	0	0
Waldorf Senior & Recreational Center	806,250	0	0
Countywide Building Re-Keying/Access Controls	0	0	157,000
Courthouse Copula Rehabilitation	0	0	134,000
Vehicle Maintenance Shop HVAC System	0	0	156,000
Charles County Welcome Signage	0	0	123,000
Animal Shelter Feasibility Study	50,000	0	0
<u>PARKS</u>			
Park Repair & Maintenance Projects	239,000	250,000	250,000
Waterfront Acquisition	3,000	0	0
	<u>\$1,719,250</u>	<u>\$318,000</u>	<u>\$3,120,000</u>

Other

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Operating Contingency	\$0	\$971,500	\$2,000,000	\$358,700	(\$612,800)	-63.1%
Total Expenditures	\$0	\$971,500	\$2,000,000	\$358,700	(\$612,800)	-63.1%

Description:

The County typically adopts a Reserve for Contingency budget within its operating budget for emergency expenditures or revenue shortfalls that may arise during the fiscal year.

During FY2018, Contingency funds was allocated as follows:

1. Election Board equipment costs passed down by the State of Maryland exceeded the adopted budget.	\$137,000
2. Additional funding for the Board of Education to provide sexual abuse prevention education materials to their employees.	8,260
3. For the Sheriff Sworn Officers Holiday Leave, Correctional Officers Holiday Leave and Correctional Officers bonus per their Collective Bargaining agreements.	77,470
4. For the Leave Buy Back Program.	298,510
5. Returning all unused earmarked leave buy back funding to Fund Balance.	445,520
6. Provide funding to the Soil Conservation District to purchase a projector and two mounts for their Training Hall.	2,300
Total FY2018 Contingency Use	\$969,060
Remaining Unused Balance	2,440
Total FY2018 Appropriation	\$971,500

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Watershed Fund Subsidy	\$236,579	\$550,000	\$550,000	\$550,000	\$0	0.0%
Capital Lease Purchase	4,044,533	3,934,200	0	0	(3,934,200)	-100.0%
Total Expenditures	\$4,281,113	\$4,484,200	\$550,000	\$550,000	(\$3,934,200)	-87.7%
Revenues	\$3,342,500	\$3,342,500	\$0	\$0	(\$3,342,500)	-100.0%

Changes and Useful Information:

- The **Watershed Fund Subsidy** budget is to help support the Watershed Protection & Restoration Enterprise Fund.
- The FY2017 & FY2018 **Capital Lease Purchase** represents the General Fund asset value of the Capital Lease Agreement. Starting in FY2019 this will now be part of the Debt Service Fund Budget.
- **Revenue represents** Capital Lease Proceeds which offset the Capital Lease Purchase (actual may vary due to timing of purchases). Starting in FY2019 these revenues will also be included in the Debt Service Fund Budget.

Enterprise Funds

ENTERPRISE FUNDS

Enterprise funds are established for operations that have a defined customer base and are primarily funded by a service fee associated directly with the operation. These operations are accounted for in a manner similar to the private sector, where budgets are used as a management tool and are subject to the amount of activity. For example, an increase in building permit activity would increase both revenues and expenditures in the Inspection and Review Fund and necessitate a budget amendment increasing the revenue and expenditure budgets.

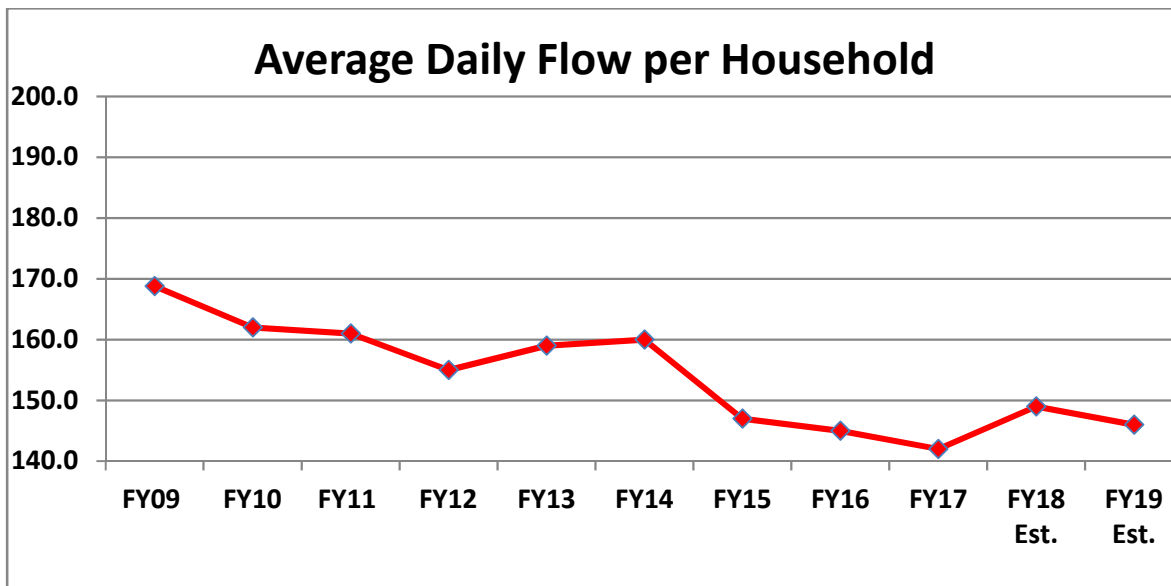
Enterprise Fund Revenues

Operating revenue budgets within these funds are estimated based on the expected level of activity unique to each operation and at a level so as to maintain a self-supporting status. These funds operate on a “break-even” basis, therefore, user fee rates are adjusted so that enough revenue is generated to pay for the system. For example, user fees & charges adopted within the Water and Sewer Fund recover the cost of supplying water to the customers, treatment of the sewer, meter reading, accounts receivable, debt service, and administrative costs of operating the system. Unlike a business enterprise, the County does not include a profit margin within its fees.

Trends and Assumptions for Revenue Estimates

Water & Sewer

The County manages many public water and sewer systems, the largest of which is the Mattawoman Wastewater Treatment Plant (MWWTP). The original concept of the plant envisioned an ultimate capacity through expansions of 50 million gallons per day. The Maryland Department of the Environment has rated the MWWTP for 20 million gallons per day. Currently, the average flow being treated is approximately 13 million gallons per day. Revenues that support these systems include user fees, connection fees, and front foot fees. The largest revenue source, user fees, is estimated based on an average flow per customer multiplied by the estimated number of customers. The number of customers is estimated based on our estimated population growth rate. The average-flow method was selected to moderate the estimates for unusual weather patterns. For example, during dry seasons customer water demand usually increases as customers water lawns and wash cars more frequently. Wet seasons produce the opposite effect. The towns of La Plata and Indian Head each have their own central sewage systems to service their citizens.



For FY19, user fees were increased by 6.3% on the average water and sewer bill. The total FY19 budget is 8.4% greater than the FY18 budget. Expenditures were adjusted to cover an increase in vendor contract services to reduce sanitary sewer overflows and to maintain the 12,500 water main valves in the Utilities system. The budget also supports one new full-time position and partially funds the upgrade of a part time position to full time. Based on an average daily consumption of 146 gallons, a consumer could expect to pay approximately \$165 per quarter, approximately \$10 more. The County remains in the lower half of surrounding jurisdictions in rate comparisons.

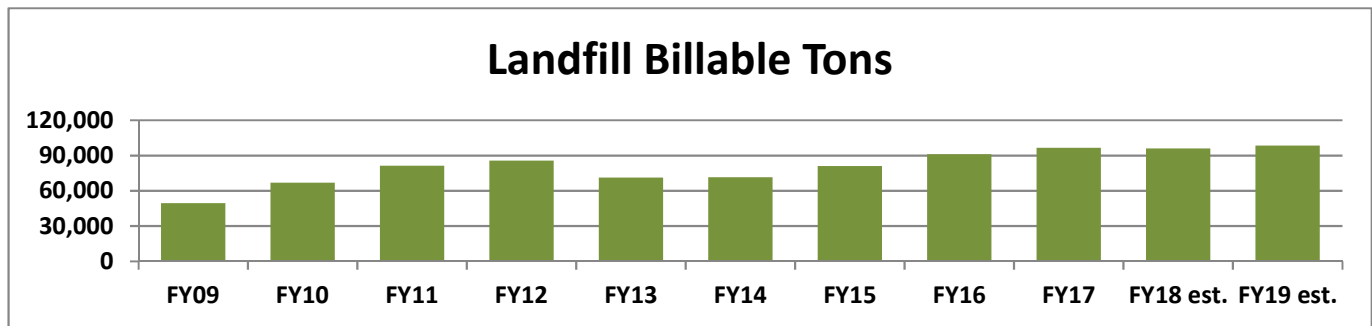
ENTERPRISE FUNDS

Solid Waste (Landfill)

An enterprise fund was established for landfill operations in the early 1990's. The tipping fee remains at \$75 per ton for FY19. This fee is the primary revenue source for the Landfill operation comprising over 90% of the revenues for this operation.

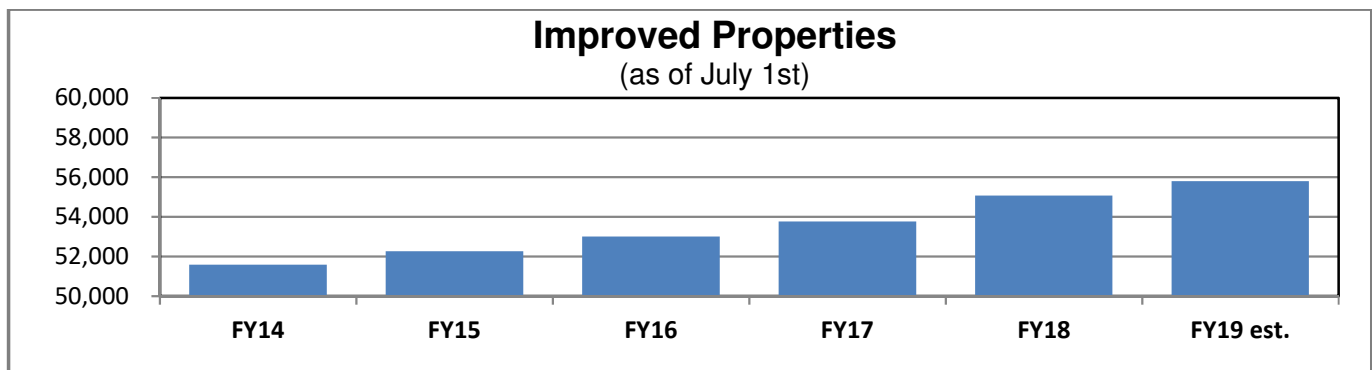
Both a fiscal and operational impact resulted from the free trade legislation approved by the Federal Government many years ago which removed restrictions on landfills and opened the waste removal business to interstate transactions. Consequently, what once was a predictable estimate for tons of waste 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. FY19 tons are conservatively estimated. The landfill is located on a 16 acre site and is approximately 62% filled. A history of billable tons is depicted in the following graph:



Environmental Service Fund (ESF)

Recycling and environmental programs are paid with revenues generated primarily by an environmental service fee for each improved property within the County. Improved property is land with one or more structures on it. The environmental service fee accounts for approximately 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 County's fee remains at \$101 per improved property.



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 81% of revenues. The Stormwater Remediation fee was increased from \$54 in FY18 to \$61 per improved property in FY19 to cover the debt service related to capital projects, to partially fund a new full-time position for Planning & Growth Management, to provide funding for stormwater maintenance at four County Parks, and to fund a larger share of Department of Public Works – Roads Division employee based on time devoted to stormwater programs. The fee is established annually based on the estimated cost of various programs divided by the number of improved properties. Since Town of Indian Head and La Plata have their own stormwater fee for similar purposes, property owners within these town limits are not charged the county fee.

Inspection & Review

The County manages building inspections and developer plan reviews through the use of an enterprise fund. The recession in the early 1990's depressed the construction industry and left the County with high overhead costs. To allow for greater flexibility regarding the expansion and contraction of the building & renovation activities within the County this operation was privatized and is managed partly with outside contractors. Operating revenues for this fund are generated primarily by service charges for various inspections and reviews. Inspections are performed for roads, buildings, grading, water & sewer, storm drain & storm water, and sediment & erosion control. Reviews include plan and architectural reviews. Estimates are provided by the Department of Planning & Growth Management based on their measurement of plan review and building development. Revenue estimates are assumed based on current trends, including permit and population estimates, leading economic indicators, market values, and personal income. Fees are adjusted to cover the cost of providing these services. The FY19 budget also includes funding for two new full-time positions and funding to partially fund another full-time position. Due to one-time purchases from the prior fiscal year, overall funding was reduced by 2.2%.

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, and starting in FY19, the Waldorf Senior & Recreational Center. The County also owns the Capital Clubhouse Recreation Center, a year-round recreation and sports complex which is run by a third party contract and is not part of the County's budget. Revenues are estimated based on historical activity and changes in program offerings. Compared to FY18, operations are budgeted to increase by 6% which is mostly due to the new program offerings at the Waldorf Senior & Recreational Center.

Vending Machine Fund

Commercial vending machines, placed throughout County owned facilities, provide a modest revenue stream. A sales commission earned is used to fund various County-sponsored functions for employees. Revenues are estimated from historical data.

Tourism & Concert

Funding was eliminated due to lack of activity.

ENTERPRISE FUND OPERATING BUDGETS⁽¹⁾

	<u>FY2017</u> <u>Actual</u>	<u>FY2018</u> <u>Budget</u>	<u>FY2019</u> <u>Request</u>	<u>FY2019</u> <u>Adopted</u>	<u>\$ Change</u> <u>from FY2018</u>	<u>%</u> <u>Chg.</u>
Water & Sewer						
Revenue						
Service Charges	\$27,760,290	\$31,288,700	\$32,182,100	\$34,017,200	\$2,728,500	8.7%
Local Government	990,795	1,076,000	1,116,900	1,116,900	40,900	3.8%
Fines & Forfeitures	662,816	622,800	657,800	657,800	35,000	5.6%
Rent Revenues	245,400	272,000	250,000	250,000	(22,000)	-8.1%
Licenses & Permits	79,369	81,700	81,700	81,700	0	0.0%
Miscellaneous	86,818	47,300	51,200	51,200	3,900	8.2%
Operating Revenues	\$29,825,488	\$33,388,500	\$34,339,700	\$36,174,800	\$2,786,300	8.3%
Fund Balance Appropriation	0	250,000	304,000	304,000	54,000	21.6%
Total	\$29,825,488	\$33,638,500	\$34,643,700	\$36,478,800	\$2,840,300	8.4%
Expense						
Personal Services	\$8,629,145	\$9,085,200	\$9,417,800	\$9,417,800	\$332,600	3.7%
Fringe Benefits	2,601,101	3,226,200	3,564,000	3,564,000	337,800	10.5%
Operating Costs	11,572,389	14,673,000	16,426,000	16,426,000	1,753,000	11.9%
Debt Service	4,815,359	5,585,000	6,191,400	6,191,400	606,400	10.9%
Operating Contingency	0	60,600	0	0	(60,600)	NA
Capital Outlay	669,072	810,000	738,600	738,600	(71,400)	-8.8%
Capital Projects	167,000	198,500	141,000	141,000	(57,500)	-29.0%
Total	\$28,454,066	\$33,638,500	\$36,478,800	\$36,478,800	\$2,840,300	8.4%
Variance	\$1,371,422	\$0	(\$1,835,100)	\$0		

Solid Waste

Revenue						
Service Charges	\$7,694,946	\$7,385,700	\$7,487,000	\$7,487,000	\$101,300	1.4%
Licenses & Permits	9,500	3,000	3,000	3,000	0	0.0%
Miscellaneous	3,095	2,400	2,400	2,400	0	0.0%
Operating Revenues	\$7,707,541	\$7,391,100	\$7,492,400	\$7,492,400	\$101,300	1.4%
Fund Balance Appropriation	1,508,687	645,000	520,000	520,000	(125,000)	-19.4%
Total	\$9,216,228	\$8,036,100	\$8,012,400	\$8,012,400	(\$23,700)	-0.3%
Expense						
Personal Services	\$1,537,131	\$1,679,900	\$1,722,300	\$1,728,600	\$48,700	2.9%
Fringe Benefits	448,642	570,100	650,300	644,000	73,900	13.0%
Operating Costs	925,029	1,028,700	1,084,700	1,084,700	56,000	5.4%
Debt Service	44,013	79,500	109,200	109,200	29,700	37.4%
Landfill Expansion/Closure	2,823,100	3,436,500	3,349,300	3,349,300	(87,200)	-2.5%
Capital Outlay	685,777	671,000	526,200	526,200	(144,800)	-21.6%
Transfer to Capital Projects	773,000	0	0	0	0	NA
Capital Maintenance	49,448	0	0	0	0	NA
Equipment/Tech Reserve	570,400	570,400	570,400	570,400	0	0.0%
Total	\$7,856,540	\$8,036,100	\$8,012,400	\$8,012,400	(\$23,700)	-0.3%
Variance	\$1,359,688	\$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⁾

	FY2017 <u>Actual</u>	FY2018 <u>Budget</u>	FY2019 <u>Request</u>	FY2019 <u>Adopted</u>	<u>\$ Change from FY2018</u>	<u>% Chg.</u>
Environmental Services						
Revenue						
Service Charges	5,205,697	5,308,100	5,438,100	5,438,100	130,000	2.4%
Interest Income	23,799	10,000	10,000	10,000	0	0.0%
Operating Revenues	\$5,229,496	\$5,318,100	\$5,448,100	\$5,448,100	\$130,000	2.4%
Fund Balance Appropriation	0	500,000	0	0	(500,000)	N/A
Total	\$5,229,496	\$5,818,100	\$5,448,100	\$5,448,100	(\$370,000)	-6.4%
Expense						
Personal Services	\$961,666	\$1,010,600	\$1,087,100	\$1,090,500	\$79,900	7.9%
Fringe Benefits	254,044	324,700	344,400	341,000	16,300	5.0%
Operating Costs	2,678,860	3,127,700	3,210,200	3,210,200	82,500	2.6%
Debt Service	695,696	734,100	489,400	489,400	(244,700)	-33.3%
Capital Outlay	0	500,000	196,000	196,000	(304,000)	-60.8%
Equipment Reserve	121,000	121,000	121,000	121,000	0	0.0%
Total	\$4,711,266	\$5,818,100	\$5,448,100	\$5,448,100	(\$370,000)	-6.4%
Variance	\$518,230	\$0	\$0	\$0		

Watershed Protection and Restoration

Revenue						
Service Charges	\$2,031,628	\$2,832,200	\$2,795,000	\$3,145,400	\$313,200	11.1%
Interest Income	6,802	7,200	7,200	7,200	0	0.0%
Operating Revenues	\$2,038,430	\$2,839,400	\$2,802,200	\$3,152,600	\$313,200	11.0%
General Fund Subsidy	236,579	550,000	550,000	550,000	0	0.0%
Fund Balance Appropriation	154,401	170,000	117,000	117,000	(53,000)	-31.2%
Total	\$2,429,410	\$3,559,400	\$3,469,200	\$3,819,600	\$260,200	7.3%
Expense						
Personal Services	\$251,001	\$279,100	\$320,500	\$320,500	\$41,400	14.8%
Fringe Benefits	64,721	85,700	101,000	101,000	15,300	17.9%
Operating Costs	1,106,138	1,661,500	1,667,300	1,667,300	5,800	0.3%
Agency Funding	0	0	10,000	10,000	10,000	N/A
Debt Service	895,379	1,413,100	1,653,800	1,653,800	240,700	17.0%
Capital Budget Reserve	112,000	120,000	67,000	67,000	(53,000)	-44.2%
Total	\$2,429,239	\$3,559,400	\$3,819,600	\$3,819,600	\$260,200	7.3%
Variance	\$172	\$0	(\$350,400)	\$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⁾

	FY2017 <u>Actual</u>	FY2018 <u>Budget</u>	FY2019 <u>Request</u>	FY2019 <u>Adopted</u>	\$ Change from FY2018	% Chg.
Inspections and Review						
Revenue						
Service Charges	\$3,990,462	\$3,900,100	\$4,073,200	\$4,073,200	\$173,100	4.4%
Operating Revenues	\$3,990,462	\$3,900,100	\$4,073,200	\$4,073,200	\$173,100	4.4%
Transfers from General Fund	3,366	9,700	9,700	9,700	0	0.0%
Fund Balance Appropriation	231,810	456,000	188,800	188,800	(267,200)	-58.6%
Total	\$4,225,638	\$4,365,800	\$4,271,700	\$4,271,700	(\$94,100)	-2.2%
Expense						
Personal Services	\$1,312,631	\$1,269,600	\$1,475,300	\$1,475,300	\$205,700	16.2%
Fringe Benefits	372,560	432,000	478,000	478,000	46,000	10.6%
Operating Costs	1,715,401	2,096,600	1,998,700	1,998,700	(97,900)	-4.7%
Debt Service	26,276	26,500	34,300	34,300	7,800	29.4%
Operating Contingency	0	52,500	43,400	43,400	(9,100)	-17.3%
Capital Outlay	294,243	488,600	223,000	223,000	(265,600)	-54.4%
Agency Funding	0	0	19,000	19,000	19,000	NA
Total	\$3,721,112	\$4,365,800	\$4,271,700	\$4,271,700	(\$94,100)	-2.2%
Variance	\$504,526	\$0	\$0	\$0		

Recreation

Revenue						
Service Charges	\$1,613,311	\$1,912,500	\$2,090,500	\$2,090,500	\$178,000	9.3%
Rent Revenue	53,746	61,200	11,800	11,800	(49,400)	-80.7%
Miscellaneous	43,693	46,000	40,500	40,500	(5,500)	-12.0%
State Grants	20,949	20,900	20,900	20,900	0	0.0%
Interest Income	0	100	0	0	(100)	NA
Operating Revenues	\$1,731,699	\$2,040,700	\$2,163,700	\$2,163,700	\$123,000	6.0%
Fund Balance Appropriation	119,191	0	0	0	0	NA
Total	\$1,850,891	\$2,040,700	\$2,163,700	\$2,163,700	\$123,000	6.0%
Expense						
Personal Services	\$873,350	\$1,044,600	\$1,092,700	\$1,092,700	\$48,100	4.6%
Fringe Benefits	114,252	162,200	180,000	180,000	17,800	11.0%
Operating Costs	625,644	820,400	887,200	887,200	66,800	8.1%
Debt Service	150,313	3,200	0	0	(3,200)	NA
Operating Contingency	0	10,300	3,800	3,800	(6,500)	-63.1%
Capital Outlay	28,765	0	0	0	0	NA
Total	\$1,792,324	\$2,040,700	\$2,163,700	\$2,163,700	\$123,000	6.0%
Variance	\$58,567	\$0	\$0	\$0		

Footnotes:

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ENTERPRISE FUND OPERATING BUDGETS⁽¹⁾

	<u>FY2017 Actual</u>	<u>FY2018 Budget</u>	<u>FY2019 Request</u>	<u>FY2019 Adopted</u>	<u>\$ Change from FY2018</u>	<u>% Chg.</u>
Vending Machine						
Service Charges	\$167,146	\$140,600	\$140,600	\$138,800	(\$1,800)	-1.3%
Operating Costs	\$144,290	\$140,600	\$140,600	\$138,800	(\$1,800)	-1.3%
Variance	\$22,856	\$0	\$0	\$0		

Tourism Stadium Concert						
Miscellaneous	\$0	\$73,200	\$0	\$0	(\$73,200)	N/A
Operating Costs	\$0	\$73,200	\$0	\$0	(\$73,200)	N/A
Variance	\$0	\$0	\$0	\$0		

Total Enterprise Funds

Total Revenues	\$52,944,296	\$57,672,400	\$58,149,400	\$60,333,100	\$2,660,700	4.6%
Total Expenses	\$49,108,836	\$57,672,400	\$60,334,900	\$60,333,100	\$2,660,700	4.6%
Variance	\$3,835,460	\$0	(\$2,185,500)	\$0		

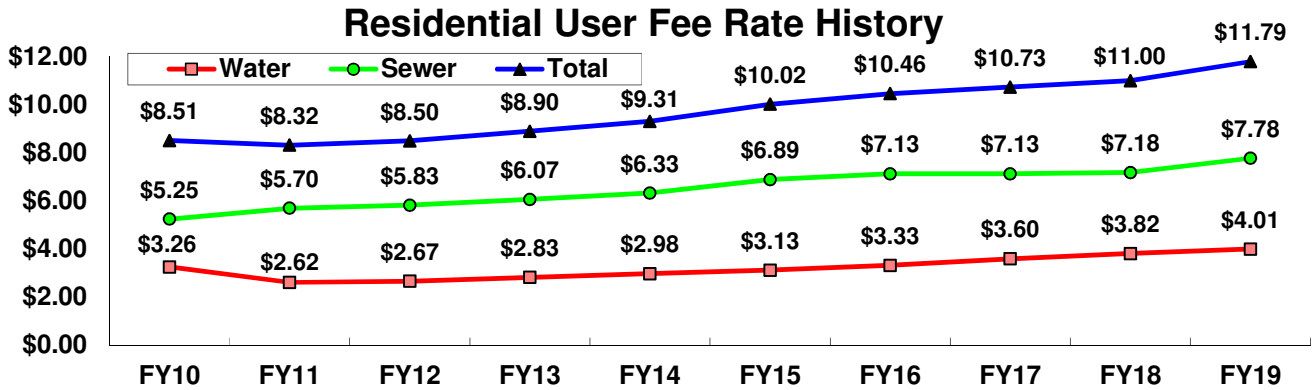
Footnotes:

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Water and Sewer Fund

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

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



Water User Fee Rate

Single Family Residential: 0 - 18,000 gallons.....	\$4.01 per 1,000 gallons
Single Family Residential: 18,001 - 24,000 gallons.....	\$8.02 per 1,000 gallons
Single Family Residential: Over 24,000 gallons.....	\$12.03 per 1,000 gallons
Multi-Family/Commercial: based on metered usage.....	\$4.88 per 1,000 gallons

FY2019 Rates:

Sewer User Fee Rate

Single Family Residential: Billing capped at 24,000 gallons.....	\$7.78 per 1,000 gallons
Multi-Family/Commercial: based on metered usage.....	\$7.78 per 1,000 gallons

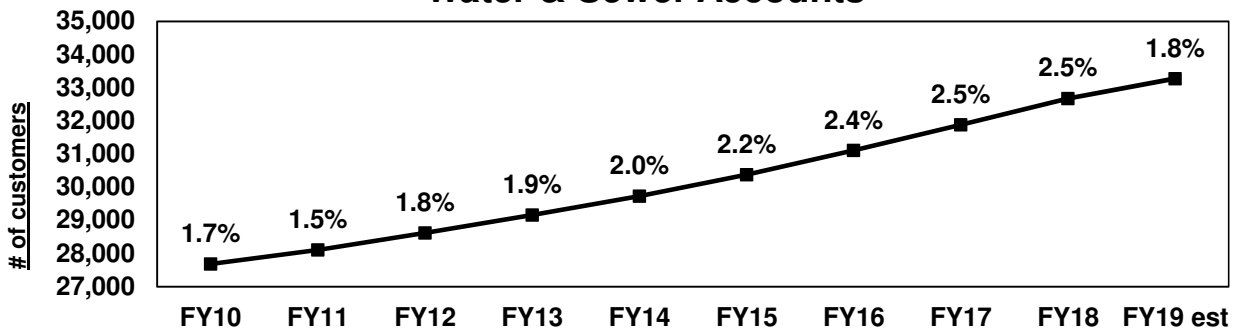
Customer Account Fee

Customer Account Charge.....	\$10.15 flat fee
Sewer "Only" Non-Metered Customer Account Charge.....	\$5.12 flat fee
Late Payment Penalty.....	10% of current bill plus

Other Fees

Water Leak Test.....	\$51
Water Meter Test - 5/8" Meters to 8" Meters.....	\$148 to \$380
Reconnect/Disconnect of Water Service (weekdays).....	\$52
Reconnect/Disconnect Water Service (evenings/weekends/holidays).....	\$115

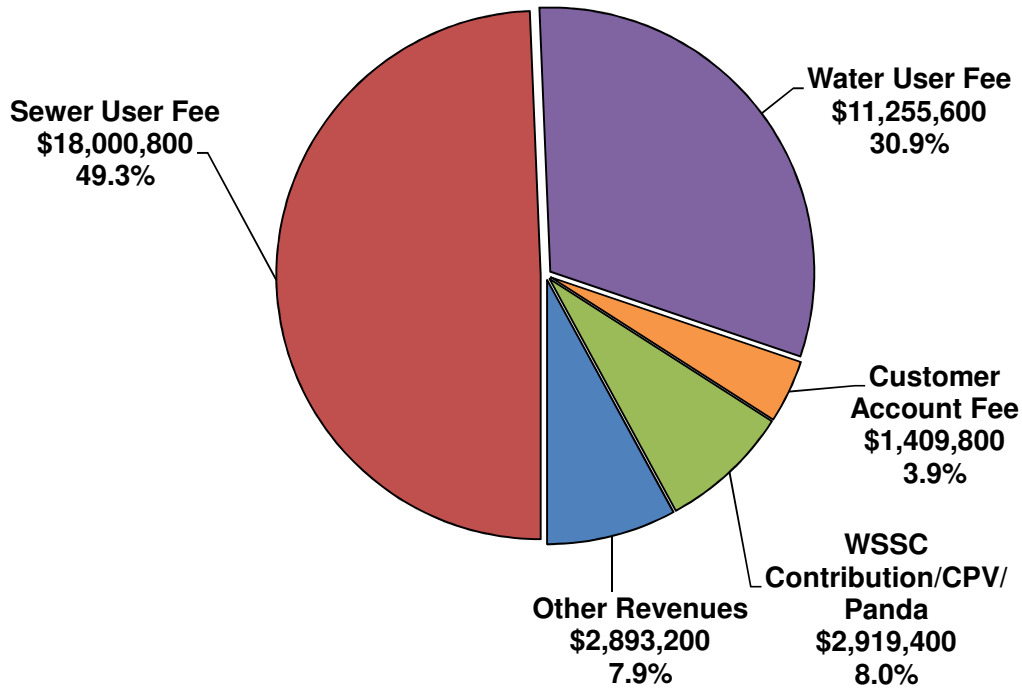
Water & Sewer Accounts



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.

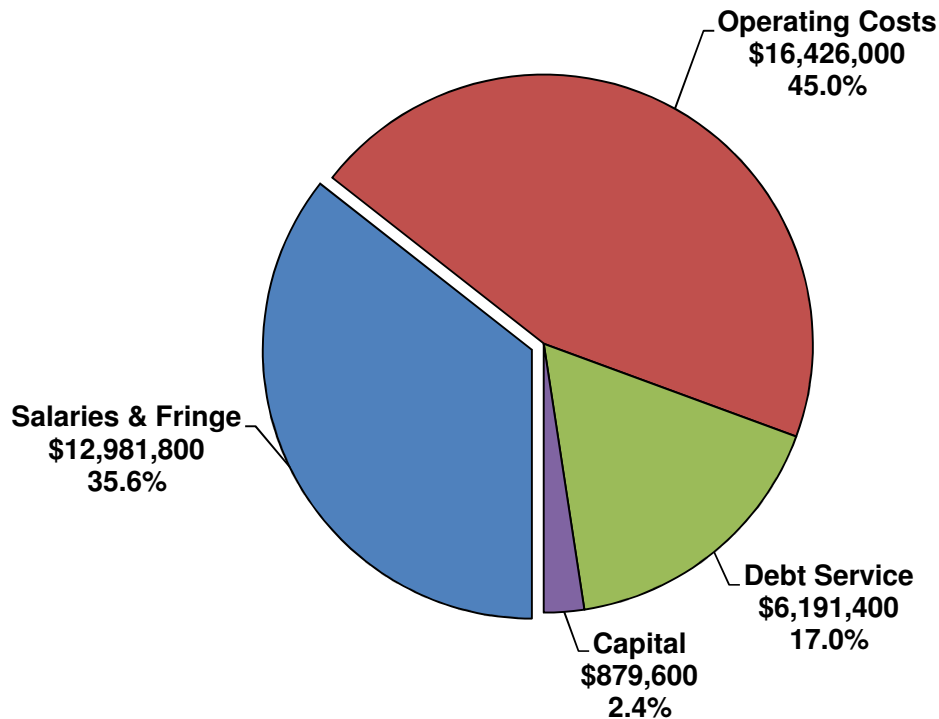
FY2019 Operating Revenues by Funding Source

Total: \$36,478,800



FY2019 Operating Expenses by Account Classification

Total: \$36,478,800



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

	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 Estimated
<u>Public Works Objective: To provide excellent customer service.</u>					
Water & Sewer Line Breaks					
Number of Breaks	5	32	39	37	35
\$ per event	\$26,364	\$188,202	\$6580/per	\$5,405	\$6,000
Water/Sewer Regulatory Compliance					
% Violations	7.84%	2.20%	0.00%	4.34%	2.00%
Potential Violations	51	51	51	51	51
Water delivered					
	198.8 mg/average	176.15 mg/average	196.08 mg/average%	198.65 mg/average	199.0 mg/avg
Sewer treated					
	261.3 mg/average	317.13 mg/average	281.66 mg/average	288.46 mg/average	290.0 mg/avg
Customer Complaints					
Number of Complaints	27	72	157	108	110
% resolved within 48 hours	96%	99%	86%	99%	95%
# of injury and property damage claims reported (# / month)					
	0	32	25	25	25
<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	1.0	1.0	1.0	1.0
<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 (new/replacement/change out program)					
	126	1,930	1,126	1,500	1,000
<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					
	129,222	133,057	134,674	139,661	141,300
# of regular invoices					
	124,580	128,000	129,404	134,400	136,000
# of finals					
	4,642	5,057	5,270	5,261	5,300
# of customer accounts					
	31,606	32,348	33,015	33,600	34,000
% of ebilling customer accounts					
	3.61%	5.56%	7.00%	8.50%	9.25%
# of delinquent invoices per year					
	38,208	40,077	39,055	41,358	44,880
- % of total billed					
	30%	30%	29%	30%	33%
<u>Fiscal & Administrative Services Objective: To follow up on past due accounts/ improve collection efforts.</u>					
# of final notice letters					
	1,258	1,091	778	1,000	1,100
# of liens					
	320	276	214	290	325
# of liens released					
	381	343	180	250	275

Water & Sewer

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

Expenditure Category	FY2017	FY2018	FY2019	FY2019	\$ Change	%
	Actual	Adopted	Request	Adopted	FY2018	Chg.
Personal Services	\$2,828,547	\$2,918,100	\$3,017,600	\$3,017,600	\$99,500	3.4%
Fringe Benefits	794,260	1,050,400	1,170,800	1,170,900	120,500	11.5%
Operating Costs	2,295,676	2,966,400	4,053,300	4,053,300	1,086,900	36.6%
Debt Service	2,526,619	2,949,500	3,547,300	3,547,300	597,800	20.3%
Capital Outlay/Maintenance	193,818	300,000	252,100	252,100	(47,900)	-16.0%
Capital Projects	95,000	94,600	87,000	87,000	(7,600)	-8.0%
Total Expenditures	\$8,733,921	\$10,279,000	\$12,128,100	\$12,128,200	\$1,849,200	18.0%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and provides funding for a new Wastewater Operator Supervisor II position for the south region to supervise the upgraded Clifton Wastewater Treatment Plant, four pumping stations, and two wells. Funding for a Technician - Small Engine is also included. This position will assist with repairing and performing routine maintenance on equipment to help minimize downtime and is partially funded by the General Fund. Both positions are also supported by the Water division.
- The **Operating Costs** budget increase is mainly to expand current programs and to maintain the sewer system. In order to properly maintain over 375 miles of sewer mains and interceptors, on average 75 miles each year requires cleaning and closed-circuit television (CCTV) inspections. Also, included are funds for routine cleaning of sewer mains to remove grease and sediment buildup to prevent sanitary sewer overflows and to prevent sewer backups in customer's residence or business.
- The increase in **Debt Service** is for payments related to bond issues for capital projects and payments for vehicle and equipment purchases that were financed.
- The **Capital Outlay/Maintenance** is mainly for ongoing maintenance at the satellite sewer sites based on anticipated needs for FY2019 and also includes funds for a replacement printer/copier/scanner which is partially supported by the Mattawoman and Water divisions.
- **Capital Projects** budget is for the Sewer Model Update project.

Description:

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

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

Positions:

	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Total Full Time Equivalent	44.1	45.0	47.4	47.5	48.8

Water & Sewer

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change FY2018	% Chg.
Personal Services	\$2,052,431	\$2,152,300	\$2,267,300	\$2,267,300	\$115,000	5.3%
Fringe Benefits	672,334	741,200	865,400	865,400	124,200	16.8%
Operating Costs	5,319,196	6,990,000	6,999,900	6,999,900	9,900	0.1%
Debt Service	16,600	21,100	14,100	14,100	(7,000)	-33.2%
Capital Outlay/Maintenance	0	0	2,200	2,200	2,200	NEW
Total Expenditures	\$8,060,561	\$9,904,600	\$10,148,900	\$10,148,900	\$244,300	2.5%
WSSC Contribution/ CPV/Panda	\$1,277,344	\$2,538,500	\$2,513,600	\$2,579,400	\$40,900	1.6%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and a reallocation of employees based on duties.
- The **Operating Costs** budget was adjusted based on current spending patterns and to provide additional funds for sludge disposal processing.
- **Debt service** decrease due to payments associated with financing certain vehicle and equipment purchases expiring.
- Included in **Capital Outlay/Maintenance** are funds to replace a color copier/printer/scanner which is also supported by the Sewer and Water divisions.
- **WSSC Contribution/CPV/Panda** revenues are reimbursements which are based on operation and maintenance cost.

Description:

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

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

Positions:

	<u>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>
Total Full Time Equivalent	33.6	35.1	36.4	39.4	39.4

Water & Sewer

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change FY2018	% Chg.
Personal Services	\$2,539,160	\$2,598,200	\$2,727,600	\$2,727,600	\$129,400	5.0%
Fringe Benefits	770,101	947,800	1,060,900	1,060,800	113,000	11.9%
Operating Costs	3,679,502	4,198,900	4,839,600	4,839,600	640,700	15.3%
Debt Service	1,902,260	2,261,700	2,336,000	2,336,000	74,300	3.3%
Capital Outlay/Maintenance	475,254	510,000	477,100	477,100	(32,900)	-6.5%
Capital Projects	72,000	103,900	54,000	54,000	(49,900)	-48.0%
Total Expenditures	\$9,438,276	\$10,620,500	\$11,495,200	\$11,495,100	\$874,600	8.2%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and provides funding for a new Wastewater Operator Supervisor II position for the south region to supervise the upgraded Clifton Wastewater Treatment Plant, four pumping stations, and two wells. Funding for a Technician - Small Engine is also included. This position will assist with repairing and performing routine maintenance on equipment to help minimize downtime and is partially funded by the General Fund. Both positions are also supported by the Sewer Division.
- The **Operating Costs** budget increase is mainly to expand current programs and to allow the continued proper clearing and maintenance of valves. There are over 12,500 water main valves in the utilities system that are used for water main flushing operations to remove sediments and to maintain the quality of water to customers. Additionally, funds are being provided for the V-FIRE (Valve Find, Inspect, Repair and Exercise) program which ensures valve locations are verified, valves are operable, and repairs are completed when valves are not functioning. Lastly, the increase includes funding for performing five-year maintenance on dual-check backflow devices at each residential account to ensure that the public water supply is protected from contamination from residential connections and to test flow rates for connections that have fire sprinkler protection to ensure sufficient water can be delivered in the event the sprinkler system is activated.
- The increase in **Debt Service** is for payments related to bond issues for capital projects and lease payments for vehicle and equipment purchases.
- **Capital Outlay/Maintenance** budget includes funds for ongoing maintenance for water operations and for the replacement of a color copier/scanner/printer that is supported by the Sewer and Mattawoman Divisions.
- **Capital Projects** budget is for the Water Model Update Project.

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>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>
Total Full Time Equivalent	38.3	39.5	40.7	43.6	44.5

Water & Sewer

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

Positions:	FY15	FY16	FY17	FY18	FY19
<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	0.2	0.2	0.2	0.2	0.3
Utilities Senior Project Manager	1.0	1.0	1.0	1.0	1.0
Senior Environmental Operations Superintendent	0.0	0.0	1.0	1.0	1.0
Engineer I - III	2.0	2.0	2.0	2.0	2.0
Technical Support Operations Superintendent	0.0	1.0	1.0	1.0	1.0
Equipment Maintenance Supt.	1.0	1.0	1.0	1.0	1.0
Environmental Operations Superintendent	4.0	4.0	3.0	3.0	3.0
Financial Support Manager	1.5	1.0	1.0	1.0	1.0
Laboratory Supervisor	1.0	1.0	1.0	1.0	1.0
Laboratory Management Information Systems/Data Technician	0.0	1.0	1.0	1.0	1.0
Line Maintenance Superintendent	1.0	1.0	1.0	1.0	1.0
Systems Analyst	1.0	1.0	1.0	1.0	1.0
Network Specialist III	1.0	1.0	1.0	1.0	1.0
Wastewater Operations Supervisor II	6.0	6.0	8.0	8.0	9.0
Assistant Project Manager	2.0	2.0	2.0	2.0	2.0
Line Maintenance Supervisor	3.0	3.0	4.0	4.0	4.0
Equipment Maintenance Supervisor	3.0	3.0	3.0	3.0	3.0
Water Operations Supervisor I-II	3.0	3.0	1.0	1.0	1.0
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	0.2	0.2	0.2	1.2	1.2
Management Support Specialist	1.0	1.0	1.0	1.0	1.0
Instrumentation Technician	3.0	4.0	4.0	8.0	8.0
Electrician III	2.0	1.0	1.0	0.0	0.0
Facilities Maintenance Technician III	1.0	1.0	1.0	1.0	1.0
Administrative Project Specialist	1.0	1.0	1.0	1.0	1.0
Equipment Maintenance Technician II	3.0	3.0	3.0	3.0	3.0
Fleet Maintenance Technician II	1.0	1.0	1.0	1.0	1.0
Environmental Operator / Trainee	33.0	33.0	33.0	36.0	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	2.0	2.0
Inventory Control Associate	0.2	0.2	0.2	0.2	0.2
Regulatory Compliance Associate	1.0	1.0	1.0	1.0	1.0
Equipment Operator III - IV	7.0	7.0	9.0	9.0	9.0
Technician - Small Engine	0.0	0.0	0.0	0.0	0.8
Fleet Maintenance Superintendent	0.0	0.0	0.0	0.0	0.3
Equipment Maintenance Technician	5.0	5.0	7.0	7.0	7.0
Office Associate III	1.0	1.0	2.0	2.0	2.0
Facilities Maintenance Technician I	1.0	1.0	1.0	1.0	1.0
Line Maintenance Worker	8.0	10.0	9.0	9.0	9.0
Part Time I	0.6	0.6	1.4	1.4	1.4
Total Full Time Equivalent	117.0	120.5	126.2	132.2	134.4
Allocated to Other Funds	(1.0)	(1.0)	(1.8)	(1.8)	(1.8)
Total Full Time Equivalents W/S	116.0	119.5	124.5	130.5	132.7
Sewer	44.1	45.0	47.4	47.5	48.8
Mattawoman	33.6	35.1	36.4	39.4	39.4
Water	38.3	39.5	40.7	43.6	44.5
Total Full Time Equivalent	116.0	119.5	124.5	130.5	132.7

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	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change FY2018	% Chg.
Personal Services	\$86,688	\$90,800	\$112,000	\$112,000	\$21,200	23.3%
Fringe Benefits	21,683	26,300	30,600	30,600	4,300	16.3%
Operating Costs	457	2,000	2,500	2,500	500	25.0%
Operating Contingency	0	16,200	0	0	(16,200)	N/A
Total Expenditures	\$108,828	\$135,300	\$145,100	\$145,100	\$9,800	7.2%
Revenues	\$2,811	\$5,200	\$5,100	\$5,100	(\$100)	-1.9%

Baseline Changes and Useful Information:

- **Personal Services** increase reflects a recent reorganization and approved salary increases.
- **Operating Contingency** for FY2018 included funds to cover revenue shortfalls and/or expenditure overruns.
- **Revenues** have been adjusted based on activity.

Description:

The Administration Division under Planning & Growth Management provides continuous evaluation of infrastructure needs and implements standards through updates to comprehensive plan, ordinances, policies, and procedures; maintain high standards of personnel efficiency and expertise to guarantee performance consistent with specialized obligations; develop and maintain a continuous program of education, promoting the most efficient use of the resources of the County pertaining to planning and growth management, the land necessary for roads, water and sewer, and facilities improvements, while emphasizing the socioeconomic values of comprehensive land development and programming; improve recruitment and retention as another area of emphasis in developing a top flight staff.

The responsibilities of the Administration Division include: budget administration; customer relations; department's coordination with citizens' liaison issues; maintenance of department's central file room; dedication of roads, water and sewer systems; property acquisitions; planning, preparation & coordination of auction of surplus county properties; develop programs and procedures; grants administration; personnel administration; short and long range planning, approval of record plats and utility permits. Patapsco water supply; water conservation program; water & sewage plan; technical support; WSSC water interconnection negotiations; allocation; consent orders; pretreatment program; sludge management program; Mattawoman failing septic areas; new facilities feasibility; Inflow & Infiltration program; and the Pisgah residential well installations.

Positions:

<u>Title</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>
Director of Planning & Growth Mgmt	0.3	0.3	0.3	0.3	0.2
Deputy Director	0.0	0.0	0.3	0.3	0.2
Administration Manager	0.3	0.3	0.0	0.0	0.0
Project/Program Manager	0.0	0.0	0.0	0.1	0.2
Citizen Response Coordinator	0.0	0.0	0.0	0.0	0.2
Property Acquisition Officer	0.3	0.3	0.3	0.3	0.0
Assistant to the Director	0.0	0.0	0.3	0.3	0.1
Administrative Associate	0.3	0.3	0.0	0.0	0.0
Part Time	0.0	0.0	0.1	0.1	0.1
Total Full Time Equivalent	1.1	1.1	1.1	1.2	0.8

Water & Sewer

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change FY2018	% Chg.
Personal Services	\$204,718	\$239,600	\$189,200	\$189,200	(\$50,400)	-21.0%
Fringe Benefits	51,682	75,700	62,600	62,600	(13,100)	-17.3%
Operating Costs	2,703	3,700	3,700	3,700	0	0.0%
Operating Contingency	0	44,400	0	0	(44,400)	N/A
Total Expenditures	\$259,103	\$363,400	\$255,500	\$255,500	(\$107,900)	-29.7%

Changes and Useful Information:

- **Personal Services** decrease is due to a recent reorganization.
- **Operating Cost** reflects anticipated activity for FY2019.
- **Operating Contingency** for FY2018 included funds to cover revenue shortfalls and/or expenditure overruns.

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:

Title	FY15 FTE	FY16 FTE	FY17 FTE	FY18 FTE	FY19 FTE
Chief of CPIS	0.0	0.0	0.0	0.0	0.1
Development Services Manager	0.0	0.3	0.3	0.3	0.0
Engineer I / II / III / IV	1.1	0.7	0.7	0.7	1.0
Building Code Official	0.0	0.1	0.1	0.1	0.1
Right-of-Way Agent I	0.3	0.3	0.3	0.3	0.0
Assistant to the Chief of CPIS	0.0	0.0	0.0	0.0	0.1
Right of Way and Bonding Specialist	0.0	0.0	0.0	0.0	0.3
Water/Wastewater Permit Technician	0.8	0.8	0.8	0.0	0.0
Permits Specialist	0.8	1.0	1.0	1.0	1.0
PGM Support Specialist	0.0	0.0	0.0	0.0	0.5
Office Associate II	0.8	0.8	0.8	0.8	0.0
PGM Receptionist	0.0	0.0	0.0	0.0	0.6
Office Associate I	0.3	0.0	0.0	0.0	0.0
Total Full Time Equivalent	3.9	3.9	3.9	3.2	3.7

Water & Sewer

Department: Planning and Growth Management 30.07.19
Division \ Program: Planning Fund: Enterprise
Program Administrator: Jason Groth, Planning Director
<http://www.charlescountymd.gov/pgm/planning/planning>

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change FY2018	% Chg.
Personal Services	\$140,454	\$220,200	\$231,900	\$231,900	\$11,700	5.3%
Fringe Benefits	51,827	100,300	101,100	101,100	800	0.8%
Operating Costs	8,702	195,400	201,200	201,200	5,800	3.0%
Total Expenditures	\$200,983	\$515,900	\$534,200	\$534,200	\$18,300	3.5%

Changes and Useful Information:

- **Personal Services** increase reflects a recent reorganization and approved salary increases.
- The **Operating Costs** budget was adjusted based on current spending patterns.

Description:

The Planning Division administers the County programs related to Comprehensive Planning, Zoning Regulation, and Infrastructure Planning. The services provided by the Planning Division include four major program areas: Long-range & Preservation Planning, Development Review, Zoning Administration, and Infrastructure Planning and Analysis.

Long-range & Preservation Planning develops and administers the County Comprehensive Plan and Small Area Plans, facilitates the Agricultural and Land Preservation programs, and provides oversight of the Watershed Improvement Plan and associated environmental enhancement programs. This specialized team also administers the Cultural Resource, Historic and Archeological Preservation Programs, and leads the coordination effort with our local Military Base installations to prevent incompatible land use encroachment.

The Zoning Administration group provides direction over the core zoning regulations with regard to commercial, industrial and residential development in the un-incorporated areas of the County. This includes approval of permissible uses by zone, development setbacks and landscape buffers, height restrictions, parking, site design and architectural review code, and other related development regulations. In addition, this team administers the Record Plat process, the Site Development Plan process, and the Variance and Special Exception processes with the Board of Zoning Appeals.

Development review includes the review, processing and approval of small and large-scale development within the County. More specifically, this team evaluates Preliminary Subdivision Plans, major subdivision record plats, forest conservation plans, and adequate public facility regulations. This also includes the coordination with State and county agencies on each application. They process development requests and develop staff reports that are presented to the County Planning Commission for approval.

Finally, the Engineering and Infrastructure Planning team is responsible for planning, coordination, and management of public infrastructure and local drinking water resources. Infrastructure management includes public water and sewer, public transportation facilities, and the administration of the County's mapping services. Resource management includes the oversight and allocation of capacity for potable water supply, wastewater treatment capacities, and associated planning activities. This group provides the administration of the County petition process, drafting and facilitation of the solid waste & water /sewer plans, and coordination with Federal, State, & local resource agencies.

Positions:

	FY15	FY16	FY17	FY18	FY19
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Resource & Infrastructure Mgmt	0.7	0.7	0.7	0.7	0.0
Planning Director	0.0	0.0	0.0	0.0	0.3
Assistant Chief of Planning	0.0	0.0	0.0	0.0	0.2
Resource Manager	0.3	0.3	0.3	0.3	0.0
Engineer III / IV	1.0	1.0	1.0	1.0	1.0
Engineer II	0.0	0.0	0.8	0.8	0.8
GIS Analyst	0.4	0.4	0.4	0.4	0.4
Planner I - III	0.4	0.4	0.4	0.4	0.4
PGM Coordinator	0.0	0.0	0.3	0.3	0.0
Administrative Associate	0.3	0.3	0.0	0.0	0.0
Part Time	0.0	0.1	0.3	0.3	0.3
Total Full Time Equivalent	3.1	3.2	4.2	4.2	3.3
Allocated to the Capital Project Fund	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Net Cost to the Water & Sewer Fund	2.1	2.2	3.2	3.2	2.3

Water & Sewer

Department: Fiscal & Administrative Services 30.04.60
Division \ Program: Billing Fund: Enterprise
Program Administrator: Tracy Willett, Water/Sewer Billing Manager
 Mailing Address: P.O. Box 1630, La Plata, MD 20646
 Physical Address: 200 Baltimore St., La Plata, MD 20646 301-645-0624 301-870-2542
www.charlescountymd.gov/fas/wsbilling/water-and-sewer-billing 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2017	FY2018	FY2019	FY2019	\$ Change	%
	Actual	Adopted	Request	Adopted	FY2018	Chg.
Personal Services	\$411,393	\$431,200	\$450,200	\$450,200	\$19,000	4.4%
Fringe Benefits	125,340	146,900	129,300	129,300	(17,600)	-12.0%
Operating Costs	187,269	193,800	202,300	202,300	8,500	4.4%
Debt Service	2,873	9,000	8,100	8,100	(900)	-10.0%
Total Expenditures	\$726,876	\$780,900	\$789,900	\$789,900	\$9,000	1.2%
Total Revenues	\$739,132	\$780,900	\$789,900	\$789,900	\$9,000	1.2%

Changes and Useful Information:

- **Personal Services** includes funds for a part time position to keep pace with the growing customer base and increased workload.
- The **Operating Costs** budget was adjusted based on current spending patterns.

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	FY15	FY16	FY17	FY18	FY19
	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	6.0	6.0	6.0	6.0
Part Time	0.0	0.0	0.0	0.0	0.7
Total Full Time Equivalent	7.3	8.3	8.3	8.3	8.9

Water & Sewer

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change FY2018	% Chg.
Personal Services	\$365,755	\$434,800	\$422,000	\$422,000	(\$12,800)	-2.9%
Fringe Benefits	113,874	137,600	143,300	143,300	5,700	4.1%
Operating Costs	78,883	122,800	123,500	123,500	700	0.6%
Debt Service	367,007	343,700	285,900	285,900	(57,800)	-16.8%
Capital Outlay	0	0	7,200	7,200	7,200	NEW
Total Expenditures	\$925,519	\$1,038,900	\$981,900	\$981,900	(\$57,000)	-5.5%
Total Revenues	\$1,063,630	\$1,038,900	\$981,900	\$981,900	(\$57,000)	-5.5%

Changes and Useful Information:

- **Personal Services** decrease is the net impact of reducing overtime to reflect current activity and funding increase compensation for employees.
- The **Operating Costs** budget was adjusted based on current spending patterns.
- Included in **Debt Service** are funds to cover the Meter Replacement Lease and payments to finance vehicles and equipment. Due to certain financed equipment being paid off, the overall Debt Service budget is decreasing.
- **Capital Outlay** is for the purchase of a handheld meter reader for additional final readings of meters.

Description:

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

Positions:

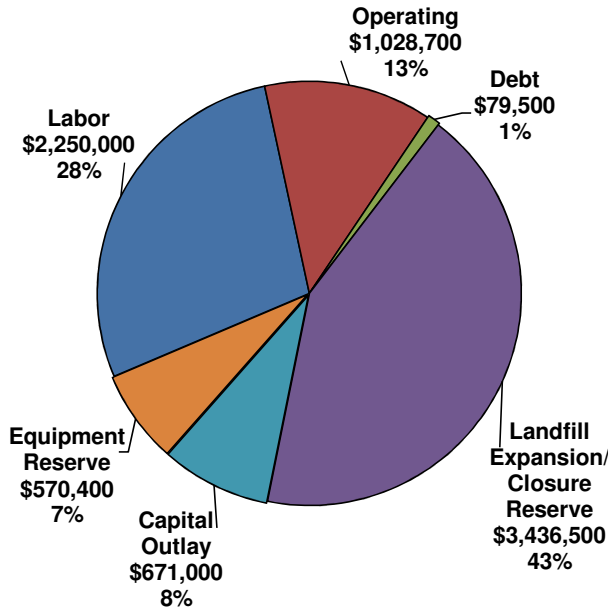
Title	FY15 FTE	FY16 FTE	FY17 FTE	FY18 FTE	FY19 FTE
Asst Director of Public Works - Utilities	0.1	0.1	0.1	0.1	0.1
Meter Superintendent	1.0	1.0	1.0	1.0	1.0
Meter Technicians	5.0	5.0	5.0	6.0	6.0
Total Full Time Equivalent	6.1	6.1	6.1	7.1	7.1

Solid Waste Fund

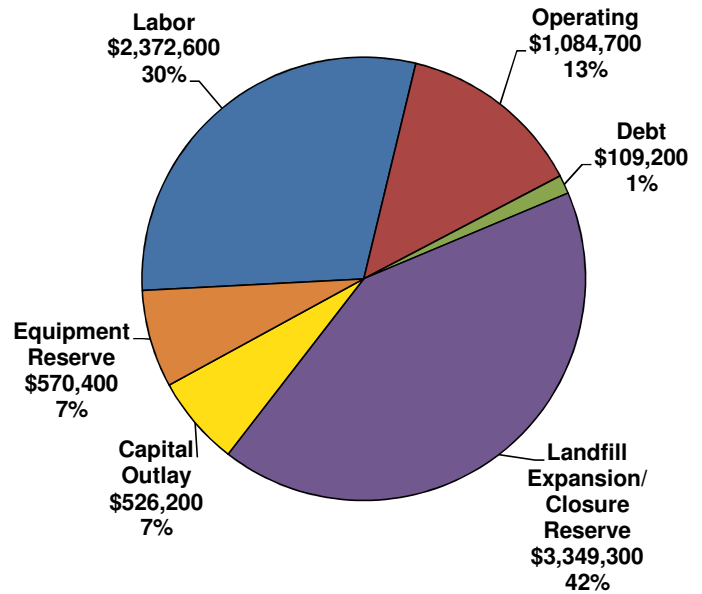
William A. Shreve, Director of Public Works
 Mailing Address: 1001 Radio Station Rd., La Plata, MD 20646
 St. Charles Landfill
 Physical Address: 12305 Billingsley Rd., Waldorf, MD 20602
www.charlescountymd.gov/pw/landfill/landfill-operations

301-932-9038 301-870-5481
 Scalehouse & Landfill 7:30 a.m.-4:00 p.m. M-SA;
 Recycling Center 7:00 a.m.-7:00 p.m. M-SA

FY18 Expenses
Total: \$8,036,100



FY19 Expenses
Total: \$8,012,400



Solid Waste Fees:

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

Objectives & Measurements:

	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 Estimated
Total Tons	84,963	94,901	101,149	101,050	103,150
Number of Patrons	79,880	76,035	83,948	85,000	88,000

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	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$1,537,131	\$1,679,900	\$1,722,300	\$1,728,600	\$48,700	2.9%
Fringe Benefits	448,642	570,100	650,300	644,000	73,900	13.0%
Operating Costs	925,029	1,028,700	1,084,700	1,084,700	56,000	5.4%
Debt Service	44,013	79,500	109,200	109,200	29,700	37.4%
Landfill Expansion/Closure	2,823,100	3,436,500	3,349,300	3,349,300	(87,200)	-2.5%
Capital Outlay	685,777	671,000	526,200	526,200	(144,800)	-21.6%
Transfer to Capital Projects	773,000	0	0	0	0	N/A
Capital Maintenance	49,448	0	0	0	0	N/A
Equipment/Tech Reserve	570,400	570,400	570,400	570,400	0	0.0%
Total Expenditures	\$7,856,540	\$8,036,100	\$8,012,400	\$8,012,400	(\$23,700)	-0.3%

Changes and Useful Information:

- **Personal Services** includes the upgrade of two part time Weigh Clerks to full time to improve efficiency and to provide better customer service; also includes approved salary increases.
- The **Operating Costs** increased to provide street sweeping at the Landfill and surrounding roads, as well as, to cover the increase in leachate disposal cost based on anticipated activity.
- **Debt Service** includes debt payments related to the Citizen's Waste Disposal Facility, Landfill Leachate Pretreatment Facility, and Landfill Storm Water Management Ponds. It also includes funding to finance a new mini excavator and a heavy truck lift to improve the safety and productivity at the Landfill.
- The **Landfill Expansion/Closure** budget funds the future development of the remaining space at the Landfill.
- The **Capital Outlay** budget is to replace a dozer and to purchase a bush cutter attachment to assist with mowing the steep landfill slopes.
- 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 beyond 2038 due to the utilization of a transfer facility which will allow for disposal options outside of the County's jurisdiction.

Positions:

Title	FY15 FTE	FY16 FTE	FY17 FTE	FY18 FTE	FY19 FTE
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	0.2	0.2	0.2	0.2
Landfill Superintendent	1.0	1.0	1.0	0.0	0.0
Scale House Manager	0.0	0.0	0.0	1.0	1.0
Scalemaster	1.0	1.0	1.0	0.0	0.0
Landfill & Recycling Site Superintendent	0.0	0.0	0.0	1.0	1.0
Landfill Operations Supervisor	1.0	1.0	1.0	0.0	0.0
Landfill Equipment Technician Team Leader	0.0	0.0	0.0	1.0	1.0
Landfill Equipment Technician	2.0	2.0	2.0	2.0	2.0
Technician - Small Engines	1.0	1.0	1.0	1.0	1.0
Management Support Specialist	0.2	0.2	0.2	0.2	0.2
Administrative Associate	1.2	1.2	1.2	1.2	1.2
Scale House Team Leader	0.0	0.0	0.0	1.0	1.0
Assistant Scalemaster	1.0	1.0	1.0	0.0	0.0
Landfill Equipment Operator Team Leader	0.0	0.0	0.0	2.0	2.0
Equipment Operator II - IV	8.0	8.0	8.0	7.0	7.0
Weigh Clerk	2.0	2.0	2.0	2.0	4.0
Facilities Maintenance Technician I	1.0	1.0	1.0	0.0	0.0
Landfill Solid Waste Worker Team Leader	0.0	0.0	0.0	1.0	1.0
Solid Waste Worker	7.5	7.5	7.5	7.0	7.0
Part Time Positions	4.8	4.8	4.8	4.8	3.2
Total Full Time Equivalent	32.9	33.0	33.0	33.5	33.9

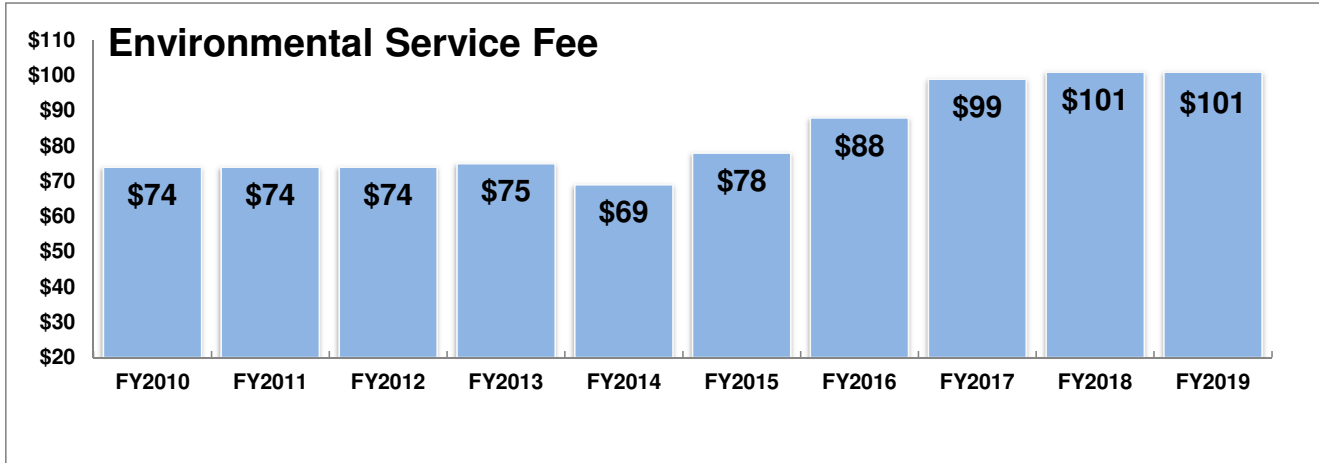
Environmental Service Fund

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

Recycling & Litter Control
 301-932-3599 301-870-2778
 7:30 a.m.-4:00 p.m. M-F

Steve Kaii-Ziegler, Director of Planning & Growth Management
 Address: 200 Baltimore Street, La Plata, MD 20646
www.charlescountymd.gov/pgm/planning/planning

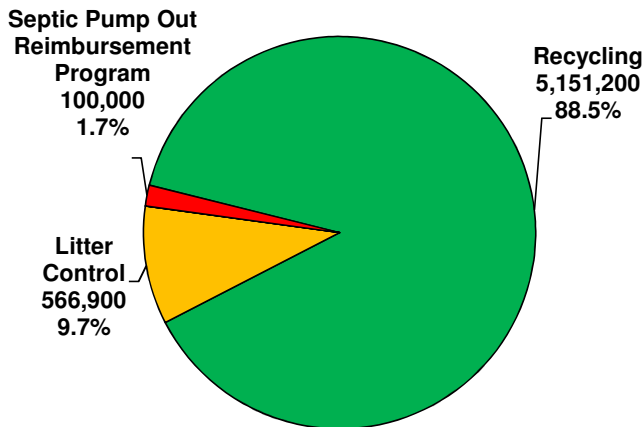
Various Environmental Programs
 301-645-0627 301-870-3935
 8:00 a.m.-4:30 p.m. M-F



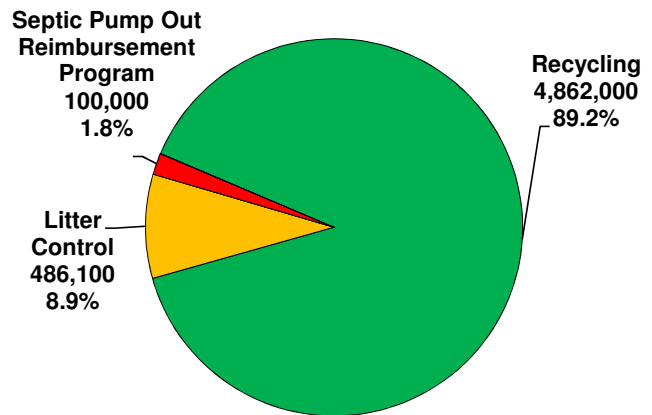
NOTE: The Environmental Service Fee (ESF) is charged annually to each improved property within the County. Improved property is land with one or more structures on it. The current revenue is used to support Recycling and Litter Control programs and to fund dwelling unit septic improvements. Prior to FY2014 this revenue also supported the National Pollutant Discharge Elimination System Permit (NPDES)/Stormwater Management program.

Through the years, the County has raised the ESF fee to expand coverage as needed and to cover other expenditure increases, such as stormwater management. The FY2014 fee was adjusted because stormwater costs were moved to a new Watershed Restoration and Protection fund to meet State Law (2012 Session - HB 987). The FY2019 fee did not need to be increased. 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 FY2019 ESF fee of \$20, which also did not change from FY2018.

FY2018
Total: \$5,818,100



FY2019
Total: \$5,448,100



Objectives and Measurements

Objectives & Measurements:

	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 Estimated
<i><u>Objective: Divert recyclables from the waste stream and exceed the State's mandated recycling rate of 35%.</u></i>					
Recycling tons	16,587	18,414	20,407	22,500	24,500
Recycling rate (State Mandate = 35%)	CY 48.01%	CY 50.00%	CY 50.00%	CY 50.00%	CY 50.00%

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

# of complaints	199	174	169	175	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	6,506	7,401	7,727	8,200	8,500
# of homes	41,372	43,560	44,700	46,000	47,500
% of homes in program	82.7%	83.8%	86.0%	86.8%	91.3%
tons per home	0.1572	0.1699	0.1729	0.1745	0.1789
# of complaints	1,216	1,161	1,134	1,250	1,350
# of carts distributed	3,000	3,000	1,500	1,500	1,500

Recycling Centers

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

Number of Patrons:

Breeze Farm	20,885	20,401	18,247	18,500	19,000
Gilbert Run	16,578	14,637	14,062	14,500	15,000
Landfill	53,981	58,040	50,570	52,000	53,000
Pisgah	<u>43,939</u>	<u>42,958</u>	<u>39,610</u>	<u>40,000</u>	<u>42,000</u>
Total Patrons	135,383	136,036	122,489	125,000	129,000

Mulch Facility

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

Yard Waste Tonnage	7,857	8,472	10,171	10,500	11,500
Number of Patrons	16,176	15,673	18,653	19,500	20,500
Household hazardous waste (tons)	33	17	21	23	26
Mulch given away (tons)	2,370	2,676	1,885	2,225	2,500
Used Oil Collected (gallons)	35,000	40,700	42,600	44,000	46,000

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	FY2017	FY2018	FY2019	FY2019	\$ Change from FY2018	% Chg.
	Actual	Adopted	Request	Adopted		
Personal Services	\$961,666	\$1,010,600	\$1,087,100	\$1,090,500	\$79,900	7.9%
Fringe Benefits	254,044	324,700	344,400	341,000	16,300	5.0%
Operating Costs	2,596,599	3,027,700	3,110,200	3,110,200	82,500	2.7%
Debt Service	695,696	734,100	489,400	489,400	(244,700)	-33.3%
Capital Outlay	0	500,000	196,000	196,000	(304,000)	-60.8%
Equipment Reserve	121,000	121,000	121,000	121,000	0	0.0%
Total Expenditures	\$4,629,005	\$5,718,100	\$5,348,100	\$5,348,100	(\$370,000)	-6.5%

Changes and Useful Information:

- **Personal Services** includes approved salary increases, as well as, additional funds to meet the minimum wage increase and to meet the demand for part time assistance.
- **Operating Costs** increased to cover the Materials Facility fee increase, and an increase in house count for Curbside Collection and Curbside Yard Waste.
- **Debt Service** decrease is due to the expiration of bank financing for blue recycling carts.
- The FY2019 **Capital Outlay** budget allows for the purchase of 1,500 blue recycling carts as well as additional equipment that will allow for more efficient operations at the Landfill citizen drop off area. Also included are funds to replace roll off boxes and a stationary trash compactor.
- 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 52% recycling rate and a 4% source reduction credit equaling a total waste diversion rate of 56%. By the end of FY19 approximately 47,500 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:

Title	FY15	FY16	FY17	FY18	FY19
	FTE	FTE	FTE	FTE	FTE
Director of Public Works	0.1	0.1	0.1	0.1	0.1
Asst. Dir. of Public Works - Facilities	0.1	0.2	0.2	0.2	0.2
Chief of Environmental Resources	0.0	0.0	0.0	0.2	0.2
Inventory & Fleet Mgmt Op. Manager	0.0	0.1	0.1	0.1	0.1
Financial Support Manager	0.1	0.2	0.2	0.2	0.2
Recycling/Litter Control Superintendent	1.0	1.0	1.0	1.0	1.0
Landfill & Recycling Site Superintendent	0.0	0.0	0.0	1.0	1.0
Recycling Manager	1.0	1.0	1.0	0.0	0.0
Recycling Contract Manager	1.0	1.0	2.0	2.0	2.0
Inventory Control Specialist	0.0	0.1	0.1	0.1	0.1
Management Support Specialist	0.1	0.2	0.2	0.2	0.2
Equipment Operator IV	2.0	2.0	2.0	2.0	2.0
Litter Control Supervisor	3.0	3.0	3.0	3.0	3.0
Administrative Associate	0.1	0.1	0.1	0.1	0.1
Inventory Control Associate	0.0	0.1	0.1	0.1	0.1
Landfill Solid Waster Worker Team Leader	0.0	0.0	0.0	1.0	1.0
Solid Waste Worker	3.5	4.5	4.5	3.0	3.0
Part Time Positions	12.5	12.5	13.1	14.9	14.9
Total Full Time Equivalent	24.4	25.8	27.4	28.9	28.9

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	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Operating Costs	\$82,261	\$100,000	\$100,000	\$100,000	\$0	0.0%
Total Expenditures	\$82,261	\$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.

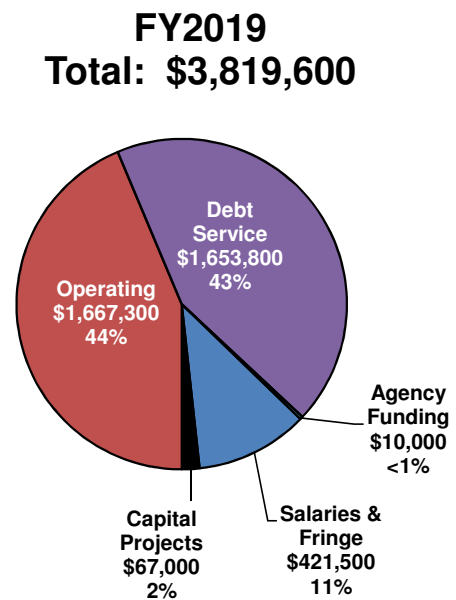
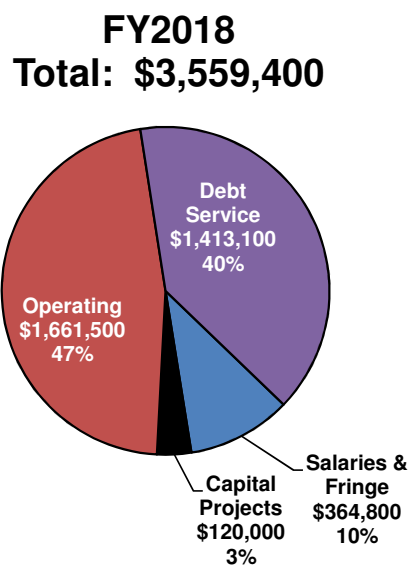
Watershed Protection and Restoration Fund

Steve Kaii-Ziegler, Director of Planning & Growth Management
 Address: 200 Baltimore St., La Plata, MD 20646

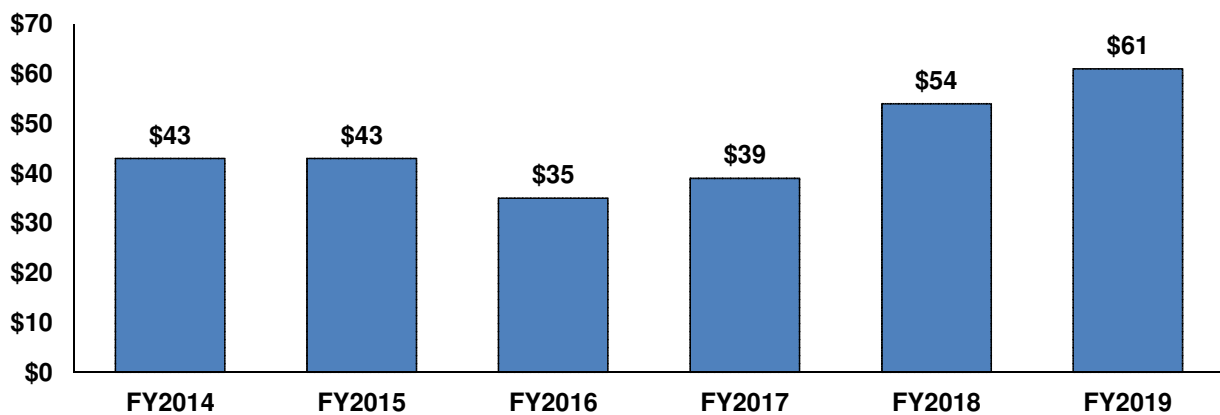
301-645-0627 301-870-3935
 8:00 a.m.-4:30 p.m. M-F

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

The County's Watershed Protection and Restoration Fund is for implementation of local stormwater management plans and practices, and stream and wetland restoration activities. The fund covers related planning, mapping, monitoring, inspections, enforcement, operations and maintenance, public education and outreach, grants to non-profits, administrative costs, and debt service payments to cover the cost of capital improvements. Revenues to the fund are generated primarily by the Stormwater Remediation Fee, which is charged annually to each improved property within the County and accounts for the majority of the operating revenues. The Stormwater Remediation fee was increased to \$61 per improved property in FY2019. The fee is established annually based on the estimated cost of various programs divided by the number of improved properties. Since Town of Indian Head and La Plata have their own stormwater fee for similar purposes, property owners within these town limits are not charged the county fee.



Stormwater Remediation Fee



Objectives & Measurements

Objectives & Measurements:	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 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	101 outfalls	102 outfalls	100 outfalls	100 outfalls
b) Property Maintenance & Management Inspection - # of sites	3	3	3	3	3
c) Watershed Assessment/Total Maximum Daily Load Planning - # of assessments/plans	1	3	6	0	0
d) Small Watershed Water Quality Monitoring (Chemical, Biological, Geomorphic, Best Management Practice Assess) - # of samples/surveys	12	18	24	18	18
e) Large Watershed Water Quality Monitoring (Chemicals) - # of samples	25	20	23	20	20
f) Public Outreach and Education Program - # of events	1	8	8	10	10
g) Public Service Announcements - # TV, Radio, Social Media Spots	365	365	15,825	15,500	15,500
h) WPRP Appeal, Credit, and Hardship Processing					
Property owners receiving a 50% Credit.	91	100	104	100	100
Property owners receiving a 100% Exemption.	8	8	2	8	8
i) Grants - # awarded	0	2	5	4	4
<u>Planning Objective: to maintain compliance with the County's Municipal National Pollutant Discharge Elimination System (NPDES) stormwater permit's, Source Identification task.</u>					
NPDES Stormwater GIS Infrastructure Mapping	230 plans	974 plans	569 plans	500 plans	500 plans
<u>CPIS Objective: Stormwater Maintenance laws mandates that the County inspect all public and private stormwater management structures in three year intervals to ensure their proper use.</u>					
Stormwater management maintenance inspections	2,068	1,452	830	1,000	1,000
<u>Roads Objective: To reduce pollution in the Chesapeake Bay Watershed.</u>					
Number of storm water basins/inlets inspected	1,670	1,895	2,731	3,000	3,500
Number of storm water basins/inlets cleaned	198	168	46	75	100
Number of storm water basins/inlets repaired	57	75	78	65	55
Tons of trash/debris removed from basins/inlets	36.0	57.4	31.0	40.0	45.0
Number of storm water management ponds cleaned/repared	28	33	114	200	250
Tons of trash/debris removed by street sweeping	198.0	213.1	192.0	200.0	225.0

Watershed Protection and Restoration Fund

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$148,360	\$163,000	\$175,600	\$175,600	\$12,600	7.7%
Fringe Benefits	37,302	49,300	53,500	53,500	4,200	8.5%
Operating Costs	529,448	588,100	584,400	584,400	(3,700)	-0.6%
Agency Funding	0	0	10,000	10,000	10,000	NEW
Debt Service	895,379	1,413,100	1,653,800	1,653,800	240,700	17.0%
Capital Projects	112,000	120,000	67,000	67,000	(53,000)	-44.2%
Total Expenditures	\$1,722,489	\$2,333,500	\$2,544,300	\$2,544,300	\$210,800	9.0%

Changes and Useful Information:

- **Personal Services** increase includes approved salary increases, as well as, additional funding to support a reorganization that occurred at the beginning of FY2018.
- The **Operating Costs** budget was reduced to help support the Mosquito Control Program which is funded under the Agency Funding Expenditure Category.
- **Agency Funding** represents the following:
 - Funding to help support the Mosquito Control Program.
 - Funding to support the County's Other Post-Employment Benefits (OPEB) plan.
- **Debt Service** represents principal and interest payments on stormwater management bonds.
- The FY2019 **Capital Projects** budget represents funding for the continuation of the Floodplain Analysis Studies Capital Improvement Project which will provide computations of major drainage courses of 30 Acres or more that are not mapped by FEMA studies for potential restoration projects.

Description:

The Charles County storm sewer system is operated per its NPDES Municipal Separate Storm Sewer System permit. The permit runs for five years and requires the County to develop and implement a number of programs to monitor and control water quality. Highlights of the Planning Division work products include:

- Continuation of a long-term chemical, biological, and physical monitoring program for small watersheds; continuation of urban BMP effectiveness study; and continued support of the US Geological Survey long-term chemical monitoring station for Mattawoman Creek Watershed, a large watershed.
- Continued implementation of the Illicit Discharge Detection and Enforcement Program for the County's storm sewer system. This program provides annual inspection of major outfalls to discover potential illicit discharges into the storm sewer system and enforces violations. The County relies heavily on a public education element to prevent illicit discharges, and has also incorporated penalties for serious and repeat violations.
- Continuous updating of the digital mapping of the County's storm sewer system in the County's Geographic Information System.

Positions:

<u>Title</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>
Director	0.0	0.0	0.0	0.1	0.1
Deputy Director	0.0	0.0	0.0	0.1	0.1
Planning Director	0.0	0.0	0.0	0.3	0.3
Assistant Chief of Planning	0.0	0.0	0.0	0.1	0.1
Planner IV	0.3	0.3	0.3	0.3	0.3
GIS Analyst	0.0	0.0	0.0	0.1	0.1
Assistant to the Director	0.0	0.0	0.0	0.1	0.1
Planner I-III	1.8	1.8	1.8	2.0	2.0
Assistant to the Chief of Planning	0.0	0.0	0.0	0.1	0.1
Total Full Time Equivalent	2.0	2.0	2.0	3.0	3.0

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: Mark Williams, Chief of Codes, Permits, and Inspection Services

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$7,683	\$11,900	\$11,700	\$11,700	(\$200)	-1.7%
Fringe Benefits	2,463	4,000	3,300	3,300	(700)	-17.5%
Operating Costs	118,774	166,500	155,000	155,000	(11,500)	-6.9%
Total Expenditures	\$128,920	\$182,400	\$170,000	\$170,000	(\$12,400)	-6.8%

Changes and Useful Information:

- **Operating Costs** funds contractual staff to perform stormwater maintenance inspections and illicit discharge inspections as required by the federal Clean Water Act. FY2019 funding was reduced to current trends.

Description:

The Inspection and Enforcement Section of the Codes, Permits and Inspection Services (CPIS) 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.

Positions:

	FY15 FTE	FY16 FTE	FY17 FTE	FY18 FTE	FY19 FTE
Title					
Chief of CPIS	0.0	0.0	0.0	0.1	0.1
Engineer IV	0.0	0.0	0.0	0.1	0.1
Development Services Manager	0.0	0.1	0.1	0.0	0.0
Permit Technician	0.0	0.0	0.0	0.3	0.3
Total Full Time Equivalent	0.0	0.1	0.1	0.4	0.4

Department: Planning and Growth Management 50.07.61
Division \ Program: Codes, Permits & Inspection Services\Codes & Permits Fund: Enterprise
Program Administrator: Mark Williams, Chief of Codes, Permits, and Inspection Services

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$39,241	\$40,100	\$58,000	\$58,000	\$17,900	44.6%
Fringe Benefits	11,783	14,100	21,600	21,600	7,500	53.2%
Operating Costs	0	0	1,000	1,000	1,000	NEW
Total Expenditures	\$51,024	\$54,200	\$80,600	\$80,600	\$26,400	48.7%

Changes and Useful Information:

- **Personal Services** increase includes approved salary increases and provides funding to support a new Engineer I position for the department. The position will assist existing Engineer III positions in order to allow for the continuity of the technical aspects of each position. Remaining funding for this position is included in the Inspection & Review Enterprise Fund.
- The **Fringe Benefits** increase includes the fringe costs associated with adding the new position.
- The **Operating Costs** budget supports funding a computer and phone for the new Engineer I position.

Description:

The Codes and Permits Section of the Codes, Permits & Inspection Services (CPIS) 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:

	FY15 FTE	FY16 FTE	FY17 FTE	FY18 FTE	FY19 FTE
Title					
Engineer I - IV	0.5	0.5	0.4	0.4	0.7
Floodplain Management Engineer	0.0	0.0	0.1	0.1	0.1
Total Full Time Equivalent	0.5	0.5	0.5	0.5	0.8

Watershed Protection and Restoration Fund

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$55,717	\$56,000	\$58,100	\$58,100	\$2,100	3.8%
Fringe Benefits	13,173	15,600	16,700	16,700	1,100	7.1%
Operating Costs	105,610	127,000	127,000	127,000	0	0.0%
Total Expenditures	\$174,500	\$198,600	\$201,800	\$201,800	\$3,200	1.6%

Changes and Useful Information:

- The **Operating Costs** budget helps supports the Department's effort to comply with the federal Clean Water Act.

Description:

Federal & State agencies mandate that County owned facilities comply with the NPDES stormwater permit. The Department of Public Works is responsible for preparing stormwater pollution prevention plans for its facilities, and conducts regular site inspections and trains staff on implementing procedures for reducing stormwater pollutant discharge to the waterways.

Positions:

	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Environmental Compliance Officer	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	1.0	1.0	1.0	1.0	1.0

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$0	\$8,100	\$17,100	\$17,100	\$9,000	111.1%
Fringe Benefits	0	2,700	5,900	5,900	3,200	118.5%
Operating Costs	293,904	729,900	729,900	729,900	0	0.0%
Total Expenditures	\$293,904	\$740,700	\$752,900	\$752,900	\$12,200	1.6%

Changes and Useful Information:

- Personal Services and Fringe Benefits** represents funding a position who manages the storm water related contracts for the Road Maintenance Division. The FY2019 budget includes increasing the funding allocation based on the employee's workload, as well as, approved salary increases.
- Operating Costs** represent contract services for street sweeping, stormwater maintenance, storm drain, inlet cleaning, inlet inspection and scheduling, and deicing pollution prevention. Beginning in 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:

Funding to maintain and repair County owned stormwater facilities as required by the federal Clean Water Act.

Positions:

	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Bridge Mgmt/Project Manager	0.0	0.0	0.0	0.1	0.2
Total Full Time Equivalent	0.0	0.0	0.0	0.1	0.2

Watershed Protection and Restoration Fund

Department: Recreation, Parks & Tourism 50.30.41
Division \ Program: Parks & Grounds Fund: Enterprise
Program Administrator: John Snow, Chief of Parks & Grounds

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Operating Costs	\$0	\$0	\$20,000	\$20,000	\$20,000	NEW
Total Expenditures	\$0	\$0	\$20,000	\$20,000	\$20,000	NEW

Changes and Useful Information:

- **Operating Costs** represent contract services for the annual maintenance of four Stormwater Maintenance facilities at various park facilities.

Description:

Contract services needed to maintain the Stormwater Maintenance facilities at various park facilities as required by the federal Clean Water Act.

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Operating Costs	\$58,401	\$50,000	\$50,000	\$50,000	\$0	0.0%
Total Expenditures	\$58,401	\$50,000	\$50,000	\$50,000	\$0	0.0%

Changes and Useful Information:

- The **Operating Costs** increase represents the estimated FY2019 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

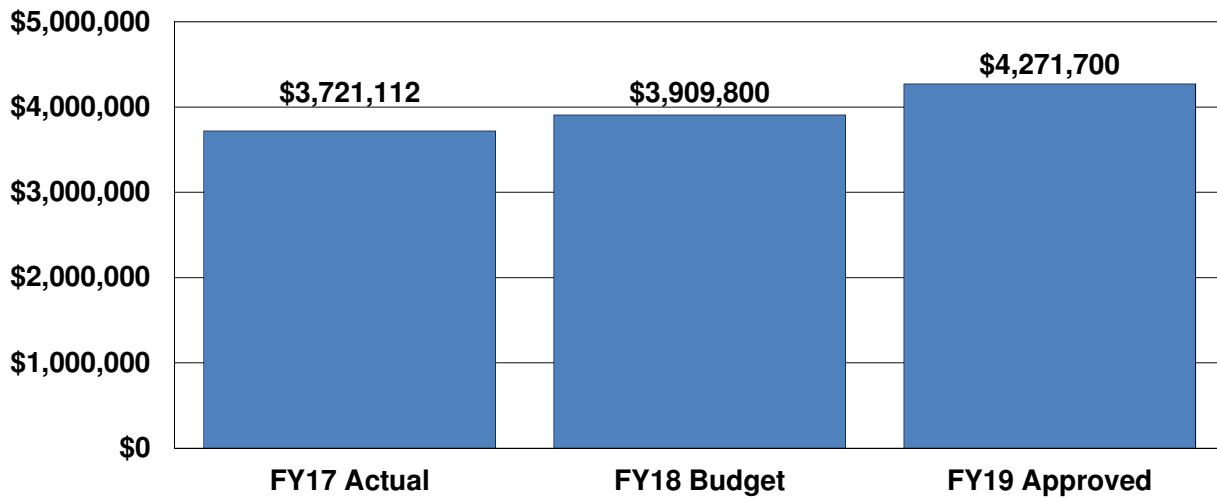
Steve Kaii-Ziegler, Director of Planning & Growth Management

301-645-0627 301-870-3935

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

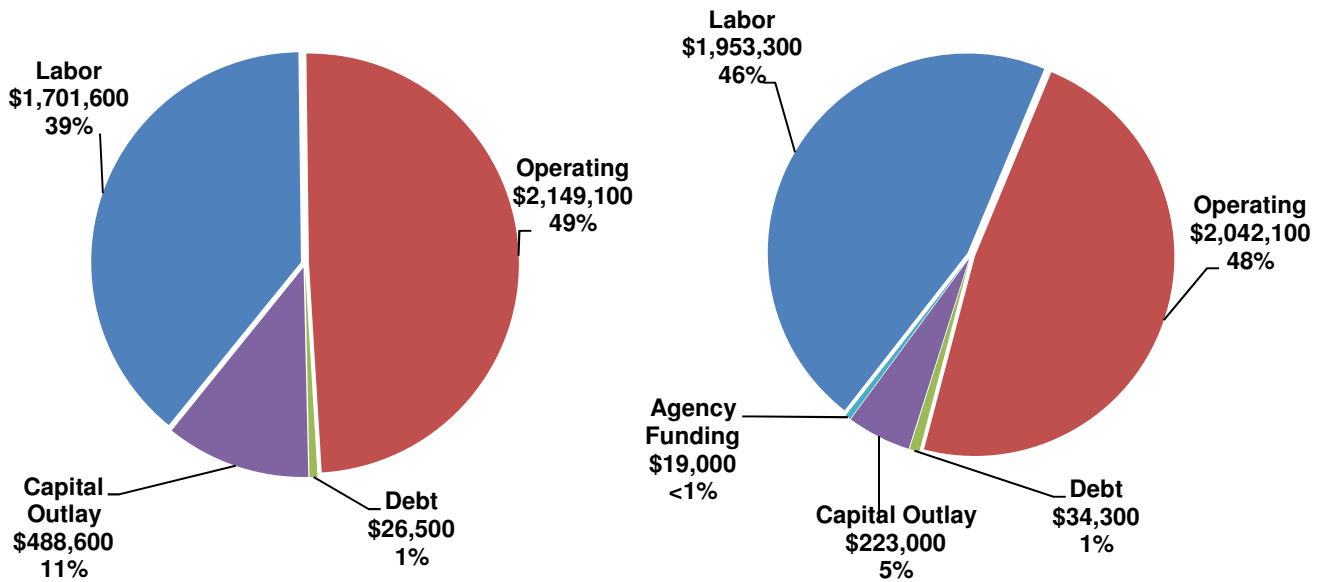
8:00 a.m.-4:30 p.m. M-F

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



FY18
Total: \$4,365,800

FY19
Total: \$4,271,700



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:	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 Estimated
Permits					
<i>Objective: privatized contract, for inspections complying with various local, state and federal laws.</i>					
Total all inspections	29,424	27,923	50,927	31,200	43,800
Total inspections per FTE	5,350	5,077	9,259	5,636	7,964
# of building inspections	15,566	13,528	13,835	14,000	14,375
% of inspections addressed w/i 24 hrs. per inspector (5.5) as of FY16	99%	99%	99%	99%	99%
	2,830	2,460	5,327	2,545	2,614
# of plumbing inspections (PGM & WS)	5,187	5,604	6,165	6,200	6,280
% of inspections addressed w/i 24 hrs. per inspector (5.5) as of FY16	99%	99%	99%	99%	99%
	929	1,019	1,121	1,127	1,142
# of electrical inspections	6,193	6,522	7,620	7,700	7,830
% of inspections addressed w/i 24 hrs. per inspector (5.5) as of FY16	99%	99%	99%	99%	99%
	1,126	1,186	1,385	1,400	1,424
# of mechanical inspections	2,558	2,269	3,200	3,300	3,450
per inspector (5.5) as of FY16	465	413	582	600	627
Request for assistance code enforcement/interpretation					
Initiated	758	572	605	500	750
Completed	497	500	599	800	700
Outstanding	1,048	976	6	526	50
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	131	128	106	129	120
# of active projects reviewed:					
Permits issued	101	130	99	127	108
Permit revisions issued	17	37	24	31	36
Building Permit Plan Review					
<i>Objective: privatized contract, for plan review complying with various local, state and federal laws.</i>					
Building permit plan review residential	2,536	2,881	2,635	2,758	2,680
Average review span (days)	3	4	4	5	4
Building permit plan review commercial	364	330	217	274	250
Average review span (days)	4	6	4	9	4

Inspections & Review

Department: Planning and Growth Management Account: 07.07.06
Division/Program: Administration Fund: Enterprise
Program Administrator: Steve Kaii-Ziegler, Director of Planning Growth Management
<http://www.charlescountymd.gov/pgm>

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Proposed	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$0	\$0	\$69,600	\$69,600	\$69,600	N/A
Fringe Benefits	0	0	18,100	18,100	18,100	N/A
Operating Costs	0	0	70,200	70,200	70,200	N/A
Agency Funding	0	0	19,000	19,000	19,000	N/A
Total Expenditures	\$0	\$0	\$176,900	\$176,900	\$176,900	N/A

Changes and Useful Information:

- Funding was established due to reorganization which allocated Administration costs across all funds.
- **Operating Costs** consolidates funding from other divisions.
- **Agency Funding** represents funding to support the County's Other Post-Employment (OPEB) plan.

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>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>
Director	0.0	0.0	0.0	0.2	0.2
Deputy Director	0.0	0.0	0.0	0.3	0.3
Project/Program Manager	0.0	0.0	0.0	0.2	0.2
Assistant to the Director	0.0	0.0	0.0	0.1	0.1
Total Full Time	0.0	0.0	0.0	0.7	0.7

Inspections & Review

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Proposed	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$1,035,916	\$1,058,900	\$1,036,800	\$1,036,800	(\$22,100)	-2.1%
Fringe Benefits	295,512	364,300	347,100	347,100	(17,200)	-4.7%
Operating Costs	1,258,396	1,460,800	1,354,400	1,354,400	(106,400)	-7.3%
Debt Service	18,601	18,700	26,500	26,500	7,800	41.7%
Operating Contingency	0	33,300	25,900	25,900	(7,400)	-22.2%
Total Expenditures	\$2,608,425	\$2,936,000	\$2,790,700	\$2,790,700	(\$145,300)	-4.9%
Revenues	\$3,253,302	\$3,189,500	\$3,368,300	\$3,368,300	\$178,800	5.6%
Surplus/(Deficit)	\$644,877	\$253,500	\$577,600	\$577,600	\$324,100	127.9%

Changes and Useful Information:

- **Personal Services** was adjusted based on current staffing levels and includes approved salary increases. Funding for two new Construction Inspector positions is included in the budget. They will perform required inspections to meet regulations and will ensure adequate infrastructure inspections are provided.
- The **Operating Costs** budget was adjusted based on current activity and transferring costs to new Administrative Division.
- The **Debt Service** increase funds the cost to finance two trucks for the new Construction Inspectors.
- **Operating Contingency** is to cover unanticipated revenue shortfalls or expenditure overruns.
- **Revenues** were adjusted based on anticipated FY2019 activity.

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:	Mark Williams, Chief of Codes, Permits & Inspection Services		

<u>Positions:</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</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	0.4	0.4
Building & Permit & Enforcement Mgr	0.8	0.6	0.6	0.0	0.0
Engineer IV	0.2	0.0	0.0	0.3	0.3
Development Services Manager	0.0	0.3	0.3	0.0	0.0
Utilities Senior Project Manager	0.1	0.1	0.1	0.0	0.0
Citizen Response Coordinator	0.0	0.0	0.0	0.2	0.2
Floodplain Management Engineer	0.0	0.0	0.4	0.4	0.4
Engineer I-III	1.1	1.1	0.7	0.7	0.7
Inspections Superintendent	1.0	1.0	1.0	0.7	0.7
Permits Processing Supervisor	0.4	0.4	0.4	0.4	0.4
Construction Inspection Supervisor	2.0	2.0	2.0	1.8	1.8
Building Code Official	1.0	0.8	0.8	0.8	0.8
Code Inspection & Enforcement Officer	1.0	1.0	1.0	1.0	1.0
Right-of-Way Agent I-II	0.5	0.5	0.5	0.0	0.0
Zoning Inspection Supervisor	0.0	0.0	0.0	0.2	0.2
Assistant to the CPIS	0.0	0.0	0.0	0.4	0.4
Inspectors	2.0	2.0	2.0	3.1	5.1
Right of Way & Bonding Specialist	0.0	0.0	0.0	0.5	0.5
Dev & Bond Specialist	0.5	0.5	0.5	0.0	0.0
Project Administrative Specialist	0.5	0.5	0.5	0.5	0.5
Permit Technician	0.0	0.0	0.0	0.3	0.3
Administrative Associate	1.0	1.0	1.0	0.0	0.0
Permits Specialist	0.5	1.0	1.0	1.0	1.0
PGM Support Specialist	0.0	0.0	0.0	0.9	0.9
Office Associate I - III	2.3	1.8	1.8	0.0	0.0
PGM Receptionist	0.0	0.0	0.0	0.6	0.6
Part Time	0.2	0.8	1.3	1.3	1.3
Total Full Time Equivalent	15.5	15.8	16.3	15.4	17.4

Inspections & Review

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Proposed	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$195,838	\$194,900	\$192,900	\$192,900	(\$2,000)	-1.0%
Fringe Benefits	64,065	67,700	69,500	69,500	1,800	2.7%
Operating Costs	401,812	500,200	464,100	464,100	(36,100)	-7.2%
Debt Service	7,675	7,800	7,800	7,800	0	0.0%
Total Expenditures	\$669,390	\$770,600	\$734,300	\$734,300	(\$36,300)	-4.7%
Revenues	\$529,038	\$517,100	\$517,100	\$517,100	\$0	0.0%
Surplus/(Deficit)	(\$140,351)	(\$253,500)	(\$217,200)	(\$217,200)	\$36,300	-14.3%

Changes and Useful Information:

- **Personal Services** was adjusted based on current staffing levels and includes approved salary increases. Funding for a new Engineer I position is included in the budget. The position will assist existing Engineer III positions in order to allow for the continuity of the technical aspects of this position. Remaining funding for this position is included in the Watershed Protection & Restoration Enterprise Fund.
- The **Operating Costs** budget was adjusted based on current activity and transferring costs to new Administrative Division.

Description:

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

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

Positions:

<u>Title</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>
Chief of Codes, Permits, Inspections	0.1	0.1	0.1	0.1	0.1
Building & Permit & Enforcement Mgr	0.0	0.2	0.2	0.0	0.0
Floodplain Management Engineer	0.0	0.0	0.5	0.5	0.5
Engineer I - III	1.8	1.8	1.3	1.3	2.0
Permits Processing Supervisor	0.1	0.1	0.1	0.1	0.1
Assistant to the Chief of CPIS	0.0	0.0	0.0	0.1	0.1
Permit Technician	0.0	0.0	0.0	0.1	0.1
Office Associate III	0.1	0.1	0.1	0.0	0.0
Total Full Time	2.1	2.3	2.3	2.2	2.8

Inspections & Review

Department:	Planning and Growth Management	Account:	07.07.19
Division/Program:	Planning	Fund:	Enterprise
Program Administrator:	Jason Groth, Planning Director		
	http://www.charlescountymd.gov/pgm/planning/planning		

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Proposed	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$35,321	\$15,800	\$176,000	\$176,000	\$160,200	1013.9%
Fringe Benefits	0	0	43,300	43,300	43,300	N/A
Operating Costs	9,754	18,200	0	0	(18,200)	N/A
Operating Contingency	0	19,200	17,500	17,500	(1,700)	-8.9%
Total Expenditures	\$45,075	\$53,200	\$236,800	\$236,800	\$183,600	345.1%
Revenues	\$45,075	\$53,200	\$53,300	\$53,300	\$100	0.2%
Surplus/(Deficit)	\$0	\$0	(\$183,500)	(\$183,500)	(\$183,500)	N/A

Changes and Useful Information:

- **Personal Services** increased due to approved salary increases and reorganization.
- **Operating Costs** funding is no longer funding a contractual position which was converted to part time during FY2018.
- **Operating Contingency** covers unanticipated revenue shortfalls or expenditure overruns.

Description:

The Planning Division administers the County programs related to Comprehensive Planning, Zoning Regulation, and Infrastructure Planning. The services provided by the Planning Division include four major program areas: Long-range & Preservation Planning, Development Review, Zoning Administration, and Infrastructure Planning and Analysis.

Long-range & Preservation Planning develops and administers the County Comprehensive Plan and Small Area Plans, facilitates the Agricultural and Land Preservation programs, and provides oversight of the Watershed Improvement Plan and associated environmental enhancement programs. This specialized team also administers the Cultural Resource, Historic and Archeological Preservation Programs, and leads the coordination effort with our local Military Base installations to prevent incompatible land use encroachment.

The Zoning Administration group provides direction over the core zoning regulations with regard to commercial, industrial and residential development in the un-incorporated areas of the County. This includes approval of permissible uses by zone, development setbacks and landscape buffers, height restrictions, parking, site design and architectural review code, and other related development regulations. In addition, this team administers the Record Plat process, the Site Development Plan process, and the Variance and Special Exception processes with the Board of Zoning Appeals.

Development review includes the review, processing and approval of small and large-scale development within the County. More specifically, this team evaluates Preliminary Subdivision Plans, major subdivision record plats, forest conservation plans, and adequate public facility regulations. This also includes the coordination with State and county agencies on each application. They process development requests and develop staff reports that are presented to the County Planning Commission for approval.

Finally, the Engineering and Infrastructure Planning team is responsible for planning, coordination, and management of public infrastructure and local drinking water resources. Infrastructure management includes public water and sewer, public transportation facilities, and the administration of the County's mapping services. Resource management includes the oversight and allocation of capacity for potable water supply, wastewater treatment capacities, and associated planning activities. This group provides the administration of the County petition process, drafting and facilitation of the solid waste & water /sewer plans, and coordination with Federal, State, & local resource agencies.

Positions:

<u>Title</u>	<u>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>
Assistant Chief of Planning	0.0	0.0	0.0	0.2	0.2
Planner IV	0.0	0.0	0.0	0.3	0.3
Planner I - III	0.2	0.2	0.2	1.2	1.2
Planning Technician	0.0	0.0	0.0	0.5	0.5
Part Time	0.0	0.0	0.0	0.3	0.3
Total Full Time	0.2	0.2	0.2	2.4	2.4

Inspections & Review

Department: Planning and Growth Management Account: 07.07.149
Division/Program: Technology Fund: Enterprise
Program Administrator: Steve Kaii-Ziegler, Director of Planning Growth Management

Expenditure Category	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$45,555	\$0	\$0	\$0	\$0	N/A
Fringe Benefits	12,984	0	0	0	0	N/A
Operating Costs	44,545	117,400	110,000	110,000	(7,400)	-6.3%
Operating Contingency	0	0	0	0	0	N/A
Capital Outlay	294,243	488,600	223,000	223,000	(265,600)	-54.4%
Total Expenditures	\$397,327	\$606,000	\$333,000	\$333,000	(\$273,000)	-45.0%
Revenues	\$397,327	\$606,000	\$333,000	\$333,000	(\$273,000)	-45.0%
Surplus/(Deficit)	\$0	\$0	\$0	\$0	\$0	N/A

Changes and Useful Information:

- **Operating Costs** represents the software maintenance agreement on the new land use, subdivision, code enforcement, and permit activities software.
- The FY2019 **Capital Outlay** budget has been reduced to the balance of an one time purchase of land use, subdivision, code enforcement, and permit activities software.

Description

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

Positions:

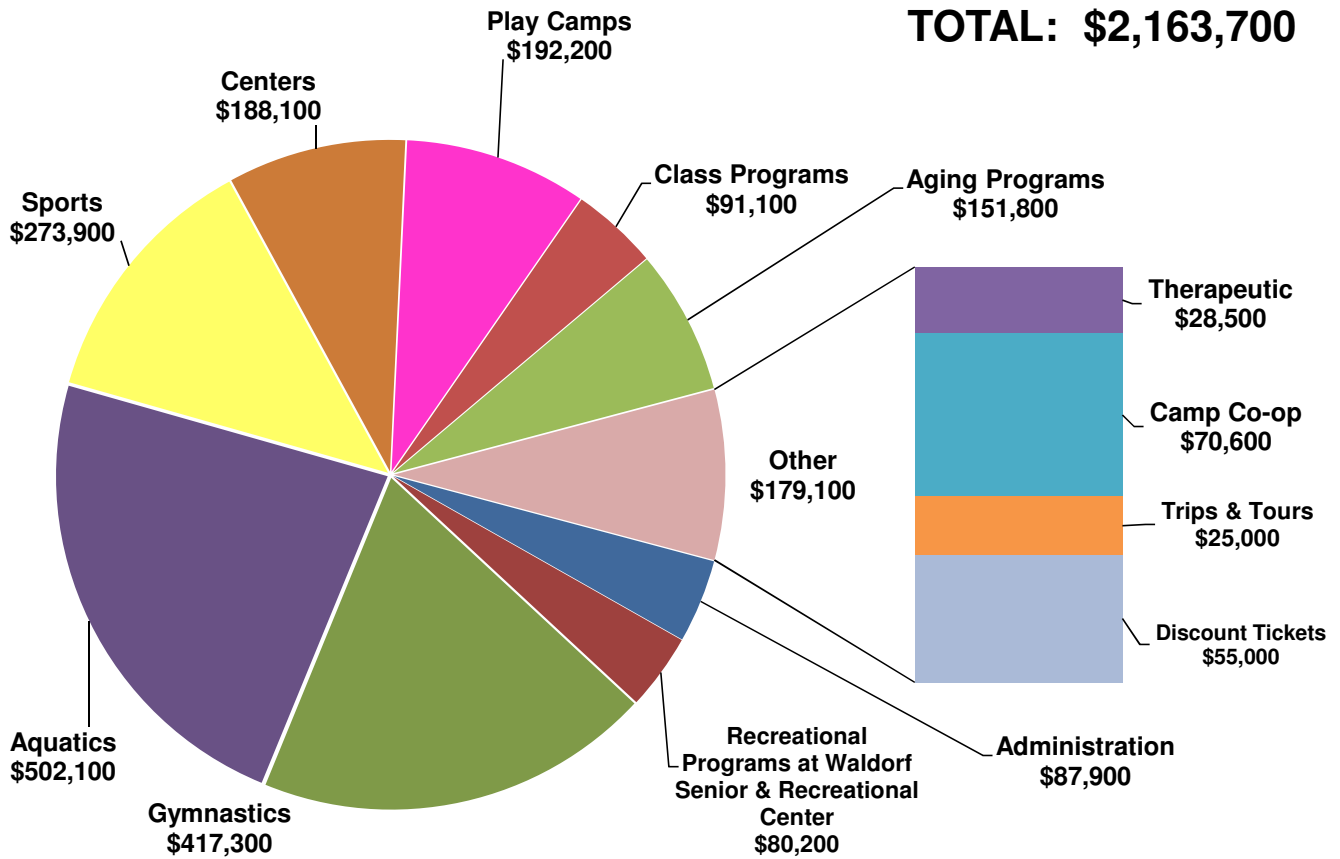
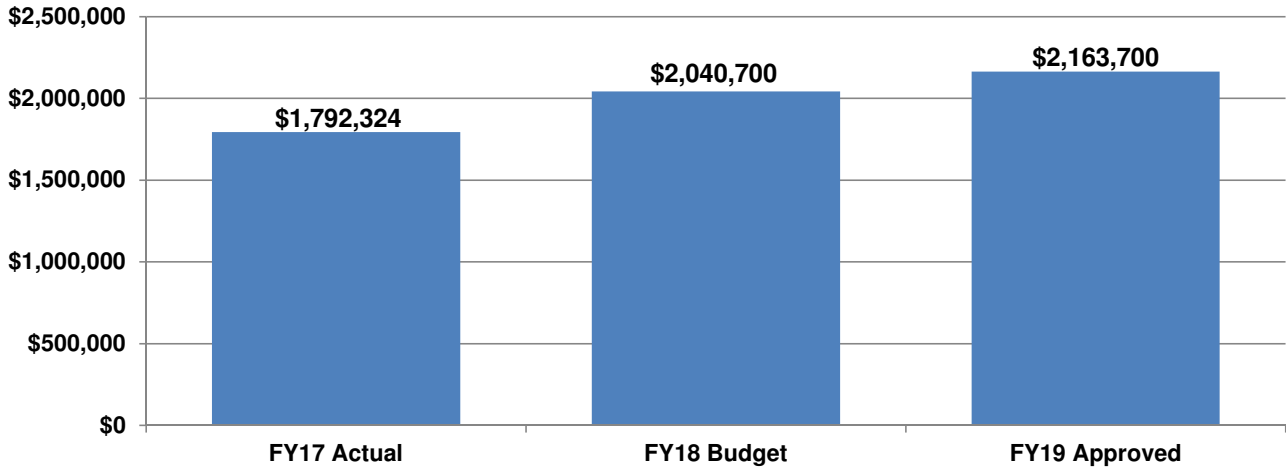
<u>Title</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>
Consultant/Director	0.0	0.0	0.3	0.0	0.0
Total Full Time Equivalent	0.0	0.0	0.3	0.0	0.0

Recreation Fund

Eileen B. Minnick, Director of Recreation, Parks, and Tourism
 Address: 8190 Port Tobacco Rd., Port Tobacco, MD 20677
www.charlescountyparks.com

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

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



Recreation

Department: Recreation, Parks, and Tourism **Account:** 24.30.40
Division/Program: Recreation **Fund:** Enterprise
Program Administrator: Sam Drury, Chief of Recreation
<http://www.charlescountyparks.com/recreation/recreation>

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$846,489	\$982,800	\$1,020,800	\$1,020,800	\$38,000	3.9%
Fringe Benefits	111,075	153,700	173,200	173,200	19,500	12.7%
Operating Costs	561,546	733,800	814,100	814,100	80,300	10.9%
Debt Service	150,313	3,200	0	0	(3,200)	N/A
Operating Contingency	0	2,200	3,800	3,800	1,600	72.7%
Capital Outlay	28,765	0	0	0	0	N/A
Total Expenditures	\$1,698,188	\$1,875,700	\$2,011,900	\$2,011,900	\$136,200	7.3%
Revenues	\$1,716,724	\$1,875,700	\$2,011,900	\$2,011,900	\$136,200	7.3%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and part time help at the Waldorf Senior and Recreational Center.
- The **Operating Costs** budget including funding for programs at the Waldorf Senior and Recreational Center.
- **Debt Service** was decreased due to the retirement of debt associated with Elite Gymnastics.
- **Operating Contingency** is to cover unforeseen costs.
- FY2019 **Revenues** are increasing mainly due to the introduction of the RecPass and increased participation in programs for the opening of the new center.

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.
- Community Centers offer a variety of programs, services, activities and recreational opportunities to persons of all ages. They are focal points in each geographic area of Charles County and generate a sense of community through interaction and 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.
- Recreational programs will be offered at the Waldorf Senior & Recreation Center when it opens.

Positions:

Title	FY15 FTE	FY16 FTE	FY17 FTE	FY18 FTE	FY19 FTE
Sports Program Supervisor	1.0	1.0	1.0	1.0	1.0
Recreation Facility & Program Supervisor	0.0	0.0	0.0	1.0	1.0
Recreation Center Coordinator	1.0	1.0	1.0	0.0	0.0
Administrative Associate	0.3	0.0	0.0	0.0	0.0
Assistant Recreation & Leisure Program	0.8	0.8	0.8	1.0	1.0
Part Time Positions	27.2	28.9	28.9	29.3	31.6
Total Full Time Equivalent	30.3	31.7	31.7	32.3	34.6

Recreation

Department: Community Services **Account:** 24.06.21.11
Division\Program: Aging & Human Services - Nanjemoy Community Center **Fund:** Enterprise
Program Administrator: Lisa Furlow, Chief of Aging & Human Services
www.charlescountymd.gov/cs/aging/aging-and-senior-programs

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg
Personal Services	\$1,798	\$8,100	\$8,200	\$8,200	\$100	1.2%
Fringe Benefits	203	1,200	1,200	1,200	0	0.0%
Operating Costs	4,785	5,500	5,000	5,000	(500)	-9.1%
Total Expenditures	\$6,786	\$14,800	\$14,400	\$14,400	(\$400)	-2.7%
Revenues	\$8,866	\$17,000	\$14,300	\$14,300	(\$2,700)	-15.9%

Changes and Useful Information:

- **Operating Costs** were decreased due to recent trends.
- **Revenues** were decreased due to current activity.

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:	FY15	FY16	FY17	FY18	FY19
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Part Time Positions	0.3	0.3	0.2	0.2	0.2
Total Full Time Equivalent	0.3	0.3	0.2	0.2	0.2

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg
Personal Services	\$25,064	\$53,700	\$63,700	\$63,700	\$10,000	18.6%
Fringe Benefits	2,973	7,300	5,600	5,600	(1,700)	-23.3%
Operating Costs	59,313	81,100	68,100	68,100	(13,000)	-16.0%
Operating Contingency	0	8,100	0	0	(8,100)	N/A
Total Expenditures	\$87,350	\$150,200	\$137,400	\$137,400	(\$12,800)	-8.5%
Revenues	\$125,301	\$148,000	\$137,500	\$137,500	(\$10,500)	-7.1%

Changes and Useful Information:

- **Personal Services** increased due to a opening of the new Waldorf Senior and Recreational Center.
- **Operating Costs** were adjusted to recent trends.
- **Revenues** were adjusted based on anticipated FY2019 activity.

Description:

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

Positions:	FY15	FY16	FY17	FY18	FY19
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Senior Center Coordinator	0.1	0.1	0.1	0.1	0.1
Part Time Positions	3.2	3.2	2.8	2.8	3.3
Total Full Time Equivalent	3.3	3.3	3.0	3.0	3.4

Tourism Stadium Concert

Department: Recreation, Parks, and Tourism Account: 28
Division\Program: Tourism Fund: Enterprise
Program Administrator: Eileen Minnick, Director of Recreation, Parks, and Tourism

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg
Operating Costs	\$0	\$73,200	\$0	\$0	(\$73,200)	N/A
Total Expenditures	\$0	\$73,200	\$0	\$0	(\$73,200)	N/A
Revenues	\$0	\$73,200	\$0	\$0	(\$73,200)	N/A

Description:

Due to lack of activity, the FY2019 budget was eliminated.

Vending Machines

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change from FY2018	% Chg
Operating Costs	\$167,146	\$140,600	\$140,600	\$138,800	(\$1,800)	-1.3%
Total Expenditures	\$167,146	\$140,600	\$140,600	\$138,800	(\$1,800)	-1.3%
Revenues	\$144,290	\$140,600	\$140,600	\$138,800	(\$1,800)	-1.3%

Description

This fund is used to manage the vending machine funds collected in County facilities. The FY2019 budget was adjusted for recent trends.

Other Governmental Funds

SPECIAL REVENUE FUNDS

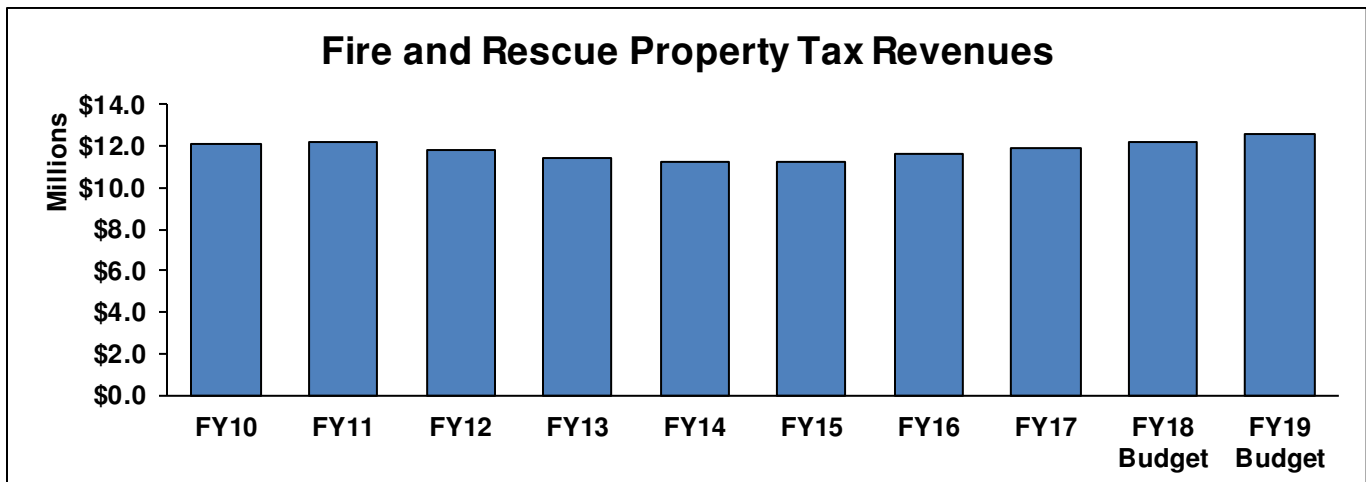
Special Revenue Funds are used to account for revenues that are legally restricted or formally designated for a particular purpose. The best examples of special revenue funds are State and Federal grant awards that have specific requirements associated with eligible program costs.

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.

Through FY2018, the Maryland Department of Housing and Community Development provided State funding to the County for a Rental Assistance Program commonly referred to as RAP. The goal of RAP is to provide fixed monthly rental allowance payments for 12 months to approximately seven low-income households that have critical and emergency housing needs with the ultimate goal of moving those individuals or families into self-sufficiency. The County's Community Services Department also administered the Emergency Solutions Grant Program (ESG). This grant is awarded to local agencies. Starting in FY2019, the County will no longer oversee these programs as they will flow through one of the sixteen Continuums of Care (CoC) in Maryland.

The **Charles County Advocacy Council for Children, Youth, and Families (CCACCYF)**, Charles County's Local Management Board, receives funding for Human Services Programs at both the Federal and State level. The CCACCYF does not provide human services directly but contracts with various public and private agencies to provide publicly funded human services. The size of the contracts that are entered into annually is determined by the amount of funding made available to the CCACCYF by the Governor's Office for Children, the Maryland State Department of Education, the Maryland Department of Juvenile Services, the Maryland Department of Human Resources, and the U.S. Department of Health and Human Services. The County manages a series of **public transportation** systems designed for the general public, senior citizens, people with physical or mental disabilities who cannot access general public transportation. Operating revenues are primarily supported with Federal and State grants and matching funds from the County. These programs also generate a fair share of program revenue from fees paid for by their ridership and advertising.

Federal and State grants are received for specific new or rehabilitation projects from the **Community Development Block Grant Program** for such things as community centers and public improvement systems, Home Buyers Programs, and Disaster Recovery. These grants are typically awarded on a project by project basis and generally considered capital grant projects. The County also receives funding for **Community Development Administrative Project** grants. These grants tend to be considered operating in nature and support temporary housing initiatives and emergency and transitional homeless shelters.

Child Support programs are operated through a combined effort from the Charles County Department of Social Services and the Circuit Court. Child support cases are held to establish paternity, set child support payments, and enforce said support payments. Grant funds are provided to the County from Federal sources passed through the State of MD Department of Health and Human Resources. The Child Support Enforcement grant which is administered by the Sheriff's Office is considered part of the County's Public Safety program for the purpose of processing and serving of summonses, warrants and writs of attachment received from the courts.

The Family Support Services Program (FSSP) and Family Recovery Court (FRC) are the **Judicial Programs** within the Circuit Court for Charles County that are funded through Federal and State Grants. The goal of the FSSP is to provide an effective approach for the early resolution of family conflict. Recognizing that the adversarial process can be destructive for families, the program works to expedite family law cases in a manner designed to enable safety and support for all family members, and to minimize the trauma of litigation. The FRC is a Drug Court program where parents with substance abuse issues who are under the jurisdiction of the court through a Child In Need of Assistance (CINA) case, Termination of Parental Rights (TPR) case, or domestic relations custody case receive timely, intensive treatment and support to solve their addiction issues and provide safe and appropriate care for their children.

Past efforts by the Federal and State Governments to enhance public safety in local communities have added various programs to the County's **Public Safety programs**. Revenue associated with several of these grants has helped to increase the number of Sworn Officers or provided overtime and equipment for much needed programs.

Various **aging grants** and state fees for services agreements support senior housing assistance, health programs, guardianship, referral services, Community Options Waiver, and meal programs for the elderly. These programs promote independence and improve the quality of life for older persons. The major revenues supporting these programs are established with Federal and State grant awards, matched with County funding and are supported with program revenue.

SPECIAL REVENUE FUNDS

Emergency management grant funds are provided to enhance the capacity of local first responders to respond to terrorism incidents involving chemical, biological, nuclear, radiological, incendiary, and explosive devices, for homeland defense, maritime security, and acts of terrorism. These grants are specific to the acquisition of safety equipment, the implementation of a Statewide Domestic Preparedness Strategy by planning and conducting exercises, and training of County personnel in response to acts of terrorism and maritime security.

Planning grants consist of environmental and cultural programs for such things as the Chesapeake Bay Critical Area, Historical Preservation, Scenic Byways, Land Use Studies, and Easement Acquisition.

Tobacco Land Preservation Funds pass through the Southern MD Agriculture Development Commission to the Tri-County Council for Southern Maryland (TCCSM) for all three counties. The TCCSM, then passes those funds down to each respective county in Southern Maryland. Charles County will utilize these funds to purchase conservation easements on rural lands to support the continued transition to new agricultural enterprises in the wake of the tobacco buy-out. These funds fall within the Agricultural Preservation Program.

The **Economic Development Loan Programs** were established to help businesses to relocate into the County and/or expand their capabilities through the Business Development Loan Fund for Women, Minorities, and Veterans or the Targeted Industries Incentive Loan Fund. These programs are not intended to replace commercial bank financing for borrowers who are able to secure bank loans and ultimately, the program will be self-sustaining off repayments and accrued interest.

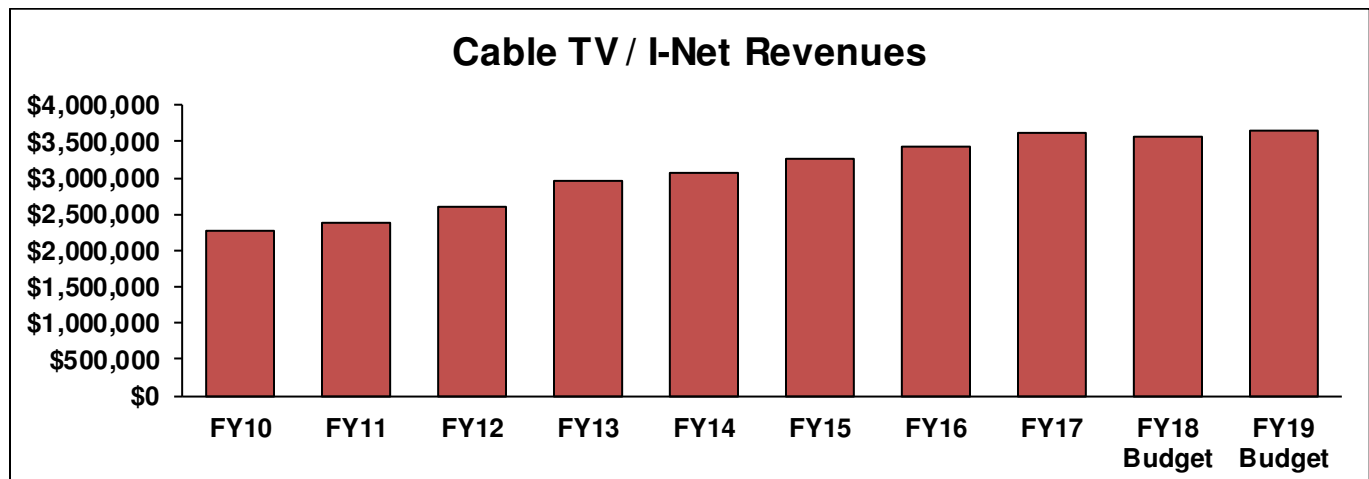
State grant funding provides support of local government efforts in the **Tourism** industry. The grant amount is determined based upon the County's prior year allowable expenditures; growth of prior year allowable expenditures over the same expenditures from the previous year to that year; growth of prior year's Comptroller-determined lodgings sales tax revenues over same tax revenues generated in their jurisdiction in the previous year to that year; and, on estimated impact of international visitation.

SERVICE CHARGE RELATED FUNDS

Certain programs have specific user fees, fines or penalties associated with their operation. These revenues are typically restricted to eligible costs of the associated program. The following is a list of those programs.

- **Cable TV / I Net**
- **Sheriff's Special Programs**
- **Drug Forfeitures**
- **Housing Special Loans Program**
- **Southern MD Criminal Justice Academy**
- **Animal Shelter / Control Programs**
- **Law Library**
- **Nuisance Abatement**

The **Cable TV / I-Net Fund** is a cooperative effort between County Government, the public school system, the local college, and the library system. Government access channels for Charles County are made possible through franchise agreements with local cable TV providers which generate revenue from a franchise fee assessed on monthly cable TV bills. A revenue estimate is based on the number of local subscribers in the area.



SPECIAL REVENUE FUNDS

Sheriff Special Programs include Volunteers in Community Service (VICS) 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.

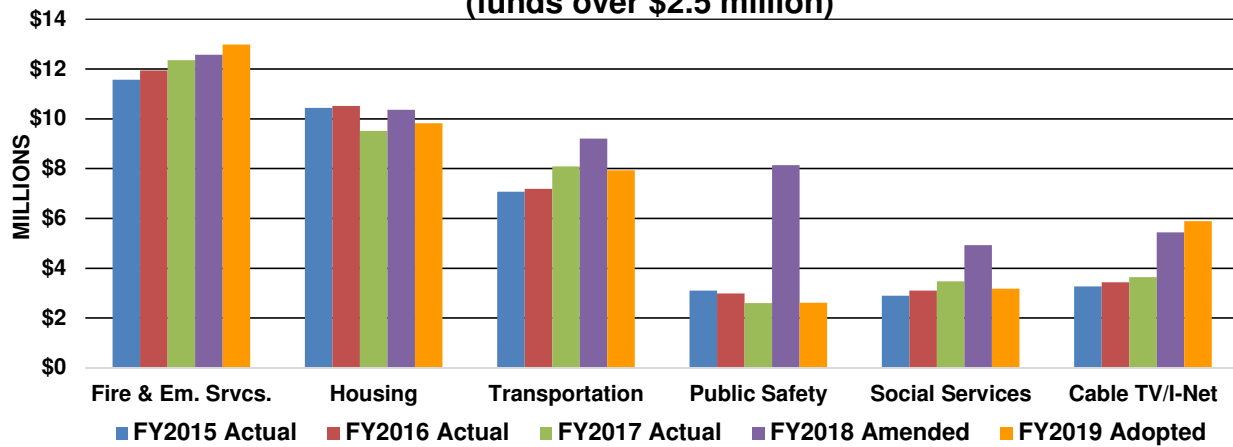
The **Southern Maryland Criminal Justice Academy** is funded by Charles, Calvert, and St. Mary's Counties. Funds from the Sheriff's General Fund budget are transferred to cover the Charles County share. Calvert and St. Mary's are billed for their respective portion of the cost.

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.

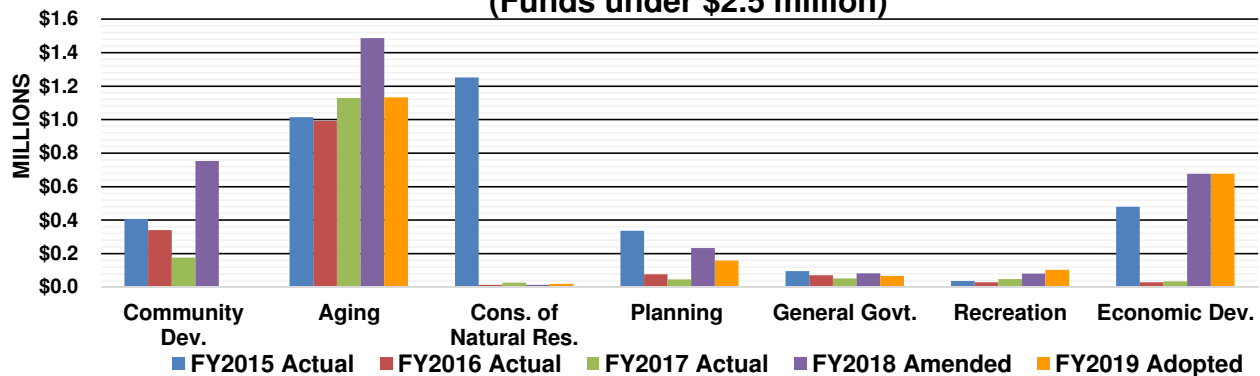
The **Nuisance Abatement Fund** was established to correct violations of Building Code, Nuisance Code or Zoning Ordinance. In those cases where the property owner has not met the requirements of a Court Order or Nuisance Abatement Hearing Board Order, County Code has provisions for the County to clean-up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



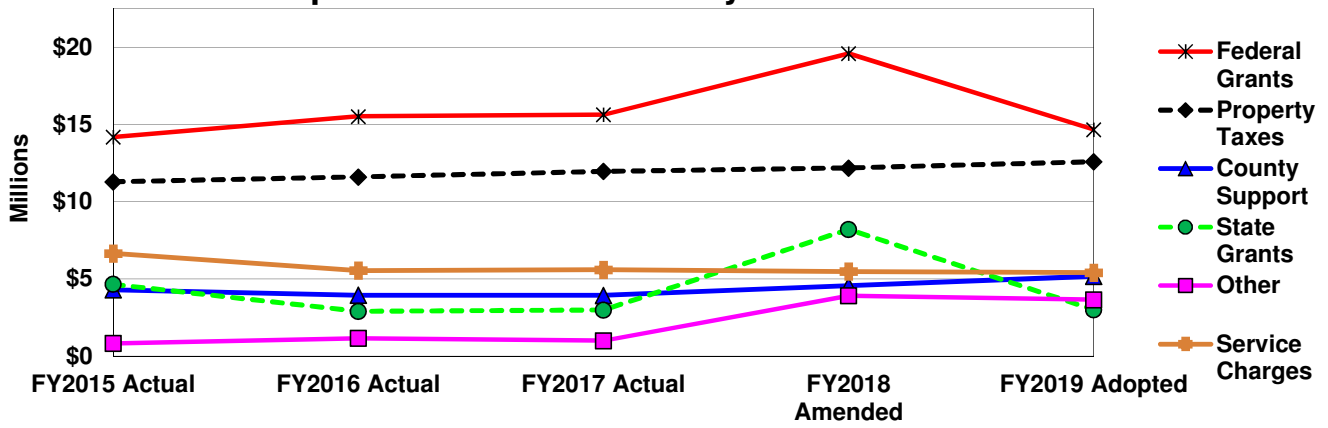
- Volunteer Fire and Emergency Medical Services continues to be the largest Special Revenue function. This program is funded primarily by Fire and Rescue Property Tax Revenue and will change based on property assessments.
- Housing program budgets fluctuate based on Federal funding and rent requirements.
- The increase in FY2018 for Transportation is due to roll over of multi-year capital grant items.
- Reduction in Public Safety grants is due to grants budgeted in FY2018 which were one time in nature.
- Social Services include Charles County Advocacy Council for Children, Youth, and Families (CCACCYF) and Child Support/Judicial grants. The FY2018 increase is due to the award of a multi-year federal grant for the Southern Maryland Bridge Program. This program provides children between the ages of 0-5, and their families, with Mental Health Services whether they are privately, publicly, or not insured. Reduction in FY2019 is the result of multi-year federal grants which are budgeted upon award and then unspent balances are carried over after fiscal year end.
- The additional funding provided in Cable TV/I-net Fund in FY2018 & FY2019 is for one time funding from Fund Balance reserves.

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



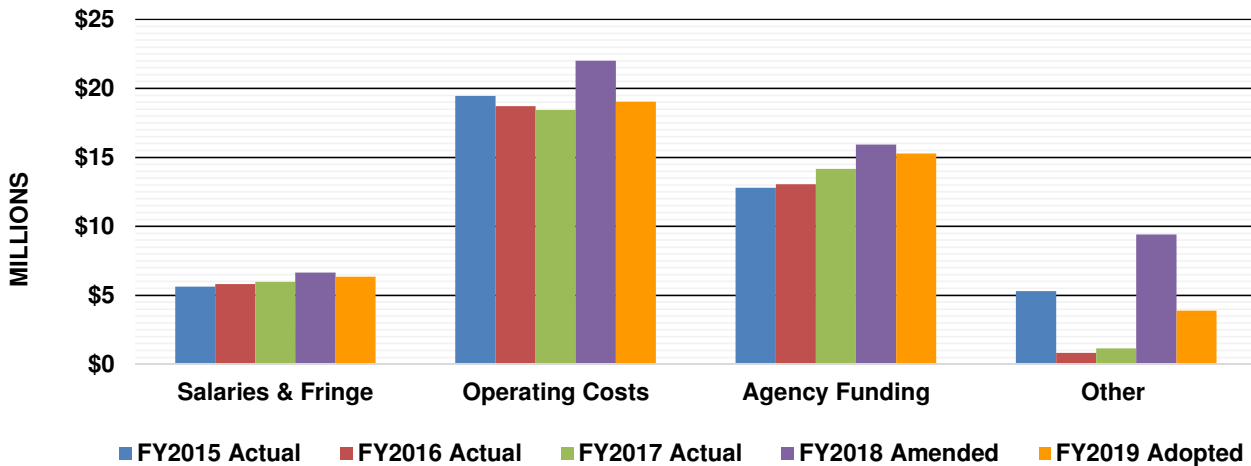
- Variations in Community Development are caused by grants which are typically one time in nature and are multi-year federal awards for which unspent balances will be carried over to FY2019.
- Variance in Aging grants is caused by Federal grants with a fiscal year end date of 09/30/18 for which unspent balances will be carried over to FY2019.
- The spike in FY2015 for Conservation of Natural Resources is to account for land purchases made through the Agricultural Preservation Program. 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 was multi-year in nature. Any unspent balance was carried forward to FY2016 and FY2017 with a budget amendment.
- The upward trend 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.

Special Revenue Funds by Revenue Source



- The Federal grants increase in FY2018 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 FY2019 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 FY2018. A slight increase is projected for FY2019.
- 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 increase is for increased costs for the American with Disabilities Act (ADA) and Statewide Special Transportation Program (SSTAP) as well as increased administrative costs for the Housing Choice Voucher Program. Both programs have experienced flat funding.
- 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 FY2018 is due to award of one-time Emergency Number Service Board 9-1-1 Trust Fund grants for capital items.
- Sources of Other are other local governments, interest income, fines and forfeitures, transfers from other programs, fund balance, and additional miscellaneous revenue streams.

Special Revenue Funds by Expense Classification



- Operating Cost and Agency Funding consistently make up the bulk of the Special Revenue expense. The majority of the spike in FY2018 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 FY2018 spike in Other is attributed to one-time capital purchases within the Transportation and Emergency Management Grants Programs.

SPECIAL REVENUE FUNDS

	FY2017 <u>Actual</u>	FY2018 <u>Adopted</u>	FY2018 <u>Amended</u>	FY2019 <u>Adopted</u>	\$ Change from FY18 <u>Amended</u>	% <u>Change</u>
<u>PROPERTY TAX RELATED FUNDS:</u>						
Fire & Rescue						
Revenues						
Property Taxes	\$11,940,794	\$12,167,500	\$12,167,500	\$12,571,200	\$403,700	3.3%
State Grants	380,892	380,892	380,892	380,892	0	0.0%
Interest Income	27,617	15,000	15,000	28,000	13,000	86.7%
Total Revenues	\$12,349,303	\$12,563,392	\$12,563,392	\$12,980,092	\$416,700	3.3%
Expenses						
Personal Services	\$15,000	\$15,000	\$15,000	\$15,000	\$0	0.0%
Operating Costs	13,455	7,800	7,800	7,800	0	0.0%
Agency Funding	12,300,984	12,540,592	12,540,592	12,957,292	416,700	3.3%
Total	\$12,329,439	\$12,563,392	\$12,563,392	\$12,980,092	\$416,700	3.3%
Variance	\$19,864	\$0	\$0	\$0		
Beginning Fund Balance	92,205					
Ending Fund Balance	<u>\$112,069</u>					

Agricultural Preservation

Revenues						
Property Taxes	\$26,963	\$12,000	\$12,000	\$18,800	\$6,800	56.7%
Total Revenues	\$26,963	\$12,000	\$12,000	\$18,800	\$6,800	56.7%
Expenses						
Personal Services	\$24,750	\$9,800	\$9,800	\$16,600	\$6,800	69.4%
Operating Costs	2,213	2,200	2,200	2,200	0	0.0%
Total	\$26,963	\$12,000	\$12,000	\$18,800	\$6,800	56.7%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	1,227,212					
Ending Fund Balance	<u>\$1,227,212</u>					

SPECIAL REVENUE FUNDS

	FY2017 <u>Actual</u>	FY2018 <u>Adopted</u>	FY2018 <u>Amended</u>	FY2019 <u>Adopted</u>	\$ Change from FY18 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Housing Assistance						
Revenues						
Federal Grants	\$8,839,793	\$8,878,754	\$9,151,080	\$8,724,007	(\$427,073)	-4.7%
Service Charges	345,752	358,000	376,414	422,900	46,486	12.3%
Miscellaneous	50,928	53,000	30,460	25,800	(4,660)	-15.3%
Total Operating Revenues	\$9,236,473	\$9,289,754	\$9,557,954	\$9,172,707	(\$385,247)	-4.0%
County Match	74,507	182,300	181,912	236,853	54,941	30.2%
Fund Balance Appropriation	0	0	185,595	0	(185,595)	-100.0%
Total Revenues	\$9,310,980	\$9,472,054	\$9,925,461	\$9,409,560	(\$515,901)	-5.2%
Expenses						
Personal Services	\$623,431	\$665,900	\$655,223	\$701,600	\$46,377	7.1%
Fringe Benefits	206,698	228,900	219,990	224,300	4,310	2.0%
Operating Costs	8,568,119	8,577,254	9,050,248	8,483,660	(566,588)	-6.3%
Total	\$9,398,249	\$9,472,054	\$9,925,461	\$9,409,560	(\$515,901)	-5.2%
Variance	(\$87,268)	\$0	\$0	\$0		
Beginning Fund Balance	405,683					
Ending Fund Balance	<u>\$318,415</u>					

Transportation Programs

Revenues						
Federal Grants	\$3,316,332	\$3,412,288	\$4,458,379	\$3,031,250	(\$1,427,129)	-32.0%
State Grants	549,324	767,380	678,366	516,884	(161,482)	-23.8%
Service Charges	1,043,117	1,147,407	569,263	404,000	(165,263)	-29.0%
Fines & Forfeitures	276,018	0	0	0	0	N/A
Miscellaneous	164,685	155,000	156,790	155,000	(1,790)	-1.1%
Total Operating Revenues	\$5,349,475	\$5,482,075	\$5,862,798	\$4,107,134	(\$1,755,664)	-29.9%
County Match	2,728,261	3,194,454	3,188,994	3,821,049	632,055	19.8%
Fund Balance Appropriation	0	0	149,832	0	(149,832)	-100.0%
Total Revenues	\$8,077,736	\$8,676,529	\$9,201,624	\$7,928,183	(\$1,273,441)	-13.8%
Expenses						
Personal Services	\$350,499	\$357,600	\$357,600	\$368,700	\$11,100	3.1%
Fringe Benefits	103,867	109,100	109,100	114,500	5,400	4.9%
Operating Costs	6,961,630	7,308,129	7,047,888	7,019,883	(28,005)	-0.4%
Capital Outlay	782,291	901,700	1,687,036	425,100	(1,261,936)	-74.8%
Total	\$8,198,287	\$8,676,529	\$9,201,624	\$7,928,183	(\$1,273,441)	-13.8%
Variance	(\$120,551)	\$0	\$0	\$0		
Beginning Fund Balance	327,059					
Ending Fund Balance	<u>\$206,508</u>					

SPECIAL REVENUE FUNDS

	FY2017 <u>Actual</u>	FY2018 <u>Adopted</u>	FY2018 <u>Amended</u>	FY2019 <u>Adopted</u>	\$ Change from FY18 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Charles County Advocacy Council for Children, Youth, and Families						
Revenues						
Federal Grants	\$790,501	\$1,066,784	\$2,290,209	\$1,064,012	(\$1,226,197)	-53.5%
State Grants	1,045,066	1,124,120	1,178,783	1,124,120	(54,663)	-4.6%
Service Charge	71,550	60,818	62,383	65,812	3,429	5.5%
Miscellaneous	7,441	0	0	0	0	N/A
Total Operating Revenues	\$1,914,557	\$2,251,722	\$3,531,375	\$2,253,944	(\$1,277,431)	-36.2%
Fund Balance Appropriation	0	0	0	4,603	4,603	N/A
Total Revenues	\$1,914,557	\$2,251,722	\$3,531,375	\$2,258,547	(\$1,272,828)	-36.0%
Expenses						
Personal Services	\$131,930	\$140,127	\$170,420	\$155,918	(\$14,502)	-8.5%
Fringe Benefits	36,862	38,722	58,749	47,911	(10,838)	-18.4%
Operating Costs	82,990	29,043	18,567	22,729	4,162	22.4%
Operating Contingency	0	17,610	27,216	0	(27,216)	-100.0%
Agency Funding	1,638,600	2,026,220	3,256,423	2,031,989	(1,224,434)	-37.6%
Total	\$1,890,382	\$2,251,722	\$3,531,375	\$2,258,547	(\$1,272,828)	-36.0%
Variance	\$24,175	\$0	\$0	\$0		
Beginning Fund Balance	197,607					
Ending Fund Balance	<u>\$221,782</u>					

Child Support/Judicial Grants

Revenues						
Federal Grants	\$835,280	\$496,090	\$757,354	\$252,578	(\$504,776)	-66.6%
State Grants	355,682	649,152	512,989	522,147	9,158	1.8%
Miscellaneous	0	0	1,000	0	(1,000)	-100.0%
Total Operating Revenues	\$1,190,962	\$1,145,242	\$1,271,343	\$774,725	(\$496,618)	-39.1%
County Match	364,129	103,843	121,549	133,939	12,390	10.2%
Total Revenues	\$1,555,090	\$1,249,085	\$1,392,892	\$908,664	(\$484,228)	-34.8%
Expenses						
Personal Services	\$818,649	\$425,250	\$426,886	\$436,558	\$9,672	2.3%
Fringe Benefits	253,615	208,450	231,321	224,312	(7,009)	-3.0%
Operating Costs	475,345	578,981	698,281	219,232	(479,049)	-68.6%
Capital Outlay	7,482	36,404	36,404	28,562	(7,842)	-21.5%
Total	\$1,555,090	\$1,249,085	\$1,392,892	\$908,664	(\$484,228)	-34.8%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

SPECIAL REVENUE FUNDS

	FY2017 <u>Actual</u>	FY2018 <u>Adopted</u>	FY2018 <u>Amended</u>	FY2019 <u>Adopted</u>	\$ Change from FY18 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Public Safety Grants						
Revenues						
Federal Grants	\$674,288	\$769,218	\$1,073,558	\$802,367	(\$271,191)	-25.3%
State Grants	161,060	80,000	254,793	80,000	(174,793)	-68.6%
Miscellaneous	18,257	0	1,560	0	(1,560)	-100.0%
Total Operating Revenues	\$853,605	\$849,218	\$1,329,911	\$882,367	(\$447,544)	-33.7%
County Match	591,691	813,153	869,350	796,389	(72,961)	-8.4%
Fund Balance Appropriation	0	0	10,183	0	(10,183)	-100.0%
Total Revenues	\$1,445,295	\$1,662,371	\$2,209,444	\$1,678,756	(\$530,688)	-24.0%
Expenses						
Personal Services	\$816,148	\$977,600	\$1,245,689	\$1,018,585	(\$227,104)	-18.2%
Fringe Benefits	352,214	535,936	574,446	532,556	(41,890)	-7.3%
Operating Costs	227,362	119,935	291,956	127,615	(164,341)	-56.3%
Capital Outlay	39,389	28,900	97,353	0	(97,353)	-100.0%
Total	\$1,435,113	\$1,662,371	\$2,209,444	\$1,678,756	(\$530,688)	-24.0%
Variance	\$10,183	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$10,183</u>					

Aging Grants

Revenues						
Federal Grants	\$663,319	\$539,513	\$893,732	\$574,857	(\$318,875)	-35.7%
State Grants	254,929	248,306	305,421	303,895	(1,526)	-0.5%
Service Charge	158,860	183,310	208,594	188,740	(19,854)	-9.5%
Miscellaneous	51,996	54,200	66,918	54,200	(12,718)	-19.0%
Total Operating Revenues	\$1,129,105	\$1,025,329	\$1,474,665	\$1,121,692	(\$352,973)	-23.9%
Fund Balance Appropriation	0	8,100	11,200	10,162	(1,038)	-9.3%
Total Revenues	\$1,129,105	\$1,033,429	\$1,485,865	\$1,131,854	(\$354,011)	-23.8%
Expenses						
Personal Services	\$601,081	\$551,543	\$726,890	\$605,069	(\$121,821)	-16.8%
Fringe Benefits	20,066	25,250	26,592	26,310	(282)	-1.1%
Operating Costs	473,683	451,436	719,632	490,313	(229,319)	-31.9%
Capital Outlay	23,400	0	7,551	0	(7,551)	-100.0%
Debt Service	0	5,200	5,200	10,162	4,962	95.4%
Total	\$1,118,230	\$1,033,429	\$1,485,865	\$1,131,854	(\$354,011)	-23.8%
Variance	\$10,875	\$0	\$0	\$0		
Beginning Fund Balance	106,795					
Ending Fund Balance	<u>\$117,670</u>					

SPECIAL REVENUE FUNDS

	FY2017 <u>Actual</u>	FY2018 <u>Adopted</u>	FY2018 <u>Amended</u>	FY2019 <u>Adopted</u>	\$ Change from FY18 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Emergency Management Grants						
Revenues						
Federal Grants	\$311,561	\$103,344	\$371,731	\$143,136	(\$228,595)	-61.5%
State Grants	38,850	80,101	4,641,160	0	(4,641,160)	-100.0%
Total Operating Revenues	\$350,411	\$183,445	\$5,012,891	\$143,136	(\$4,869,755)	-97.1%
Transfers In	17,735	17,735	17,735	17,735	0	0.0%
County Match	85,609	85,609	85,401	85,401	0	0.0%
Total Revenues	\$453,755	\$286,789	\$5,116,027	\$246,272	(\$4,869,755)	-95.2%
Expenses						
Personal Services	\$175,551	\$171,218	\$199,506	\$170,802	(\$28,704)	-14.4%
Fringe Benefits	444	0	0	0	0	N/A
Operating Costs	198,499	35,470	567,650	75,470	(492,180)	-86.7%
Capital Outlay	79,260	80,101	4,348,871	0	(4,348,871)	-100.0%
Total	\$453,755	\$286,789	\$5,116,027	\$246,272	(\$4,869,755)	-95.2%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

Community Development Administration

Revenues						
Federal Grants	\$45,188	\$0	\$333,700	\$0	(\$333,700)	-100.0%
State Grants	129,954	40,000	118,777	0	(118,777)	-100.0%
Interest	63	0	13	0	(13)	-100.0%
Total Revenues	\$175,205	\$40,000	\$452,490	\$0	(\$452,490)	-100.0%
Expenses						
Personal Services	\$4,063	\$7,750	\$15,763	\$0	(\$15,763)	-100.0%
Operating Costs	171,142	32,250	436,727	0	(436,727)	-100.0%
Total	\$175,205	\$40,000	\$452,490	\$0	(\$452,490)	-100.0%
Variance	\$0	\$0	\$0	\$0	\$0	
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

SPECIAL REVENUE FUNDS

	FY2017 <u>Actual</u>	FY2018 <u>Adopted</u>	FY2018 <u>Amended</u>	FY2019 <u>Adopted</u>	\$ Change from FY18 <u>Amended</u>	% <u>Change</u>
GRANT RELATED FUNDS:						
Community Development Block Grants						
Revenues						
Federal Grants	\$0	\$0	\$200,000	\$0	(\$200,000)	-100.0%
Miscellaneous	0	0	100,000	0	(100,000)	-100.0%
Total Revenues	\$0	\$0	\$300,000	\$0	(\$300,000)	-100.0%
Expenses						
Operating Costs	0	0	300,000	0	(300,000)	-100.0%
Total	\$0	\$0	\$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	\$1,185	\$0	\$20,000	\$0	(\$20,000)	-100.0%
State Grants	9,000	9,000	9,000	9,000	0	0.0%
Total Operating Revenues	\$10,185	\$9,000	\$29,000	\$9,000	(\$20,000)	-69.0%
County Match	0	0	3,000	0	(3,000)	-100.0%
Total Revenues	\$10,185	\$9,000	\$32,000	\$9,000	(\$23,000)	-71.9%
Expenses						
Personal Services	\$6,868	\$5,430	\$6,723	\$6,723	\$0	0.0%
Fringe Benefits	2,132	3,570	2,277	2,277	0	0.0%
Operating Costs	1,185	0	23,000	0	(23,000)	-100.0%
Total	\$10,185	\$9,000	\$32,000	\$9,000	(\$23,000)	-71.9%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					
Economic Development Loan Programs						
Revenues						
Interest	\$6,847	\$0	\$0	\$0	\$0	N/A
Miscellaneous	27,946	0	0	0	0	N/A
Total Operating Revenues	\$34,793	\$0	\$0	\$0	\$0	N/A
Fund Balance Appropriation	0	675,000	675,000	675,000	0	0.0%
Total Revenues	\$34,793	\$675,000	\$675,000	\$675,000	\$0	0.0%
Expenses						
Operating Costs	\$140,451	\$675,000	\$675,000	\$675,000	\$0	0.0%
Total	\$140,451	\$675,000	\$675,000	\$675,000	\$0	0.0%
Variance	(\$105,658)	\$0	\$0	\$0		
Beginning Fund Balance	984,045					
Ending Fund Balance	<u>\$878,387</u>					

SPECIAL REVENUE FUNDS

	FY2017 <u>Actual</u>	FY2018 <u>Adopted</u>	FY2018 <u>Amended</u>	FY2019 <u>Adopted</u>	\$ Change from FY18 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Tourism Grant						
Revenue: State Grants	\$46,504	\$79,587	\$103,438	\$77,500	(\$25,938)	-25.1%
Expense: Operating Costs	\$46,504	\$79,587	\$103,438	\$77,500	(\$25,938)	-25.1%
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	\$3,634,236	\$3,555,300	\$3,555,300	\$3,650,700	\$95,400	2.7%
Total Operating Revenues	\$3,634,236	\$3,555,300	\$3,555,300	\$3,650,700	\$95,400	2.7%
Fund Balance Appropriation	0	1,876,000	1,876,000	2,240,000	364,000	19.4%
Total Revenues	\$3,634,236	\$5,431,300	\$5,431,300	\$5,890,700	\$459,400	8.5%

Expenses

Personal Services	\$974,824	\$1,060,800	\$1,062,320	\$1,147,700	\$85,380	8.0%
Fringe Benefits	252,283	280,800	280,800	304,000	23,200	8.3%
Operating Costs	240,657	859,000	857,480	692,000	(165,480)	-19.3%
Agency Funding	221,781	123,600	123,600	288,700	165,100	133.6%
Operating Contingency	0	0	0	42,600	42,600	N/A
Transfer Out	17,735	2,617,700	2,737,700	3,157,700	420,000	15.3%
Capital Outlay/Maintenance	100,653	160,500	160,500	204,500	44,000	27.4%
Equipment Reserve	53,500	328,900	208,900	53,500	(155,400)	-74.4%
Total	\$1,861,434	\$5,431,300	\$5,431,300	\$5,890,700	\$459,400	8.5%
Variance	\$1,772,802	\$0	\$0	\$0		
Beginning Fund Balance	3,971,023					
Annual Equipment Reserve Contribution	53,500					
Ending Fund Balance	<u>\$5,797,325</u>					

Nuisance Abatement Fund

Revenue: Service Charges	\$34,522	\$200,000	\$200,000	\$150,000	(\$50,000)	-25.0%
Expense: Operating Costs	\$63,163	\$200,000	\$200,000	\$150,000	(\$50,000)	-25.0%
Variance	(\$28,641)	\$0	\$0	\$0	\$0	
Beginning Fund Balance	40,777					
Ending Fund Balance	<u>\$12,136</u>					

SPECIAL REVENUE FUNDS

	FY2017 <u>Actual</u>	FY2018 <u>Adopted</u>	FY2018 <u>Amended</u>	FY2019 <u>Adopted</u>	\$ Change from FY18 <u>Amended</u>	% <u>Change</u>
<u>SERVICE CHARGE RELATED FUNDS:</u>						
Housing Special Loans						
State Grant	\$21,440	\$0	\$27,899	\$0	(\$27,899)	-100.0%
Service Charges	171,425	404,500	404,500	404,500	0	0.0%
Total Operating Revenues	\$192,865	\$404,500	\$432,399	\$404,500	(\$27,899)	-6.5%
County Match	0	500	500	500	0	0.0%
Total Revenues	\$192,865	\$405,000	\$432,899	\$405,000	(\$27,899)	-6.4%
Expense: Operating Costs	\$404,052	\$405,000	\$432,899	\$405,000	(\$27,899)	-6.4%
Variance	(\$211,187)	\$0	\$0	\$0	\$0	N/A
Beginning Fund Balance	211,187					
Ending Fund Balance	<u>\$0</u>					

Sheriff's Special Programs

Revenues

Fines & Forfeitures	\$140,740	\$200,700	\$200,700	\$193,800	(\$6,900)	-3.4%
Miscellaneous	9,475	12,800	12,800	13,700	900	7.0%
Total Operating Revenues	\$150,215	\$213,500	\$213,500	\$207,500	(\$6,000)	-2.8%
Fund Balance Appropriation	0	81,400	81,400	11,200	(70,200)	-86.2%
Total Revenues	\$150,215	\$294,900	\$294,900	\$218,700	(\$76,200)	-25.8%

Expenses

Personal Services	\$129,335	\$173,100	\$173,100	\$155,100	(\$18,000)	-10.4%
Fringe Benefits	36,811	48,700	48,700	42,000	(6,700)	-13.8%
Operating Costs	11,876	38,100	38,100	21,600	(16,500)	-43.3%
Capital Outlay	0	35,000	35,000	0	(35,000)	-100.0%
Total	\$178,022	\$294,900	\$294,900	\$218,700	(\$76,200)	-25.8%
Variance	(\$27,807)	\$0	\$0	\$0		
Beginning Fund Balance	356,452					
Ending Fund Balance	<u>\$328,645</u>					

Drug Forfeitures

Revenues

Federal Grants	\$157,515	\$45,000	\$45,000	\$75,000	\$30,000	66.7%
Fines & Forfeitures	94,662	93,200	93,200	94,700	1,500	1.6%
Interest	73	100	100	100	0	0.0%
Miscellaneous	3,690	1,100	1,100	1,500	400	36.4%
Total Operating Revenues	\$255,940	\$139,400	\$139,400	\$171,300	\$31,900	22.9%
Fund Balance Appropriation	0	88,300	88,300	7,300	(81,000)	-91.7%
Total Revenues	\$255,940	\$227,700	\$227,700	\$178,600	(\$49,100)	-21.6%

Expenses

Operating Costs	73,909	172,700	172,700	178,600	5,900	3.4%
Capital Outlay	0	55,000	55,000	0	(55,000)	-100.0%
Total	\$73,909	\$227,700	\$227,700	\$178,600	(\$49,100)	-21.6%
Variance	\$182,031	\$0	\$0	\$0		
Beginning Fund Balance	585,485					
Ending Fund Balance	<u>\$767,516</u>					

SPECIAL REVENUE FUNDS

	FY2017 <u>Actual</u>	FY2018 <u>Adopted</u>	FY2018 <u>Amended</u>	FY2019 <u>Adopted</u>	\$ Change from FY18 <u>Amended</u>	% <u>Change</u>
<u>SERVICE CHARGE RELATED FUNDS:</u>						
Southern Maryland Criminal Justice Academy						
Revenues						
Local Government	\$88,000	\$88,000	\$88,000	\$88,000	\$0	0.0%
Service Charge	9,260	0	0	8,000	8,000	N/A
Total Operating Revenues	\$97,260	\$88,000	\$88,000	\$96,000	\$8,000	9.1%
Transfers In	79,290	92,000	92,000	83,000	(9,000)	-9.8%
Fund Balance Appropriation	0	21,300	21,300	13,300	(8,000)	-37.6%
Total Revenues	\$176,550	\$201,300	\$201,300	\$192,300	(\$9,000)	-4.5%
Expenses						
Operating Costs	\$126,958	\$201,300	\$201,300	\$192,300	(\$9,000)	-4.5%
Capital Outlay	38,000	0	0	0	0	N/A
Total	\$164,958	\$201,300	\$201,300	\$192,300	(\$9,000)	-4.5%
Variance	\$11,592	\$0	\$0	\$0		
Beginning Fund Balance	276,606					
Ending Fund Balance	<u>\$288,198</u>					

Animal Shelter \ Control

Revenues						
Service Charges	\$89,386	\$67,800	\$67,800	\$78,300	\$10,500	15.5%
Miscellaneous	27,949	11,000	11,361	15,000	3,639	32.0%
Total Revenues	\$117,334	\$78,800	\$79,161	\$93,300	\$14,139	17.9%
Expenses						
Personal Services	\$14,264	\$15,000	\$15,000	\$15,200	\$200	1.3%
Fringe Benefits	1,681	1,800	1,800	1,900	100	5.6%
Operating Costs	70,468	62,000	62,361	76,200	13,839	22.2%
Total	\$86,414	\$78,800	\$79,161	\$93,300	\$14,139	17.9%
Variance	\$30,921	\$0	\$0	\$0		
Beginning Fund Balance	95,975					
Ending Fund Balance	<u>\$126,896</u>					

SPECIAL REVENUE FUNDS

	FY2017 <u>Actual</u>	FY2018 <u>Adopted</u>	FY2018 <u>Amended</u>	FY2019 <u>Adopted</u>	\$ Change from FY18 <u>Amended</u>	% <u>Change</u>
<u>SERVICE CHARGE RELATED FUNDS:</u>						
Law Library						
Revenues						
Service Charges	\$39,816	\$34,000	\$44,000	\$43,000	(\$1,000)	-2.3%
Fines & Forfeitures	8,289	27,500	17,500	20,000	2,500	14.3%
Miscellaneous	0	1,400	1,400	1,000	(400)	-28.6%
Total Operating Revenues	\$48,105	\$62,900	\$62,900	\$64,000	\$1,100	1.7%
Transfers In	3,000	3,000	3,000	3,000	0	0.0%
Fund Balance Appropriation	0	0	15,000	0	(15,000)	-100.0%
Total Revenues	\$51,105	\$65,900	\$80,900	\$67,000	(\$13,900)	-17.2%
Expenses						
Operating Costs	\$61,958	\$65,900	\$65,900	\$67,000	\$1,100	1.7%
Capital Outlay	0	0	15,000	0	(15,000)	-100.0%
Total	\$61,958	\$65,900	\$80,900	\$67,000	(\$13,900)	-17.2%
Variance	(\$10,853)	\$0	\$0	\$0		
Beginning Fund Balance	70,932					
Ending Fund Balance	<u>\$60,079</u>					

TOTAL SPECIAL REVENUE FUNDS

Total Revenues	\$41,142,241	\$44,915,858	\$53,949,168	\$44,517,828	(\$9,431,340)	-17.5%
Total Expenses	\$39,671,763	\$44,915,858	\$53,949,168	\$44,517,828	(\$9,431,340)	-17.5%
Variance	\$1,470,478	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		
Beginning Fund Balance	8,949,043					
Annual Cable Fund Equipment Reserve Contribution	53,500					
Total Ending Fund Balance	<u>\$10,473,021</u>					

Cable TV/I-Net

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

<http://www.charlescountymd.gov/media-services/media-services>

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2018 Amended	FY2019 Adopted	\$ Change from FY2018	% Chg.
Personal Services	\$974,825	\$1,060,800	\$1,062,320	\$1,147,700	\$86,900	8.2%
Fringe Benefits	252,283	280,800	280,800	304,000	23,200	8.3%
Operating Costs	240,657	859,000	857,480	692,000	(167,000)	-19.4%
Agency Funding	221,782	123,600	123,600	288,700	165,100	133.6%
Operating Contingency	0	275,400	155,400	42,600	(232,800)	-84.5%
Transfers Out	17,735	2,617,700	2,737,700	3,157,700	540,000	20.6%
Capital Outlay/Maintenance	100,653	160,500	160,500	204,500	44,000	27.4%
Equipment Reserve	53,500	53,500	53,500	53,500	0	0.0%
Total Expenditures	\$1,861,435	\$5,431,300	\$5,431,300	\$5,890,700	\$459,400	8.5%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase includes approved salary increases and provides additional part time help to assist with the production of videos for CCGTV.
- The **Operating Costs** budget mainly decreased due to removing one-time costs associated with the purchase of the 311 system. New in FY2019 is funding to redesign the county website.
- **Agency Funding** represents funding provided to the College of Southern Maryland and Board of Education to support their public TV broadcasts. Funding was increased in FY2019 to assist with upgrading the studio control room console and equipment to support a high-definition environment at the College of Southern Maryland and to replace broadcast equipment for the Board of Education.
- **Operating Contingency** is to cover emergency expenditures.
- **Transfers Out** represents the funding for 50% match on the Mass Notification System Grant as well as funding provided to support the General Fund.
- **Capital Outlay** is the associated cost for replacing equipment and the network core switch and other infrastructure. The increase replaces various equipment for the County's CCGTV studio.
- **Equipment Reserve** is used for future replacement of the network core switch and other infrastructure. The Equipment account was increased to purchase various new equipment for the studio.

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:	Jennifer Harris, Public Information Officer/Chief of Media Services Evelyn Jacobson, Chief of Information Technology	Source: Srvc. Charge

Positions:	FY15	FY16	FY17	FY18	FY19
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Public Info. Officer/Chief of Media Services	1.0	1.0	1.0	1.0	1.0
Station Manager	1.0	1.0	1.0	1.0	1.0
Video Production Specialist	2.0	2.0	2.0	2.0	2.0
Media Specialist	1.0	1.0	1.0	1.0	1.0
Assistant Graphics Designer	1.0	1.0	1.0	1.0	1.0
Public Information Specialist	1.0	1.0	1.0	1.0	1.0
Communications Coordinator	1.0	1.0	1.0	1.0	1.0
Chief of Information Technology	0.5	0.5	0.5	0.5	0.5
Network Manager	0.3	0.3	0.3	0.3	0.3
I.T. Security Specialist	0.0	1.0	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	3.2	3.7	4.6
Total Full Time Equivalent	15.0	16.0	16.6	17.1	17.9

Objectives & Measurements:	FY15	FY16	FY17	FY18	FY19
	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	381	316	403	348	350
- Number of media Inquiries	216	106	143	125	125
- Number of Facebook Likes	N/A	2,900	2,266	2,500	2,500
- Number of Twitter Followers	N/A	827	701	820	820

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	FY2017 Actual	FY2018 Adopted	FY2018 Amended	FY2019 Adopted	\$ Change FY2018 Amended	% Chg.
Operating Costs	\$61,958	\$65,900	\$65,900	\$67,000	\$1,100	1.7%
Capital Outlay	0	0	15,000	0	(15,000)	-100.0%
Total Expenditures	\$61,958	\$65,900	\$80,900	\$67,000	(\$13,900)	-17.2%

Changes and Useful Information:

- **Operating Costs** increase is due to online legal resources prices.
- Decrease in **Capital Outlay** is due to one time purchase of furniture for the Law Library in FY2018.

Description:

Pursuant to the provisions of Section 7-204(j) of the Courts and Judicial Proceedings Article of the Code of Maryland, certain fees collected by the Clerk of the Circuit Court shall be placed in a special account to be known as the Charles County Law Library Fund. This Fund shall be used only for the general use of the Circuit Court Law Library for the acquisition of books and other publications, library equipment, and for other necessary expenses, as determined by the County Administrative Judge.

In addition, Sections 7-507(b) and 507(c)(4) of the Courts and Judicial Proceedings Article of the Code of Maryland provide that a portion of the fines imposed by, and recognizances forfeited to, a circuit court shall be used to augment the court law library. Five percent (5%) is retained by the State; 45% is allocated to County Government; and 50% is allocated to the Law Library. These percentages are determined by Statute.

Department: Animal Control Services Account: 21 Fund
Division/Program: Animal Shelter/Animal Control Donations & Adoption Fund: Special Rev.
 Medical Services
Program Administrator: Edward Tucker, Chief of Animal Control Services Source: Svc. Charge
www.charlescountymd.gov/es/animalcontrol/animal-control

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2018 Amended	FY2019 Adopted	\$ Change FY2018 Amended	% Chg.
Personal Services	\$14,264	\$15,000	\$15,000	\$15,200	\$200	1.3%
Fringe Benefits	1,681	1,800	1,800	1,900	100	5.6%
Operating Costs	70,468	62,000	62,361	76,200	13,839	22.2%
Total Expenditures	\$86,414	\$78,800	\$79,161	\$93,300	\$14,139	17.9%

Changes and Useful Information:

- The majority of the **Operating Costs** increase is due to anticipated adoption rates with corresponding adoption revenues which results in increased need for medical expenses.

Description:

The Tri-County Animal Shelter receives in excess of 8,000 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.

All citizens adopting an animal pay a flat fee of \$85 per cat and \$150 per dog. Reduced rates are offered through special pet promotions. This adoption fee includes the cost of the spay/neuter surgery, a rabies shot, a first distemper vaccine, deworming (roundworm), microchip, and physical exam by a veterinarian. The fees also include heartworm screening for dogs over 6 months old, and feline leukemia/FIV screening for cats.

The adoption fees collected also supports the cost of a transport van and part time driver that takes the animals to the veterinarian along with other costs associated with the adoption program.

Calvert County has announced their intention to operate their own shelter and anticipate moving into that facility in September 2018. Charles and St. Mary's Counties are also in the process of building and operating separate animal shelters in the next few years.

Public Safety

Department: Animal Control Services Account: 21 Fund
Division/Program: Animal Shelter/Animal Control Donations & Adoption Fund: Special Rev.
 Medical Services
Program Administrator: Edward Tucker, Chief of Animal Control Services Source: Srv. Charge

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. The grant ended in FY2018.

Positions:	FY15	FY16	FY17	FY18	FY19
Title	FTE	FTE	FTE	FTE	FTE
Animal Shelter Van Driver	0.7	0.0	0.0	0.0	0.0
Part Time	0.0	0.6	0.6	0.6	0.6
Total Full Time Equivalent	0.7	0.6	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	FY2017 Actual	FY2018 Adopted	FY2018 Amended	FY2019 Adopted	\$ Change FY2018 Amended	% Chg.
Personal Services	\$816,148	\$977,600	\$1,245,689	\$1,018,585	(\$227,104)	-18.2%
Fringe Benefits	352,214	535,936	574,446	532,556	(41,890)	-7.3%
Operating Costs	227,362	119,935	291,956	127,615	(164,341)	-56.3%
Capital Outlay	39,389	28,900	97,353	0	(97,353)	-100.0%
Total Expenditures	\$1,435,113	\$1,662,371	\$2,209,444	\$1,678,756	(\$530,688)	-24.0%

Changes and Useful Information:

- The overall decrease in Public Safety grants is because the FY2019 budget is for Child Support, Maryland Vehicle Theft Grant Program, Violence Against Women Formula Grant Program, Heroin Coordinator Grant 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.
- Other grants approved throughout the year are amended accordingly which typically supports officer overtime, officer travel expenses and training, one time programs, and capital expenses.

Description:

In a cooperative effort, the Charles County Sheriff's Office (CCSO) and the County Commissioners are constantly vigilant 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.

Child Support

This grant funding for the CCSO provides services pertaining to the relocation of absent parents/obligators in child support cases which includes the processing and serving of summonses, warrants and writs of attachment received from the courts. Procedures are implemented whereby the program personnel of the Sheriff's Office interacted with officials of the Charles County Department of Social Services, and Child Support Enforcement Administration, the Courts, and the Department of Human Resources.

Auto Theft

Maryland Vehicle Theft Prevention – Receive partial funding for two officers to curtail the rising crimes of auto theft and car jacking.

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

Violence Against Women Formula Grant Program - Domestic Violence Court Deputy

This program assists in developing and implementing strategies to provide assistance to sexual assault victims. It allows a deputy to attend protective order hearings to provide safety, support and outreach resources. The deputy interviews petitioners and respondents regarding access to firearms and prevents respondents with firearms from leaving court unattended and having access to weapons. The deputy also answers questions and obtains crucial information to assist with service of the order and officer safety. Grant ends on 09/30/18.

Heroin Coordinator Grant Program

Partial state grant funds allow the County to hire a full-time heroin coordinator to promote a coordinated law enforcement and investigative strategy to battle the heroin epidemic through cooperation and data sharing.

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:	FY15	FY16	FY17	FY18	FY19
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Sworn Officers	6.0	6.0	6.3	9.0	9.0
Child Support Coordinator	1.0	1.0	1.0	1.0	1.0
Child Support Civil Processor	1.0	1.0	1.0	1.0	1.0
Intelligence Specialist	0.0	0.0	0.0	0.0	0.0
Heroin Coordinator	0.0	0.0	1.0	1.0	1.0
Domestic Violence Court Deputy	0.0	0.0	0.0	0.4	0.3
Drug Court Coordinator	0.0	0.0	0.0	0.3	0.3
Drug Court Clerk	0.2	0.0	0.0	0.0	0.0
Part Time Positions	1.8	1.8	1.8	1.8	1.8
Total Full Time Equivalent	10.0	9.8	11.1	14.5	14.3

Objectives & Measurements:	FY15	FY16	FY17	FY18	FY19
	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	892	998	895	915	950
# of writs/warrant/body attachment to be executed	413	421	415	420	410

Public Safety

Department: Emergency Services Account: 49 Fund
Division/Program: Emergency Management Fund: Special Rev.
Program Administrator: Michelle Lilly, Chief of Emergency Management Source: Grant
www.charlescountymd.gov/es/em/emergency-management

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2018 Amended	FY2019 Adopted	\$ Change FY2018 Amended	% Chg.
Personal Services	\$175,551	\$171,218	\$199,506	\$170,802	(\$28,704)	-14.4%
Fringe Benefits	444	0	0	0	0	N/A
Operating Costs	198,499	35,470	567,650	75,470	(492,180)	-86.7%
Capital Outlay	79,260	80,101	4,348,871	0	(4,348,871)	-100.0%
Total Expenditures	\$453,755	\$286,789	\$5,116,027	\$246,272	(\$4,869,755)	-95.2%

Changes and Useful Information:

- The FY2019 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** decrease is due to one-time capital items which are budgeted upon grant award(s).
 -The FY2018 Amended includes funding provided by the State of Maryland's Emergency Number System Board (ENSB) which utilizes State funds to enhance the 9-1-1 system to Next Generation 911.
- Other grants approved throughout the year are amended accordingly which typically supports overtime, travel expenses and training, one time programs, and capital expenses.

Description:

Emergency Management Performance Grant (EMPG) Program

EMPG funds are provided to structure emergency management programs based on identified needs and priorities to strengthen their ability to support emergency management mission areas while simultaneously addressing issues of national concern as identified in the National Priorities and Target Capabilities List of the National Preparedness Goal. The EMPG program is designed to assist States and urban areas to enhance and strengthen emergency management capabilities. The building of working partnerships between government, business, volunteer, and community organizations is key to program success and highly encouraged. These funds support the County's Mass Notification System and the personnel within the Emergency Management Division.

Positions:

<u>Title</u>	<u>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>
Allocation from General Fund	1.0	0.9	0.8	0.8	0.8
Total Full Time Equivalent	1.0	0.9	0.8	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	FY2017 Actual	FY2018 Adopted	FY2018 Amended	FY2019 Adopted	\$ Change FY2018 Amended	% Chg.
Personal Services	\$15,000	\$15,000	\$15,000	\$15,000	\$0	0.0%
Operating Costs	13,455	7,800	7,800	7,800	0	0.0%
Agency Funding	12,300,984	12,540,592	12,540,592	12,957,292	416,700	3.3%
Total Expenditures	\$12,329,439	\$12,563,392	\$12,563,392	\$12,980,092	\$416,700	3.3%

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 FY2019.

Description:

The Charles County Fire & Emergency Medical Services (EMS) Associations represent 11 volunteer joint Fire/EMS organizations, 2 independent fire companies, and 4 independent volunteer EMS companies. There is also one volunteer independent dive/rescue company to provide service for water related emergencies. These organizations are located in La Plata, Hughesville, Waldorf, Nanjemoy, Benedict, Cobb Island, Potomac Heights, the 10th district, Indian Head, Bel Alton, Bryan's Road, Westlake (Waldorf), Newburg, Ironsides, White Plains, and Dentsville.

The funding source for the expenditure budgets listed are from a County wide fire and rescue property tax and a State of Maryland Amoss grant. The Fire and Rescue Tax is based on \$.064 per assessed value of real property and \$.16 per assessed value of business property. The tax is broken down as follows: 62.50% for fire, 31.25% for EMS and 6.25% for the Length of Service Awards Program (LOSAP). Donations, fundraising and other sources of revenue are reported separately within each organizations financial statements.

The Volunteer Fire and Rescue organizations are independent companies, each operated under an elected body of operational and administrative officers. The business affairs of each organization are managed by the Board of Directors and membership vote. The goals of these Associations include outstanding performance in the following areas: fire protection, fire prevention, volunteer retention and emergency medical services (basic and advanced life support).

Positions:

There are nearly 1,200 active volunteers within the fire and emergency medical services system. Most of these have accumulated Length of Service Award Program Points.

Public Safety

Department: State's Attorney Office\Sheriff\Commissioners Account: 22 Fund
Division/Program: Drug Forfeitures Fund: Special Rev.
Program Administrator: State's Attorney Office\Sheriff\Commissioners Source: Srvc. Charge

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2018 Amended	FY2019 Adopted	\$ Change FY2018 Amended	% Chg.
Operating Costs	73,909	172,700	172,700	178,600	5,900	3.4%
Capital Outlay	0	55,000	55,000	0	(55,000)	-100.0%
Total Expenditures	\$73,909	\$227,700	\$227,700	\$178,600	(\$49,100)	-21.6%

Changes and Useful Information:

- Increased **Operating Costs** are the net result of an increase for the Drug Take Back Program and State Attorneys Office miscellaneous expenditures and a decrease in Sheriff's office operating expenses.
- **Capital Outlay** decrease is due to one time capital purchase in FY2018.

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.ccsso.us Source: Srvc. Charge

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2018 Amended	FY2019 Adopted	\$ Change FY2018 Amended	% Chg.
Personal Services	\$129,335	\$173,100	\$173,100	\$155,100	(\$18,000)	-10.4%
Fringe Benefits	36,811	48,700	48,700	42,000	(6,700)	-13.8%
Operating Costs	11,876	38,100	38,100	21,600	(16,500)	-43.3%
Capital Outlay	0	35,000	35,000	0	(35,000)	-100.0%
Total Expenditures	\$178,022	\$294,900	\$294,900	\$218,700	(\$76,200)	-25.8%

Changes and Useful Information:

- **Personal Services and Fringe Benefits** decrease is due to elimination of Part Time budget which was not used in the last several fiscal years and decrease in Health and Dental.
- **Operating Costs** were decreased to meet current trends and align budget with revenues.
- **Capital Outlay** decrease is due to one time capital purchase in FY2018.

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: Svc. 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.

<u>Positions:</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
VICS Supervisor	1.0	1.0	1.0	1.0	1.0
VICS Specialist	2.0	2.0	2.0	2.0	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	0.0
Total Full Time Equivalent	4.1	4.1	4.1	4.0	3.4

Department:	Sheriff's Office	Account: 44 Fund
Division/Program:	Southern Maryland Criminal Justice Academy	Fund: Special Rev.
Program Administrator: Troy D. Berry, Sheriff	www.ccsso.us	Source: Reimburse

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2018 Amended	FY2019 Adopted	\$ Change FY2018 Amended	% Chg.
Operating Costs	\$126,958	\$201,300	\$201,300	\$192,300	(\$9,000)	-4.5%
Capital Outlay	38,000	0	0	0	0	N/A
Total Expenditures	\$164,958	\$201,300	\$201,300	\$192,300	(\$9,000)	-4.5%

Changes and Useful Information:

- **Operating Costs** were decreased to meet current trends and align budget with revenues.

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 2017 The Southern Maryland Criminal Justice Academy provided training for many different agencies. The academy instructed one police entry-level classes (PELTP Session 43). PELTP Session 43 graduated 14 recruits (Recruit breakdown of 3 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 three correctional entry-level classes (CELTP Session 55, 56 & Session 57). CELTP Session 55 graduated 13 recruits (Recruit Breakdown of 6 Calvert County, 3 Charles County and 4 St. Mary's County). CELTP Session 56 graduated 12 recruits (Recruit breakdown of 3 Calvert County, 6 Charles County and 3 St. Mary's County). CELTP Session 57 graduated 15 recruits (Recruit breakdown of 4 Calvert County, 9 Charles County and 2

During 2017 the academy provided in-service for 231 sworn officers. In-service provided for Calvert County – 110, St. Mary's County – 97, LaPlata Police Department – 2, Morningside Police Department – 2, Riverdale Park – 13 and Cheverly - 7. The academy also hosted specialized courses such as an Enhanced Instructor's Course, FBI DT Instructors School, Corrections ERT School, Corrections Field Training Officer Course, First Line Supervisor School and Supervising Millennials.

Community Services

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

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2018 Amended	FY2019 Adopted	\$ Change FY2018 Amended	% Chg.
Personal Services	\$366,643	\$294,363	\$434,671	\$332,367	(\$102,304)	-23.5%
Operating Costs	321,687	302,250	524,428	296,690	(227,738)	-43.4%
Debt Service	0	2,600	2,600	5,081	2,481	95.4%
Capital Outlay	23,400	0	7,551	0	(7,551)	N/A
Total Expenditures	\$711,730	\$599,213	\$969,250	\$634,138	(\$335,112)	-34.6%

Changes and Useful Information:

- The balance of Federal grants with a fiscal year end date of 09/30/18 or later will be carried over to FY2019. Budget Amendments are executed for the rollover funds.
- Debt Service** is the full year impact of replacing a vehicle for the Maryland Access Point Program. The vehicle is utilized for site visits with clients, outreach efforts for the program, as well as trainings and meetings associated with the program.
- Decrease in **Capital Outlay** is due to one-time purchase of Hot Food Serving Counter funded by the IIC1 Program in FY2018.

Description:

Federal funds are provided as part of the Older Americans' Act (OAA), under the US Department of Health and Human Services, Administration for Community Living. All OAA programs stipulate that persons who are eligible for services must be at least age 60+ and participants may not be means tested, and services cannot be denied based upon eligible participant's capability or willingness to contribute to the cost of these programs.

Affordable Care Act – Aging and Disability Resource Center: Maryland Access Point (MAP)

MAP is a method of service delivery that enables adults with chronic medical conditions and permanent disabilities to access information and assistance regarding long term care and to receive options counseling and benefits coordination through a single point of entry. This program is utilized to achieve specific goals in the MDoA 5-Year Strategic Plan for MAP. In FY2015, local agencies had to merge existing senior information and assistance programs under MAP to continue program expansion and strategic objectives. Funding supports a designated merit position titled "Aging & Disability Resource Center Manager" to serve as the Charles County MAP Coordinator, an Aging and Disability Resource Center (ADRC) Coordinator and 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.

Title III, Part B - Grants for Supportive Services and Senior Centers

Under Title III, Part B, a state-determined minimum percentage of funds are provided for three designated priority areas: in-home care, legal assistance and access services.

In-home and supportive services are available to frail and disabled persons aged 60 or older, who reside within Charles County. Services include such things as personal care, respite, homemaker, chore, and limited benefits that fill identified gaps in community-based care while clients wait for long-term benefits. All services are coordinated across agencies to ensure that there is no duplication of effort, and to make the best use of limited funds.

Senior Legal Assistance provides legal advice, counseling, and representation to senior citizens under an annual contract with the Legal Aid Bureau (LAB). LAB personnel devote an average of 12 hours/month to the provision of specific legal services described in the contractual agreement. These hours include at least four community education events during the contract year.

Legal services under Title III are limited to settling the following types of claims: Public Benefit Access, Housing, Consumer Protection, Advocacy for institutionalized persons, and Health Care Advanced Directives. The Area Agency on Aging (AAA) may also assist seniors with obtaining low-cost or free legal services not covered under its contract with LAB by coordinating services through the State's Senior Legal Hotline and local attorneys. Access Services include the full scope of services in areas such as Maryland Access Point / Senior Information & Assistance, Community Outreach & Education, Transportation, Assisted Transportation, and support for Senior Centers.

Community Services

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

Title III, Part C - Nutrition Services

Charles County Senior Nutrition Programs are responsible for delivery of nutrition services to the elderly through programs supported at the federal, state, and local levels. Staff within the Aging and Senior Programs Division administer the Congregate and Home Delivered Meals programs through the coordination of many partners including: Charles County Public Schools, a large number of community volunteers, and support from the Maryland Department of Aging. Nutritionally balanced menus are written by a Registered Dietician and are required to meet the dietary needs for older adults as described by USDA and State Nutrition Policy guidelines.

With funding provided under Title III, Part C1, the Congregate Meal Program is effective in reducing social isolation and nutritional risk through the provision of nutritionally balanced meals in community settings such as Senior Centers. In compliance with federal grant requirements, the program requests voluntary donations from eligible participants, but may not deny services based upon an individual's willingness or capability to contribute toward the cost of the meal. Meal sites also offer opportunities for seniors to obtain information, access to benefits, nutrition education, physical fitness and health screening.

Funds designated under Title III, Part C2, provide Home Delivered Meals to eligible seniors and their spouses who are homebound and unable to shop for food or prepare nutritious meals for themselves due to increasing frailty. As with Congregate meals, participant contributions toward the cost of the home delivered meals are requested, but not required. Participants receive periodic screening for eligibility redetermination purposes, as well as, to secure additional benefits which facilitate ongoing community-based care.

Title III, Part D - Health Promotion and Disease Prevention

Effective October 1, 2014 the Maryland Department of Aging issued a new program directive (APD 14-14) that restricts the use of Title IIIID 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 IIIID of the Older Americans Act. The Division offers several qualifying programs, so the Division will limit its Title IIIID 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.

Community Services

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

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.

<u>Positions:</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Aging & Human Services	0.2	0.2	0.1	0.1	0.1
Aging and Disability Resource Center (ADRC) Mgr	0.9	0.9	1.0	1.0	1.0
Centers Administrator	0.2	0.1	0.1	0.1	0.1
ADRC Coordinator	0.2	0.3	0.7	0.3	0.3
Long Term Care Coordinator	0.4	0.4	0.4	0.4	0.4
Nutritionist	0.5	0.4	0.4	0.3	0.3
ADRC Program Specialist	0.6	0.4	0.1	0.5	0.4
Full Time Allocation	0.0	0.0	1.2	1.3	1.3
Part-time positions	3.3	2.6	3.1	4.1	4.5
Total Full Time Equivalent	6.3	5.3	7.0	8.1	8.3

Objectives & Measurements:

See General Fund - Community Services for listing of all Objectives & Measurements regardless of funding source.

Community Services

Department: Community Services Account: 43 fund
Division/Program: Aging & Human Services: State Grants Fund: Spec. Rev.
Program Administrator: Lisa Furlow, Chief of Aging & Human Services Source: Grant
www.charlescountymd.gov/cs/aging/aging-and-senior-programs

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2018 Amended	FY2019 Adopted	\$ Change FY2018 Amended	% Chg.
Personal Services	\$234,439	\$257,180	\$292,219	\$272,702	(\$19,517)	-6.7%
Fringe Benefits	20,066	25,250	26,592	26,310	(282)	-1.1%
Operating Costs	151,995	149,186	195,204	193,623	(1,581)	-0.8%
Debt Service	0	2,600	2,600	5,081	2,481	95.4%
Total Expenditures	\$406,500	\$434,216	\$516,615	\$497,716	(\$21,380)	-3.7%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** decrease is due to the Community Options Waiver Program. The FY2018 budget was amended based on program work and revenue earnings from this fee for service program. The FY2019 budget will be adjusted as needed in FY2019.
- **Operating Costs** were adjusted to meet current trends.
- **Debt Service** increase is the full year impact of replacing a vehicle for the Community Options Waiver Program. The vehicle is utilized for site visits with clients.

Description:

The following programs receive state funds through the Maryland Department of Aging:

Senior Information and Assistance (I&A)

The Senior I&A program serves as a "one stop shop" for senior citizens and their families, and provides community outreach and access to many programs and services which benefit the elderly. The Senior I&A Unit is responsible for the administration of a number of programs and services, including the provision of basic information, coordination of public benefits, referral, and assistance for the elderly and their family members. In addition, Senior I&A maintains and distributes a wide variety of resource materials, provides technical assistance to senior citizen clubs, and conducts community outreach efforts through public and private partner organizations.

Mandated under the Older Americans Act, I&A is considered a "core service" in the community and has experienced a steady increase in call and appointment volume, corresponding with the rapid increase in the County's senior citizen population. Services are provided primarily through senior centers and by phone, with special appointments and home visits available as required. Extensive coordination with churches, the private sector, and community service organizations allow this program to assist low-income senior citizens with a variety of emergency services (e.g. food, fuel, prescriptions) as well as eyeglasses, hearing aids, dental services, and medical equipment in the most efficient manner possible.

Senior 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.

Senior Nutrition

In accordance with statewide nutrition programs for the elderly, the County administers a variety of quality nutrition services to senior residents of the County. Programs include: Congregate Meals, Home Delivered Meals, Nutrition Education, Nutritional Risk Assessment, Individualized Nutrition Consultation, and the provision of shelf-stable meals for use in emergency/inclement weather situations. All persons age 60 and older are eligible to participate in Senior Nutrition programs. Spouses and disabled children of eligible seniors may also participate at the Department's discretion. State Nutrition funds are authorized for meals (not operational).

Community Services

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

Guardianship

In lieu of a suitable private guardian of person, the Chief of Aging & Human Services, may serve as the court-appointed Public Guardian for persons ages 65 and older who have been declared by Courts to be legally incompetent to make their own decisions. Designated long-term care staff members serve as case managers and authorized legal representatives to the Public Guardian and may be required to determine appropriate living arrangements, oversee the provision of services or consent to medical treatment for wards under their care.

In accordance with the Maryland Estates & Trusts laws, Public Guardianship shall be a last resort. Therefore, the Area Agency on Aging (AAA) shall utilize a portion of its grant funds to engage in activities aimed at avoiding Public Guardianship, as possible.

State Ombudsman

As part of the Maryland Ombudsman Initiative, this program is partially State funded as determined by a formula that is heavily weighted by the number of nursing homes operating within the jurisdiction. The Ombudsman provides professional resident advocacy and complaint resolution services in all licensed long-term care facilities within Charles County. Long-term care facilities include nursing homes, transitional care centers, and licensed Assisted Living programs.

This program may utilize trained volunteers and representatives from family and resident councils within each facility to increase the presence of the resident advocate. Cases involving allegations of resident abuse, neglect, or exploitation are investigated jointly with local law enforcement agencies and reported to appropriate State licensing authorities, as outlined in COMAR. Ombudsman services are Federally mandated under the Older Americans' Act (OAA).

Senior Center Operating Funds (SCOF)

These funds are awarded competitively to Area Agencies on Aging (AAA) for the purpose of enhancing services in Senior Centers throughout the State. In 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>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</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	0.6
Home & Community Based Srvc's Supervisor	1.0	1.0	1.0	1.0	1.0
Long Term Care Program Specialist	0.7	0.6	0.7	0.7	0.2
ADRC Program Specialist	0.0	0.0	0.0	0.0	0.0
Part-time positions	2.1	2.2	2.6	3.1	3.1
Total Full Time Equivalent	4.0	4.0	4.5	5.0	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	FY2017 Actual	FY2018 Adopted	FY2018 Amended	FY2019 Adopted	\$ Change FY2018 Amended	% Chg.
Operating Costs	\$0	\$0	\$300,000	\$0	(\$300,000)	-100.0%
Total Expenditures	\$0	\$0	\$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 FY2018 amended 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 34 of those 43 years for 59 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.

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	FY2017 Actual	FY2018 Adopted	FY2018 Amended	FY2019 Adopted	\$ Change FY2018 Amended	% Chg.
Personal Services	\$623,431	\$665,900	\$655,223	\$701,600	\$46,377	7.1%
Fringe Benefits	206,698	228,900	219,990	224,300	4,310	2.0%
Operating Costs	8,568,119	8,577,254	9,050,248	8,483,660	(566,588)	-6.3%
Total Expenditures	\$9,398,249	\$9,472,054	\$9,925,461	\$9,409,560	(\$515,901)	-5.2%

Changes and Useful Information:

- Changes for **Personal Services** and **Fringe Benefits** is due to staff turnover, realignment of the Portability Specialist in FY2018, and includes an approved salary increase.
- The County administers 725 Housing Choice Vouchers which accounts for the majority of operating costs in the form of rental payments. **Operating Costs** decrease is the result of current trends related to rents paid based on anticipated funding. The budget is adjusted mid-year to accommodate funding award which occurs on a calendar year basis.

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>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>
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	5.0	5.0	5.0
Administrative Associate	1.0	1.0	0.0	0.0	0.0
Portability Specialist	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	10.2	10.2	10.2	10.2	10.2

Objectives & Measurements:

See General Fund -Community Services for listing of all Objectives & Measurements regardless of funding source.

Community Services

Department: Community Services Account: 15 Fund
Division/Program: Housing Authority: Housing Special Loans Fund: Spec. Rev.
Program Administrator: Rita Wood, Chief of Housing Authority Source: Svc. Charge
www.charlescountymd.gov/cs/housing/special-loans

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2018 Amended	FY2019 Adopted	\$ Change FY2018 Amended	% Chg.
Operating Costs	\$404,052	\$405,000	\$432,899	\$405,000	(27,899)	-6.4%
Total Expenditures	\$404,052	\$405,000	\$432,899	\$405,000	(\$27,899)	-6.4%

Changes and Useful Information:

- **Operating Costs** decrease is due to one time grant award in FY2018.

Description:

State Special Loans improve owner-occupied homes and small rental properties for low and moderate-income families and individuals and promote community redevelopment. They provide comprehensive rehabilitation to improve the basic livability of properties, increase energy conservation, and meet special housing needs such as lead paint abatement and installation of indoor water and sewer facilities. In extreme cases, complete home replacements may be financed through the State Special Loans Program.

Objectives & Measurements:

See General Fund -Community Services for listing of all Objectives & Measurements regardless of funding source.

Department: Community Services Account: 19 Fund
Division/Program: Housing Authority: Community Development Administration Fund: Spec. Rev.
Program Administrator: Rita Wood, Chief of Housing Authority Source: Grant
www.charlescountymd.gov/cs/housing/housing-authority

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2018 Amended	FY2019 Adopted	\$ Change FY2018 Amended	% Chg.
Personal Services	\$4,063	\$7,750	\$15,763	\$0	(\$15,763)	-100.0%
Operating Costs	171,142	32,250	436,727	0	(436,727)	-100.0%
Total Expenditures	\$175,205	\$40,000	\$452,490	\$0	(\$452,490)	-100.0%

Changes and Useful Information:

- At the end of each fiscal year, the balance of unspent multi-year federally funded grant projects are carried over to the next fiscal year as appropriate. Budget Amendments are executed for the rollover funds.

Description:

Effective July 1, 2017, four (4) homeless grant programs and the Interagency Council on Ending Homelessness, formerly administered by the Maryland Department of Human Services (DHS), moved to the Department of Housing and Community Development (DHCD). The first change is the move to consolidate six, discrete programs into a single Homeless Solutions Program (HSP) grant, two of which are the Rental Assistance Program (RAP) and the Emergency Solutions Grant (ESG). Currently, each grant program is administered and awarded as a separate grant. As of State fiscal year (FY) 2019, applicants will submit one application to apply for all HSP funds. The second significant change is the way funds will be distributed to applicants and service providers. Effective FY2019, HSP funds will largely flow through the 16 Continuums of Care (CoC). Therefore, the County will no longer handle the RAP or ESG programs effective FY2019.

Rental Allowance Program (RAP)

In FY2018, 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. The FY2018 grant program will close out in FY2019.

Emergency Solutions Grant, Formerly the Emergency Shelter Grant, (ESG) Program

The ESG program provides funding for homeless prevention activities and funding for emergency and transitional homeless shelters that supply supportive services to their clients. Charles County applies for funding on behalf of local sub recipients and administers the grants when received. For FY2018, 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 was a multi-year grant with that ended in FY2018 as of 09/30/2017.

Social Services

Department:	Circuit Court	Account:	5 Fund
Division/Program:	Child Support/Judicial Grants	Fund:	Special Rev.
Program Administrator:	Amy J. Bragunier, Circuit Court	Source:	Grant

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2018 Amended	FY2019 Adopted	\$ Change FY2018 Amended	% Chg.
Personal Services	\$818,649	\$425,250	\$426,886	\$436,558	\$9,672	2.3%
Fringe Benefits	253,615	208,450	231,321	224,312	(7,009)	-3.0%
Operating Costs	475,345	578,981	698,281	219,232	(479,049)	-68.6%
Capital Outlay	7,482	36,404	36,404	28,562	(7,842)	-21.5%
Total Expenditures	\$1,555,090	\$1,249,085	\$1,392,892	\$908,664	(\$484,228)	-34.8%

Changes and Useful Information:

- Effective July 1, 2017, the State Attorney's Child Support Division moved to the Charles County Department of Social Services as the Attorney General's Office will provide legal representation in child support cases.
- Changes for **Personal Services** and **Fringe Benefits** includes an approved salary increases.
- Reduction in **Operating Costs** is due to one time grants awarded in FY2018 that are not budgeted in FY2019. 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.
- Decrease in **Capital Outlay** is due to a one-time award for security improvements at the Courthouse. FY2019 grant funded improvements include fortification of the fence surrounding court holding and the Circuit Court sally port; upgrades to the courthouse card access control system; and centralizing the 24/7 employee building alarm keypad.

Description:

Child Support - Circuit Court

Family Magistrates are appointed by the Administrative Judge of the Circuit Court for Charles County pursuant to Maryland Rule 2-541. Operating pursuant to a cooperative agreement with the MD Department of Human Resources Child Support Enforcement Administration, the Family Magistrates conduct court hearings in Title IV-D cases pertaining to establishing paternity and child support orders, in addition to the modification and enforcement of child and medical support obligations filed by the Charles County Department of Social Services (DSS).

Family Support Services Program (FSSP) - Circuit Court

The goal of the state funded Family Support Services Program (FSSP) within the Circuit Court for Charles County is to provide an effective approach for the early resolution of family conflict. Recognizing that the adversarial process can be destructive for families, the FSSP works to expedite family law cases in a manner designed to enable safety and support for all family members, and to minimize the trauma of litigation. Families are given opportunities, through court orders, to participate in co-parenting educational programs and alternative dispute resolution programs to make parenting decisions for themselves and their families. FSSP also offers a Fee Waiver program for litigants who cannot afford court-ordered family services.

Funding also provides for the Child Dependency Mediation Program. Child dependency mediation is a strategy for more efficient and effective placement of children who have been removed from their home due to neglect and abuse. The main goal of this program is to assist children in finding a permanent solution to their home situation within twelve (12) months. Other goals include shared ownership and development of case plans, reduction of the time from removal to permanency, reduction in the number of court hearings, and increased satisfaction of all disputing parties.

On January 1, 2018, amendments to Title 10 of the Maryland Rules took effect that changed how courts manage guardianships under Title 13 of the Estates and Trusts Article. These changes reflect the Judiciary's ongoing efforts to ensure the personal and financial well-being of vulnerable Marylanders. In FY19, the court will implement a cohesive guardianship monitoring initiative as a component of its Family Support Services Program. The initiative will include intensive case management components for both adult guardianship and guardianship of a minor cases. Key aspects of the Guardianship Monitoring Program include: ensuring eligibility requirements for attorneys appointed to represent subjects of proceedings to establish guardianships are met; implementing orientations and executing training requirements for guardians of the person and property; linking potential and appointed guardians with community resources; monitoring compliance with annual reporting requirements; performing case file management duties to ensure timely case disposition; etc.

Social Services

Department:	Circuit Court	Account: 5 Fund
Division/Program:	Child Support/Judicial Grants	Fund: Special Rev.
Program Administrator:	Amy J. Bragunier, Circuit Court	Source: Grant

Office of Problem Solving Courts Discretionary Grant (OPSCDG)

The OPSCDG is a state funded program that assists problem solving courts to develop and maintain a 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 FY2019, grant funds are designated to support a full-time Drug Court Coordinator who oversees local drug court programs, the Family Resource Specialist who works with FRC clients, and services to program participants. Parents with substance abuse issues who are under the jurisdiction of the court through a Child In Need of Assistance (CINA) case, Termination of Parental Rights case, or domestic relations case are eligible for the program. The mission of the Charles County FRC is to build strong and healthy families by offering timely, intensive treatment and support for parents with substance abuse problems that prevent them from providing safe and appropriate care for their children. The FRC utilizes a holistic approach to support parents and families, with consistent monitoring, intensive treatment, ancillary services, and collaborative community efforts. Court sessions are scheduled bimonthly for a total of twenty-four sessions held in each calendar year. Since its inception, twenty-nine (29) clients have successfully completed and graduated from the program.

State Court Improvement Program - Department of Juvenile and Family Services Child Welfare Short Term Grant

These grant funds were used to update and reproduce child welfare resources for litigants, justice partners, and the community to increase family engagement, enhance comprehension of programs and processes, and overall improve the processing of child welfare cases and related matters.

Office of Security Administration - Court Security Grant

This grant program provides funds in FY2019 for security improvements at the courthouse to include fortification of the fence surrounding court holding and the Circuit Court sally port; upgrades to the courthouse card access control system; and centralizing the 24/7 employee building alarm keypad.

Substance Abuse and Mental Health Services Administration Projects of Regional and National Significance (SAMHSA) - Family Recovery Court (FRC)

The Charles County Circuit Court was awarded a new, five (5) year, SAMHSA grant starting in September 2019 to continue its coordinated, multi-system approach for individuals engaging in the FRC. Project goals are to increase the capacity of the FRC; improve access to mental health assessments; increase commitment/retention in the FRC program through certified trauma informed care; provide ongoing trauma-informed care training to FRC staff and community partners; augment existing treatment services available to participants via Medically Assisted Treatment (MAT) interventions; enhance parenting skills and positive family interactions through a parenting education program; offer aftercare services to participants who have graduated from the FRC program or been administratively discharged; and implement programs geared towards positively enhancing parent-child interactions. Funds support the cost of an Assistant Case Manager, 10% of the Drug Court Coordinator, and contract services for substance abuse treatment, inpatient treatment, MAT, transportation for clients, parenting education programs, parent-child focused programs, and a performance evaluation with data collection. This grant

<u>Positions:</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
CIRCUIT COURT					
Drug Court Coordinator	1.0	0.8	1.0	0.8	0.8
Director of Family Programs	1.0	1.0	1.0	1.0	1.0
Guardianship Monitor	0.0	0.0	1.0	1.0	1.0
Family Resource Specialist	1.0	1.0	1.0	1.0	1.0
Assistant Case Manager	0.8	1.0	1.0	1.0	1.0
Secretary	1.0	1.0	1.0	1.0	1.0
Case Manager	1.0	1.0	1.0	1.0	1.0
Juvenile Drug Court Case Manager	0.0	1.0	0.0	0.0	0.0
Courtroom Clerk	2.0	2.0	2.0	2.0	2.0
Total Circuit Court	7.8	8.8	9.0	8.8	8.8
Total Full time Equivalent	17.2	18.2	18.4	8.8	8.8

<u>Objectives & Measurements:</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>

Child Support

Objective: Establishment and enforcement of paternity and support orders.

Family Magistrates Office

% to be dispositioned for cases scheduled	97%	96%	96%	95%	95%
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Social Services

Department: Community Services Account: 46 Fund
Division/Program: Charles County Advocacy Council for Children, Youth, & Families Fund: Special Rev.
Program Administrator: Kathy Young, Financial Support Administrator Source: Grant
<http://www.charlescountymd.gov/local-management-board/charles-county-advocacy-council-children-youth-and-families-local-management>

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2018 Amended	FY2019 Adopted	\$ Change FY2018 Amended	% Chg.
Personal Services	\$131,930	\$140,127	\$170,420	\$155,918	(\$14,502)	-8.5%
Fringe Benefits	36,862	38,722	58,749	47,911	(10,838)	-18.4%
Operating Costs	82,990	29,043	18,567	22,729	4,162	22.4%
Operating Contingency	0	17,610	27,216	0	(27,216)	-100.0%
Agency Funding	1,638,600	2,026,220	3,256,423	2,031,989	(1,224,434)	-37.6%
Total Expenditures	\$1,890,382	\$2,251,722	\$3,531,375	\$2,258,547	(\$1,272,828)	-36.0%

Changes and Useful Information:

- Net decrease in **Personal Services** and **Fringe Benefits** is due to staff turnover and a new Long Term Care Coordinator position budgeted mid-year in FY2018 but is not budgeted until award in FY2019.
- The decrease in **Operating Costs** and **Agency Funding** is due to a Federal grant with a fiscal year end date of 09/29/18 that will be carried over to FY2019. Budget Amendments are executed for the rollover funds.

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:

<u>Title</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>
Director of Community Services	0.0	0.0	0.1	0.1	0.1
Chief of Transit	0.1	0.1	0.0	0.0	0.0
CCACCYF Coordinator	1.0	1.0	1.0	1.0	1.0
Fiscal Specialist	0.3	0.3	0.2	0.2	0.2
Administrative Associate	0.0	0.3	0.3	0.3	0.3
LMB Program Specialist	0.8	0.8	0.8	0.8	1.0
Total Full Time Equivalent	2.1	2.5	2.3	2.3	2.5

Objectives & Measurements:

	<u>FY15 Actual</u>	<u>FY16 Actual</u>	<u>FY17 Actual</u>	<u>FY18 Projected</u>	<u>FY19 Estimated</u>
<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	7
Grant/funding applications approved	5*	5	5	6	7
* Grant applied for in FY15 was awarded in FY16					
Vendor / Subrecipient contracts executed	9	9	14	14	16
Program improvement plans reviewed	1	2	1	2	2

Planning and Growth Management

Department: Planning and Growth Management
Division/Program: Transit
Program Administrator: Jeffry Barnett, Chief of Transit
<http://www.charlescountymd.gov/pgm/vango/vango>

Account: 6 Fund
Fund: Spec. Rev.
Source: Grant

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2018 Amended	FY2019 Adopted	\$ Change FY2018 Amended	% Chg.
Personal Services	\$350,499	\$357,600	\$357,600	\$368,700	\$11,100	3.1%
Fringe Benefits	103,867	109,100	109,100	114,500	5,400	4.9%
Operating Costs	6,961,630	7,308,129	7,047,888	7,019,883	(28,005)	-0.4%
Capital Outlay	782,291	901,700	1,687,036	425,100	(1,261,936)	-74.8%
Total Expenditures	\$8,198,287	\$8,676,529	\$9,201,624	\$7,928,183	(\$1,273,441)	-13.8%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase includes an approved salary increase.
- **Operating Costs** decrease is the net result of increased cost of American with Disabilities Act (ADA) and Statewide Special Transportation Program (SSTAP) for FY2019 and the end of the Medical Assistance Program in FY2018.
- **Capital Outlay** includes shelter improvements, three (3) replacement buses and one (1) replacement of a specialized vehicle. Capital grant purchases vary from year to year.

Description:

All services defined below are coordinated and combine to form VanGO Transportation.

Public Transportation: VanGO or Rural Public Transportation Program (RPTP)

The Urban program provides the fixed-route services in La Plata and Waldorf. The Rural program provides deviated-fixed route services in Nanjemoy and Newburg, which connect with the other fixed-route services in the county.

Statewide Special Transportation Assistance Program (SSTAP)

Specialized transportation is offered through SSTAP funding to senior citizens and disabled individuals who cannot access the general public transportation. SSTAP services are demand-response and supplement other VanGO services.

Job Access and Department of Social Services (DSS) Transportation

The Job Access program expands VanGO services into the evening hours. Extended evening service is available on the 16 primary routes which serve the Waldorf, La Plata, Indian Head, St. Charles, and Pinefield areas as well as the Charlotte Hall route that connects with St. Mary's Transit. In support of the Department of Social Services' (DSS) welfare reform initiatives, the Department of Planning and Growth Management (PGM) has entered into a cooperative agreement to provide transportation services to DSS clients receiving job training and education classes as well as transportation to other services related to gaining or maintaining employment. DSS purchases VanGO fare booklets for distribution to clients, who can then access a combination (based on specific client needs) of VanGO public transportation and specialized/demand-response transportation services.

American Disabilities Act (ADA) Program

Complementary paratransit service is provided through the ADA program for individuals with disabilities who live in fixed-route areas but are unable to access these routes.

Dialysis/Senior Center Plus (SC+) Subscriptions

In combination with SSTAP, the dialysis/SC+ subscription service provides service area routes to the three (3) dialysis centers in Charles County and to the SC+ location.

Transportation - VanGO Capital Grant

Capital grants provide funds for the undertaking of public transportation capital improvement/acquisition projects and therefore are multi-year in nature. Unspent grant fund are carried over at the end of each fiscal year. Budget Amendments are executed for the rollover funds. The County's FY2019 Capital Grant request includes capitalized preventative maintenance, shelter improvements, and replacement of three (3) fixed route buses and one (1) specialized bus.

Positions:

<u>Title</u>	<u>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>
Chief of Transit	0.9	0.9	1.0	1.0	1.0
Transit Development Administrator	1.0	1.0	1.0	1.0	1.0
Fiscal Specialist	0.2	0.2	0.0	0.0	0.0
Transit Specialist	2.0	2.0	2.0	2.0	2.0
Total Full Time Equivalent	4.1	4.1	4.0	4.0	4.0

Planning and Growth Management

Department:	Planning and Growth Management	Account:	23.07.19
Division/Program:	Planning/Agricultural Preservation	Fund:	Special Rev.
Program Administrator:	Charles Rice, Environmental Review Program Manager	Source:	Prop. Tax

www.charlescountymd.gov/pgm/planning/planning

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2018 Amended	FY2019 Adopted	\$ Change FY2018 Amended	% Chg.
Personal Services	\$24,750	\$9,800	\$9,800	\$16,600	\$6,800	69.4%
Operating Costs	2,213	2,200	2,200	2,200	0	0.0%
Total Expenditures	\$26,963	\$12,000	\$12,000	\$18,800	\$6,800	56.7%

Changes and Useful Information:

- **Personal Services** increase is for the Agricultural Planner position. Budget is based on revenues collected.
- **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>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>
Agricultural Planner IV	0.19	0.09	0.20	0.08	0.13
Total Full Time Equivalent	0.19	0.09	0.20	0.08	0.13

Planning and Growth Management

Department: Planning and Growth Management Accounts: 4 Fund
Division/Program: Planning Grants Fund: Special Rev.
Program Administrator: Jason Groth, Planning Director Source: Grant

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2018 Amended	FY2019 Adopted	\$ Change FY2018 Amended	% Chg.
Personal Services	\$6,868	\$5,430	\$6,723	\$6,723	\$0	0.0%
Fringe Benefits	2,132	3,570	2,277	2,277	0	0.0%
Operating Costs	1,185	0	23,000	0	(23,000)	-100.0%
Total Expenditures	\$10,185	\$9,000	\$32,000	\$9,000	(\$23,000)	-71.9%

Changes and Useful Information:

- The decrease in **Operating Costs** is due to one-time grants which if appropriated are carried over to the next fiscal year. Budget Amendments are executed for the rollover funds.

Description:

Charles County Critical Area Program www.charlescountymd.gov/pgm/planning/chesapeake-bay-critical-area-program

This State mandated program is partially funded by the Chesapeake Bay Critical Area Commission. The law governing the Program requires that development projects within 1,000 feet of the tidal influence of the Chesapeake Bay meet standards designed to mitigate adverse effects on water quality, fish, plant and wildlife habitat. The County reviews development projects located in the Critical Area to ensure compliance with the program.

Staff also reviews, updates, and incorporates new legislation into the zoning ordinance, subdivision regulations, and Comprehensive Plan. This may include enforcement of local Critical Area regulations by performing site visits, responding to complaints, issuing citations, "Stop Work" orders, and following up on mitigation and remediation efforts. The County also uses these funds to educate the public and provide general assistance to property owners.

Historic Preservation Fund Grants-In-Aid (FY2018)

The FY2018 grant funds a consult for the Hughesville Tobacco Warehouse Survey District and National Register Nomination.

Positions:

	FY15	FY16	FY17	FY18	FY19
Title	FTE	FTE	FTE	FTE	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: Mark Williams, Chief of Codes, Permits, and Inspection Services Source: Srv. Charge
www.charlescountymd.gov/pgm/cpis/inspections

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2018 Amended	FY2019 Adopted	\$ Change FY2018 Amended	% Chg.
Operating Costs	\$63,163	\$200,000	\$200,000	\$150,000	(\$50,000)	-25.0%
Total Expenditures	\$63,163	\$200,000	\$200,000	\$150,000	(\$50,000)	-25.0%

- The decrease in **Operating Costs** is due to trend in spending.

Description:

Nuisance Abatement Fund

The Nuisance Abatement Fund is required to implement Charles County efforts to correct violations of Building Code, Nuisance Code or Zoning Ordinance. In those cases where the property owner has not met the requirements of a Court Order or Nuisance Abatement Hearing Board Order, County Code has provisions for the County to clean-up the property and abate the Code violations at the cost to the property owner. Clean & Lien provisions have been included in appropriate County regulations in order for the required costs to abate the found violations to be affixed on the violators property tax bill as a lien. The account enables the County to hire qualified contractors to abate the eyesore properties in those cases where violators have not met their legally required responsibility prior to payments being finalized by the violators.

Recreation, Parks, and Tourism

Department: Department of Recreation, Parks, and Tourism Account: 39 Fund
Division/Program: Tourism Fund: Special Rev.
Program Administrator: Eileen Minnick, Director of Recreation, Parks and Tourism Source: Grant
<http://www.charlescountymd.gov/tourism/tourism-office>

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2018 Amended	FY2019 Adopted	\$ Change FY2018 Amended	% Chg.
Operating Costs	\$46,504	\$79,587	\$103,438	\$77,500	(\$25,938)	-25.1%
Total Expenditures	\$46,504	\$79,587	\$103,438	\$77,500	(\$25,938)	-25.1%

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. FY2019 budget is the estimated CY2019 award. Any unspent balance for CY2018 award will be carried over at fiscal year end.

Description:

MD Department of Commerce - MD Tourism Development Board (MTBD) - Destination Marketing Organization Grant Agreement

The purpose of this grant is to undertake activities consistent with Section 4-215, 4-213 and 4-214 of the Economic Development Article of the Maryland Code, which establishes as MTBD's mission: "To guide, stimulate, and promote the coordinated, efficient, and beneficial development of travel and tourism in the State so that the State can derive the economic, social, and cultural benefits of travel and tourism to the fullest extent possible." Grants are awarded annually in response to the opportunities provided by Senate Bill 458. Grants are allocated based on the Grantee's prior year allowable expenditures; growth of prior year allowable expenditures over the same expenditures from the previous year to that year; growth of prior year's Comptroller-determined lodgings sales tax revenues over same tax revenues generated in their jurisdiction in the previous year to that year; and, on estimated impact of international visitation. Grant funds may only be used in the manner set forth in the County's Destination Marketing Organization Grant Marketing Plan. Grant funds are awarded on a calendar year basis. Any unspent funds are carried over at fiscal year end.

Economic Development

Department: Economic Development Account: 09 Fund
Division/Program: Economic Development Loan Programs Fund: Special Rev.
Program Administrator: Darrell Brown, Director of Economic Development Source: Grant
www.meetcharlescounty.com

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2018 Amended	FY2019 Adopted	\$ Change FY2018 Amended	% Chg.
Operating Costs	\$140,451	\$675,000	\$675,000	\$675,000	\$0	0.0%
Total Expenditures	\$140,451	\$675,000	\$675,000	\$675,000	\$0	0.0%

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. New to FY2019 is accounting for capital lease proceeds and purchases. Prior to FY2019 these funds were accounted for in the General Fund.

	FY17 Actual	FY18 Budget	FY19 Budget	\$ Change from FY18	% Change
<i>University of Maryland Charles Regional Medical Center</i>					
Revenues: Interest Income	\$141,534	\$74,700	\$25,300	(\$49,400)	-66.1%
Miscellaneous	1,094,512	1,055,800	1,103,600	47,800	4.5%
Total Revenues	\$1,236,046	\$1,130,500	\$1,128,900	(\$1,600)	-0.1%
Expenses: Debt Service	\$1,124,905	\$1,130,500	\$1,128,900	(\$1,600)	-0.1%
Variance	\$111,141	\$0	\$0	\$0	
<i>Nursing Home</i>					
Revenues:					
Fund Balance Appropriation	\$0	\$57,800	\$44,700	(\$13,100)	-22.7%
Total Revenues	\$0	\$57,800	\$44,700	(\$13,100)	-22.7%
Expenses: Debt Service	\$66,795	\$57,800	\$44,700	(\$13,100)	-22.7%
Variance	(\$66,795)	\$0	\$0	\$0	
<i>School Construction Excise Tax</i>					
Revenues: Interest Income	\$958,183	\$1,082,100	\$1,134,200	\$52,100	4.8%
Miscellaneous	8,309,823	8,363,600	8,966,500	602,900	7.2%
Total Revenues	\$9,268,006	\$9,445,700	\$10,100,700	\$655,000	6.9%
Expenses: Debt Service	\$7,439,300	\$6,792,700	\$8,740,800	\$1,948,100	28.7%
Contingency	0	2,653,000	1,359,900	(1,293,100)	-48.7%
Total Expenses	\$7,439,300	\$9,445,700	\$10,100,700	\$655,000	6.9%
Variance	\$1,828,706	\$0	\$0	\$0	

Debt Service Fund

	FY17 Actual	FY18 Budget	FY19 Budget	\$ Change from FY18	% Change
<i>College of Southern Maryland (Children Learning Center)</i>					
Revenues: Interest Income	\$10,327	\$9,100	\$5,900	(\$3,200)	-35.2%
Miscellaneous	76,464	77,600	81,900	4,300	5.5%
Total Revenues	\$86,791	\$86,700	\$87,800	\$1,100	1.3%
Expenses: Debt Service	\$79,970	\$86,700	\$87,800	\$1,100	1.3%
Variance	\$6,821	\$0	\$0	\$0	
<i>The St. Charles Companies</i>					
Revenues: Interest Income	\$949,357	\$848,900	\$695,400	(\$153,500)	-18.1%
Miscellaneous	3,184,524	3,369,100	3,507,900	138,800	4.1%
Total Revenues	\$4,133,881	\$4,218,000	\$4,203,300	(\$14,700)	-0.3%
Expenses: Debt Service	\$4,098,499	\$4,218,000	\$4,203,300	(\$14,700)	-0.3%
Variance	\$35,382	\$0	\$0	\$0	
<i>Capital Lease Purchases</i>					
Revenues:					
Proceeds from Leases	0	0	2,918,800	2,918,800	N/A
Total Revenues	\$0	\$0	\$2,918,800	\$2,918,800	N/A
Expenses: Debt Service	\$0	\$0	\$2,918,800	\$2,918,800	N/A
Variance	\$0	\$0	\$0	\$0	
<i>Miscellaneous</i>					
Revenues: Interest Income	\$192	\$0	\$0	\$0	N/A
Miscellaneous	397	0	0	0	N/A
Total Revenues	\$589	\$0	\$0	\$0	N/A
Expenses: Debt Service	\$0	\$0	\$0	\$0	N/A
Variance	\$589	\$0	\$0	\$0	
TOTAL DEBT SERVICE FUND					
Total Revenues	\$14,725,313	\$14,938,700	\$18,484,200	\$3,545,500	23.7%
Total Expenses	\$12,809,469	\$14,938,700	\$18,484,200	\$3,545,500	23.7%
Variance	\$1,915,844	\$0	\$0	\$0	
Less Non-Spendable Fund Balance reduction	(\$4,355,499)				
Net change in Fund Balance	(\$2,439,655)				

Personnel

PERSONNEL/SERVICE LEVEL CHANGES

The following graph presents the personnel history for Charles County Government from Fiscal Year 2015 through Fiscal Year 2019. 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 2015, 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 106.8 full time equivalent positions since the end of Fiscal Year 2015.

The Fiscal Year 2019 authorized strength for all departments is 1,648.2 full time equivalent positions. Compared to the previous fiscal year, the authorized strength increased by a net full time equivalency of 40.9 which includes 12.3 new full time equivalent positions for public safety. Public safety continues to be one of the Commissioners' higher priorities.

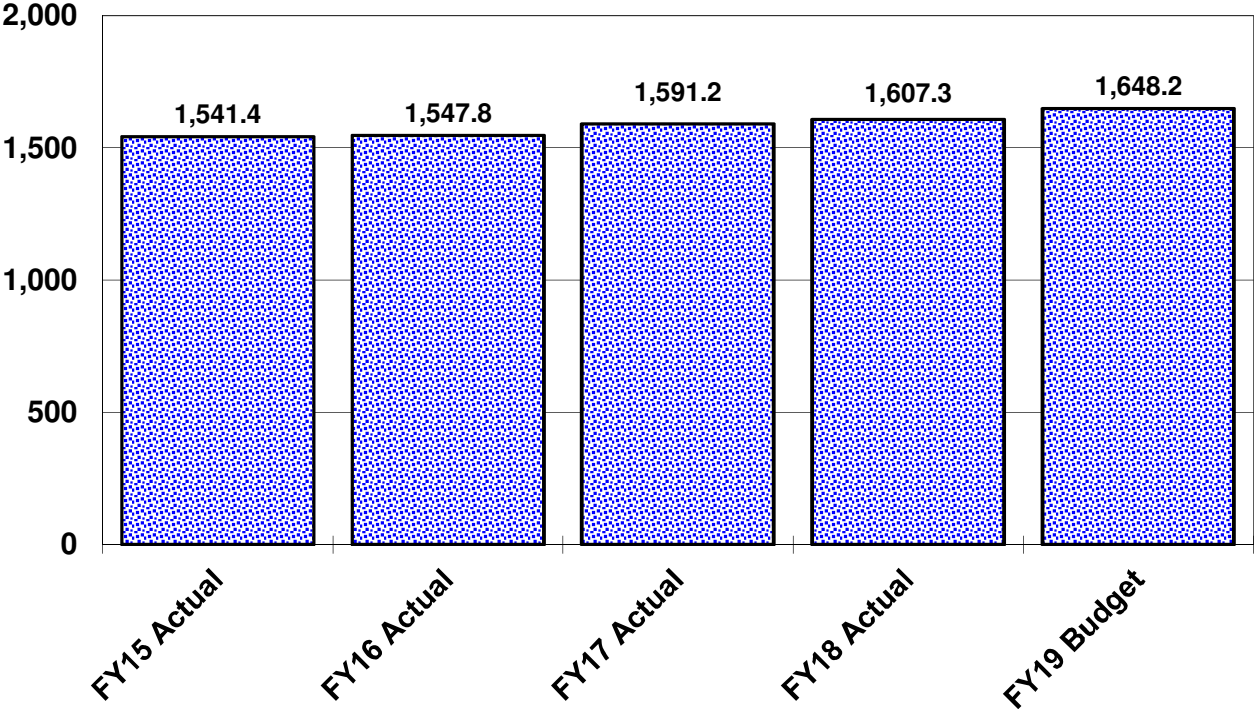
New positions were added in Fiscal Year 2019 as follows:

- Six sworn officers, four correctional officers, as well as an increase in hours for several positions for the Sheriff's Office were approved. These positions will provide steady and consistent investment in public safety to help reduce crime and ensure a safer community for everyone who works, lives, and visits the County. (Public Safety)
- The FY2019 budget provides the State's Attorney's Office with two new support staff positions and well as funding to upgrade two part time positions to full time to assist with the workload.
- An Executive Assistant to the Court Administrator to support the Circuit Court with all aspects of the court administration was included.
- Due to the opening of the Waldorf Senior and Recreational Center in 2019, seven full time positions and several part time positions were approved. (Commissioner Goal: Promote Quality of Life and Resources)
- To assist with asset and inventory management, a Facilities Maintenance Coordinator and a Custodial Supervisor were approved for the Department of Public Works – Facilities. A Technician – Small Engine was upgraded to full time due to the increase in the number of small engines and equipment that need to be maintained. To provide better customer service, two Weigh Clerks were upgraded to full time at the Landfill.
- The Department of Public Works – Utilities received funding for a Wastewater Operator Supervisor II position. This position will supervise the south region to include the Clifton Wastewater Treatment Plant, four pumping stations, and two wells.
- The Department of Fiscal and Administrative Services, Water and Sewer Billing as well as the Administrative Division, received additional part time funding to assist with the workload.

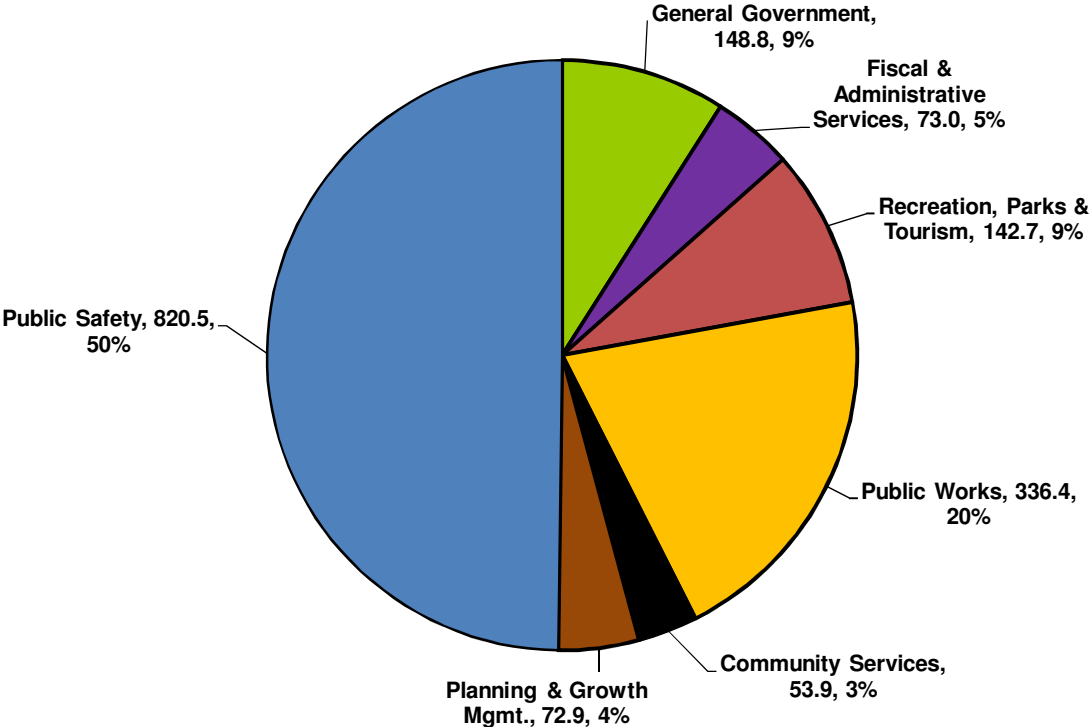
PERSONNEL/SERVICE LEVEL CHANGES

- A full time Purchasing Specialist position for the Department of Fiscal and Administrative Services was approved to assist with the growing number of Capital Improvement Projects.
- Planning and Growth Management received funding for two Inspectors to perform the required inspections needed to meet current regulations, and to ensure that adequate infrastructure inspections are provided for the county and citizens.
- An Engineer I position was approved to assist the Engineer III in Planning and Growth Management with multiple demands, such as reviewing of concept plans and site visits.
- A Recruitment and Retention Administrator was approved for the Human Resources department to assist with the County's recruitment process.
- Additional part time funding was approved for Recreation, Parks, and Tourism for the hiring of instructors to lead programs for Therapeutic and additional support at the various centers.
- Community Services received additional funding for a part time Administrative Associate to support full time staff with fiscal responsibilities.
- To assist with increasing number of production videos and to help cover live meetings additional part time funds were approved for the County Administrator's Media Division.

TOTAL PERSONNEL



FY19 PERSONNEL BY FUNCTION



CHARLES COUNTY GOVERNMENT PERSONNEL LISTING- FULL TIME EQUIVALENT

	FY15 YEAR END	FY16 YEAR END	FY17 YEAR END	FY18 YEAR END	FY19 APPROVED
TOTAL PERSONNEL					
Total Full Time Personnel	1,376.3	1,383.0	1,421.8	1,433.8	1,472.7
Total Part Time Personnel	165.1	164.8	169.3	173.5	175.5
TOTAL PERSONNEL	1,541.4	1,547.8	1,591.2	1,607.3	1,648.2

COUNTY DEPARTMENTS

COMMUNITY SERVICES					
Administration	7.7	8.1	5.3	4.5	5.1
Aging and Senior Programs	32.5	31.9	30.6	30.6	35.4
Housing Authority	14.7	14.4	14.2	14.0	13.4
	54.9	54.5	50.0	49.0	53.9
COUNTY ADMINISTRATOR'S OFFICE					
County Administrator	5.0	3.0	4.0	4.0	4.0
Internal Audit	0.0	0.0	2.0	2.0	2.0
Security	3.9	3.9	3.9	4.8	0.0
Commissioner Office Administration	6.6	6.6	6.6	6.6	6.6
Central Services	0.0	0.0	0.0	1.0	6.8
Media	8.3	8.3	8.9	8.9	9.7
	23.9	21.9	25.5	27.4	29.1
COUNTY ATTORNEY'S OFFICE					
	9.6	9.6	10.0	10.0	10.0
COUNTY COMMISSIONERS					
	5.0	5.0	5.0	5.0	5.0
ECONOMIC DEVELOPMENT					
	6.3	9.3	9.0	10.6	10.6
EMERGENCY SERVICES					
Administration	3.3	3.3	3.3	4.3	4.3
Animal Shelter	13.9	13.8	17.8	17.8	17.8
Animal Control	6.0	6.0	6.0	6.0	6.0
Fire/EMS Communications	31.7	31.7	31.7	31.7	31.7
Emergency Management	2.0	2.0	2.0	2.0	2.0
Emergency Medical Services	81.1	81.1	87.1	92.1	92.1
False Alarm Reduction Unit	2.0	2.0	2.0	2.0	2.0
Special Operations	1.7	1.7	1.7	1.7	1.7
	141.7	141.7	151.7	157.7	157.7
FISCAL & ADMINISTRATIVE SERVICES					
Administration	2.0	2.0	2.0	2.0	2.2
Accounting/Payroll	11.8	11.8	12.8	11.8	10.8
Budget and Financial Planning	5.0	5.0	5.0	5.0	5.5
Information Technology	23.7	24.7	24.7	25.2	25.2
Purchasing	7.0	6.0	6.0	6.0	7.0
Treasury	14.0	14.0	13.5	13.5	13.5
Water & Sewer Billing	7.3	8.3	8.3	8.3	8.9
	70.7	71.7	72.2	71.7	73.0

CHARLES COUNTY GOVERNMENT PERSONNEL LISTING- FULL TIME EQUIVALENT

	FY15 YEAR END	FY16 YEAR END	FY17 YEAR END	FY18 YEAR END	FY19 APPROVED
HUMAN RESOURCES					
Administration	8.0	8.0	8.9	8.4	9.4
Summer Intern Program	0.0	0.0	1.5	3.1	3.1
	8.0	8.0	10.4	11.5	12.5
PLANNING & GROWTH MANAGEMENT					
Administration	4.0	3.6	4.1	5.9	5.9
Codes, Permits & Inspections Services	31.2	31.8	33.3	31.5	34.5
Transit	5.1	5.1	5.0	5.0	5.0
Planning	25.7	25.7	26.5	27.5	27.5
	65.9	66.2	69.0	69.9	72.9
PUBLIC WORKS					
<u>Facilities:</u>					
Administration	12.0	12.0	11.0	11.0	11.0
Building & Trades	56.8	56.8	56.8	58.9	62.9
Landfill Operations	32.2	32.2	32.2	32.7	33.0
Roads	39.7	39.7	41.0	41.0	41.0
Recycling Operations	24.1	25.1	26.7	28.2	28.2
Vehicle & Equipment Maintenance	11.6	11.6	11.6	11.4	10.8
Subtotal Facilities	176.3	177.3	179.3	183.2	186.8
<u>Capital Services</u>	17.3	17.3	18.0	18.0	18.9
<u>Utilities</u>					
Water	35.4	37.1	38.9	40.6	41.3
Sewer	42.0	44.9	46.8	47.2	45.6
Mattawoman	31.0	30.4	31.8	35.7	36.7
Meters	6.1	6.1	6.1	7.1	7.1
Subtotal Utilities	114.5	118.5	123.5	130.5	130.6
Public Works Grand Total	308.1	313.1	320.8	331.7	336.4
RECREATION, PARKS, & TOURISM					
Administration	0.0	0.0	5.5	7.5	7.5
Recreation	57.3	58.8	59.8	61.3	69.2
Parks and Grounds	57.5	57.5	57.7	57.4	58.4
Tourism	8.5	8.5	8.5	7.5	7.5
	123.3	124.8	131.5	133.8	142.7
Total Full Time Personnel	682.9	690.0	715.0	732.7	750.7
Total Part Time Personnel	134.5	135.7	140.1	145.5	153.0
TOTAL COUNTY DEPARTMENTS	817.3	825.7	855.1	878.2	903.7

CHARLES COUNTY GOVERNMENT PERSONNEL LISTING- FULL TIME EQUIVALENT

	FY15 YEAR END	FY16 YEAR END	FY17 YEAR END	FY18 YEAR END	FY19 APPROVED
OUTSIDE AGENCIES					
CIRCUIT COURT	22.2	22.2	25.2	25.2	26.2
STATE'S ATTORNEY OFFICE	53.8	54.2	57.8	48.4	50.4
SHERIFF					
<u>Sheriff's Office:</u>					
Sheriff	1.0	1.0	1.0	1.0	1.0
Uniformed Officers	301.0	301.0	306.0	307.0	313.0
Office of the Sheriff	6.1	6.0	7.0	7.0	7.0
Executive Services Division	9.1	6.0	6.0	6.0	6.0
Administrative Services Division	16.3	17.0	16.7	16.7	16.9
Criminal Investigations Division	13.1	12.2	13.2	15.2	15.2
Communications	21.6	20.9	20.9	20.9	20.9
Station Clerks	22.0	22.0	22.0	22.0	22.0
Records Management	11.6	11.6	11.6	11.6	11.6
Management Information System	11.6	11.6	11.0	11.0	11.0
Patrol Division	2.0	2.0	2.0	2.0	2.0
Special Operations Division	9.3	10.7	11.7	11.1	11.1
Court Security	21.0	21.0	22.0	22.0	24.0
Judicial Services	21.8	21.8	21.8	21.8	21.8
Property Management	12.6	12.6	12.6	12.6	12.7
Training Division	7.3	7.7	7.1	7.1	7.1
Subtotal Sheriff's Office	487.5	485.1	492.6	495.0	503.3
<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	145.0
Classified Personnel	12.6	12.6	12.6	12.6	12.6
Subtotal Detention Center	155.6	155.6	155.6	155.6	159.6
Sheriff Grand Total	643.1	640.7	648.2	650.5	662.8
SOIL CONSERVATION	5.0	5.0	5.0	5.0	5.0
Total Full Time Personnel	693.4	693.0	706.8	701.0	721.9
Total Part Time Personnel	30.6	29.1	29.3	28.1	22.5
TOTAL OUTSIDE AGENCIES	724.0	722.1	736.1	729.1	744.4

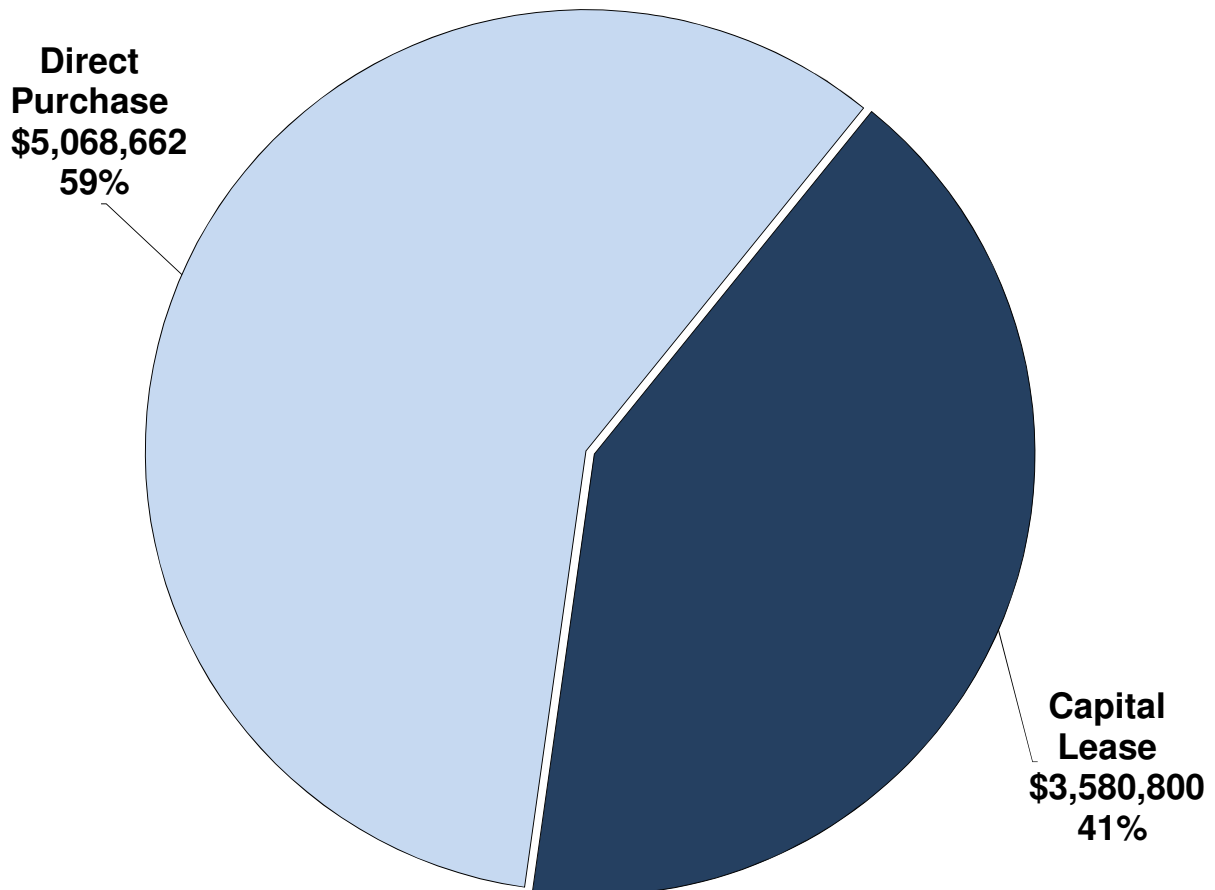
Vehicles & Equipment

FY 2019 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Asset Value of Leased Items	Annual Lease
Total General Fund	\$6,370,500	\$3,451,700	\$2,918,800	\$619,400
Total Transportation Fund	425,100	425,100	0	0
Total Judicial Grants	28,562	28,562	0	0
Total Inspection Services	296,000	223,000	73,000	15,500
Total Solid Waste	691,200	526,200	165,000	35,000
Total Water & Sewer Operations	437,600	13,600	424,000	89,800
Total Environmental Services Operations Fund	196,000	196,000	0	0
Total Cable TV/I-Net Fund	204,500	204,500	0	0
Total All Funds	\$8,649,462	\$5,068,662	\$3,580,800	\$759,700

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 2019 VEHICLE AND EQUIPMENT LISTING

<u>Item Description</u>	<u>Asset Value of Request</u>	<u>Direct Purchase</u>	<u>Annual Lease</u>
<u>General Fund</u>			
<u>Fiscal & Administrative Services</u>			
<u>Information Technology</u>			
Replacement of iSeries <i>Includes hardware, 3 year maintenance agreement, and migrations services.</i>	37,200	37,200	
Tape Drive <i>Funds needed to replace tape drive and tapes.</i>	37,500	37,500	
Fiber Optic Cable <i>Fiber Optic Cable to Building Location for County INET- 95.</i>	28,200	28,200	
<i>Total Information Technology</i>	<i>102,900</i>	<i>102,900</i>	<i>0</i>
Total Fiscal & Administrative Services	102,900	102,900	0
<u>Public Works - Facilities</u>			
<u>Building & Trades</u>			
Utility Body Truck <i>Replacing B52, 2002 with 97,686 miles.</i>	37,000		7,800
Sports Utility Vehicle <i>For the new Custodial Supervisor position.</i>	34,000		7,200
Sports Utility Vehicle <i>Replacing B51, 2002 with 106,503 miles.</i>	37,000		7,800
Transit Van <i>Replacing B55, 2003 with 152,690 mile.</i>	35,000		7,400
Transit Van <i>Replacing B11 1998 with 137,437 miles.</i>	35,000		7,400
<i>Total Building and Trades</i>	<i>178,000</i>	<i>0</i>	<i>37,600</i>
<u>Vehicle Maintenance</u>			
Air Compressor <i>Replacing 120 Gallon Compressor, 1986.</i>	12,000		2,500
Bulk Oil Hose Reels (4) <i>Replacing (4) shop bulk oil reels, 30 years old.</i>	24,500		5,200
Rollback Truck <i>Replacing VM09, 1997 with 226,000 miles.</i>	145,000		30,800
Tilt- Back Tire Changer <i>Replacing tire changer, 25 years old.</i>	11,000		2,300

FY 2019 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
Automotive Wheel Balancer <i>Replacing wheel balancer, 25 years old.</i>	10,500		2,200
Total Vehicle Maintenance	203,000	0	43,000
<u>Roads</u>			
Forestry Bucket Truck <i>Replacing R-111- a 12 year old truck with over 140,000 miles.</i>	220,000		46,700
Extended Cab 3/4 Ton Truck with Snow Equipment <i>Replacement for R-91 (2006/205,000 miles).</i>	60,000		12,700
Extended Cab 3/4 Ton Truck with Snow Equipment <i>Replacement for R-92 (2006/188,000 miles).</i>	60,000		12,700
Extended Cab 3/4 Ton Truck with Snow Equipment <i>Replacement for R-93 (2006/190,000 miles).</i>	60,000		12,700
Sports Utility Vehicle <i>Replacement for R-139 (1998/85,000 miles).</i>	45,000		9,500
Crew Cab Pickup Truck with Snow Equipment <i>Replacement for R-9 (2005/190,000 miles).</i>	65,000		13,800
Crew Cab Pickup Truck with Snow Equipment <i>Replacement for R-25 (2005/152,000 miles).</i>	65,000		13,800
Crew Cab Pickup Truck with Snow Equipment <i>Replacement for R-27 (2001/150,000 miles).</i>	65,000		13,800
Crew Cab Pickup Truck with Snow Equipment <i>Replacement for R-119 (2007/195,000 miles).</i>	65,000		13,800
Asphalt Cold Planer <i>Replacement for RI-138 which is used to mill/patch roads and repair potholes.</i>	22,000		4,700
Asphalt Cold Planer <i>Replacement for RI-197 which is used to mill/patch roads and repair potholes.</i>	22,000		4,700
Sweepster Cold Planer <i>Replacement for RI-159 needed to clean up behind Asphalt Cold Planers.</i>	7,500		1,600
Sweepster Cold Planer <i>Replacement for RI-160 needed to clean up behind Asphalt Cold Planers.</i>	7,500		1,600
Front Mounted Hydraulic Broom <i>Replacement for R-166. Used to sweep roads for emergency clean ups, storms and salt spills.</i>	16,000		3,400
Total Roads	780,000	0	165,500
Total Public Works - Facilities	1,161,000	0	246,100

FY 2019 VEHICLE AND EQUIPMENT LISTING

<u>Item Description</u>	<u>Asset Value of Request</u>	<u>Direct Purchase</u>	<u>Annual Lease</u>
<u>Recreation, Parks, and Tourism</u>			
<u>Parks and Grounds</u>			
6 Wheel Dump Truck <i>Replacing P-45, 2003 with 91,780 miles.</i>	140,000		29,700
3/4 Ton 4x4 Pick Up Truck <i>Replacing P-22, 2005 with 137,000 miles.</i>	38,000		8,100
4 Wheel Drive Front Deck Mower with Plow <i>Replacing PTC-23, 2002 with 1,200 hours.</i>	24,000		5,100
4 Wheel Drive Front Deck Mower with Plow <i>Replacing PTC-27, 2005 with 3000 hours.</i>	24,000		5,100
Utility Tractor <i>Replacing PM-2, 1998 with over 2,800 hours.</i>	33,000		7,000
Over Seeder <i>Replacing Over Seeder, 2002.</i>	9,900		2,100
Infield Conditioner <i>Replacing PRK-19, 2006 with 1,423 hours.</i>	23,000		4,900
4 Wheel Drive Front Deck Mower <i>Replacing PTC-32, 2006, with 2,500 hours.</i>	22,000		4,700
Turbine Blower <i>Replacing turbine blower, 1999 with 2,250 hours.</i>	7,100		1,500
Tee Mower <i>Replacing tee mower, 1994 with 4,885 hours.</i>	40,000		8,500
3/4 Ton 4x4 Pick Up Truck <i>Replacing P-41, 2002 with 113,000 miles.</i>	38,000		8,100
Infield Conditioner <i>Replacing PRK-18, 2003 with 1,860 hours.</i>	23,000		4,900
Infield Conditioner <i>Replacing PRK-21, 2006 with 2,016 hours.</i>	23,000		4,900
Traditional Utility Vehicle 4x2 <i>Replacing PUV-31, 2006 with 2,011 hours.</i>	7,400		1,600
Maintenance Building <i>Replacing Two Sea Lockers, 1990.</i>	30,000		6,400
Front Deck Mower <i>Replacing PTC-35, 2007 with 4,300 hours.</i>	22,000		4,700

FY 2019 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
Reel Mower <i>Replacing PRM-1, 2010 with 1,877 hours.</i>	32,000		6,800
4 Wheel Drive Front Deck Mower <i>Replacing PTC-38, 2012 with 1,007 hours.</i>	22,000		4,700
4 Wheel Drive Utility Vehicle <i>Replacing PUV-05, 2008 with 3,233 hours.</i>	10,000		2,100
Batwing Mower <i>Replacing PWM-05, 2002.</i>	16,000		3,400
Total Parks and Grounds	584,400	0	124,300
<u>Recreation</u>			
Sport Utility Vehicle <i>Replacing RPT-27, 2002 with 81,796 miles.</i>	27,800		5,900
Total Recreation	27,800	0	5,900
Total Recreation, Parks, and Tourism	612,200	0	130,200
<u>Planning and Growth Management</u>			
<u>Transit</u>			
VanGO Fixed Route Bus <i>Replaces T1704. Bus T1704 is being moved to the paratransit fleet and needs to be replaced with a medium duty bus.</i>	100,000	100,000	
VanGO Fixed Route Bus <i>Replaces T89. Transit bus is projected to have 320,000 total miles and needs to be replaced with a medium duty bus.</i>	100,000	100,000	
Total Transit	200,000	200,000	0
Total Planning & Growth Management	200,000	200,000	0
<u>Circuit Court</u>			
CourtSmart Equipment - Mixers (2) <i>Replacement of Mixers which are over 10 years old.</i>	16,500		3,500
CourtSmart Equipment - Server <i>Replacement Server- 2014</i>	45,000	45,000	
Total Circuit Court	61,500	45,000	3,500
<u>Central Services</u>			
Camera Licenses <i>Camera License Support for 30 new cameras and 137 existing cameras.</i>	7,500	7,500	
New and Replacement Cameras	18,500	18,500	

FY 2019 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
Video Storage	5,700	5,700	
Miscellaneous Security Needs	2,000	2,000	
Total Central Services	33,700	33,700	0
<u>Sheriff's Office</u>			
<u>Sheriff's Office</u>			
In-Car Camera	840,000		178,200
(75) Vehicles	2,376,900	2,376,900	
(6) Radios	39,000	39,000	
(6) Mobile Data Terminals	64,800	64,800	
(2) K-9 Dogs	24,500	24,500	
Data Storage Solution	214,100	214,000	
Redundancy Server	40,000	40,000	
Trial Board Video Conference	45,000	45,000	
Total Sheriff's Office	3,644,300	2,804,200	178,200
<u>Detention Center</u>			
Work Stations	10,000	10,000	
Utility Vehicle	14,700	14,700	
Fencing and Vehicle Gate	45,800	45,800	
(4) Radios	26,000	26,000	
Detention Center Intake Area	55,800	55,800	
Video Conference Set-Up	25,000	25,000	
Total Detention Center	177,300	177,300	0
Total Sheriff's Operations	3,821,600	2,981,500	178,200
<u>Emergency Services</u>			
<u>Special Operations</u>			
Equipment Trailer	10,000		2,100
<i>Replacing ES-18, 2005 Interstate Trailer.</i>			

FY 2019 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
Hazardous Materials Monitoring Meter <i>Current equipment is eight (8) years old and has reached the end of its service life.</i>	80,000		17,000
Total Special Operations	90,000	0	19,100
<u>Emergency Management</u>			
Tables and Chairs <i>Replace the current Emergency Operations Center (EOC) tables and chairs.</i>	9,100	9,100	
Projector <i>Projector for EOC from 2002 needs to be upgraded to current technology standards.</i>	1,500	1,500	
(2) Screens <i>Replace the two screens in the EOC.</i>	4,800	4,800	
Total Emergency Management	15,400	15,400	0
<u>Career EMS</u>			
Emergency Response Vehicle <i>Replacing ES-01, 2007- 89,000 miles.</i>	65,000		13,800
Cardiac Monitor/Defibrillators (3) <i>Replace (3) cardiac monitor/defibrillators.</i>	114,000		24,200
Advanced Life Support Training Manikins (2) <i>Replace (2) advanced life support training manikins used for training paramedics and EMT's. Both units are fifteen (15) years old.</i>	15,000		3,200
EMS Equipment Bags (15) <i>The equipment bags range from (10) ten to (15) fifteen years in age. The bags are made of ballistic nylon.</i>	15,000	15,000	
Advanced Life Support Intubation Equipment (15) <i>Replace intubation equipment which is used to provide advanced medical airways for patients. The equipment varies in age of (10) ten to (15) fifteen years.</i>	20,000	20,000	
Office Furniture for Administrative Offices	38,200	38,200	
Total Career EMS	267,200	73,200	41,200
Total Emergency Services	372,600	88,600	60,300
<u>Orphan's Court</u>			
Court Recording Device	5,000		1,100
Total Orphan's Court	5,000	0	1,100
General Fund Total	\$6,370,500	\$3,451,700	\$619,400
Total Cost of Items to Be Leased	\$2,918,800		

FY 2019 VEHICLE AND EQUIPMENT LISTING

<u>Item Description</u>	<u>Asset Value of Request</u>	<u>Direct Purchase</u>	<u>Annual Lease</u>
<u>Judicial Grants</u>			
<u>Circuit Court</u>			
Courthouse Security <i>For the purchase of an access control system, building alarms, and fencing.</i>	28,562	28,562	
Total Judicial Grants	\$28,562	\$28,562	\$0
<u>Transportation Grants Fund</u>			
<u>Planning and Growth Management</u>			
* Shelters <i>Continuation of bus stop improvement program to add shelters, benches and ADA compliant curb cuts at certain bus stops throughout the County.</i>	50,000	50,000	
* (3) VanGO Fixed Route Bus <i>Replaces T1701, 1702, 1703. Each bus is being moved to the paratransit fleet and needs to be replaced with a medium duty bus.</i>	300,000	300,000	
* VanGO Specialized Bus <i>Replace T87. Specialized demand response bus is projected to have 330,000 miles and six years of service. Useful life is 200,000 miles and/or five years.</i>	75,100	75,100	
Total Transportation Fund <i>*contingent on grant funds</i>	\$425,100	\$425,100	\$0
<u>Inspection and Review Fund</u>			
<u>Planning and Growth Management</u>			
Software <i>Final phase of replacing the computer system associated with land use, subdivision, code enforcement, and permit activities.</i>	223,000	223,000	
(2) Truck <i>Vehicles needed for new Inspector positions.</i>	73,000		15,500
Total Inspection & Review Fund	\$296,000	\$223,000	15,500
Total Cost of Items to Be Leased	\$73,000		
<u>Landfill</u>			
<u>Public Works - Facilities</u>			
Dozer <i>Replace S-53, 2005 with 17,000 plus hours.</i>	520,000	520,000	

FY 2019 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
Mini Excavator with mowing attachment <i>Attachment will allow for enhanced safety and capabilities with excavating, mowing, and material handling.</i>	125,000		26,500
Bush Cutter Attachment <i>Attachment for Skid Steer Loader to mow steep landfill slopes.</i>	6,200	6,200	
Heavy Truck Lift <i>Enhances safety and increases productivity in Landfill maintenance shop.</i>	40,000		8,500
Total Landfill	\$691,200	\$526,200	\$35,000
Total Cost of Items to Be Leased	\$165,000		

Water and Sewer Operation Fund

Public Works - Utilities

Handheld Meter <i>For additional final readings of meters and for greater ability to service the county without backtracking.</i>	7,200	7,200	
Truck <i>Replacing U20. 2006 4x4 Pickup with mileage over 200K for the North region.</i>	35,000		7,400
Truck <i>Replacing U44. 2007 Pick-up with over 120K for the North region.</i>	35,000		7,400
Truck <i>Replacing U35. 2006 4x4 with over 217k miles for the North region.</i>	35,000		7,400
Truck <i>Replacing U24. 2001 with 164,000 miles for the South region.</i>	35,000		7,400
Van <i>Replacing U07. 2002 with 120,000 miles for the Central region.</i>	35,000		7,400
Truck <i>Replacing U142. 2004 with 181,547 miles.</i>	50,000		10,600
Truck <i>Replacing U134. 269,998 miles for the North region.</i>	35,000		7,400
Truck <i>Replacing U21. 2001 with 235,000 miles for North region.</i>	40,000		8,500
Truck <i>Replacing U34. 2006 with over 202,000 miles for the South region.</i>	40,000		8,500

FY 2019 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
Truck <i>For New Wastewater Operator Supervisor II.</i>	40,000		8,500
Color Copier, Printer, Scanner in One	6,400	6,400	
Van with Electrician Equipment <i>Replacing U128. 2003 van with over 202,000 miles.</i>	35,000		7,400
Isotemp Chromatography and General Purpose Laboratory 3 Glass Door Refrigerator 80 cu ft. <i>Replacing 2007 refrigerator.</i>	9,000		1,900
Total Water & Sewer Fund	\$437,600	\$13,600	\$89,800
Total Cost of Items to Be Leased	\$424,000		

Environmental Services Program Fund

Public Works - Facilities

(2) Roll off boxes <i>Roll off boxes that are over 25 years old.</i>	20,500	20,500	
Flat bed roll off box <i>Allows for efficient hauling of equipment and materials utilizing existing roll off truck systems. Box has twenty plus years useful life.</i>	8,000	8,000	
High Tip Loader Bucket <i>Equipment will allow for more efficient operations loading recycling materials into transport tractor trailers. Will improve customer service at the Landfill citizen drop off</i>	32,000	32,000	
Recycling Carts <i>1,500 new recycling carts for expansion of curbside recycling program.</i>	100,000	100,000	
Stationary Trash Compactor <i>Replace 2004 compactor at citizen convenience center located at County Landfill.</i>	24,000	24,000	
Batwing Mower <i>Attachment for the utility tractor to increase productivity while mowing at the Pisgah Landfill.</i>	11,500	11,500	
Total Environmental Srv. Fund	\$196,000	\$196,000	\$0

Cable TV/I-Net Fund

Administrative Services

Video Toaster <i>Item is used to provide live coverage in the Government Building Conference Room. Video toaster is more than 10 years old, outdated, and no longer industry standard.</i>	25,000	25,000	
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FY 2019 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
Robotic Cameras (5) <i>Three cameras are broken and beyond repair. The two remaining are outdated.</i>	40,000	40,000	
Audio Equipment <i>Audio in the Government Building Conference Room needs updating.</i>	20,000	20,000	
(2) Field Cameras and Lens <i>Replacing two field cameras.</i>	40,000	40,000	
<i>Total Administrative Services Cable TV Fund</i>	<i>125,000</i>	<i>125,000</i>	<i>0</i>
<u>Fiscal & Administrative Services</u>			
I-Net Equipment <i>Replace I-Net related switches that have reached the end of their useful life.</i>	79,500	79,500	
<i>Total Fiscal & Administrative Services Cable TV Fund</i>	<i>79,500</i>	<i>79,500</i>	<i>0</i>
Total Cable TV/I-Net Fund	\$204,500	\$204,500	0
TOTAL ALL FUNDS	\$8,649,462	\$5,068,662	\$759,700
TOTAL COST OF ALL ITEMS TO BE LEASED	\$3,580,800		

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 FY2019 budget was appropriated using Pay-Go funding of \$3,120,000 from the General Fund. Majority of these funds are being used to support the Board of Education's Security Enhancement Project.

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.

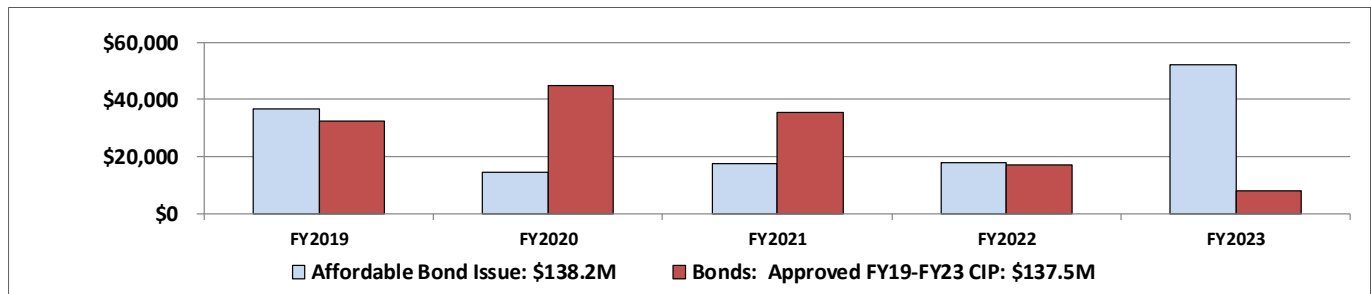
The County Commissioners, by virtue of Article 24, Section 9-10B-01, of the Annotated Code of Maryland, can issue bonds necessary for school construction related to additional capacity. The revised legislation allows the County to assess and collect an excise tax on new home starts to pay for the debt 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 FY2019-FY2023 CIP fund balance use is utilizing funding received from a developer, as well as, utilizing bond premium from the 2018 bond issue. The Capital Project Operating Revenues in FY2020 is utilizing project funding that will be received from a developer to help support the program.

Trends and Assumptions for Estimates

On an annual basis the County develops five-year operating and capital budgets to measure the costs associated with required financing. To determine the amount of long-term debt, each project is reviewed for estimated useful life, dollar amount, and other revenue sources. Other revenue sources are subtracted from the project cost leaving the net cost to be financed with long-term debt. General fund revenues are estimated over a five-year period to determine the amount of revenue to be dedicated to fund additional long-term debt without creating an undue burden on the fund. Per the County's Debt Policy, the General Fund debt service will not exceed 8% of the operating budget.



New water and sewer connection fees are estimated from a combination of historical trends and planning estimates and are applied to the debt service needed to construct central water and sewer systems. Historical trends in solid waste trash tons at the County-owned landfill are reviewed and trends are developed to project future revenue available for future landfill construction.

These revenue trends can often be sporadic. The operating transfer or "pay-go" funding is certain and fixed at the time of adoption. These funds are transferred during the beginning of each fiscal year. The other sources of revenue are not always received as planned. For example, many of the grant oriented projects are on a reimbursement basis; therefore revenues are received parallel to the construction schedule. The construction schedule can be subject to changes in the weather, land acquisition, right-of-way, changes in federal and state regulations, and occasionally contract disputes with contractors. These changes in construction timelines impact the bond funding decisions due to changes in the cashflow requirements.

CAPITAL IMPROVEMENT PROGRAM

The amount of excise tax bonds to be issued in order to fund new school construction is dependent upon the amount of revenues that are expected from the excise tax levy. The excise tax levied for school construction is based on the number of new home starts within the County. The tax is adopted annually and the rate is as follows:

Dwelling Type	FY19 Excise Tax
Single Family Detached	\$17,385
Townhouse	\$17,392
Multi-Family	\$14,554

The number of new starts is estimated based on both historical and assumed future construction. These changing trends and compounding variables are the main reason for capital project planning on a five-year basis.

Project costs are estimated by the Board of Education, College of Southern Maryland, County Departments of Planning & Growth Management, Public Works, Recreation, Parks, and Tourism, Emergency Services, and Fiscal & Administrative Services. Instead of adding inflationary costs to each individual project that is submitted by the project managers, a separate consolidated "Contingency- Inflation" account has been established. The account will be used as a reserve when needed to add additional funds to a project if/when inflation occurs. This method allows us to financially plan for cost inflation while at the same time present projects in today's dollars. Costs will be revised during each CIP cycle and the Contingency- Inflation account will be adjusted as needed.

Planning Commission

The purpose and functions of the Charles County Planning Commission are stated in the Land Use Article of the Annotated Code of Maryland, in the Charles County Code of Public Law, and the Charles County Zoning Ordinance. Primary functions of the Planning Commission are to prepare and recommend a comprehensive land use plan for the jurisdiction, as well as provide a framework for land use, economic development, water and sewerage facilities, and transportation infrastructure within the County. The Planning Commission reviews and approves development proposals against the County Comprehensive Plan, the County Zoning Ordinance and the Subdivision Regulations. As part of the formal review process for new Capital Budgets, the Planning Commission also reviews the CIP requests and provides a report as to its consistency with the goals and objectives of the Comprehensive Plan. The comments made by the Planning Commission are noted on each project page.

During this year's review, emphasis was placed on projects that promote the County's land use and growth management policies, as well as projects that support the County's economic development efforts. The following criteria was used: (1) review of the Adequate Public Facilities (APF) inadequacies that have been identified; (2) review of new and previous CIP requests which were not funded; (3) projects which will implement the goals of the Comprehensive Plan; and (4) identification of any projects found to be inconsistent with the Comprehensive Plan. All projects were found to be consistent with the Charles County Comprehensive Plan or are routine upgrades or maintenance projects.

Comprehensive Plan

Implementation of the 2016 Comprehensive Plan started in FY2017. The Department of Planning and Growth Management is developing a revised work program for Comprehensive Plan implementation, which included a Comprehensive Zoning Code update that not only implements the Plan, but overhauls the zoning regulations to meet more efficient practices. The overhaul is expected to take two to three years to complete and will include public participation. In addition, the Comprehensive Plan implementation will include various studies and the initiation of several new land use related initiatives.

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 FY18 – FY22 program.

General Government

- Neighborhood Traffic Calming Program

Water and Sewer

- White Plains 2MG Water Tower
- Private Water System Interconnection Program
- Swan Point and Cobb Island Sewer System Capacity Analysis and Improvements
- Indian Head Manor Pump Station Removal

All projects were scrutinized, and some projects were delayed while remaining part of the adopted FY19-FY23 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 FY23, the current FY19-FY23 CIP would result in the need to add an additional \$1.1 million to the General Fund budget for operating cost related to the various Government building, parks and for the Radio Communications System Upgrade project, an estimated \$4.9 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 will be reduced for staff transferred from other schools. Additionally, the Board of Education receives other revenues from other sources which could help support the new school. The Solid Waste CIP impact is estimated to generate \$40,800 in operational savings by FY23 due to the Landfill Leachate Management System project. Operating Impacts are also shown for projects with impacts beyond FY23 to capture the operating side of capital projects that are being constructed in FY19-FY23. Cost estimates are reviewed and updated annually.

CUMULATIVE CIP OPERATING IMPACTS

FY2019-FY2023 CAPITAL IMPROVEMENT PROGRAM

(\$ in thousands)

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Beyond FY 2023	PERSONNEL
GOVERNMENTAL OPERATIONS							
BOARD OF EDUCATION							
Billingsley Elementary School *							
No. of Personnel	88.60	88.60	88.60	88.60	88.60	88.60	Administrative Staff 2.0
Personnel Costs	\$0.0	\$4,179.9	\$4,205.0	\$4,230.2	\$4,255.6	\$4,255.6	Support Staff 14.8
Operating	0.0	681.7	685.8	689.9	694.0	694.0	Teachers 53.3
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	Other 18.5
Total Operating	\$0.0	\$4,861.6	\$4,890.8	\$4,920.1	\$4,949.6	\$4,949.6	

* 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	\$4,861.6	\$4,890.8	\$4,920.1	\$4,949.6	\$4,949.6	
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COLLEGE OF SOUTHERN MARYLAND

Healthcare Training Facility

No. of Personnel	0.00	5.00	5.00	5.00	5.00	5.00	Facilities & Grounds
Personnel Costs	\$0.0	\$232.9	\$232.9	\$232.9	\$232.9	\$232.9	Technicians 2.5
Operating	0.0	443.1	443.1	443.1	443.1	443.1	Public Safety 2.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	HVAC position p/t 0.5
Total Operating	\$0.0	\$676.0	\$676.0	\$676.0	\$676.0	\$676.0	
Total College of So. MD	\$0.0	\$676.0	\$676.0	\$676.0	\$676.0	\$676.0	
less: other funding	0.0	(489.9)	(489.9)	(489.9)	(489.9)	(489.9)	
Estimated County Cost	\$0.0	\$186.1	\$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)	(4.7)
Total Operating	\$0.0	(\$1.1)	(\$2.2)	(\$3.4)	(\$4.6)	(\$4.7)
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)	(\$4.7)

Replacement of County Financial Software Program

No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Operating	0.0	196.1	200.0	204.0	208.1	214.3
Total Operating	\$0.0	\$196.1	\$200.0	\$204.0	\$208.1	\$214.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$196.1	\$200.0	\$204.0	\$208.1	\$214.3

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	32.8	33.5	34.1	34.8	35.8
Total Operating	\$0.0	\$32.8	\$33.5	\$34.1	\$34.8	\$35.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$32.8	\$33.5	\$34.1	\$34.8	\$35.8

CUMULATIVE CIP OPERATING IMPACTS

FY2019-FY2023 CAPITAL IMPROVEMENT PROGRAM

(\$ in thousands)

	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>Beyond FY 2023</u>	<u>PERSONNEL</u>
COUNTY GOVERNMENTAL OPERATIONS							
Charles County Animal Shelter							
No. of Personnel	0.00	1.60	1.60	1.60	1.60	1.60	
Personnel Costs	\$0.0	\$74.7	\$77.7	\$80.8	\$84.0	\$87.4	
Operating	0.0	95.1	97.0	99.0	101.0	104.0	
Total Operating	\$0.0	\$169.8	\$174.7	\$179.8	\$185.0	\$191.4	
Vehicle & Equipment Lease	0.0	2.6	5.2	5.2	5.2	5.2	
Total Impact	\$0.0	\$172.4	\$179.9	\$185.0	\$190.2	\$196.6	
Radio Communications System Upgrade							
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	
Personnel Costs	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	
Operating	0.0	0.0	0.0	0.0	493.7	508.5	
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$493.7	\$508.5	
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$493.7	\$508.5	
Vehicle Maintenance Shop HVAC System							
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	9.7	9.9	10.1	10.3	10.6	
Total Operating	\$0.0	\$9.7	\$9.9	\$10.1	\$10.3	\$10.6	
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	
Total Impact	\$0.0	\$9.7	\$9.9	\$10.1	\$10.3	\$10.6	
La Plata Farm Park Development, Phase I							
No. of Personnel	0.00	0.00	2.10	2.10	2.10	2.10	
Personnel Costs	\$0.0	\$0.0	\$90.2	\$93.8	\$97.6	\$101.5	
Operating	0.0	0.0	27.2	27.7	28.3	29.1	
Total Operating	\$0.0	\$0.0	\$117.4	\$121.5	\$125.9	\$130.6	
Vehicle & Equipment Lease	0.0	0.0	10.2	20.3	20.3	20.3	
Total Impact	\$0.0	\$0.0	\$127.6	\$141.8	\$146.2	\$150.9	
Total Governmental Operations	\$0.0	\$406.1	\$544.8	\$567.7	\$1,074.7	\$1,107.9	
TOTAL GOVERNMENTAL IMPACT							
No. of Personnel							
Board of Education	88.60	88.60	88.60	88.60	88.60	88.60	
College of Southern Maryland	0.00	5.00	5.00	5.00	5.00	5.00	
Governmental Operations	0.00	1.60	3.70	3.70	3.70	3.70	
Total Personnel	88.60	95.20	97.30	97.30	97.30	97.30	
Board of Education	\$0.0	\$4,861.6	\$4,890.8	\$4,920.1	\$4,949.6	\$4,949.6	
College of Southern Maryland	0.0	186.1	186.1	186.1	186.1	186.1	
Governmental Operations	0.0	406.1	544.8	567.7	1,074.7	1,107.9	
Total Impact	\$0.0	\$5,453.8	\$5,621.7	\$5,673.9	\$6,210.4	\$6,243.6	
SOLID WASTE							
Landfill Leachate Management System							
No. of Personnel	0.00	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)	
Personnel Costs	\$0.0	(\$28.8)	(\$30.0)	(\$31.2)	(\$32.4)	(\$33.7)	
Operating	0.0	(7.9)	(8.0)	(8.2)	(8.4)	(8.5)	
Total Operating	\$0.0	(\$36.7)	(\$38.0)	(\$39.4)	(\$40.8)	(\$42.2)	
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	
Total Impact	\$0.0	(\$36.7)	(\$38.0)	(\$39.4)	(\$40.8)	(\$42.2)	
							Facilities Maintenance Technician II Part Time 1.0 0.6
							Asst. Park Manager Part Time 1.0 1.1
							Equipment Operator IV (0.5)

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 Commissions comments and priority indication are provided.
6. Expense Budget: lists the Approved FY2019 and tentatively approved FY2020-FY2023 expenditure budgets by category.
7. Prior Appropriation thru FY18 lists the amounts approved for this project to date.
8. Beyond FY2023 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 FY23).
10. Financing Sources: lists the Approved FY2019 and tentatively approved FY2020-FY2023 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 2019

(\$ in thousands)

PROJECT NAME:	<div style="display: flex; justify-content: space-around; align-items: center;"> 1. 2. </div>	Requested By: 3. Project #: 4.
	5.	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total 19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering									
Land & ROW									
Construction									
Equipment									
Administration			6.				7.	8.	9.
Inspection									
Miscellaneous									
Contingency									
Total Outlay									

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total 19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds									
Fund Balance Appropriation									
Operating Transfer									
Total County Funding									
Federal			10.				7.	8.	9.
State									
Other:									
Total Funding									

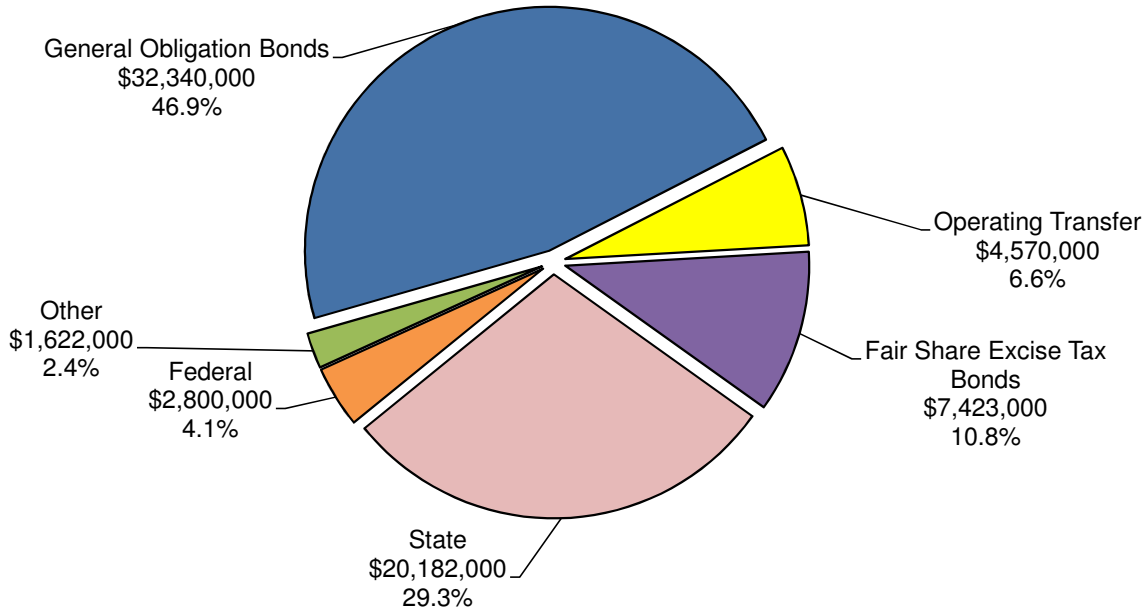
Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
No. of Personnel					
Personnel Costs					
Operating Start-Up Cost				13.	
Total Operating					
Debt Service: Bonds					
Vehicle & Equipment Lease					
Total Impact					

Approp. thru FY18	Beyond FY 2023
7.	8.

LOCATION:	16.
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FY19 Governmental Projects by Funding Source

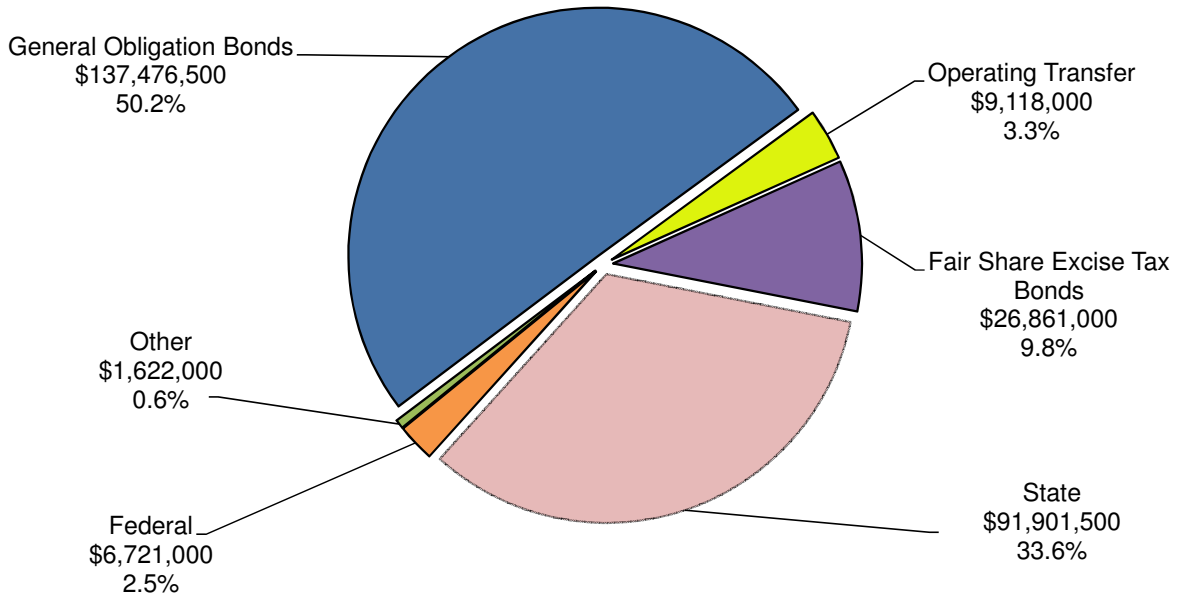
Total: \$64,941,000



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 FY2019. The County is projected to receive the \$3,996,000 reimbursement in FY2020. The above graph does not include the forward funding.

FY19-FY23 Governmental Projects by Funding Source

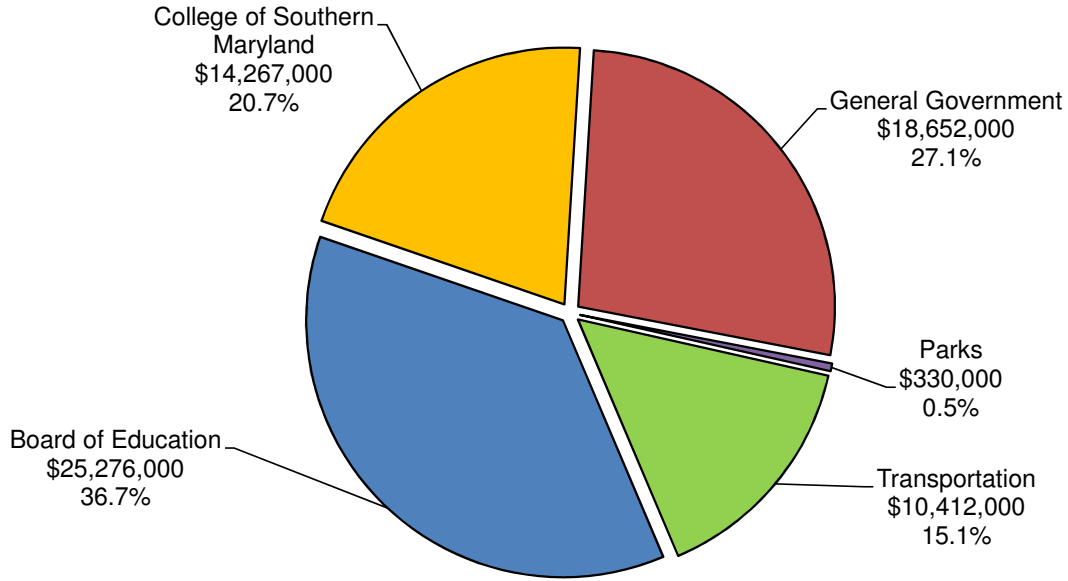
Total: \$269,704,000



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 \$3,996,000 the State's share of the construction funding for various Board of Education projects in FY2019 and is projected to receive the reimbursement in FY2020. The above graph does not include the forward funding.

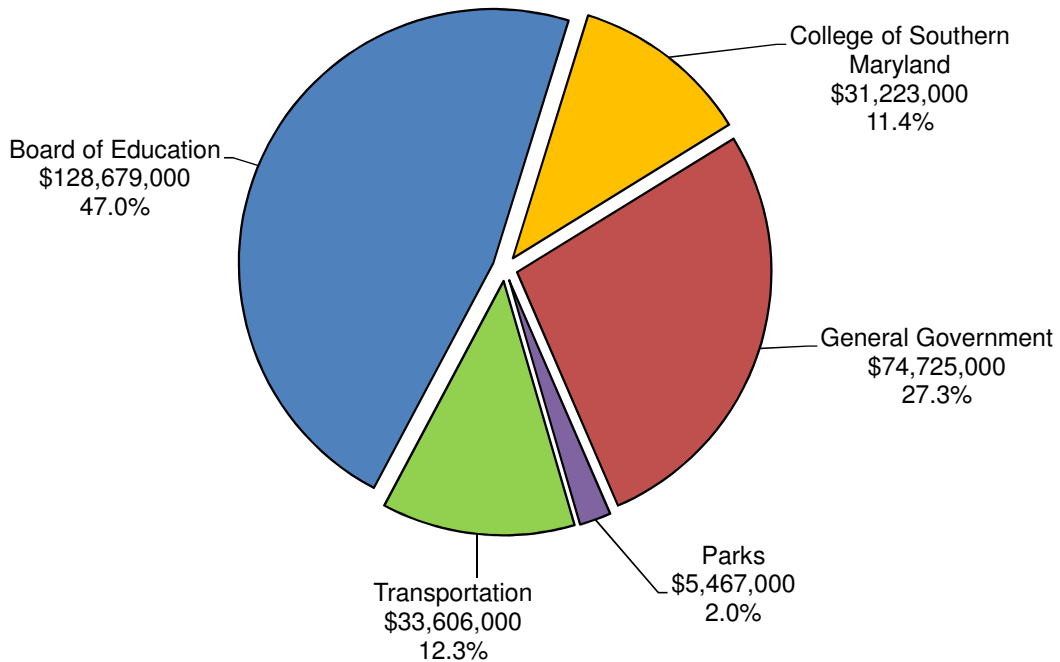
FY19 Governmental Projects by Type

Total: \$64,941,000



FY19-FY23 Governmental Projects by Type

Total: \$269,704,000



- The majority of the funding for the Board of Education represents the construction of the new Billingsley Elementary School and the renovations at Eva Turner Elementary School, Benjamin Stoddert Middle School and McDonough High School. It also includes funding to provide security enhancements at various schools.
- College of Southern Maryland projects are contingent on State funding which funds 75% of the costs.
- General Government includes upgrading the radio communications system, land preservation programs, replacing the Animal Shelter, relocating the La Plata Public Library, as well as maintenance/renovations on various facilities.

CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019 APPROVED CAPITAL PROJECT BUDGET FY2019-FY2023 CAPITAL IMPROVEMENT PROGRAM

<i>(\$ in thousands)</i>	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Prior Approp. thru FY18	Beyond FY 2023	Project Total
Governmental Projects									
CAPITAL COSTS									
Board of Education	\$21,280	\$50,384	\$47,308	\$5,111	\$600	\$124,683	\$48,076	\$745	\$173,504
College of Southern Maryland.....	14,267	16,956	0	0	0	31,223	2,200	0	33,423
General Government.....	18,652	24,001	14,347	10,429	7,296	74,725	12,690	8,090	95,505
Parks.....	330	392	649	2,640	1,456	5,467	395	414	6,276
Transportation.....	10,412	6,115	7,881	4,595	4,603	33,606	30,772	15,263	79,641
Total Governmental	\$64,941	\$97,848	\$70,185	\$22,775	\$13,955	\$269,704	\$94,132	\$24,512	\$388,348
FINANCE SOURCES									
General Obligation Bonds.....	\$32,340	\$44,817	\$35,324	\$16,981	\$8,015	\$137,477	\$47,892	\$18,847	\$204,215
Fair Share Excise Tax Bonds.....	7,423	11,051	8,387	0	0	26,861	26,239	0	53,100
Capital Project Fund - Fund Balance.....	1,450	1,917	0	0	0	3,367	2,002	0	5,369
General Fund Operating Transfer.....	3,120	576	281	281	281	4,539	545	281	5,365
Capital Project Operating Revenues.....	0	1,212	0	0	0	1,212	0	0	\$1,212
Total County Funding	\$44,333	\$59,573	\$43,992	\$17,262	\$8,296	\$173,456	\$76,678	\$19,128	\$269,261
Federal.....	2,800	277	286	0	3,358	6,721	220	3,505	10,446
State.....	20,182	37,999	25,907	5,513	2,301	91,902	12,039	1,879	105,820
Other: Forward funding State Share.....	(3,996)	0	0	0	0	(3,996)	3,996	0	0
Other.....	1,622	0	0	0	0	1,622	1,199	0	2,821
Total Governmental	\$64,941	\$97,848	\$70,185	\$22,775	\$13,955	\$269,704	\$94,132	\$24,512	\$388,348
Enterprise Fund Projects									
CAPITAL COSTS									
Water.....	\$2,466	\$9,258	\$11,798	\$1,729	\$8,802	\$34,053	\$32,001	\$5,406	\$71,459
Sewer.....	13,053	29,327	24,235	11,233	8,297	86,145	88,741	13,232	188,119
Solid Waste (Landfill).....	2,608	4,299	0	0	0	6,907	4,976	0	11,883
Watershed Protection & Restoration.....	11,346	11,722	12,137	12,516	13,017	60,738	28,874	13,557	103,169
Environmental Service.....	0	0	0	0	0	0	0	0	0
Total Enterprise Funds	\$29,473	\$54,606	\$48,170	\$25,478	\$30,116	\$187,843	\$154,592	\$32,195	\$374,630
FINANCE SOURCES									
Water Bonds.....	\$2,368	\$9,160	\$11,700	\$1,631	\$8,704	\$33,563	\$31,317	\$5,308	\$70,187
Sewer Bonds.....	12,493	28,273	22,969	10,804	7,784	82,323	79,121	11,980	173,425
Solid Waste Fund Bonds.....	1,165	0	0	0	0	1,165	4,487	0	5,652
Watershed Protection & Restoration Bonds	11,279	11,652	12,063	12,516	13,017	60,527	28,695	13,557	102,779
Enterprise Fund Operating Transfers.....	256	201	386	201	201	1,245	1,337	201	2,783
Watershed Protection & Restoration Fund Balance.....	67	70	74	0	0	211	179	0	390
Solid Waste Capital Reserve.....	1,443	4,299	0	0	0	5,742	489	0	6,231
Total County Funding	\$29,071	\$53,655	\$47,192	\$25,152	\$29,706	\$184,776	\$145,625	\$31,046	\$361,447
State.....	0	0	0	0	0	0	733	0	733
Federal.....	0	0	0	0	0	0	728	0	728
Other: WSSC.....	402	951	978	326	410	3,067	7,506	1,149	11,721
Total Enterprise Funds	\$29,473	\$54,606	\$48,170	\$25,478	\$30,116	\$187,843	\$154,592	\$32,195	\$374,630
TOTAL PROJECTS	\$94,414	\$152,454	\$118,355	\$48,253	\$44,071	\$457,547	\$248,724	\$56,707	\$762,978

**CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2019 APPROVED CAPITAL PROJECT BUDGET
FY2019-FY2023 CAPITAL IMPROVEMENT PROGRAM**

<i>(\$ in thousands)</i>	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Prior Approp. thru FY18	Beyond FY 2023	Project Total
<u>GOVERNMENTAL PROJECTS</u>									
<u>BOARD OF EDUCATION</u>									
Billingsley Elementary School	5,981	0	0	0	0	5,981	38,789	0	44,770
Benjamin Stoddert Middle School - Modernization/Addition	751	21,674	21,863	0	0	44,288	3,302	0	47,590
Eva Turner Elementary School - Modernization/Addition	601	10,625	9,916	0	0	21,142	2,352	0	23,494
John Hanson MS - Roof Replacement	2,961	0	0	0	0	2,961	246	0	3,207
McDonough High School Renovation Study / Security Enhancements & Performing Arts	0	501	10,187	0	0	10,688	1,102	0	11,790
Westlake H.S. Roof Replacement	393	2,950	0	0	0	3,343	0	0	3,343
Indian Head E.S. Boiler Replacement	129	1,197	0	0	0	1,326	0	0	1,326
Smallwood M.S. Roof/Chiller/H&V/UV Replacement	0	0	478	3,950	0	4,428	0	0	4,428
Matthew Henson M.S. Water Line	625	0	0	0	0	625	0	0	625
Elementary Schools - Playground Replacement	266	266	0	0	0	532	266	0	798
Site Improvements/Asphalt Replacement Program	1,081	0	0	0	0	1,081	1,418	0	2,499
BOE: Various Maintenance Projects	400	400	400	400	400	2,000	400	400	2,800
Local Portable Classrooms - Various Schools	200	200	200	200	200	1,000	200	200	1,400
Middle School - Site Acquisition	4,001	0	0	0	0	4,001	0	0	4,001
Full Day Kindergarten Addition: J.P. Ryon E.S.	400	3,595	0	0	0	3,995	0	0	3,995
Full Day Kindergarten Addition: Malcolm E.S.	389	3,310	0	0	0	3,699	0	0	3,699
Security Enhancements - Various Schools	2,926	2,926	0	0	0	5,852	0	0	5,852
Total without inflation	\$21,104	\$47,644	\$43,044	\$4,550	\$600	\$116,942	\$48,076	\$600	165,618
Contingency- Inflation	176	2,740	4,264	561	0	7,741		145	7,886
Total Board of Education	\$21,280	\$50,384	\$47,308	\$5,111	\$600	\$124,683	\$48,076	\$745	\$173,504
<u>COLLEGE OF SOUTHERN MARYLAND</u>									
Healthcare Training Facility	13,851	15,944	0	0	0	29,795	2,200	0	31,995
Total without inflation	\$13,851	\$15,944	\$0	\$0	\$0	\$29,795	\$2,200	\$0	\$31,995
Contingency- Inflation	416	1,012	0	0	0	1,428		0	1,428
Total College Southern Maryland	\$14,267	\$16,956	\$0	\$0	\$0	\$31,223	\$2,200	\$0	\$33,423

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2019 APPROVED CAPITAL PROJECT BUDGET
FY2019-FY2023 CAPITAL IMPROVEMENT PROGRAM

<i>(\$ in thousands)</i>	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Prior Approp. thru FY18	Beyond FY 2023	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	578	653	653	653	653	3,190	1,521	653	5,364
Various Maintenance Projects	418	418	418	418	418	2,090	0	418	2,508
Lighting Retrofit	106	53	0	0	0	159	371	0	530
Courthouse Renovation	79	79	0	0	0	158	843	0	1,001
Generator Replacement Program	113	113	113	113	113	565	266	0	831
Uninterrupted Power Supply (UPS) Replacement Program	58	58	0	0	0	116	58	0	174
Countywide Building Re-Keying/Access Controls	157	157	0	0	0	314	0	0	314
Charles County Courthouse HVAC Improvements	651	651	1,299	0	0	2,601	239	0	2,840
Detention Center Roof Replacement	0	0	1,424	0	0	1,424	1,346	0	2,770
Detention Center Annex Roof and Walls Improvements	0	527	0	0	0	527	470	0	997
Detention Center and Detention Center Annex Improvements	0	85	0	0	0	85	381	0	466
Detention Center Pump Station Rehabilitations	421	187	0	0	0	608	446	0	1,054
Replacement of County Financial Software Program	616	203	0	0	0	819	2,395	0	3,214
La Plata Library Relocation	2,691	0	0	0	0	2,691	2,627	0	5,318
Charles County Animal Shelter	7,103	0	0	0	0	7,103	247	0	7,350
Radio Communications System Upgrade	2,433	17,703	7,283	7,333	0	34,752	842	0	35,594
Blue Crabs Stadium Seating Area Cover /Roofing Systems Renovations	578	578	556	0	0	1,712	638	0	2,350
Charles County VanGo Maintenance Facility	0	325	325	0	3,533	4,183	0	3,533	7,716
Courthouse Copula Rehabilitation	134	0	0	0	0	134	0	0	134
Vehicle Maintenance Shop HVAC System	156	0	0	0	0	156	0	0	156
Charles County Welcome Signage	123	138	0	0	0	261	0	0	261
Total without inflation	\$18,327	\$23,840	\$13,983	\$10,429	\$6,629	\$73,208	\$12,690	\$6,516	\$92,414
Contingency- Inflation	325	161	364	0	667	1,517		1,574	3,091
Total General Government	\$18,652	\$24,001	\$14,347	\$10,429	\$7,296	\$74,725	\$12,690	\$8,090	\$95,505
<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	395	80	875
Popes Creek Waterfront Phase II	0	59	119	831	959	1,968	0	0	1,968
La Plata Farm Park Development, Phase I	0	0	172	1,200	0	1,372	0	0	1,372
Total without inflation	\$330	\$389	\$621	\$2,361	\$1,289	\$4,990	\$395	\$330	\$5,715
Contingency- Inflation	0	3	28	279	167	477		84	561
Total Parks	\$330	\$392	\$649	\$2,640	\$1,456	\$5,467	\$395	\$414	\$6,276

**CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2019 APPROVED CAPITAL PROJECT BUDGET
FY2019-FY2023 CAPITAL IMPROVEMENT PROGRAM**

<i>(\$ in thousands)</i>	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Prior Approp. thru FY18	Beyond FY 2023	Project Total
TRANSPORTATION									
Road Overlay Program	\$3,178	\$3,178	\$3,178	\$3,178	\$3,178	\$15,890	\$0	\$3,178	\$19,068
County Drainage Systems Improvement Program	100	100	100	100	100	500	2,300	100	2,900
Safety Improvement Program- Existing Roadways	200	200	200	200	200	1,000	460	200	1,660
Traffic Signal Program	285	285	285	285	285	1,425	614	285	2,324
Sidewalk Improvement Program	153	153	153	153	153	765	0	153	918
Billingsley Road Safety Improvements	178	178	178	178	178	890	3,665	0	4,555
Old Washington Road Reconstruction	1,163	0	1,884	0	0	3,047	5,210	0	8,257
Washington Ave.- Various Intersection Improvements	305	305	0	0	0	610	708	0	1,318
Neighborhood Traffic Calming Program	0	0	0	0	0	0	0	0	0
Middletown Road Phase 3 - Feasibility Study	269	0	0	0	0	269	0	8,380	8,649
Western Parkway Road Improvements Phase 2	914	0	0	0	0	914	5,487	0	6,401
Western Parkway Road Improvements Phase 3	0	1,349	1,317	0	0	2,666	12,089	0	14,755
Poplar Hill Bridge (CH 0040001) Replacement	3,590	0	0	0	0	3,590	239	0	3,829
Total without inflation	\$10,335	\$5,748	\$7,295	\$4,094	\$4,094	\$31,566	\$30,772	\$12,296	\$74,634
Contingency- Inflation	77	367	586	501	509	2,040		2,967	5,007
Total Transportation	\$10,412	\$6,115	\$7,881	\$4,595	\$4,603	\$33,606	\$30,772	\$15,263	\$79,641
Total Governmental	\$64,941	\$97,848	\$70,185	\$22,775	\$13,955	\$269,704	\$94,132	\$24,512	\$388,348

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2019 APPROVED CAPITAL PROJECT BUDGET
FY2019-FY2023 CAPITAL IMPROVEMENT PROGRAM

(\$ in thousands)	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Prior Approp. thru FY18	Beyond FY 2023	Project Total
FINANCING SOURCES:									
GOVERNMENTAL OPERATIONS:									
BOARD OF EDUCATION									
Bonds	\$5,138	\$13,054	\$14,422	\$2,412	\$600	\$35,626	\$8,052	\$745	\$44,423
Fund Balance Appropriation	926	1,714	0	0	0	2,640	0	0	2,640
Operating Transfer- General Fund	2,000	0	0	0	0	2,000	163	0	2,163
Operating Transfer - Other	0	1,212	0	0	0	1,212	0	0	1,212
Fair Share Excise Tax Bonds	7,423	11,051	8,387	0	0	26,861	26,239	0	53,100
Total County Funding	15,487	27,031	22,809	2,412	600	68,339	34,455	745	103,538
State	9,789	23,354	24,499	2,699	0	60,341	9,625	0	69,966
Other: Forward Funding	(3,996)	0	0	0	0	(3,996)	3,996	0	0
Total Funding	\$21,280	\$50,384	\$47,308	\$5,111	\$600	\$124,683	\$48,076	\$745	\$173,504
COLLEGE OF SOUTHERN MARYLAND									
Bonds	\$5,036	\$3,552	\$0	\$0	\$0	\$8,588	\$529	\$0	\$9,117
Total County Funding	5,036	3,552	0	0	0	8,588	529	0	9,117
State	9,231	13,404	0	0	0	22,635	1,671	0	24,306
Total Funding	\$14,267	\$16,956	\$0	\$0	\$0	\$31,223	\$2,200	\$0	\$33,423
GENERAL GOVERNMENT									
Bonds	\$14,936	\$22,191	\$13,025	\$9,429	\$2,519	\$62,100	\$9,415	\$2,907	\$74,421
Fund Balance Appropriation	524	203	0	0	0	727	2,002	0	2,729
Operating Transfer- General Fund	570	295	0	0	0	865	80	0	945
Total County Funding	16,030	22,689	13,025	9,429	2,519	63,692	11,497	2,907	78,095
Federal	0	277	286	0	3,358	3,921	0	3,505	7,426
State	1,000	1,035	1,036	1,000	1,419	5,490	0	1,678	7,168
Other:	1,622	0	0	0	0	1,622	1,193	0	2,815
Total Funding	\$18,652	\$24,001	\$14,347	\$10,429	\$7,296	\$74,725	\$12,690	\$8,090	\$95,505
PARKS									
Bonds	\$80	\$98	\$189	\$738	\$486	\$1,591	(\$3)	\$164	\$1,752
Operating Transfer- General Fund	250	250	250	250	250	1,250	259	250	1,759
Total County Funding	330	348	439	988	736	2,841	257	414	3,512
State	0	44	210	1,652	720	2,626	133	0	2,759
Total Funding	\$330	\$392	\$649	\$2,640	\$1,456	\$5,467	\$395	\$414	\$6,276
TRANSPORTATION									
Bonds	\$7,150	\$5,922	\$7,688	\$4,402	\$4,410	\$29,572	\$29,899	\$15,031	\$74,502
Operating Transfer- General Fund	300	31	31	31	31	424	43	31	498
Total County Funding	7,450	5,953	7,719	4,433	4,441	29,996	29,941	15,062	74,999
Federal	2,800	0	0	0	0	2,800	220	0	3,020
State	162	162	162	162	162	810	610	201	1,621
Total Funding	\$10,412	\$6,115	\$7,881	\$4,595	\$4,603	\$33,606	\$30,772	\$15,263	\$79,641
Total Governmental	\$64,941	\$97,848	\$70,185	\$22,775	\$13,955	\$269,704	\$94,132	\$24,512	\$388,348

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2019 APPROVED CAPITAL PROJECT BUDGET
FY2019-FY2023 CAPITAL IMPROVEMENT PROGRAM

<i>(\$ in thousands)</i>	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Prior Approp. thru FY18	Beyond FY 2023	Project Total
ENTERPRISE FUND OPERATIONS									
WATER & SEWER									
Automation & Technology Master Plan	0	2,144	2,144	0	0	4,288	15,383	0	19,671
Underground Infrastructure Repairs	0	718	718	718	718	2,872	2,097	718	5,687
Water Model Update	98	98	98	98	98	490	659	98	1,247
South County Water Transmission Main	0	0	0	0	5,900	5,900	2,611	2,825	11,335
Satellite Water Facility Upgrades	450	750	711	711	711	3,333	1,337	711	5,381
Pinefield Water Tower Rehabilitation	0	997	0	0	0	997	658	0	1,655
Gleneagles 2MG Water Tower	1,850	1,849	0	0	0	3,699	2,563	0	6,262
Waldorf Fire House Water Tower Replacement	0	0	577	0	0	577	4,520	0	5,097
Settle Woods Water Tower Rehabilitation	0	309	0	0	0	309	376	0	685
Bryans Road 2MG Water Tower	0	2,000	3,494	0	0	5,494	350	0	5,844
Hughesville Water Line	0	0	2,061	0	0	2,061	2,734	0	4,795
Waldorf Water Tower #6	0	917	0	0	0	917	4,345	0	5,262
Chapel Point/Bel Alton Water System & Tank	0	0	1,989	0	0	1,989	2,094	0	4,083
Influent/Effluent Pump Station	2,600	0	0	0	0	2,600	17,267	0	19,867
MWWTP Electrical System Replacement	0	1,987	1,987	0	0	3,974	5,639	0	9,613
MWWTP Flow Equalization	0	0	0	0	2,300	2,300	14,876	6,175	23,351
Mattawoman Infiltration and Inflow	3,621	5,260	3,974	3,207	3,207	19,269	12,410	3,207	34,886
Mattawoman WWTP Automation	0	600	600	0	0	1,200	4,845	0	6,045
Pump Station Rehabs and Replacements	290	3,590	2,405	1,360	850	8,495	2,360	630	11,485
Satellite Wastewater Facility Upgrades	1,500	1,125	541	541	541	4,248	1,706	541	6,495
MWWTP Clarifier and Thickener Repairs	0	2,427	2,427	0	0	4,854	5,152	0	10,006
MWWTP Utility Water System	0	750	750	0	0	1,500	1,920	0	3,420
Evaluation & Improvement									
Sewer Model Update	158	103	103	103	103	570	678	103	1,351
Zekiah Pump Station Upgrade	0	598	598	598	0	1,794	819	0	2,613
Zekiah Pump Station Forcemain	0	598	1,143	0	0	1,741	1,266	0	3,007
Zekiah Interceptor Sewer Upgrades	0	799	0	0	0	799	2,814	0	3,613
Cliffon WWTP Improvements	0	2,075	2,075	0	0	4,150	3,246	0	7,396
MWWTP Primary Clarifiers #1-4 Demolition	0	190	158	1,900	0	2,248	0	0	2,248
Hughesville Sewer System	0	0	2,139	2,139	0	4,278	842	0	5,120
MWWTP Septage Receiving Facility	0	268	508	0	0	776	127	0	903
Improvements									
Swan Pt. WWTP Electrical and Control	218	218	0	0	0	436	966	0	1,402
System Improvements									
Post Office Road Sewer Capacity Improvements	0	1,250	1,250	0	0	2,500	618	0	3,118
Sewer Easement Study & Acquisition	0	140	0	0	0	140	334	0	474
Sewer Pump Station Capacity Study	0	0	169	0	0	169	0	0	169
Piney Branch Interceptor Sewer Capacity									
Upgrades - Phase II	3,692	3,089	0	0	0	6,781	3,131	0	9,912
Cobb Island Septic Tank Effluent Pump (STEP)									
Station Rehabs	600	1,440	120	0	0	2,160	0	0	2,160
Total without inflation	\$15,077	\$36,289	\$32,739	\$11,375	\$14,428	\$109,908	\$120,743	\$15,008	\$245,658
Contingency-inflation	442	2,296	3,293	1,587	2,671	10,290	0	3,630	13,919
Total WATER & SEWER	\$15,519	\$38,585	\$36,032	\$12,962	\$17,099	\$120,198	\$120,743	\$18,638	\$259,578
Water	2,466	9,258	11,798	1,729	8,802	34,053	32,001	5,406	71,459
Sewer	13,053	29,327	24,235	11,233	8,297	86,145	88,741	13,232	188,119
Water & Sewer Billing	0	0	0	0	0	0	0	0	0
Total WATER & SEWER	\$15,519	\$38,585	\$36,032	\$12,962	\$17,099	\$120,198	\$120,742	\$18,638	\$259,578

**CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2019 APPROVED CAPITAL PROJECT BUDGET
FY2019-FY2023 CAPITAL IMPROVEMENT PROGRAM**

<i>(\$ in thousands)</i>	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Prior Approp. thru FY18	Beyond FY 2023	Project Total
SOLID WASTE FUND									
Landfill Leachate Management System	959	0	0	0	0	959	4,487	0	5,446
Landfill Cell No. 4A Expansion	1,288	1,288	0	0	0	2,576	266	0	2,842
Waste Transfer Station	113	2,753	0	0	0	2,866	223	0	3,089
Landfill Scale House Expansion	173	0	0	0	0	173	0	0	173
Total without inflation	\$2,533	\$4,041	\$0	\$0	\$0	\$6,574	\$4,976	\$0	\$11,550
Contingency-inflation	75	258	0	0	0	333	0	0	333
Total SOLID WASTE FUND	\$2,608	\$4,299	\$0	\$0	\$0	\$6,907	\$4,976	\$0	\$11,883
WATERSHED PROTECTION & RESTORATION FUND(WPRF)									
NPDES Retrofit Projects	\$10,950	\$10,950	\$10,950	\$10,950	\$10,950	\$54,750	\$28,695	\$10,950	\$94,395
Floodplain Analysis Studies	67	67	67	0	0	201	179	0	380
Total without inflation	\$11,017	\$11,017	\$11,017	\$10,950	\$10,950	\$54,951	\$28,874	\$10,950	\$94,775
Contingency-inflation	329	705	1,120	1,566	2,067	5,787	0	2,607	8,394
Total WPRF	\$11,346	\$11,722	\$12,137	\$12,516	\$13,017	\$60,738	\$28,874	\$13,557	\$103,169
TOTAL ENTERPRISE FUNDS	\$29,473	\$54,606	\$48,169	\$25,478	\$30,116	\$187,843	\$154,592	\$32,195	\$374,630
TOTAL ALL PROJECTS	\$94,414	\$152,454	\$118,354	\$48,253	\$44,071	\$457,547	\$248,724	\$56,707	\$762,978

FINANCING SOURCES									
ENTERPRISE FUND OPERATIONS:									
WATER AND SEWER FUND									
Water Projects									
Bonds	\$2,368	\$9,160	\$11,700	\$1,631	\$8,704	\$33,563	\$31,317	\$5,308	\$70,187
Operating Transfer	98	98	98	98	98	490	659	98	1,247
Total County Funding	2,466	9,258	11,798	1,729	8,802	34,053	\$31,976	\$5,406	\$71,434
State	0	0	0	0	0	0	25	0	25
Total Funding	\$2,466	\$9,258	\$11,798	\$1,729	\$8,802	\$34,053	\$32,001	\$5,406	\$71,459
Sewer Projects									
Bonds	\$12,493	\$28,273	\$22,969	\$10,804	\$7,784	\$82,323	\$79,121	\$11,980	\$173,425
Operating Transfer	158	103	288	103	103	755	678	103	1,536
Total County Funding	\$12,651	\$28,376	\$23,257	\$10,907	\$7,887	\$83,078	\$79,799	\$12,083	\$174,961
Federal	0	0	0	0	0	0	728	0	728
State	0	0	0	0	0	0	708	0	708
Other: WSSC	402	951	978	326	410	3,067	7,506	1,149	11,721
Total Funding	\$13,053	\$29,327	\$24,235	\$11,233	\$8,297	\$86,145	\$88,741	\$13,232	\$188,118
SOLID WASTE FUND									
Bonds	\$1,165	\$0	\$0	\$0	\$0	\$1,165	\$4,487	\$0	\$5,652
Capital Budget Reserve	1,443	4,299	0	0	0	5,742	489	0	6,231
Total County Funding	\$2,608	\$4,299	\$0	\$0	\$0	\$6,907	\$4,976	\$0	\$11,883
WATERSHED PROTECTION & RESTORATION FUND(WPRF)									
Bonds	\$11,279	\$11,652	\$12,063	\$12,516	\$13,017	\$60,527	\$28,695	\$13,557	\$102,779
Fund Balance Appropriation	67	70	74	0	0	211	179	0	390
Total Funding	\$11,346	\$11,722	\$12,137	\$12,516	\$13,017	\$60,738	\$28,874	\$13,557	\$103,169
TOTAL ENTERPRISE FUNDS	\$29,473	\$54,606	\$48,170	\$25,478	\$30,116	\$187,843	\$154,592	\$32,195	\$374,630
TOTAL ALL PROJECTS	\$94,414	\$152,454	\$118,355	\$48,253	\$44,071	\$457,547	\$248,724	\$56,707	\$762,978

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$1,690	\$263	\$563	\$38	\$38	\$2,592	\$9,543	\$47	\$12,182
Land & ROW	4,120	0	0	0	0	4,120	1,295	0	5,415
Construction	12,752	47,529	39,929	4,697	530	105,437	34,217	658	140,312
Equipment	1,950	383	5,682	16	16	8,047	2,144	20	10,211
Administration	0	0	0	0	0	0	46	0	46
Administration - FAS	14	11	6	3	2	36	10	3	49
Inspection	0	0	0	0	0	0	67	0	67
Miscellaneous	340	696	99	0	0	1,135	525	0	1,660
Contingency	414	1,502	1,029	357	14	3,316	229	17	3,562
Total Outlay	\$21,280	\$50,384	\$47,308	\$5,111	\$600	\$124,683	\$48,076	\$745	\$173,504

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$5,138	\$13,054	\$14,422	\$2,412	\$600	\$35,626	\$8,052	\$745	\$44,423
Fund Balance Appropriation	926	1,714	0	0	0	2,640	0	0	2,640
Operating Transfer General Fund	2,000	0	0	0	0	2,000	163	0	2,163
Operating Transfer CIP	0	1,212	0	0	0	1,212	0	0	1,212
Fair Share Excise Tax Bonds	7,423	11,051	8,387	0	0	26,861	26,239	0	53,100
Total County Funding	\$15,487	\$27,031	\$22,809	\$2,412	\$600	\$68,339	\$34,455	\$745	\$103,538
State	9,789	23,354	24,499	2,699	0	60,341	9,625	0	69,966
Other: Forward Fund State Share	(3,996)	0	0	0	0	(3,996)	3,996	0	0
Total Funding	\$21,280	\$50,384	\$47,308	\$5,111	\$600	\$124,683	\$48,076	\$745	\$173,504

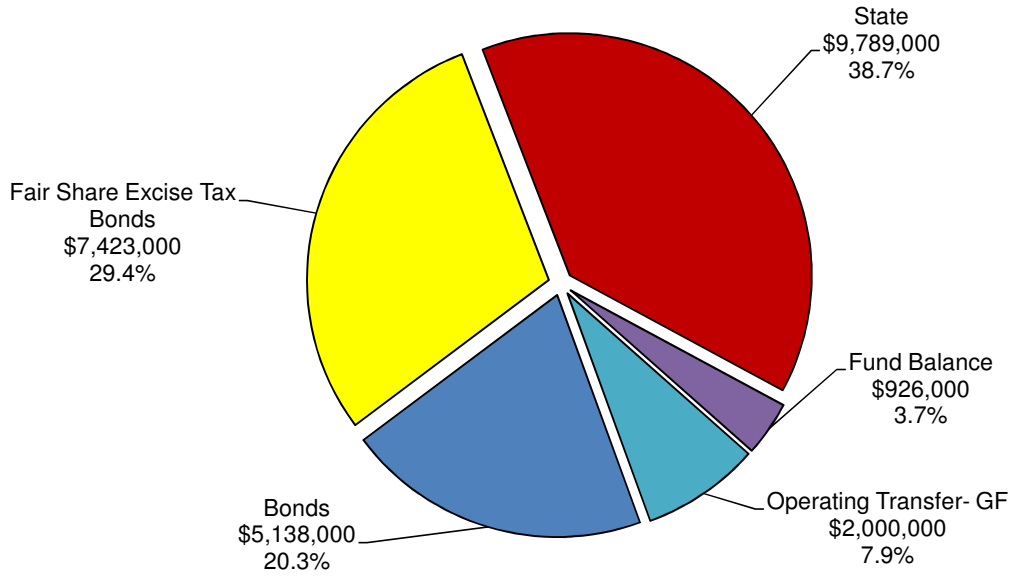
Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. Beyond	
						thru FY18	FY 2023
No. of Personnel	88.60	88.60	88.60	88.60	88.60	0.00	88.60
Personnel Costs	0.0	4,179.9	4,205.0	4,230.2	4,255.6	0.0	4,255.6
Operating	0.0	681.7	685.8	689.9	694.0	0.0	694.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$4,861.6	\$4,890.8	\$4,920.1	\$4,949.6	\$0.0	\$4,949.6
Debt Service: Bonds	724.2	1,173.8	2,176.3	3,335.4	3,528.0	724.2	3,633.6
Debt Service: Excise Tax Bonds	3,235.1	4,147.1	5,450.3	6,405.1	6,405.1	3,235.1	6,405.1
Total Impact	\$3,959.3	\$10,182.6	\$12,517.4	\$14,660.5	\$14,882.6	\$3,959.3	\$14,988.3

Projects with Future Operating Impacts:

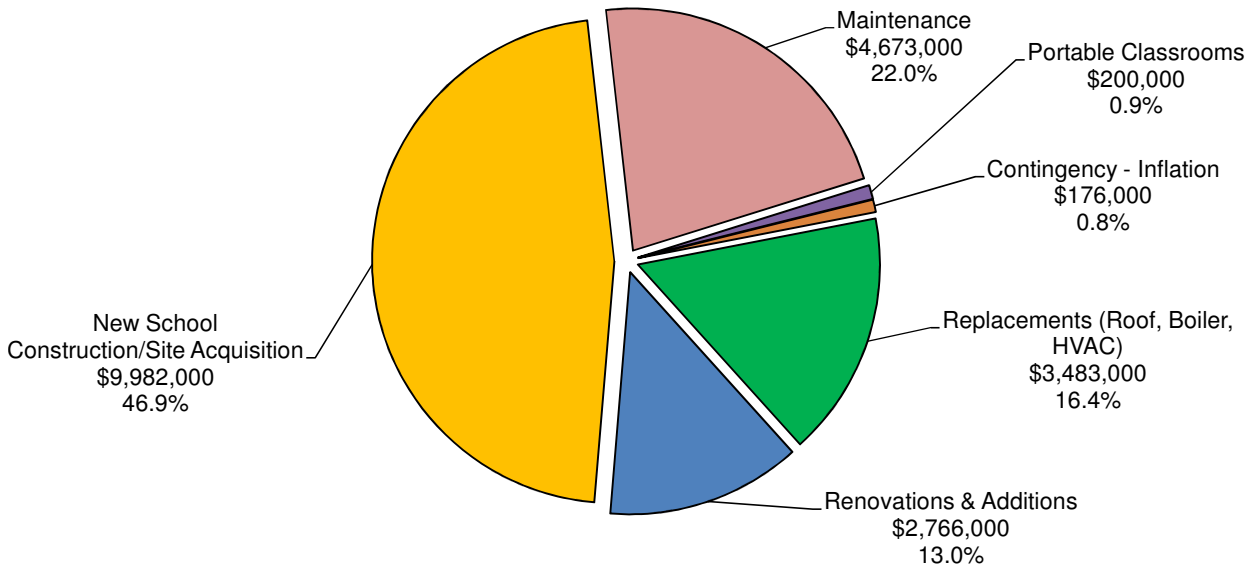
PROJECT	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Beyond	
						FY 2023	FTE
Billingsley Elementary School*	0.0	4,861.6	4,890.8	4,920.1	4,949.6	4,949.6	88.60
Total	\$0.0	\$4,861.6	\$4,890.8	\$4,920.1	\$4,949.6	\$4,949.6	88.60

* Operating Impact represents the estimated full cost of a new Elementary School. This estimate may be reduced for staff transferred to the new school.

**FY19 Board of Education Financing Sources
Total \$21,280,000**

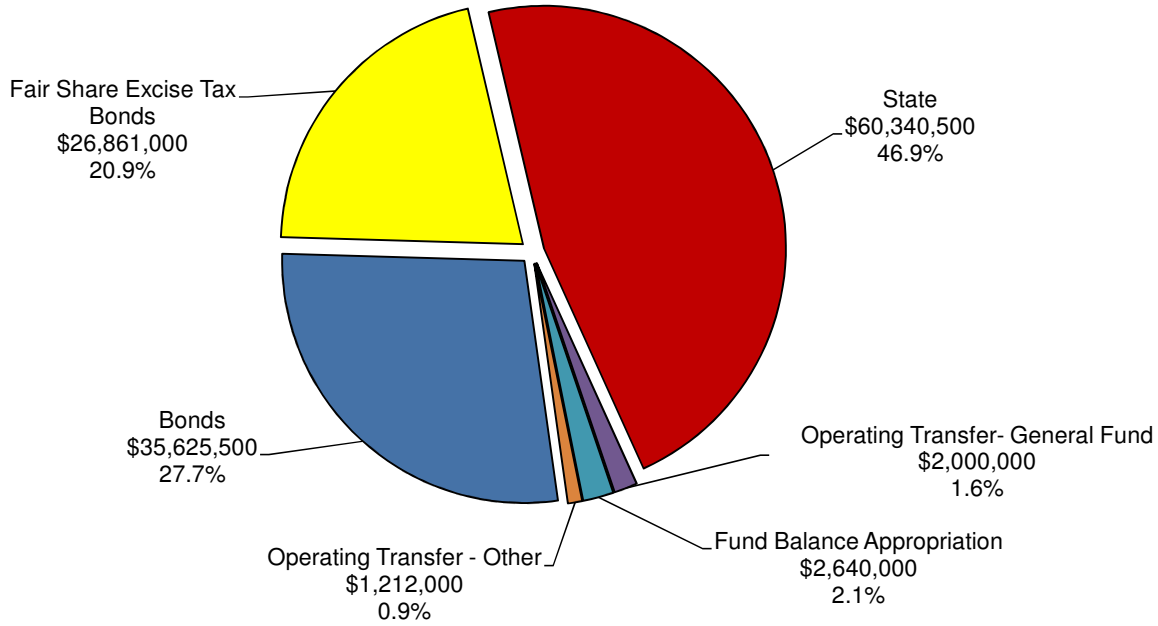


**FY19 Board of Education by Project Type
Total \$21,280,000**



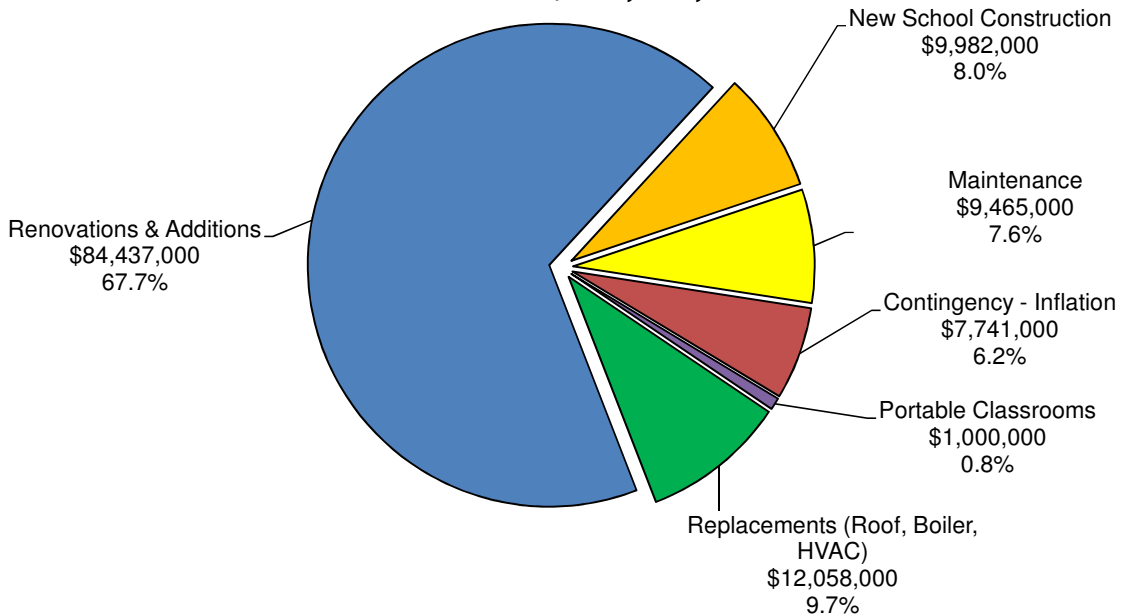
Due to cashflow issues, the County may need to forward fund \$3,996,000 the State's share of the construction funding for various Board of Education projects in FY2019 and is projected to receive the reimbursement in FY2020. The above graph does not include the forward funding.

FY19-FY23 Board of Education Financing Sources Total \$124,683,000



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. Due to cashflow issues, the County may need to forward fund \$3,996,000 the State's share of the construction funding for various Board of Education projects in FY2019 and is projected to receive the reimbursement in FY2020. The above graph does not include the forward funding.

FY19-FY23 Board of Education by Project Type Total \$124,683,000



Funds provided for renovations and additions are to renovate Eva Turner Elementary, Benjamin Stoddert Middle, and McDonough High School, accommodate full-day kindergarten additions at various schools throughout the county, and for the extension of County water to Matthew Henson Middle School. Funding for new school construction includes Billingsley Elementary School and site acquisition for an additional Middle School. Maintenance funding includes security enhancements at various schools.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ 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.		
Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1) PRIORITY		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$2,345	\$0	\$2,345
Land & ROW	0	0	0	0	0	0	1,295	0	1,295
Construction	4,109	0	0	0	0	4,109	32,172	0	36,281
Equipment	1,872	0	0	0	0	1,872	2,128	0	4,000
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	523	0	523
Contingency	0	0	0	0	0	0	215	0	215
Total Outlay	\$5,981	\$0	\$0	\$0	\$0	\$5,981	\$38,789	\$0	\$44,770

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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	1,872	0	0	0	0	1,872	23,608	0	25,480
Total County Funding	\$1,872	\$0	\$0	\$0	\$0	\$1,872	\$25,168	\$0	\$27,040
Federal	0	0	0	0	0	0	0	0	0
State	8,105	0	0	0	0	8,105	9,625	0	17,730
Other:	0	0	0	0	0	0	0	0	0
Other: Forward Fund State Share	(3,996)	0	0	0	0	(3,996)	3,996	0	0
Total Funding	\$5,981	\$0	\$0	\$0	\$0	\$5,981	\$38,789	\$0	\$44,770

Operating Budget Impact*	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
No. of Personnel	88.60	88.60	88.60	88.60	88.60	0.00	88.60
Personnel Costs	0.0	4,179.9	4,205.0	4,230.2	4,255.6	0.0	4,255.6
Operating	0.0	681.7	685.8	689.9	694.0	0.0	694.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$4,861.6	\$4,890.8	\$4,920.1	\$4,949.6	\$0.0	\$4,949.6
Debt Service: Bonds	125.6	125.6	125.6	125.6	125.6	125.6	125.6
Debt Service: Excise Tax Bonds	2,910.7	3,145.2	3,145.2	3,145.2	3,145.2	2,910.7	3,145.2
Total Impact	\$3,036.3	\$8,132.5	\$8,161.7	\$8,191.0	\$8,220.5	\$3,036.3	\$8,220.5

* 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 2019

(\$ in thousands)

PROJECT NAME: Benjamin Stoddert Middle School - Modernization/Addition	Existing Capacity 41% New Capacity 59%	Requested By: BOE Project #: 5143
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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.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

PRIORITY

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$3,300	\$0	\$3,300
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	650	21,000	18,340	0	0	39,990	0	0	39,990
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	2	0	5
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	50	260	0	0	0	310	0	0	310
Contingency	50	413	722	0	0	1,185	0	0	1,185
Total Outlay	\$751	\$21,674	\$21,863	\$0	\$0	\$44,288	\$3,302	\$0	\$47,590

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$308	\$4,187	\$4,264	\$0	\$0	\$8,758	\$1,353	\$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	443	6,024	6,135	0	0	12,603	1,949	0	14,552
Total County Funding	\$751	\$10,211	\$10,399	\$0	\$0	\$21,361	\$3,302	\$0	\$24,663
Federal	0	0	0	0	0	0	0	0	0
State	0	11,463	11,464	0	0	22,927	0	0	22,927
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$751	\$21,674	\$21,863	\$0	\$0	\$44,288	\$3,302	\$0	\$47,590

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	121.7	148.8	517.5	893.0	893.0	121.7	893.0
Debt Service: Excise Tax Bonds	240.3	295.8	1,050.6	1,819.4	1,819.4	240.3	1,819.4
Total Impact	\$362.0	\$444.6	\$1,568.1	\$2,712.3	\$2,712.3	\$362.0	\$2,712.3

LOCATION:
Benjamin Stoddert Middle School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME: Eva Turner Elementary School - Modernization/Addition	Existing Capacity 71% New Capacity 29%	Requested By: BOE Project #: 5142
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.		
Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1) PRIORITY		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$2,350	\$0	\$2,350
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	500	10,000	7,915	0	0	18,415	0	0	18,415
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	2	0	5
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	50	261	0	0	0	311	0	0	311
Contingency	50	363	0	0	0	413	0	0	413
Total Outlay	\$601	\$10,625	\$9,916	\$0	\$0	\$21,142	\$2,352	\$0	\$23,494

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$427	\$4,139	\$3,636	\$0	\$0	\$8,201	\$1,670	\$0	\$9,871
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	174	1,691	1,485	0	0	3,350	682	0	4,032
Total County Funding	\$601	\$5,830	\$5,121	\$0	\$0	\$11,551	\$2,352	\$0	\$13,903
Federal	0	0	0	0	0	0	0	0	0
State	0	4,796	4,796	0	0	9,591	0	0	9,591
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$601	\$10,625	\$9,916	\$0	\$0	\$21,142	\$2,352	\$0	\$23,494

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	150.2	187.8	552.3	872.4	872.4	150.2	872.4
Debt Service: Excise Tax Bonds	84.1	105.9	317.7	503.8	503.8	84.1	503.8
Total Impact	\$234.3	\$293.7	\$870.0	\$1,376.2	\$1,376.2	\$234.3	\$1,376.2

LOCATION:
Eva Turner Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$245	\$0	\$245
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	2,630	0	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	0	0	0	0	1	1	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	130	0	0	0	0	130	0	0	130
Contingency	200	0	0	0	0	200	0	0	200
Total Outlay	\$2,961	\$0	\$0	\$0	\$0	\$2,961	\$246	\$0	\$3,207

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$1,277	\$0	\$0	\$0	\$0	\$1,277	\$246	\$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	\$1,277	\$0	\$0	\$0	\$0	\$1,277	\$246	\$0	\$1,523
Federal	0	0	0	0	0	0	0	0	0
State	1,684	0	0	0	0	1,684	0	0	1,684
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$2,961	\$0	\$0	\$0	\$0	\$2,961	\$246	\$0	\$3,207

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	22.1	134.6	134.6	134.6	134.6	22.1	134.6
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$22.1	\$134.6	\$134.6	\$134.6	\$134.6	\$22.1	\$134.6

LOCATION:
John Hanson Middle School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Existing Capacity 100%	Requested By: BOE
McDonough High School Renovation Study / Security Enhancements & Performing Arts	New Capacity	Project #: 5144
<p>Preparation of a feasibility study to review rehabilitation of existing school to ensure facility in existing neighborhoods are equal to new schools. First desire is to renovate with addition to meet 21st century educational requirements and challenges. Maurice J. McDonough High School was built in 1977 and major building systems have reached the end of their useful life. The proposed Phase I will include; an elevator, stair modifications, improved accessibility, new secure building entrance and administrative office, renovations to convert the existing administrative spaces to program spaces, and enhancements to the performing arts area.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p>PRIORITY</p>		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100	\$0	\$1,100
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	400	9,539	0	0	9,939	0	0	9,939
Equipment	0	0	348	0	0	348	0	0	348
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	1	1	0	0	2	2	0	4
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	50	99	0	0	149	0	0	149
Contingency	0	50	200	0	0	250	0	0	250
Total Outlay	\$0	\$501	\$10,187	\$0	\$0	\$10,688	\$1,102	\$0	\$11,790

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$0	\$501	\$4,184	\$0	\$0	\$4,685	\$1,102	\$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	\$0	\$501	\$4,184	\$0	\$0	\$4,685	\$1,102	\$0	\$5,787
Federal	0	0	0	0	0	0	0	0	0
State	0	0	6,003	0	0	6,003	0	0	6,003
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$501	\$10,187	\$0	\$0	\$10,688	\$1,102	\$0	\$11,790

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	99.1	99.1	143.2	511.7	511.7	99.1	511.7
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$99.1	\$99.1	\$143.2	\$511.7	\$511.7	\$99.1	\$511.7

LOCATION: McDonough High School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME: Westlake H.S. Roof Replacement	Existing Capacity 100% New Capacity	Requested By: BOE Project #: 5161
<p>The need is for a systemic renovation at Westlake High School, which opened in 1992 and is located in Westlake Village in St. Charles. The original roof will have reached the end of its expected life by FY2012. It is proposed that a four-ply, built-up roof with positive drainage or other acceptable roofing system be installed. A full roof and building envelope investigation will be performed by our consultant prior to design to address any unseen problems.</p>		
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$392	\$0	\$0	\$0	\$0	\$392	\$0	\$0	\$392
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	2,749	0	0	0	2,749	0	0	2,749
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	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	200	0	0	0	200	0	0	200
Total Outlay	\$393	\$2,950	\$0	\$0	\$0	\$3,343	\$0	\$0	\$3,343

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$393	\$1,202	\$0	\$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	\$393	\$1,202	\$0	\$0	\$0	\$1,595	\$0	\$0	\$1,595
Federal	0	0	0	0	0	0	0	0	0
State	0	1,748	0	0	0	1,748	0	0	1,748
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$393	\$2,950	\$0	\$0	\$0	\$3,343	\$0	\$0	\$3,343

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	34.6	140.5	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	\$34.6	\$140.5	\$140.5	\$140.5	\$0.0	\$140.5

LOCATION: Westlake High School
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APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME: Indian Head E.S. Boiler Replacement	Existing Capacity 100% New Capacity	Requested By: BOE Project #: 5162
<p>The need is for a systemic renovation at Indian Head Elementary School, which opened in 1976, and is located in the town of Indian Head. The two boilers and pump systems are over 35 years old and have outlived their expected usefulness. Installation of new units is proposed to increase overall efficiency of the heating system and reduce operating costs. Charles County Public Schools recently commissioned a team of consultants to provide a budget and scope analysis for mechanical, electrical, and plumbing. Their evaluation of the project and scope of work showed the need to increase the budget.</p>		
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$128	\$0	\$0	\$0	\$0	\$128	\$0	\$0	\$128
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	1,096	0	0	0	1,096	0	0	1,096
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	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	100	0	0	0	100	0	0	100
Total Outlay	\$129	\$1,197	\$0	\$0	\$0	\$1,326	\$0	\$0	\$1,326

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$129	\$489	\$0	\$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	\$129	\$489	\$0	\$0	\$0	\$618	\$0	\$0	\$618
Federal	0	0	0	0	0	0	0	0	0
State	0	708	0	0	0	708	0	0	708
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$129	\$1,197	\$0	\$0	\$0	\$1,326	\$0	\$0	\$1,326

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	11.4	54.4	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	\$11.4	\$54.4	\$54.4	\$54.4	\$0.0	\$54.4

LOCATION:
Indian Head Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$477	\$0	\$0	\$477	\$0	\$0	\$477
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	3,649	0	3,649	0	0	3,649
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	0	1	1	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	300	0	300	0	0	300
Total Outlay	\$0	\$0	\$478	\$3,950	\$0	\$4,428	\$0	\$0	\$4,428

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$0	\$0	\$478	\$1,587	\$0	\$2,065	\$0	\$0	\$2,065
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Fair Share Excise Tax Bonds	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$0	\$478	\$1,587	\$0	\$2,065	\$0	\$0	\$2,065
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	2,363	0	2,363	0	0	2,363
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$478	\$3,950	\$0	\$4,428	\$0	\$0	\$4,428

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	42.1	181.9	0.0	181.9
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	\$42.1	\$181.9	\$0.0	\$181.9

LOCATION: General Smallwood Middle School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME: Matthew Henson M.S. Water Line	Existing Capacity 100% New Capacity	Requested By: BOE Project #: 5163
<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 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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	539	0	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	1	0	0	0	0	1	0	0	1
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	85	0	0	0	0	85	0	0	85
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$625	\$0	\$0	\$0	\$0	\$625	\$0	\$0	\$625

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$625	\$0	\$0	\$0	\$0	\$625	\$0	\$0	\$625
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	\$625	\$0	\$0	\$0	\$0	\$625	\$0	\$0	\$625
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	\$625	\$0	\$0	\$0	\$0	\$625	\$0	\$0	\$625

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	55.0	55.0	55.0	55.0	0.0	55.0
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$55.0	\$55.0	\$55.0	\$55.0	\$0.0	\$55.0

LOCATION:
Matthew Henson Middle School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME: Elementary Schools - Playground Replacement Program - Various Locations	Existing Capacity 100% New Capacity	Requested By: BOE Project #: 5168
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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$25	\$25	\$0	\$0	\$0	\$50	\$25	\$0	\$75
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	240	240	0	0	0	480	240	0	720
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	1	0	1
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	\$266	\$266	\$0	\$0	\$0	\$532	\$266	\$0	\$798

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$266	\$266	\$0	\$0	\$0	\$532	\$266	\$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	\$0	\$0	\$0	\$532	\$266	\$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	\$0	\$0	\$0	\$532	\$266	\$0	\$798

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	23.9	47.3	70.8	70.8	70.8	23.9	70.8
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$23.9	\$47.3	\$70.8	\$70.8	\$70.8	\$23.9	\$70.8

LOCATION:
 Various schools throughout the County

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Existing Capacity 100%	Requested By: BOE
Site Improvements/Asphalt Replacement Program	New Capacity	Project #: 5169
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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$80	\$0	\$0	\$0	\$0	\$80	\$140	\$0	\$220
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	1,000	0	0	0	0	1,000	1,275	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	0	0	0	0	1	1	0	2
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	\$1,081	\$0	\$0	\$0	\$0	\$1,081	\$1,418	\$0	\$2,499

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$1,081	\$0	\$0	\$0	\$0	\$1,081	\$1,418	\$0	\$2,499
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	\$1,081	\$0	\$0	\$0	\$0	\$1,081	\$1,418	\$0	\$2,499
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	\$1,081	\$0	\$0	\$0	\$0	\$1,081	\$1,418	\$0	\$2,499

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	127.6	222.8	222.8	222.8	222.8	127.6	222.8
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$127.6	\$222.8	\$222.8	\$222.8	\$222.8	\$127.6	\$222.8

LOCATION:
Various schools throughout the County

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME: BOE: Various Maintenance Projects	Existing Capacity New Capacity	Requested By: BOE Project #: 5170
<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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$15	\$15	\$15	\$15	\$15	\$75	\$15	\$15	\$105
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	384	384	384	384	384	1,920	384	384	2,688
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	1	1	7
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	\$400	\$400	\$2,800

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$400	\$400	\$400	\$400	\$400	\$2,000	\$400	\$400	\$2,800
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	\$400	\$400	\$2,800
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	\$400	\$400	\$400	\$400	\$400	\$2,000	\$400	\$400	\$2,800

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	36.0	71.2	106.4	141.7	176.9	36.0	247.3
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$36.0	\$71.2	\$106.4	\$141.7	\$176.9	\$36.0	\$247.3

LOCATION:
Various schools throughout the County

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME: Local Portable Classrooms - Various Schools	Existing Capacity 100% New Capacity	Requested By: BOE Project #: 5171
<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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$23	\$23	\$23	\$23	\$23	\$115	\$23	\$23	\$161
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	146	146	146	146	146	730	146	146	1,022
Equipment	16	16	16	16	16	80	16	16	112
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	1	1	1	1	5	1	1	7
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	14	14	98
Total Outlay	\$200	\$200	\$200	\$200	\$200	\$1,000	\$200	\$200	\$1,400

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$200	\$200	\$200	\$200	\$200	\$1,000	\$200	\$200	\$1,400
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	\$200	\$200	\$200	\$200	\$200	\$1,000	\$200	\$200	\$1,400
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	\$200	\$200	\$200	\$200	\$200	\$1,000	\$200	\$200	\$1,400

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	18.0	35.6	53.2	70.8	88.4	18.0	123.7
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$18.0	\$35.6	\$53.2	\$70.8	\$88.4	\$18.0	\$123.7

LOCATION:	Various schools
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APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME: Middle School - Site Acquisition	Existing Capacity 100% New Capacity	Requested By: BOE Project #: 5164
<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>		
<p>PRIORITY</p>		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	4,000	0	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	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	\$4,001	\$0	\$0	\$0	\$0	\$4,001	\$0	\$0	\$4,001

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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	4,001	0	0	0	0	4,001	0	0	4,001
Total County Funding	\$4,001	\$0	\$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	\$4,001	\$0	\$0	\$0	\$0	\$4,001	\$0	\$0	\$4,001

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	501.3	501.3	501.3	501.3	0.0	501.3
Total Impact	\$0.0	\$501.3	\$501.3	\$501.3	\$501.3	\$0.0	\$501.3

LOCATION: Site to be determined

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Existing Capacity	Requested By: BOE
Full Day Kindergarten Addition: J.P. Ryon E.S.	New Capacity 100%	Project #: 5165
<p>There is need for permanent space to support pre-kindergarten programs at J.P. Ryon Elementary School in Waldorf. The building opened in 1969 and was renovated in 2001, with a classroom addition in 2001. The school was constructed with two kindergarten classrooms and one pre-kindergarten classroom as part of the renovation in 2001. Additional spaces have been appropriated for kindergarten over the years by displacing higher grades to portable classrooms. J.P. Ryon currently houses five kindergarten classes and three all day pre-kindergarten classes. An addition is proposed that would contain three kindergarten classrooms. In addition, two classrooms will be renovated to house the kindergarten program with inclusion provisions. Charles County Public Schools now uses an inclusion model for providing services to pre-kindergarten and kindergarten aged, special education students. This requires one classroom at both the kindergarten and pre-kindergarten levels to be increased in size to house an additional seven students, a special education teacher and an aide.</p>		
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p style="text-align: center;">PRIORITY</p>		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$399	\$0	\$0	\$0	\$0	\$399	\$0	\$0	\$399
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	3,294	0	0	0	3,294	0	0	3,294
Equipment	0	150	0	0	0	150	0	0	150
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	100	0	0	0	100	0	0	100
Total Outlay	\$400	\$3,595	\$0	\$0	\$0	\$3,995	\$0	\$0	\$3,995

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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	400	1,395	0	0	0	1,795	0	0	1,795
Total County Funding	\$400	\$1,395	\$0	\$0	\$0	\$1,795	\$0	\$0	\$1,795
Federal	0	0	0	0	0	0	0	0	0
State	0	2,200	0	0	0	2,200	0	0	2,200
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$400	\$3,595	\$0	\$0	\$0	\$3,995	\$0	\$0	\$3,995

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	50.1	224.9	224.9	224.9	0.0	224.9
Total Impact	\$0.0	\$50.1	\$224.9	\$224.9	\$224.9	\$0.0	\$224.9

LOCATION:
J.P. Ryon Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Existing Capacity	Requested By: BOE
Full Day Kindergarten Addition: Malcolm E.S.	New Capacity 100%	Project #: 5166
<p>There is a need for permanent space to support pre-kindergarten and full-day kindergarten programs at Malcolm Elementary School in Waldorf. This school originally opened in 1955 and was renovated in 1984 after a classroom addition in 1963. A pre-kindergarten classroom was added in 1995. Additional spaces have been appropriated for kindergarten over the years by displacing higher grades to portable classrooms. Malcolm currently houses four kindergarten classes and one pre-k class. An addition containing four kindergarten classrooms and an activity area is proposed. Charles County Public Schools now uses an inclusion model for providing services to pre-kindergarten and kindergarten-aged, special education students. This requires that one classroom at both the kindergarten and pre-kindergarten levels be increased in size to house an additional seven students, a special education teacher and an aide. The existing kindergarten classrooms will be converted to regular classrooms.</p>		
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p style="text-align: center;">PRIORITY</p>		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$388	\$0	\$0	\$0	\$0	\$388	\$0	\$0	\$388
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	3,044	0	0	0	3,044	0	0	3,044
Equipment	0	135	0	0	0	135	0	0	135
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	80	0	0	0	80	0	0	80
Total Outlay	\$389	\$3,310	\$0	\$0	\$0	\$3,699	\$0	\$0	\$3,699

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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	389	1,291	0	0	0	1,680	0	0	1,680
Total County Funding	\$389	\$1,291	\$0	\$0	\$0	\$1,680	\$0	\$0	\$1,680
Federal	0	0	0	0	0	0	0	0	0
State	0	2,019	0	0	0	2,019	0	0	2,019
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$389	\$3,310	\$0	\$0	\$0	\$3,699	\$0	\$0	\$3,699

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	48.7	210.5	210.5	210.5	0.0	210.5
Total Impact	\$0.0	\$48.7	\$210.5	\$210.5	\$210.5	\$0.0	\$210.5

LOCATION:
Malcolm Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Existing Capacity 100%	Requested By: BOE
Security Enhancements - Various Schools	New Capacity	Project #: 5167
<p>This project is a multi-year program to improve school security at various schools and educational centers throughout the County. Examples of improvements include but are not limited to: security vestibules and adjustment/relocation of main office (\$3,500,000), revisions to open space areas and/or interior doors (\$1,200,000), and fencing playgrounds (\$940,000).</p>		
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>		
PRIORITY		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$200	\$200	\$0	\$0	\$0	\$400	\$0	\$0	\$400
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	2,538	2,537	0	0	0	5,075	0	0	5,075
Equipment	62	63	0	0	0	125	0	0	125
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	25	25	0	0	0	50	0	0	50
Contingency	100	100	0	0	0	200	0	0	200
Total Outlay	\$2,926	\$2,926	\$0	\$0	\$0	\$5,852	\$0	\$0	\$5,852

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	926	1,714	0	0	0	2,640	0	0	2,640
Operating Transfer General Fund	2,000	0	0	0	0	2,000	0	0	2,000
Operating Transfer CIP	0	1,212	0	0	0	1,212	0	0	1,212
Fair Share Excise Tax Bonds	0	0	0	0	0	0	0	0	0
Total County Funding	\$2,926	\$2,926	\$0	\$0	\$0	\$5,852	\$0	\$0	\$5,852
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: Board of Education	0	0	0	0	0	0	0	0	0
Total Funding	\$2,926	\$2,926	\$0	\$0	\$0	\$5,852	\$0	\$0	\$5,852

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

LOCATION:
Various schools throughout the County

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$2,199	\$0	\$2,199
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	14,266	13,233	0	0	0	27,499	0	0	27,499
Equipment	0	3,722	0	0	0	3,722	0	0	3,722
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	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$14,267	\$16,956	\$0	\$0	\$0	\$31,223	\$2,200	\$0	\$33,423

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$5,036	\$3,552	\$0	\$0	\$0	\$8,588	\$529	\$0	\$9,117
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$5,036	\$3,552	\$0	\$0	\$0	\$8,588	\$529	\$0	\$9,117
Federal	0	0	0	0	0	0	0	0	0
State	9,231	13,404	0	0	0	22,635	1,671	0	24,306
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$14,267	\$16,956	\$0	\$0	\$0	\$31,223	\$2,200	\$0	\$33,423

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. Beyond	
						thru FY18	FY 2023
No. of Personnel	0.00	5.00	5.00	5.00	5.00	0.00	5.00
Personnel Costs	0.0	232.9	232.9	232.9	232.9	0.0	232.9
Operating	0.0	443.1	443.1	443.1	443.1	0.0	443.1
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$676.0	\$676.0	\$676.0	\$676.0	\$0.0	\$676.0
Debt Service: Bonds	47.6	478.1	772.3	772.3	772.3	47.6	772.3
Total Impact	\$47.6	\$1,154.1	\$1,448.3	\$1,448.3	\$1,448.3	\$47.6	\$1,448.3

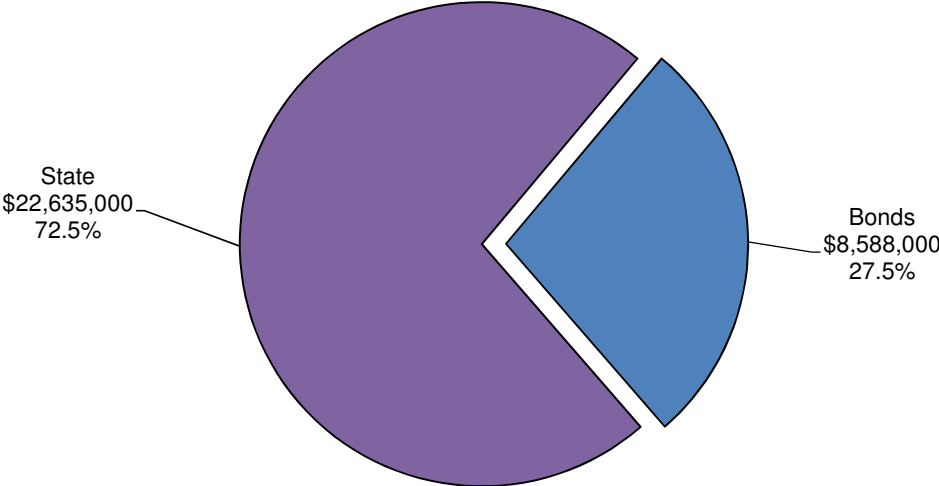
Projects with Future Operating Impacts:

PROJECT	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Healthcare Training Facility *	0.0	676.0	676.0	676.0	676.0
Total	0.0	676.0	676.0	676.0	676.0

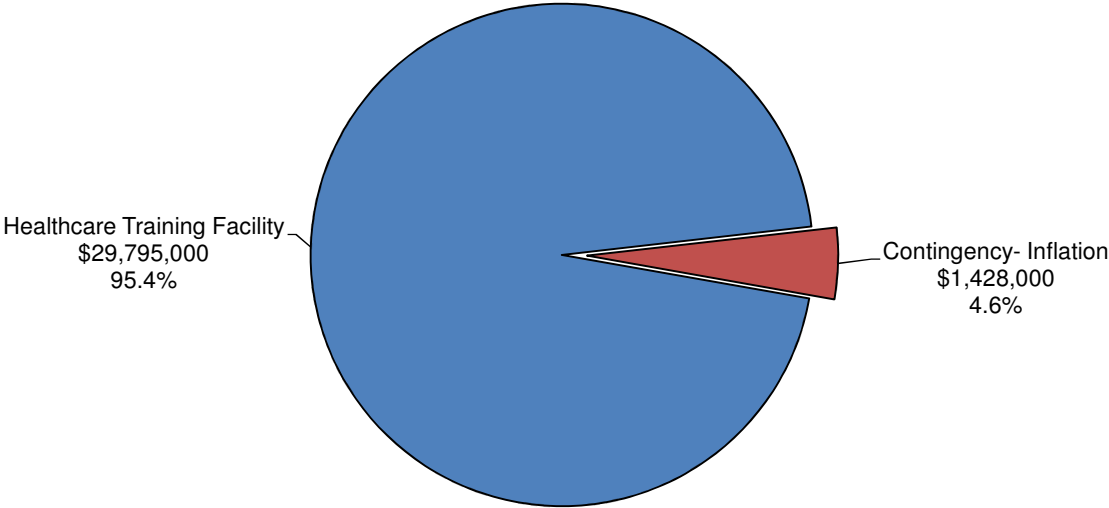
Beyond FY 2023	FTE
676.0	5.00
676.0	5.00

* 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.

**FY19-FY23 College of Southern Maryland Financing Sources
Total \$31,223,000**



**FY19-FY23 College of Southern Maryland by Project
Total \$31,223,000**



For FY19, the CIP provides construction funding for the Health Training Facility at the Regional Campus in Hughesville. The FY20 CIP includes the remaining construction funding and provides the equipment funding for this facility.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year	Approp. thru FY18	Beyond FY 2023	Project Total
						Total '19-'23			
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$2,199	\$0	\$2,199
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	13,850	12,443	0	0	0	26,293	0	0	26,293
Equipment	0	3,500	0	0	0	3,500	0	0	3,500
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	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$13,851	\$15,944	\$0	\$0	\$0	\$29,795	\$2,200	\$0	\$31,995

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$4,889	\$3,340	\$0	\$0	\$0	\$8,229	\$529	\$0	\$8,758
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$4,889	\$3,340	\$0	\$0	\$0	\$8,229	\$529	\$0	\$8,758
Federal	0	0	0	0	0	0	0	0	0
State	8,962	12,604	0	0	0	21,566	1,671	0	23,237
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$13,851	\$15,944	\$0	\$0	\$0	\$29,795	\$2,200	\$0	\$31,995

Operating Budget Impact*	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
No. of Personnel	0.00	5.00	5.00	5.00	5.00	0.00	5.00
Personnel Costs	0.0	232.9	232.9	232.9	232.9	0.0	232.9
Operating	0.0	443.1	443.1	443.1	443.1	0.0	443.1
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$676.0	\$676.0	\$676.0	\$676.0	\$0.0	\$676.0
Debt Service: Bonds	47.6	478.1	772.3	772.3	772.3	47.6	772.3
Total Impact	\$47.6	\$1,154.1	\$1,448.3	\$1,448.3	\$1,448.3	\$47.6	\$1,448.3

* 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 2019
(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$2,433	\$1,833	\$1,080	\$500	\$0	\$5,846	\$2,128	\$0	\$7,974
Land & ROW	2,654	2,556	2,556	2,556	2,556	12,878	2,142	3,172	18,192
Construction	9,956	4,836	4,611	1,575	4,038	25,016	4,824	4,189	34,029
Equipment	1,570	11,844	3,500	3,500	0	20,414	2,696	0	23,110
Administration	457	175	218	30	120	1,000	278	126	1,404
Administration - FAS	57	54	30	18	21	180	66	19	265
Inspection	338	507	301	440	130	1,716	125	145	1,986
Miscellaneous	269	673	537	300	5	1,784	37	5	1,826
Contingency	918	1,523	1,514	1,510	426	5,891	394	434	6,719
Total Outlay	\$18,652	\$24,001	\$14,347	\$10,429	\$7,296	\$74,725	\$12,690	\$8,090	\$95,505

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
Bonds	\$14,936	\$22,191	\$13,025	\$9,429	\$2,519	\$62,100	\$9,415	\$2,907	\$74,421
Fund Balance Appropriation	524	203	0	0	0	727	2,002	0	2,729
Operating Transfer General Fund	570	295	0	0	0	865	80	0	945
Total County Funding	\$16,030	\$22,689	\$13,025	\$9,429	\$2,519	\$63,692	\$11,497	\$2,907	\$78,095
Federal	0	277	286	0	3,358	3,921	0	3,505	7,426
State	1,000	1,035	1,036	1,000	1,419	5,490	0	1,678	7,168
Other	1,622	0	0	0	0	1,622	1,193	0	2,815
Total Funding	\$18,652	\$24,001	\$14,347	\$10,429	\$7,296	\$74,725	\$12,690	\$8,090	\$95,505

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
No. of Personnel	0.00	1.60	1.60	1.60	1.60
Personnel Costs	0.0	74.7	77.7	80.8	84.0
Operating	0.0	328.8	334.3	339.9	839.3
Total Operating	\$0.0	\$403.5	\$412.0	\$420.7	\$923.3
Debt Service: Bonds	846.8	2,133.5	4,075.2	5,192.7	6,023.1
Vehicle & Equipment Lease	0.0	2.6	5.2	5.2	5.2
Total Impact	\$846.8	\$2,539.6	\$4,492.4	\$5,618.6	\$6,951.6

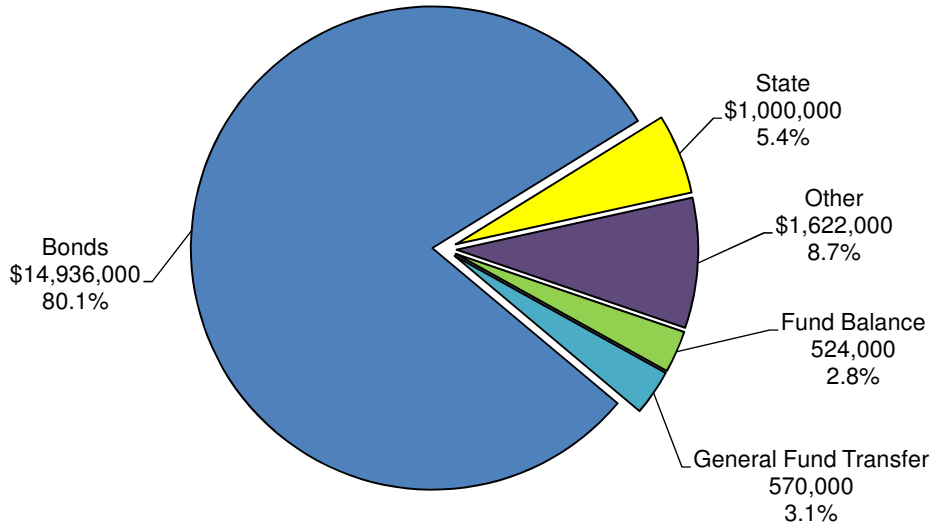
Approp. thru FY18	Beyond FY 2023
0.00	1.60
0.0	87.4
0.0	864.4
\$0.0	\$951.8
846.8	6,444.7
0.0	5.2
\$846.8	\$7,401.7

Projects with Future Operating Impacts:

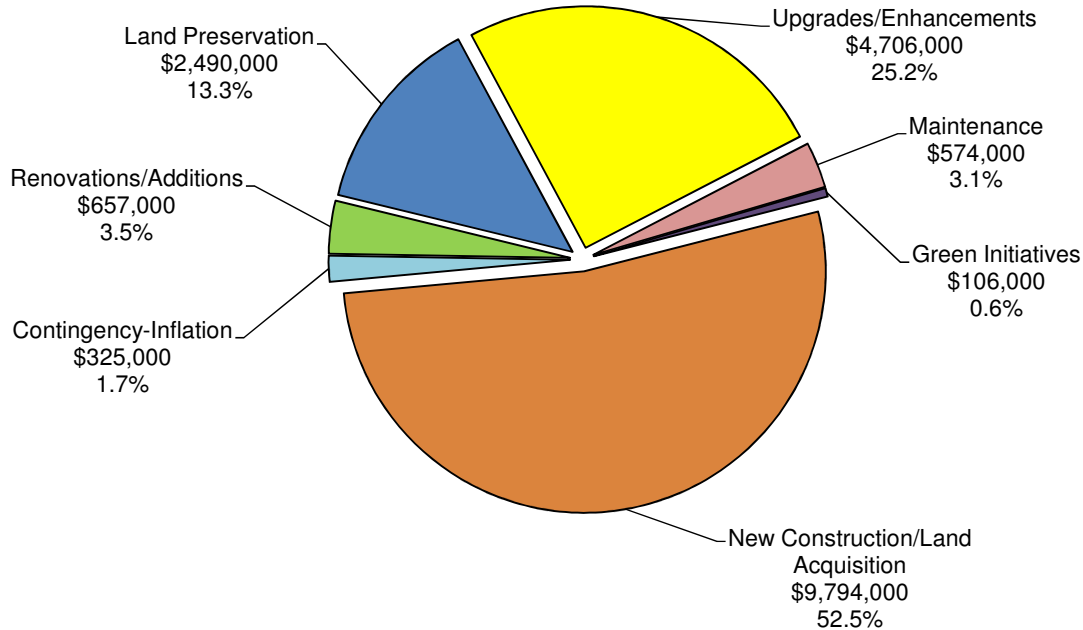
PROJECT	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Lighting Retrofit	0.0	(3.8)	(3.9)	(3.9)	(4.0)
Generator Replacement Program	0.0	(1.1)	(2.2)	(3.4)	(4.6)
Financial Software Replacement	0.0	196.1	200.0	204.0	208.1
La Plata Library Relocation	0.0	32.8	33.5	34.1	34.8
Animal Shelter	0.0	169.8	174.7	179.8	185.0
Radio Communications System Upgrade	0.0	0.0	0.0	0.0	493.7
Vehicle Maintenance Shop HVAC System	0.0	9.7	9.9	10.1	10.3
Subtotal	0.0	403.5	412.0	420.7	923.3
Vehicle & Equipment Lease	0.0	2.6	5.2	5.2	5.2
Total Impact	0.0	406.1	417.2	425.9	928.5

Beyond FY 2023	FTE
(4.1)	0.0
(4.7)	0.0
214.3	0.0
35.8	0.0
191.4	1.6
508.5	0.0
10.6	0.0
951.8	1.6
5.2	
957.0	1.6

FY19 General Government Financing Sources
Total \$18,652,000

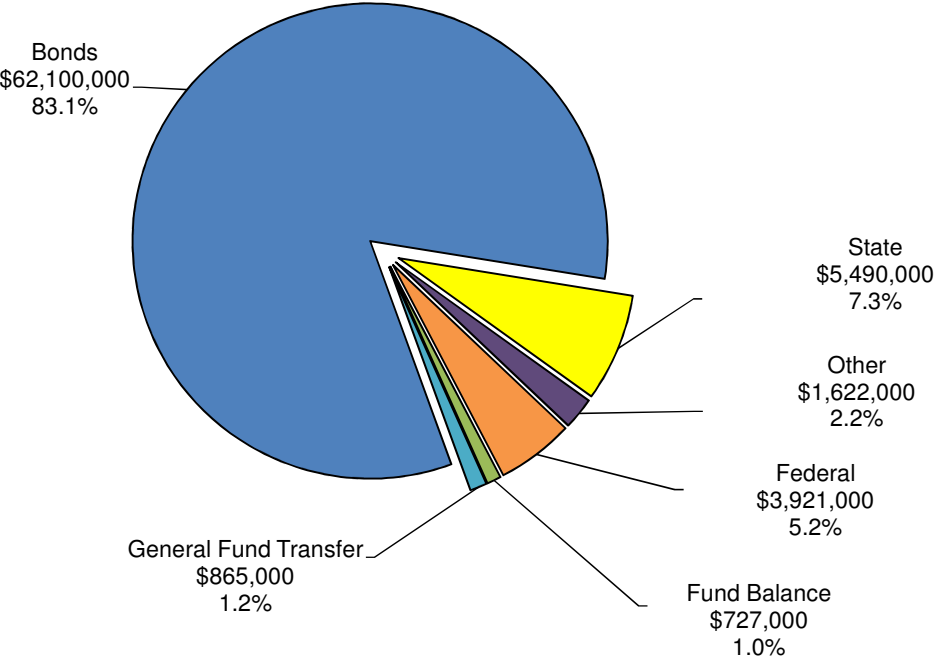


FY19 General Government by Project Type
Total \$18,652,000

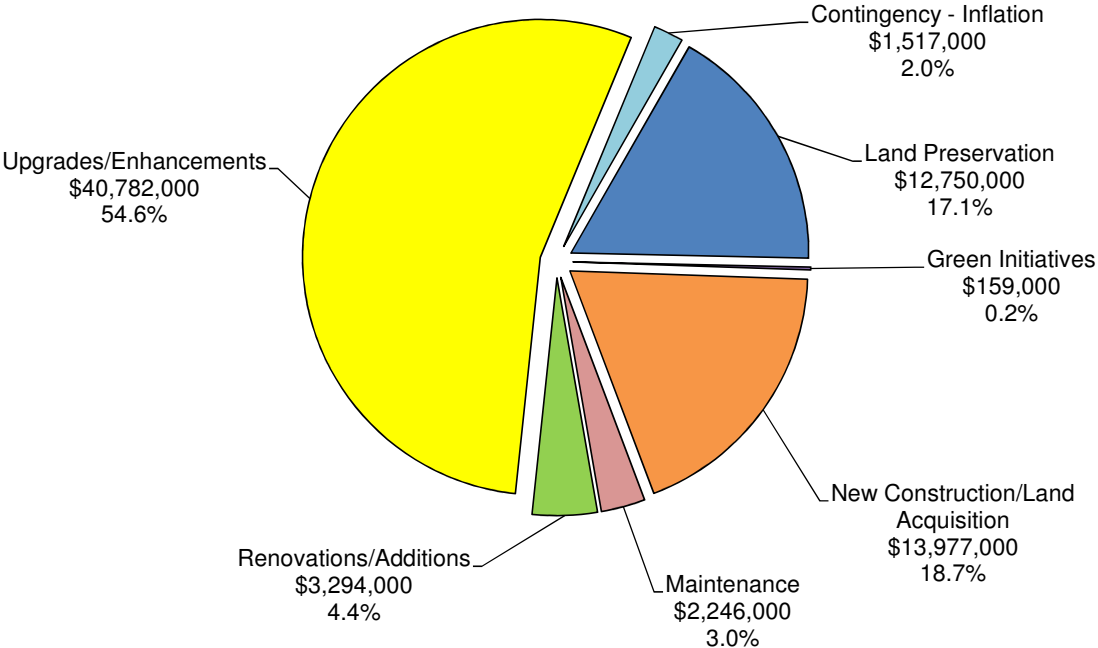


New Construction/Land Acquisition includes the La Plata Library Relocation and funding to begin the replacing the Animal Shelter. Various improvements to the Detention Center and Government Buildings, the Radio Communications System Upgrade, as well as, the funding to replace the County Financial Software Program are listed under Upgrades/Enhancements. Included in Land Preservation is funding for the continuance of the Rural Legacy, Agricultural Preservation, and Purchase of Development Rights Programs. Renovations/Additions includes various renovations to the Blue Crabs Stadium and Courthouse building.

FY19-FY23 General Government Financing Sources
Total \$74,725,000



FY19-FY23 General Government by Project Type
Total \$74,725,000



Upgrades/Enhancements includes funding to improve various County operated buildings, upgrade the radio communications system for Emergency Services, and to replace the County financial software program. New Construction/Land Acquisition includes La Plata Library Relocation, replacing the Animal Shelter, and building a VanGO Maintenance Facility. Included in Land Preservation 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.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ in thousands)

PROJECT NAME:	Requested By: PGM
Rural Legacy Program	Project #: 3251
<p>This project will continue funding for an existing project allowing the purchase conservation easements on productive farm and forest land within the Zekiah Watershed Rural Legacy Area. This funding is also used to leverage additional funding from the State.</p>	
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>	
PRIORITY	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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 2019	FY 2020	FY 2021	FY 2022	FY 2023	Beyond FY 2023
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 2019
(\$ in thousands)**

PROJECT NAME: Agricultural Preservation	Requested By: PGM Project #: 3252
<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> <p>PRIORITY</p>	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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 2019	FY 2020	FY 2021	FY 2022	FY 2023	Beyond FY 2023
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 2019
(\$ in thousands)

PROJECT NAME:	Requested By: PGM
Purchase of Developments Rights (PDR) Program	Project #: 3259
<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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	575	650	650	650	650	3,175	1,492	650	5,317
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	21	0	21
Administration - FAS	3	3	3	3	3	15	6	3	24
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	2	0	2
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$578	\$653	\$653	\$653	\$653	\$3,190	\$1,521	\$653	\$5,364

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$578	\$653	\$653	\$653	\$653	\$3,190	\$1,521	\$653	\$5,364
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	\$578	\$653	\$653	\$653	\$653	\$3,190	\$1,521	\$653	\$5,364
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	\$578	\$653	\$653	\$653	\$653	\$3,190	\$1,521	\$653	\$5,364

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	136.8	187.7	245.2	302.7	360.2	136.8	475.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$136.8	\$187.7	\$245.2	\$302.7	\$360.2	\$136.8	\$475.2

LOCATION:
Targeted to farm and forest lands in rural areas of Charles County.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ in thousands)

PROJECT NAME:	Requested By: Facilities
Various Maintenance Projects	Project #: 3253
<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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	375	375	375	375	375	1,875	0	375	2,250
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	3	3	3	15	0	3	18
Inspection	40	40	40	40	40	200	0	40	240
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$418	\$418	\$418	\$418	\$418	\$2,090	\$0	\$418	\$2,508

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$418	\$418	\$418	\$418	\$418	\$2,090	\$0	\$418	\$2,508
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	\$418	\$418	\$418	\$418	\$418	\$2,090	\$0	\$418	\$2,508
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$418	\$418	\$418	\$418	\$418	\$2,090	\$0	\$418	\$2,508

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Beyond FY 2023
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	36.8	73.6	110.4	147.2	220.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$36.8	\$73.6	\$110.4	\$147.2	\$220.9

LOCATION: Various County Facilities

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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	6	0	0	0	19	45	0	64
Equipment	82	41	0	0	0	123	287	0	410
Administration	0	0	0	0	0	0	6	0	6
Administration - FAS	3	3	0	0	0	6	6	0	12
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	8	3	0	0	0	11	27	0	38
Total Outlay	\$106	\$53	\$0	\$0	\$0	\$159	\$371	\$0	\$530

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$106	\$53	\$0	\$0	\$0	\$159	\$371	\$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	\$53	\$0	\$0	\$0	\$159	\$371	\$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	\$53	\$0	\$0	\$0	\$159	\$371	\$0	\$530

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	33.4	42.7	47.4	47.4	47.4	33.4	47.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$33.4	\$38.9	\$43.5	\$43.5	\$43.4	\$33.4	\$43.3

LOCATION: Various County Facilities

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ in thousands)

PROJECT NAME: Courthouse Renovation	Requested By: Facilities Project #: 3258
<p>Renovations will be performed to enable the Circuit Court to use this space after the District Court relocates to the new building. This project will provide enhanced courtrooms, ADA upgrade compliances, upgrading mechanical and electrical systems and renovating space to accommodate the needs of the Circuit Court. The project will utilize "swing space" for occupants during renovations and will allow for twelve phases of construction, including renovation of existing bathrooms to meet ADA compliance.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$10	\$10	\$0	\$0	\$0	\$20	\$0	\$0	\$20
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	60	60	0	0	0	120	808	0	928
Equipment	0	0	0	0	0	0	20	0	20
Administration	0	0	0	0	0	0	9	0	9
Administration - FAS	3	3	0	0	0	6	6	0	12
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	6	6	0	0	0	12	0	0	12
Total Outlay	\$79	\$79	\$0	\$0	\$0	\$158	\$843	\$0	\$1,001

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$79	\$79	\$0	\$0	\$0	\$158	\$763	\$0	\$921
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	\$79	\$79	\$0	\$0	\$0	\$158	\$843	\$0	\$1,001
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	\$79	\$79	\$0	\$0	\$0	\$158	\$843	\$0	\$1,001

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	68.6	75.6	82.5	82.5	82.5	68.6	82.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$68.6	\$75.6	\$82.5	\$82.5	\$82.5	\$68.6	\$82.5

LOCATION: Charles County Courthouse; La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ in thousands)

PROJECT NAME:	Requested By: Facilities
Generator Replacement Program	Project #: 3208
Replace aging generators at various facilities that have exceeded their life cycle, have high repairs costs and/or are deemed unreliable.	
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total 15-'19	Approp. thru FY18	Beyond FY 2023	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	240	0	740
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	3	3	3	15	6	0	21
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	10	10	10	10	10	50	20	0	70
Total Outlay	\$113	\$113	\$113	\$113	\$113	\$565	\$266	\$0	\$831

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total 15-'19	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$113	\$113	\$113	\$113	\$113	\$565	\$266	\$0	\$831
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	\$266	\$0	\$831
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$113	\$113	\$113	\$113	\$113	\$565	\$266	\$0	\$831

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	(4.7)
Total Operating	\$0.0	(\$1.1)	(\$2.2)	(\$3.4)	(\$4.6)	\$0.0	(\$4.7)
Debt Service: Bonds	23.9	33.9	43.8	53.8	63.7	23.9	73.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$23.9	\$32.8	\$41.6	\$50.4	\$59.1	\$23.9	\$69.0

LOCATION:
Various County facilities

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ 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. FY2019 includes UPS replacements at the Charles County Government Building: A Wing.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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	0	0	0	100	50	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	0	0	0	6	3	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	0	0	0	10	5	0	15
Total Outlay	\$58	\$58	\$0	\$0	\$0	\$116	\$58	\$0	\$174

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$58	\$58	\$0	\$0	\$0	\$116	\$58	\$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	\$0	\$0	\$0	\$116	\$58	\$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	\$0	\$0	\$0	\$116	\$58	\$0	\$174

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	10.3	15.4	15.4	15.4	5.2	15.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$5.2	\$10.3	\$15.4	\$15.4	\$15.4	\$5.2	\$15.4

LOCATION:
Various County facilities

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ in thousands)

PROJECT NAME:	Requested By: Facilities
Countywide Building Re-Keying/Access Controls	Project #: 3254
<p>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.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	40	40	0	0	0	80	0	0	80
Equipment	100	100	0	0	0	200	0	0	200
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	14	14	0	0	0	28	0	0	28
Total Outlay	\$157	\$157	\$0	\$0	\$0	\$314	\$0	\$0	\$314

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	157	157	0	0	0	314	0	0	314
Total County Funding	\$157	\$157	\$0	\$0	\$0	\$314	\$0	\$0	\$314
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$157	\$157	\$0	\$0	\$0	\$314	\$0	\$0	\$314

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Beyond FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

LOCATION:
Various County Buildings

**APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ in thousands)**

PROJECT NAME: Charles County Courthouse HVAC Improvements	Requested By: Capital Project #: 3237
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.	
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$220	\$0	\$220
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	550	550	1,100	0	0	2,200	0	0	2,200
Equipment	0	0	0	0	0	0	0	0	0
Administration	26	26	52	0	0	104	11	0	115
Administration - FAS	3	3	3	0	0	9	3	0	12
Inspection	13	13	25	0	0	51	0	0	51
Miscellaneous	4	4	9	0	0	17	5	0	22
Contingency	55	55	110	0	0	220	0	0	220
Total Outlay	\$651	\$651	\$1,299	\$0	\$0	\$2,601	\$239	\$0	\$2,840

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$651	\$651	\$1,299	\$0	\$0	\$2,601	\$239	\$0	\$2,840
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$651	\$651	\$1,299	\$0	\$0	\$2,601	\$239	\$0	\$2,840
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$651	\$651	\$1,299	\$0	\$0	\$2,601	\$239	\$0	\$2,840

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	21.5	78.8	136.2	250.6	250.6	21.5	250.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$21.5	\$78.8	\$136.2	\$250.6	\$250.6	\$21.5	\$250.6

LOCATION:
La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$190	\$0	\$190
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	1,200	0	0	1,200	950	0	2,150
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	60	0	0	60	54	0	114
Administration - FAS	0	0	3	0	0	3	3	0	6
Inspection	0	0	30	0	0	30	24	0	54
Miscellaneous	0	0	11	0	0	11	11	0	22
Contingency	0	0	120	0	0	120	114	0	234
Total Outlay	\$0	\$0	\$1,424	\$0	\$0	\$1,424	\$1,346	\$0	\$2,770

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$0	\$0	\$1,424	\$0	\$0	\$1,424	\$1,346	\$0	\$2,770
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$0	\$1,424	\$0	\$0	\$1,424	\$1,346	\$0	\$2,770
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$1,424	\$0	\$0	\$1,424	\$1,346	\$0	\$2,770

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	121.1	121.1	121.1	246.5	246.5	121.1	246.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$121.1	\$121.1	\$121.1	\$246.5	\$246.5	\$121.1	\$246.5

LOCATION:
La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$67	\$0	\$67
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	445	0	0	0	445	335	0	780
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	22	0	0	0	22	17	0	39
Administration - FAS	0	3	0	0	0	3	3	0	6
Inspection	0	10	0	0	0	10	10	0	20
Miscellaneous	0	3	0	0	0	3	4	0	7
Contingency	0	44	0	0	0	44	34	0	78
Total Outlay	\$0	\$527	\$0	\$0	\$0	\$527	\$470	\$0	\$997

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$0	\$527	\$0	\$0	\$0	\$527	\$470	\$0	\$997
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$527	\$0	\$0	\$0	\$527	\$470	\$0	\$997
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$527	\$0	\$0	\$0	\$527	\$470	\$0	\$997

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	42.3	42.3	88.7	88.7	88.7	42.3	88.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$42.3	\$42.3	\$88.7	\$88.7	\$88.7	\$42.3	\$88.7

LOCATION:
La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ in thousands)

PROJECT NAME:	Requested By: Facilities
Detention Center and Detention Center Annex Improvements	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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$3	\$0	\$0	\$0	\$3	\$33	\$0	\$36
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	75	0	0	0	75	341	0	416
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	3	0	0	0	3	3	0	6
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	4	0	0	0	4	4	0	8
Total Outlay	\$0	\$85	\$0	\$0	\$0	\$85	\$381	\$0	\$466

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$0	\$85	\$0	\$0	\$0	\$85	\$381	\$0	\$466
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$85	\$0	\$0	\$0	\$85	\$381	\$0	\$466
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$85	\$0	\$0	\$0	\$85	\$381	\$0	\$466

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	34.3	34.3	41.8	41.8	41.8	34.3	41.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$34.3	\$34.3	\$41.8	\$41.8	\$41.8	\$34.3	\$41.8

LOCATION:
Charles County Detention Center

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$45	\$0	\$0	\$0	\$0	\$45	\$150	\$0	\$195
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	285	140	0	0	0	425	225	0	650
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	6	0	6
Administration - FAS	3	3	0	0	0	6	6	0	12
Inspection	60	30	0	0	0	90	35	0	125
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	28	14	0	0	0	42	24	0	66
Total Outlay	\$421	\$187	\$0	\$0	\$0	\$608	\$446	\$0	\$1,054

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$421	\$187	\$0	\$0	\$0	\$608	\$446	\$0	\$1,054
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$421	\$187	\$0	\$0	\$0	\$608	\$446	\$0	\$1,054
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$421	\$187	\$0	\$0	\$0	\$608	\$446	\$0	\$1,054

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	40.1	77.2	93.7	93.7	93.7	40.1	93.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$40.1	\$77.2	\$93.7	\$93.7	\$93.7	\$40.1	\$93.7

LOCATION:
Charles County Detention Center

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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	613	200	0	0	0	813	2,389	0	3,202
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	0	0	0	6	6	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	\$616	\$203	\$0	\$0	\$0	\$819	\$2,395	\$0	\$3,214

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	524	203	0	0	0	727	2,002	0	2,729
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$524	\$203	\$0	\$0	\$0	\$727	\$2,002	\$0	\$2,729
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: Other Funds	92	0	0	0	0	92	393	0	485
Total Funding	\$616	\$203	\$0	\$0	\$0	\$819	\$2,395	\$0	\$3,214

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	196.1	200.0	204.0	208.1	0.0	214.3
Total Operating	\$0.0	\$196.1	\$200.0	\$204.0	\$208.1	\$0.0	\$214.3
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	\$196.1	\$200.0	\$204.0	\$208.1	\$0.0	\$214.3

LOCATION:
La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ 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 within the town of La Plata. This request would replace that Library with a new 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$286	\$0	\$286
Land & ROW	0	0	0	0	0	0	650	0	650
Construction	2,430	0	0	0	0	2,430	1,430	0	3,860
Equipment	0	0	0	0	0	0	0	0	0
Administration	69	0	0	0	0	69	69	0	138
Administration - FAS	3	0	0	0	0	3	3	0	6
Inspection	36	0	0	0	0	36	36	0	72
Miscellaneous	10	0	0	0	0	10	10	0	20
Contingency	143	0	0	0	0	143	143	0	286
Total Outlay	\$2,691	\$0	\$0	\$0	\$0	\$2,691	\$2,627	\$0	\$5,318

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$1,161	\$0	\$0	\$0	\$0	\$1,161	\$1,827	\$0	\$2,988
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	\$1,161	\$0	\$0	\$0	\$0	\$1,161	\$1,827	\$0	\$2,988
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: State / Land Sale	1,530	0	0	0	0	1,530	800	0	2,330
Total Funding	\$2,691	\$0	\$0	\$0	\$0	\$2,691	\$2,627	\$0	\$5,318

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	32.8	33.5	34.1	34.8	0.0	35.8
Total Operating	\$0.0	\$32.8	\$33.5	\$34.1	\$34.8	\$0.0	\$35.8
Debt Service: Bonds	164.3	266.6	266.6	266.6	266.6	164.3	266.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$164.3	\$299.4	\$300.1	\$300.7	\$301.4	\$164.3	\$302.4

LOCATION: Downtown La Plata

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ in thousands)

PROJECT NAME: Charles County Animal Shelter	Requested By: Capital Project #: 3245
<p>Charles County currently shares the Tri-County Animal Shelter with St. Mary's County and Calvert County. As each County has decided to branch off and build separate facilities for their respective counties, a feasibility commissioned to evaluate various options for an animal shelter that would serve only Charles County, and to develop facility requirements based on program needs. The study findings resulted in a recommendation for a new facility consisting of 18,400 square feet. A site that is currently owned by the County has been selected for the new facility.</p>	
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$230	\$0	\$0	\$0	\$0	\$230	\$230	\$0	\$460
Land & ROW	100	0	0	0	0	100	0	0	100
Construction	5,143	0	0	0	0	5,143	0	0	5,143
Equipment	692	0	0	0	0	692	0	0	692
Administration	266	0	0	0	0	266	14	0	280
Administration - FAS	3	0	0	0	0	3	3	0	6
Inspection	178	0	0	0	0	178	0	0	178
Miscellaneous	25	0	0	0	0	25	0	0	25
Contingency	466	0	0	0	0	466	0	0	466
Total Outlay	\$7,103	\$0	\$0	\$0	\$0	\$7,103	\$247	\$0	\$7,350

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$7,103	\$0	\$0	\$0	\$0	\$7,103	\$247	\$0	\$7,350
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	\$7,103	\$0	\$0	\$0	\$0	\$7,103	\$247	\$0	\$7,350
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	\$7,103	\$0	\$0	\$0	\$0	\$7,103	\$247	\$0	\$7,350

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
No. of Personnel	0.00	1.60	1.60	1.60	1.60	0.00	1.60
Personnel Costs	0.0	74.7	77.7	80.8	84.0	0.0	87.4
Operating	0.0	95.1	97.0	99.0	101.0	0.0	104.0
Total Operating	\$0.0	\$169.8	\$174.7	\$179.8	\$185.0	\$0.0	\$191.4
Debt Service: Bonds	22.2	647.7	647.7	647.7	647.7	22.2	647.7
Vehicle & Equipment Lease	0.0	2.6	5.2	5.2	5.2	0.0	5.2
Total Impact	\$22.2	\$820.1	\$827.6	\$832.7	\$837.9	\$22.2	\$844.3

LOCATION: Piney Church Road, Waldorf, Maryland
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APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ in thousands)

PROJECT NAME:

Radio Communications System Upgrade

Requested By: DES

Project #: 3220

This project will replace the County's technically obsolescent Motorola 4.1 800 MHz Smartzone radio system with an industry-standard P25 platform. The County replaced 80% of the critical portable and mobile radios by Sept 2015. The infrastructure and the remaining 20% of subscribers must be replaced. In Maryland, Charles County is one of the only two remaining counties (Charles, Somerset) that have not committed to the replacement of their outdated 911 radio communication systems.

Deficiencies: Obsolescence, Radio Coverage, Channel Capacity

Since this project was initially forecasted to CIP in FY15, the County secured the expertise of a public safety communications consultant firm and their recently completed Assessment identified more significant deficiencies in performance than those which were known in 2014 (see Altairis Assessment Report Sept 2017).

Critical Technical Support has dwindled. Motorola can no longer guarantee technical support or restoration response times for this critical communication system and the current maintenance and support contract has assigned Charles County to their "Best Efforts" support. This includes parts, technical expertise on outdated software and firmware, as well as our 24 x 7 x 365 network monitoring service. Nearly all of the critical components of the system are no longer supported and our service provider has to search with third party vendors such as eBay to attempt to find replacements.

Significant radio coverage complaints were revealed during critical user surveys and interviews. The Assessment revealed significant coverage deficiencies in several areas of the County (Benedict, Port Tobacco Valley, Marshall Hall, Bryans Road, Maryland Point, Waldorf) including the identification of 365 critical buildings, 108 of which are designated Critical 1 Buildings that require mandatory 95% coverage throughout.

Additionally, the County suffers from insufficient channel capacity issues due to the increased number of radio system users (more than 2,000) and their operational requirements. Adding more frequencies and/or moving to a spectrum efficient (TDMA) technology to correct our capacity issues is also not possible with the current system.

Enhancements: Interoperability, Mobile Data and Encryption

A P25 radio system would allow the County to improve our interoperability with regional partners. Replacing the portables and mobiles resolved a significant portion of the past interoperability deficiencies by allowing direct and instant communications with adjacent and neighboring agencies that have replaced their systems, the most significant being Fairfax, St. Mary's, Calvert and the State of Maryland.

The P25 radio system will allow such mobile data services such as location for emergency personnel (APL/AVL/GPS) which will identify the position of personnel and emergency apparatus, wireless subscriber programming (Over-the-Air-Programming) which eliminates the costly need to manually re-program radios in the field which in turn disrupts the day-to-day operations of our public safety personnel, wireless subscriber re-keying (Over-the-Air-Rekeying) which allows remote reprogramming of encryption keys for instant changes to communications security.

While the new subscriber radios will now allow County users to operate on the most current encryption technology on other agency systems when supporting them in a mutual aid mode, the County does not have this capability when operating within County borders.

Upgrading the Public Safety radio system directly impacts the safety and security of the County's citizens, visitors, and first responders.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)

PRIORITY

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$2,100	\$1,500	\$750	\$500	\$0	\$4,850	\$800	\$0	\$5,650
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	2,300	1,100	1,100	0	4,500	0	0	4,500
Equipment	0	11,500	3,500	3,500	0	18,500	0	0	18,500
Administration	30	50	30	30	0	140	36	0	176
Administration - FAS	3	3	3	3	0	12	6	0	18
Inspection	0	400	200	400	0	1,000	0	0	1,000
Miscellaneous	200	650	500	300	0	1,650	0	0	1,650
Contingency	100	1,300	1,200	1,500	0	4,100	0	0	4,100
Total Outlay	\$2,433	\$17,703	\$7,283	\$7,333	\$0	\$34,752	\$842	\$0	\$35,594

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$2,433	\$17,703	\$7,283	\$7,333	\$0	\$34,752	\$842	\$0	\$35,594
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	\$2,433	\$17,703	\$7,283	\$7,333	\$0	\$34,752	\$842	\$0	\$35,594
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	\$2,433	\$17,703	\$7,283	\$7,333	\$0	\$34,752	\$842	\$0	\$35,594

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	493.7	0.0	508.5
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$493.7	\$0.0	\$508.5
Debt Service: Bonds	75.7	290.0	1,849.0	2,490.4	3,136.2	75.7	3,136.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$75.7	\$290.0	\$1,849.0	\$2,490.4	\$3,629.9	\$75.7	\$3,644.7

LOCATION:

N/A

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ in thousands)

PROJECT NAME:	Requested By: Capital
Blue Crabs Stadium Seating Area Cover/Roofing Systems Renovations	Project #: 3243
<p>Design and construct improvements for cover/roofing systems over the existing seating areas (19,200 s.f.) to create a venue for multiple spectator events and extend the viewing seasons. Details and order of magnitude costs for the proposed renovations were provided in a feasibility study completed in July of 2017. The design will incorporate a modular system that will allow the project to be implemented in multiple phases.</p>	
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$152	\$0	\$152
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	476	476	458	0	0	1,410	400	0	1,810
Equipment	0	0	0	0	0	0	0	0	0
Administration	36	36	34	0	0	106	35	0	141
Administration - FAS	3	3	3	0	0	9	3	0	12
Inspection	0	0	0	0	0	0	20	0	20
Miscellaneous	15	15	15	0	0	45	5	0	50
Contingency	48	48	46	0	0	142	23	0	165
Total Outlay	\$578	\$578	\$556	\$0	\$0	\$1,712	\$638	\$0	\$2,350

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$578	\$578	\$556	\$0	\$0	\$1,712	\$638	\$0	\$2,350
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	\$578	\$578	\$556	\$0	\$0	\$1,712	\$638	\$0	\$2,350
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	\$578	\$578	\$556	\$0	\$0	\$1,712	\$638	\$0	\$2,350

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	108.3	159.2	208.1	208.1	57.4	208.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$57.4	\$108.3	\$159.2	\$208.1	\$208.1	\$57.4	\$208.1

LOCATION:
Piney Church Road, Waldorf, Maryland

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ in thousands)

PROJECT NAME: Charles County VanGo Maintenance Facility	Requested By: Capital Project #:
Design and construct a 180,000 s.f. Maintenance and Operations Facility for the VanGo Bus Program. The facility will house 50 buses and provide approximately 20,000 s.f. of administration, operations, and maintenance services, and 82,000 s.f. commuter bus parking spaces.	
Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$300	\$300	\$0	\$0	\$600	\$0	\$0	\$600
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	3,000	3,000	0	3,000	6,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	22	22	0	100	144	0	100	244
Administration - FAS	0	3	3	0	3	9	0	3	12
Inspection	0	0	0	0	75	75	0	75	150
Miscellaneous	0	0	0	0	5	5	0	5	10
Contingency	0	0	0	0	350	350	0	350	700
Total Outlay	\$0	\$325	\$325	\$0	\$3,533	\$4,183	\$0	\$3,533	\$7,716

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$0	\$32	\$32	\$0	\$354	\$418	\$0	\$354	\$772
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	\$32	\$32	\$0	\$354	\$418	\$0	\$354	\$772
Federal	0	260	260	0	2,826	3,346	0	2,826	6,172
State	0	33	33	0	353	419	0	353	772
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$325	\$325	\$0	\$3,533	\$4,183	\$0	\$3,533	\$7,716

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	2.8	5.6	5.6	0.0	68.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$2.8	\$5.6	\$5.6	\$0.0	\$68.0

LOCATION: Piney Church Road, Waldorf, Maryland
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APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ in thousands)

PROJECT NAME:	Requested By: Capital
Courthouse Copula Rehabilitation	Project #: 3255
<p>The copula on the old courthouse was last renovated in the 1980's and is in need of rehabilitation to bring it up to current standards in terms of security, safety, and building codes.</p>	
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$10	\$0	\$0	\$0	\$0	\$10	\$0	\$0	\$10
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	100	0	0	0	0	100	0	0	100
Equipment	0	0	0	0	0	0	0	0	0
Administration	8	0	0	0	0	8	0	0	8
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	3	0	0	0	0	3	0	0	3
Miscellaneous	5	0	0	0	0	5	0	0	5
Contingency	5	0	0	0	0	5	0	0	5
Total Outlay	\$134	\$0	\$0	\$0	\$0	\$134	\$0	\$0	\$134

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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	134	0	0	0	0	134	0	0	134
Total County Funding	\$134	\$0	\$0	\$0	\$0	\$134	\$0	\$0	\$134
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	\$134	\$0	\$0	\$0	\$0	\$134	\$0	\$0	\$134

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Beyond FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

LOCATION:
La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ in thousands)

PROJECT NAME:	Requested By: Facilities
Vehicle Maintenance Shop HVAC System	Project #: 3256
Install HVAC system to the Vehicle Maintenance Shop that currently does not have air conditioning in the shop bays.	
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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	85	0	0	0	0	85	0	0	85
Equipment	60	0	0	0	0	60	0	0	60
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	8	0	0	0	0	8	0	0	8
Total Outlay	\$156	\$0	\$0	\$0	\$0	\$156	\$0	\$0	\$156

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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	156	0	0	0	0	156	0	0	156
Total County Funding	\$156	\$0	\$0	\$0	\$0	\$156	\$0	\$0	\$156
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	\$156	\$0	\$0	\$0	\$0	\$156	\$0	\$0	\$156

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	9.7	9.9	10.1	10.3	0.0	10.6
Total Operating	\$0.0	\$9.7	\$9.9	\$10.1	\$10.3	\$0.0	\$10.6
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	\$9.7	\$9.9	\$10.1	\$10.3	\$0.0	\$10.6

LOCATION:
Public Works - Facilities Vehicle Maintenance Shop

**APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ in thousands)**

PROJECT NAME:

Charles County Welcome Signage

Requested By: Capital

Project #: 3257

The Department of Public Works/Facilities Division is currently researching locations for seven (7) additional welcome signs throughout Charles County. Right-of-way acquisitions will be required to facilitate the project signs once their exact locations are determined.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$30	\$0	\$0	\$0	\$0	\$30	\$0	\$0	\$30
Land & ROW	70	0	0	0	0	70	0	0	70
Construction	0	105	0	0	0	105	0	0	105
Equipment	0	0	0	0	0	0	0	0	0
Administration	10	10	0	0	0	20	0	0	20
Administration - FAS	3	3	0	0	0	6	0	0	6
Inspection	0	10	0	0	0	10	0	0	10
Miscellaneous	10	0	0	0	0	10	0	0	10
Contingency	0	10	0	0	0	10	0	0	10
Total Outlay	\$123	\$138	\$0	\$0	\$0	\$261	\$0	\$0	\$261

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	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	123	138	0	0	0	261	0	0	261
Total County Funding	\$123	\$138	\$0	\$0	\$0	\$261	\$0	\$0	\$261
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$123	\$138	\$0	\$0	\$0	\$261	\$0	\$0	\$261

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. Beyond	
						thru FY18	FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

LOCATION:

Various locations throughout the county

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$5	\$53	\$269	\$5	\$5	\$337	\$25	\$6	\$368
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	53	53	53	2,162	944	3,265	296	66	3,627
Equipment	0	0	0	0	0	0	0	0	0
Administration	3	6	20	59	70	158	8	4	170
Administration - FAS	6	9	12	12	10	49	0	8	57
Inspection	5	5	5	5	5	25	22	6	53
Miscellaneous	252	256	261	317	327	1,413	16	317	1,746
Contingency	6	10	29	80	95	220	28	7	255
Total Outlay	\$330	\$392	\$649	\$2,640	\$1,456	\$5,467	\$395	\$414	\$6,276

FINANCING SOURCES		FY 2019		FY 2020		FY 2021		FY 2022		FY 2023		5-Year	
												Total '19-'23	Beyond FY 2023
Bonds		\$80	\$98	\$189	\$738	\$486						\$1,591	(\$3)
Operating Transfer	General Fund	250	250	250	250	250						1,250	259
Total County Funding		\$330	\$348	\$439	\$988	\$736						\$2,841	\$257
Federal		0	0	0	0	0						0	0
State		0	44	210	1,652	720						2,626	133
Other:		0	0	0	0	0						0	6
Total Funding		\$330	\$392	\$649	\$2,640	\$1,456						\$5,467	\$395

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. Beyond	
						thru FY18	FY 2023
No. of Personnel	0.00	0.00	2.10	2.10	2.10	0.00	2.10
Personnel Costs	0.0	0.0	90.2	93.8	97.6	0.0	101.5
Operating	0.0	0.0	27.2	27.7	28.3	0.0	29.1
Total Operating	\$0.0	\$0.0	\$117.4	\$121.5	\$125.9	\$0.0	\$130.6
Debt Service: Bonds	34.7	41.7	50.1	65.4	117.1	34.7	152.3
Vehicle & Equipment Lease	0.0	0.0	10.2	20.3	20.3	0.0	20.3
Total Impact	\$34.7	\$41.7	\$167.5	\$186.9	\$243.0	\$34.7	\$282.9

Projects with Future Operating Impacts:

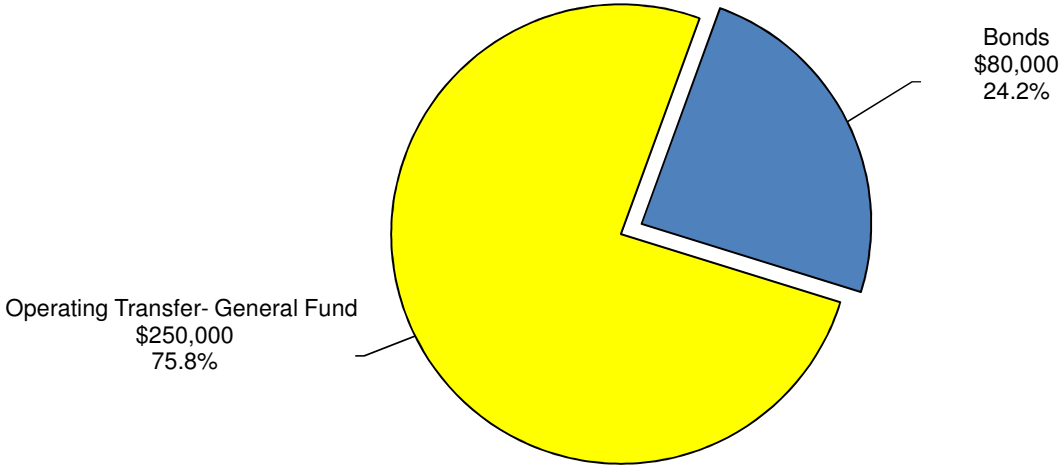
PROJECT	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
La Plata Farm Park Development, Phase I	\$0.0	\$0.0	\$117.4	\$121.5	\$125.9
Vehicle & Equipment Lease	0.0	0.0	10.2	20.3	20.3
Total	\$0.0	\$0.0	\$127.6	\$141.8	\$146.2

Beyond FY 2023	FTE
\$130.6	2.10
20.3	
\$150.9	2.10

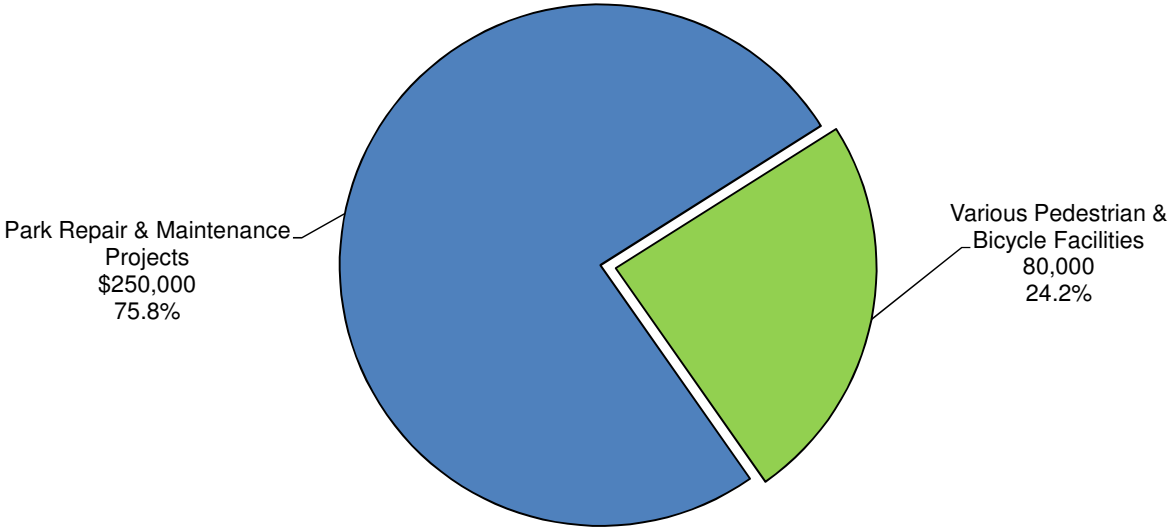
STATE-PROGRAM OPEN SPACE: (\$ in '000's)

PROJECT	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	'19-'23
Popes Creek Waterfront Ph II	\$0	\$44	\$68	\$624	\$720	\$1,456
La Plata Farm Park Development, Phase I	0	0	142	1,028	0	1,170
Total	\$0	\$44	\$210	\$1,652	\$720	\$2,626

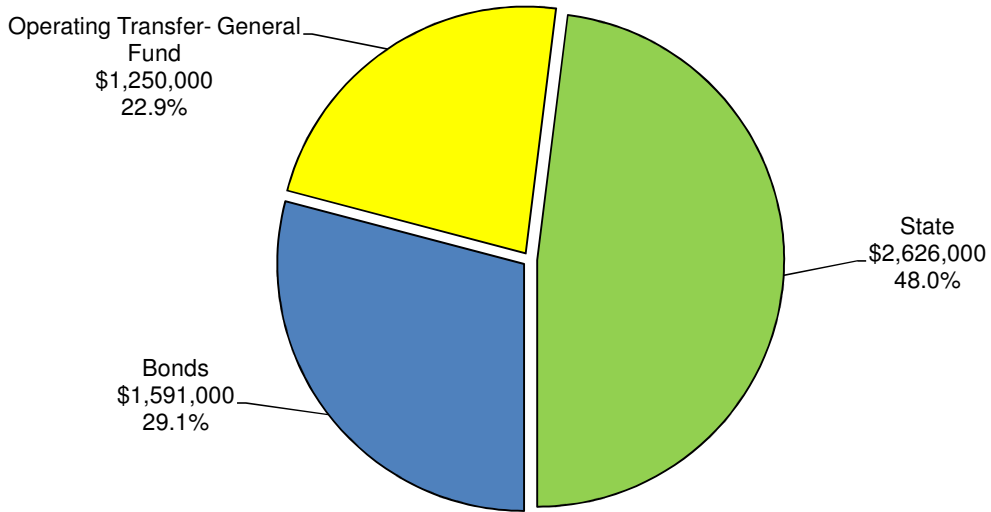
FY19 Parks Financing Sources
Total \$330,000



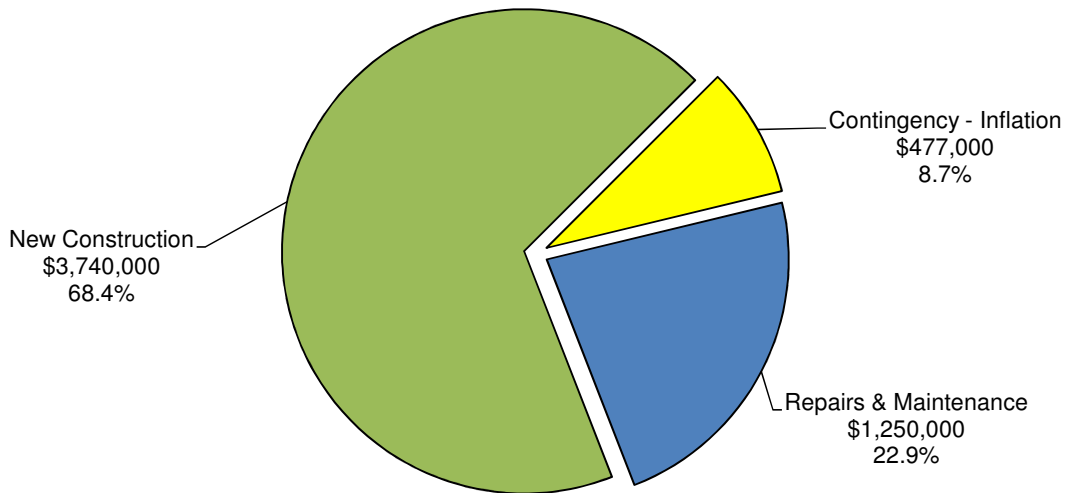
FY19 Parks by Project
Total \$330,000



FY19-FY23 Parks Financing Sources
Total \$5,467,000



FY19-FY23 Parks by Project Type
Total \$5,467,000



New construction includes funds for the Various Pedestrian and Bicycle Facilities, the LaPlata Farm Park Development Phase I, and the Popes Creek Waterfront Phase II projects. Repairs & Maintenance includes funding for minor repairs at the various parks.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Requested By: RPT
Park Repair & Maintenance Projects	Project #: 4105
<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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	(\$388)	\$0	(\$388)
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	250	250	250	250	250	1,250	250	250	1,750
Total County Funding	\$250	\$250	\$250	\$250	\$250	\$1,250	(\$138)	\$250	\$1,362
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	133	0	133
Other:	0	0	0	0	0	0	6	0	6
Total Funding	\$250	\$250	\$250	\$250	\$250	\$1,250	\$0	\$250	\$1,500

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
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 2019

(\$ in thousands)

PROJECT NAME:	Requested By: Capital
Various Pedestrian & Bicycle Facilities	Project #: 4107

To provide a network of pedestrian & bicycle facilities within the Development District & to provide amenities such as park & walk/bike lots & rest stops as part of the linear trails being constructed with the Enhanced Transportation program. If a project is located on a State road, then project is eligible for State funding. The following projects are currently being considered:

<ol style="list-style-type: none"> 1. Smallwood Drive from Route 301 eastward to St. Charles Parkway. 2. Route 210 from Route 227 to Ruth B. Swann Drive. 3. Route 227 from Billingsley Rd. to Route 210 northward to trail tie-in. 4. Chapel Point Road from Causeway Dr. to Commerce Street. 5. From intersection of Route 227 and Route 210 northward on Route 210 approximately 300 ft 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$5	\$5	\$5	\$5	\$5	\$25	\$25	\$5	\$55
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	53	53	53	53	53	265	296	53	614
Equipment	0	0	0	0	0	0	0	0	0
Administration	3	3	3	3	3	15	8	3	26
Administration - FAS	3	3	3	3	3	15	0	3	18
Inspection	5	5	5	5	5	25	22	5	52
Miscellaneous	5	5	5	5	5	25	16	5	46
Contingency	6	6	6	6	6	30	28	6	64
Total Outlay	\$80	\$80	\$80	\$80	\$80	\$400	\$395	\$80	\$875

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$80	\$80	\$80	\$80	\$80	\$400	\$386	\$80	\$866
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	\$395	\$80	\$875
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	\$395	\$80	\$875

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	34.7	41.7	48.8	55.8	62.9	34.7	77.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$34.7	\$41.7	\$48.8	\$55.8	\$62.9	\$34.7	\$77.0

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Requested By: RPT
Popes Creek Waterfront Phase II	Project #:
<p>DRPT anticipates the acquisition of a 2 acre parcel of waterfront property including a restaurant building and parking area w/easement to adjacent county park property in late FY18 or early FY19. This property will provide a critical parking area for the Popes Creek Rail Trail and the Popes Creek Waterfront Park. Plans for the building include a waterman's heritage museum, crabbing/fishing pier, kayak rentals and concession stand, conference center, retail stalls, and a summer camp venue.</p>	
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p>PRIORITY</p>	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '14-'18	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$45	\$90	\$0	\$0	\$135	\$0	\$0	\$135
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	650	750	1,400	0	0	1,400
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	3	8	48	56	115	0	0	115
Administration - FAS	0	3	3	3	3	12	0	0	12
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	4	9	65	75	153	0	0	153
Contingency	0	4	9	65	75	153	0	0	153
Total Outlay	\$0	\$59	\$119	\$831	\$959	\$1,968	\$0	\$0	\$1,968

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '14-'18	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$0	\$15	\$51	\$207	\$239	\$512	\$0	\$0	\$512
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$15	\$51	\$207	\$239	\$512	\$0	\$0	\$512
Federal	0	0	0	0	0	0	0	0	0
State	0	44	68	624	720	1,456	0	0	1,456
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$59	\$119	\$831	\$959	\$1,968	\$0	\$0	\$1,968

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Beyond FY 2023
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	1.3	5.8	24.0	45.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$1.3	\$5.8	\$24.0	\$45.1

LOCATION:
Newburg, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Requested By: RPT
La Plata Farm Park Development, Phase I	Project #:
<p>Development of this county owned land will achieve the county's goal of providing residents with a central county regional park. Amenities to include: farm themed playground, agricultural activities/learning building, farmers market, community garden plots, fitness trail, dog park and community sports field. Future additions to include a spray ground and the Charles County Farm Heritage Museum.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p>PRIORITY</p>	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$150	\$0	\$0	\$150	\$0	\$0	\$150
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	1,197	0	1,197	0	0	1,197
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	7	0	0	7	0	0	7
Administration - FAS	0	0	3	3	0	6	0	0	6
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	12	0	0	12	0	0	12
Total Outlay	\$0	\$0	\$172	\$1,200	\$0	\$1,372	\$0	\$0	\$1,372

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$0	\$0	\$43	\$300	\$0	\$343	\$0	\$0	\$343
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	\$43	\$300	\$0	\$343	\$0	\$0	\$343
Federal	0	0	0	0	0	0	0	0	0
State	0	0	129	900	0	1,029	0	0	1,029
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$172	\$1,200	\$0	\$1,372	\$0	\$0	\$1,372

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Beyond FY 2023
No. of Personnel	0.00	0.00	2.10	2.10	2.10	2.10
Personnel Costs	0.0	0.0	90.2	93.8	97.6	101.5
Operating	0.0	0.0	27.2	27.7	28.3	29.1
Total Operating	\$0.0	\$0.0	\$117.4	\$121.5	\$125.9	\$130.6
Debt Service: Bonds	0.0	0.0	0.0	3.8	30.2	30.2
Vehicle & Equipment Lease	0.0	0.0	10.2	20.3	20.3	20.3
Total Impact	\$0.0	\$0.0	\$117.4	\$125.3	\$156.1	\$160.8

LOCATION:
La Plata

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

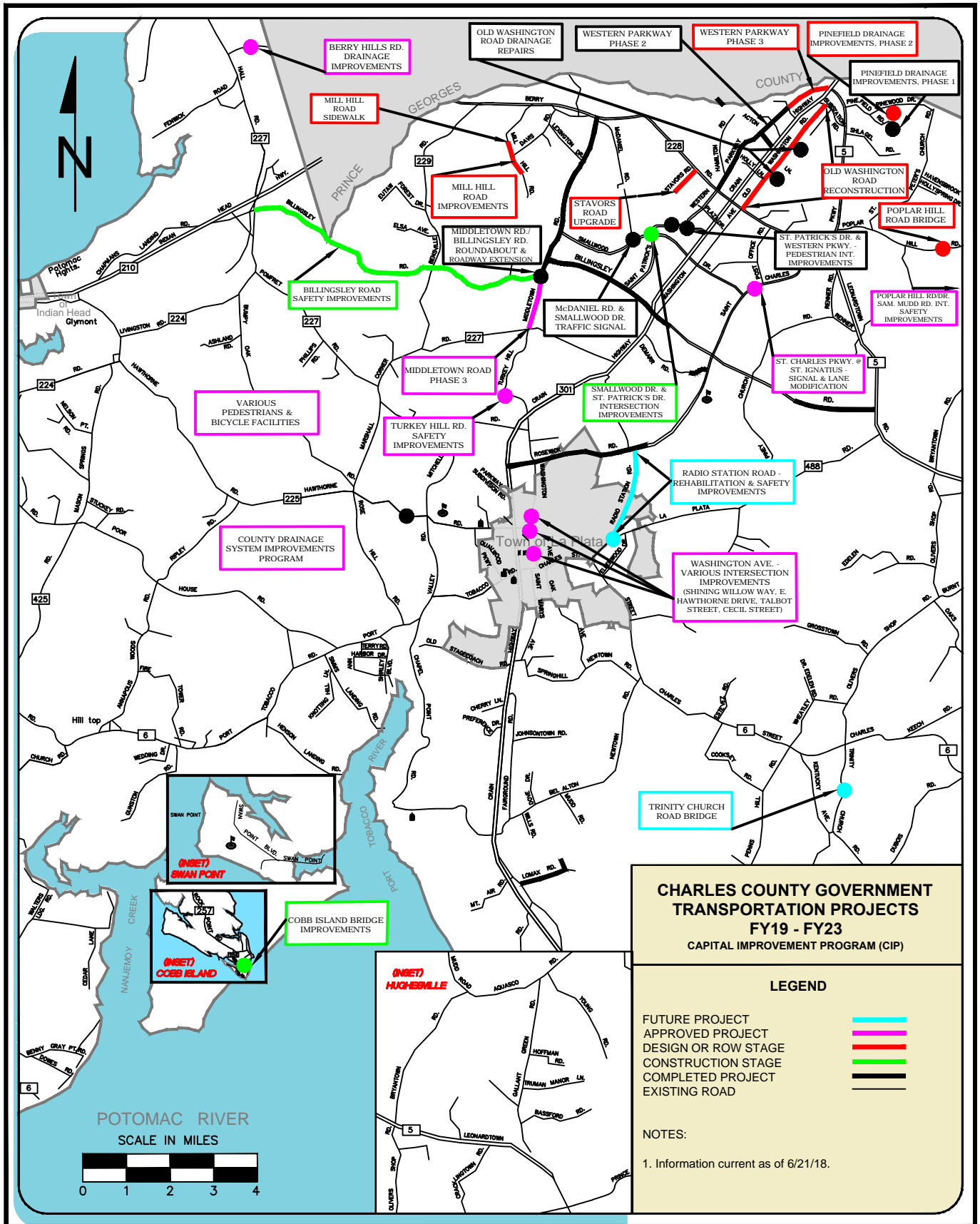
TRANSPORTATION SUMMARY

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.

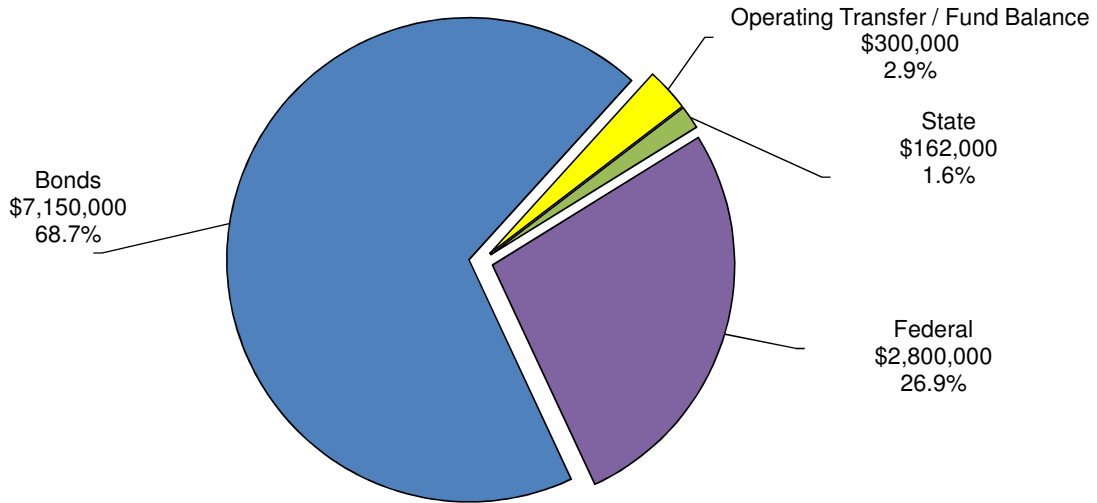
EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year	Approp. thru FY18	Beyond FY 2023	Project Total
						Total '19-'23			
Architectural & Engineering	\$350	\$174	\$124	\$127	\$130	\$905	\$2,996	\$547	\$4,448
Land & ROW	1,118	91	49	50	51	1,359	5,937	3,129	10,425
Construction	8,115	5,068	6,569	4,133	4,133	28,018	18,370	10,274	56,662
Equipment	0	0	0	0	0	0	0	0	0
Administration	175	92	112	53	54	486	868	212	1,566
Administration - FAS	33	24	24	18	19	118	29	23	170
Inspection	154	160	269	126	127	836	843	422	2,101
Miscellaneous	125	15	78	11	11	240	760	33	1,033
Contingency	342	491	656	77	78	1,644	969	623	3,236
Total Outlay	\$10,412	\$6,115	\$7,881	\$4,595	\$4,603	\$33,606	\$30,772	\$15,263	\$79,641

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$7,150	\$5,922	\$7,688	\$4,402	\$4,410	\$29,572	\$29,899	\$15,031	\$74,502
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	300	31	31	31	31	424	43	31	498
Total County Funding	\$7,450	\$5,953	\$7,719	\$4,433	\$4,441	\$29,996	\$29,941	\$15,062	\$74,999
Federal	2,800	0	0	0	0	2,800	220	0	3,020
State	162	162	162	162	162	810	610	201	1,621
Total Funding	\$10,412	\$6,115	\$7,881	\$4,595	\$4,603	\$33,606	\$30,772	\$15,263	\$79,641

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	1,656.7	2,214.3	2,662.6	3,222.2	3,551.5	1,656.7	4,800.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$1,656.7	\$2,214.3	\$2,662.6	\$3,222.2	\$3,551.5	\$1,656.7	\$4,800.3

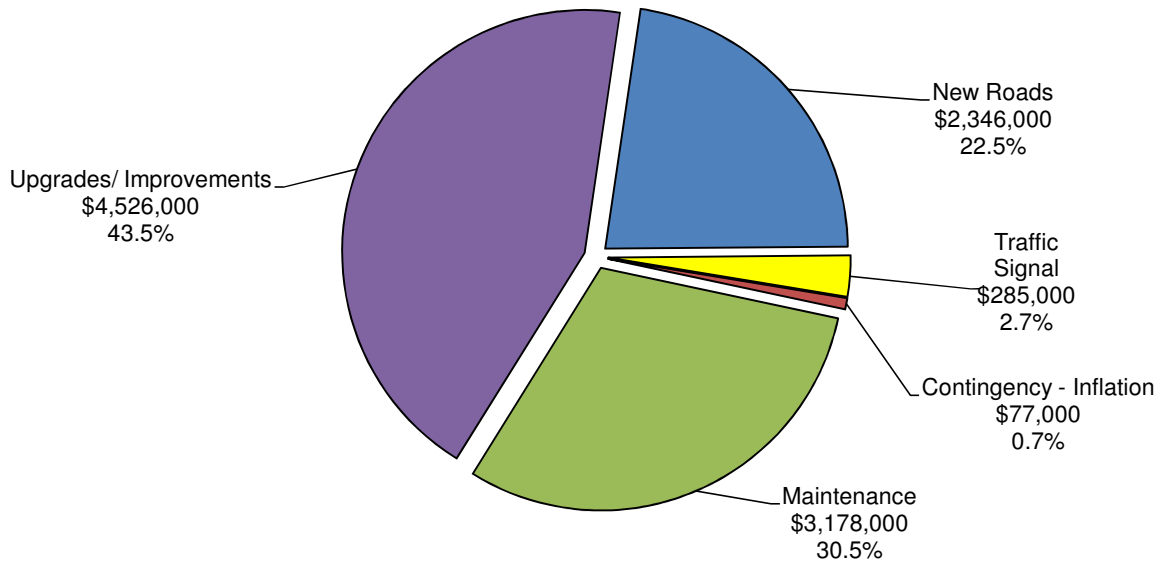


FY19 Transportation Financing Sources Total \$10,412,000



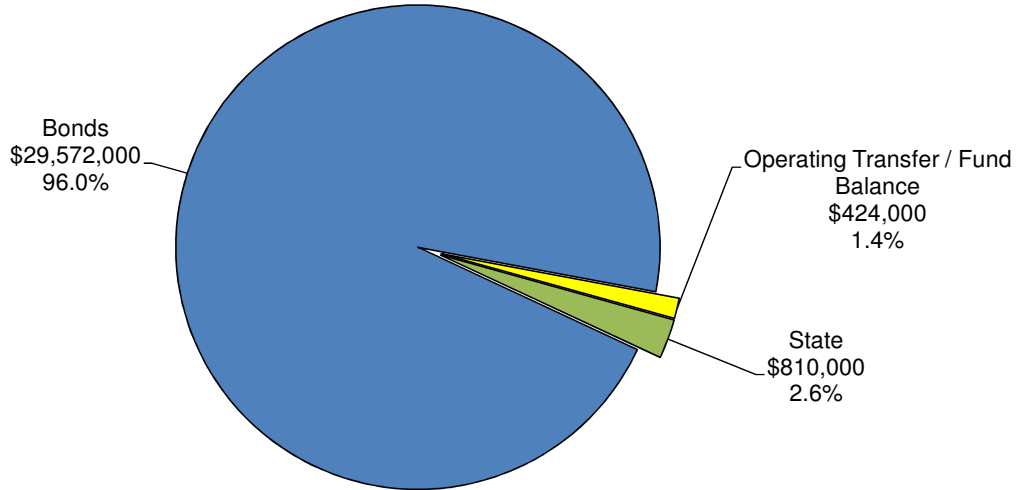
Bonds are the major source of financing for the transportation projects.

FY19 Transportation by Project Type Total \$10,412,000



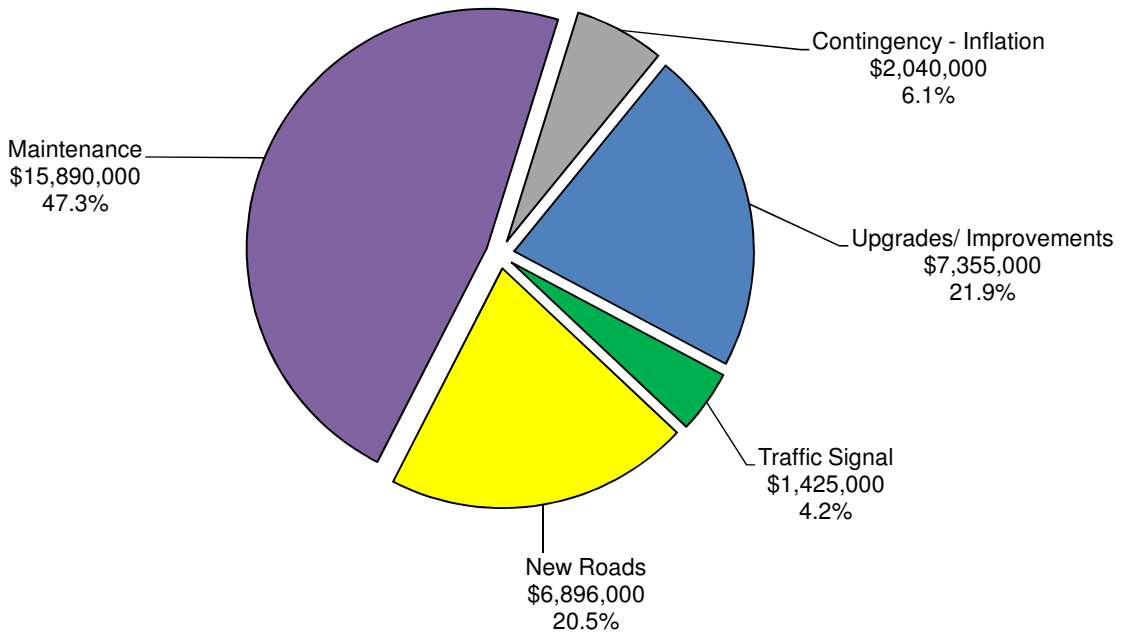
The Capital Budget for transportation/roads includes improving the existing road system and expanding for the future. Included are funds to improve drainage, safety, sidewalks and traffic intersection(s). Upgrade/Improvements includes funding for the Billingsley Road Safety Improvements, Poplar Hill Bridge Replacement, and Various Intersection Improvements on Washington Ave. Maintenance includes the Road Overlay Program which treats various roads throughout the county. New Roads includes funding for Western Parkway, Middletown Road Phase III Feasibility Study and Old Washington Road reconstruction.

FY19-FY23 Transportation Financing Sources
Total \$33,606,000



The County's Debt Affordability Plan provides for sufficient funds to pay the annual debt service on the necessary General Obligation Bonds.

FY19-FY23 Transportation by Project Type
Total \$33,606,000



The majority of the Transportation program is for maintenance, upgrades, and improvements to the existing roads. New Roads includes funding for Western Parkway, Old Washington Road Reconstruction and Middletown Road Phase III Feasibility Study.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Requested By: Facilities
Road Overlay Program	Project #: 2232
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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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	3,100	3,100	3,100	3,100	3,100	15,500	0	3,100	18,600
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	3	3	3	15	0	3	18
Inspection	75	75	75	75	75	375	0	75	450
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$3,178	\$3,178	\$3,178	\$3,178	\$3,178	\$15,890	\$0	\$3,178	\$19,068

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (15 year)	\$3,016	\$3,016	\$3,016	\$3,016	\$3,016	\$15,080	\$0	\$3,016	\$18,096
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$3,016	\$3,016	\$3,016	\$3,016	\$3,016	\$15,080	\$0	\$3,016	\$18,096
Federal	0	0	0	0	0	0	0	0	0
State	162	162	162	162	162	810	0	162	972
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$3,178	\$3,178	\$3,178	\$3,178	\$3,178	\$15,890	\$0	\$3,178	\$19,068

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Beyond FY 2023
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	265.6	531.2	796.8	1,062.4	1,593.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$265.6	\$531.2	\$796.8	\$1,062.4	\$1,593.6

LOCATION:
Roads throughout Charles County

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ in thousands)

PROJECT NAME:	Requested By: Capital
County Drainage Systems Improvement Program	Project #: 2161

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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$12	\$12	\$12	\$12	\$12	\$60	\$210	\$12	\$282
Land & ROW	0	0	0	0	0	0	48	0	48
Construction	70	70	70	70	70	350	1,620	70	2,040
Equipment	0	0	0	0	0	0	0	0	0
Administration	6	6	6	6	6	30	44	6	80
Administration - FAS	3	3	3	3	3	15	0	3	18
Inspection	0	0	0	0	0	0	9	0	9
Miscellaneous	2	2	2	2	2	10	36	2	48
Contingency	7	7	7	7	7	35	333	7	375
Total Outlay	\$100	\$100	\$100	\$100	\$100	\$500	\$2,300	\$100	\$2,900

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (20 year)	\$100	\$100	\$100	\$100	\$100	\$500	\$2,260	\$100	\$2,860
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$100	\$100	\$100	\$100	\$100	\$500	\$2,260	\$100	\$2,860
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	\$100	\$100	\$100	\$100	\$100	\$500	\$2,300	\$100	\$2,900

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. Beyond	
						thru FY18	FY 2023
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	203.3	210.5	217.7	224.9	232.1	203.3	246.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$203.3	\$210.5	\$217.7	\$224.9	\$232.1	\$203.3	\$246.5

LOCATION:
Various Sites throughout County. (See description above.)

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ in thousands)

PROJECT NAME:	Requested By: Capital
Safety Improvement Program- Existing Roadways	Project #: 2177
<p>Design and construct various roadway safety improvements/upgrades as recommended by the Charles County Safety Committee:</p> <p>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).</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$13	\$13	\$13	\$13	\$13	\$65	\$94	\$13	\$172
Land & ROW	11	11	11	11	11	55	45	11	111
Construction	138	138	138	138	138	690	195	138	1,023
Equipment	0	0	0	0	0	0	0	0	0
Administration	11	11	11	11	11	55	32	11	98
Administration - FAS	3	3	3	3	3	15	2	3	20
Inspection	10	10	10	10	10	50	50	10	110
Miscellaneous	1	1	1	1	1	5	11	1	17
Contingency	13	13	13	13	13	65	32	13	110
Total Outlay	\$200	\$200	\$200	\$200	\$200	\$1,000	\$460	\$200	\$1,660

FINANCING SOURCES						5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (20 year)	\$200	\$200	\$200	\$200	\$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	\$200	\$200	\$200	\$200	\$200	\$1,000	\$460	\$200	\$1,660
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	\$460	\$200	\$1,660

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. Beyond	
						thru FY18	FY 2023
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	41.4	55.8	70.2	84.5	98.9	41.4	127.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$41.4	\$55.8	\$70.2	\$84.5	\$98.9	\$41.4	\$127.7

LOCATION:
 Various Sites throughout County

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME: Traffic Signal Program	Requested By: Capital Project #: 2156
Install new traffic signal at various locations throughout the county in conjunction with the Maryland State Highway Administration. 1) Western Prkwy @ St. Patrick's Dr. - Signal & lane modifications 2) St. Charles Prkwy @ St. Ignatius - Signal & lane modifications 3) Washington Rd. and Heritage Green Parkway	
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$16	\$16	\$16	\$16	\$16	\$80	\$36	\$16	\$132
Land & ROW	10	10	10	10	10	50	37	10	97
Construction	200	200	200	200	200	1,000	482	200	1,682
Equipment	0	0	0	0	0	0	0	0	0
Administration	13	13	13	13	13	65	10	13	88
Administration - FAS	3	3	3	3	3	15	0	3	18
Inspection	18	18	18	18	18	90	39	18	147
Miscellaneous	5	5	5	5	5	25	4	5	34
Contingency	20	20	20	20	20	100	7	20	127
Total Outlay	\$285	\$285	\$285	\$285	\$285	\$1,425	\$614	\$285	\$2,324

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (20 year)	\$254	\$254	\$254	\$254	\$254	\$1,270	\$571	\$254	\$2,095
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	31	31	31	31	31	155	43	31	229
Total County Funding	\$285	\$285	\$285	\$285	\$285	\$1,425	\$614	\$285	\$2,324
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	\$614	\$285	\$2,324

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	51.4	69.7	87.9	106.2	124.5	51.4	161.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$51.4	\$69.7	\$87.9	\$106.2	\$124.5	\$51.4	\$161.0

LOCATION:
County Wide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME: Sidewalk Improvement Program	Requested By: Facilities Project #: 2234
<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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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 2019	FY 2020	FY 2021	FY 2022	FY 2023	Beyond FY 2023
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 2019

(\$ 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> <p>PRIORITY</p>	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$75	\$75	\$75	\$75	\$75	\$375	\$280	\$0	\$655
Land & ROW	25	25	25	25	25	125	158	0	283
Construction	0	0	0	0	0	0	2,886	0	2,886
Equipment	0	0	0	0	0	0	0	0	0
Administration	20	20	20	20	20	100	92	0	192
Administration - FAS	3	3	3	3	3	15	6	0	21
Inspection	20	20	20	20	20	100	91	0	191
Miscellaneous	3	3	3	3	3	15	15	0	30
Contingency	32	32	32	32	32	160	138	0	298
Total Outlay	\$178	\$178	\$178	\$178	\$178	\$890	\$3,665	\$0	\$4,555

FINANCING SOURCES						5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (20 year)	\$178	\$178	\$178	\$178	\$178				
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	\$178	\$178	\$178	\$178	\$178	\$890	\$3,665	\$0	\$4,555
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$178	\$178	\$178	\$178	\$178	\$890	\$3,665	\$0	\$4,555

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. Beyond	
						thru FY18	FY 2023
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	329.6	342.4	355.3	368.1	380.9	329.6	393.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$329.6	\$342.4	\$355.3	\$368.1	\$380.9	\$329.6	\$393.7

LOCATION:
Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Requested By: Capital
Old Washington Road Reconstruction	Project #: 2186

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.

Ex. ROW=30', Prop.R/W=72-80'; Length=1.67mi.. Major Collector

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

PRIORITY

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$540	\$0	\$540
Land & ROW	1,000	0	0	0	0	1,000	1,000	0	2,000
Construction	0	0	1,495	0	0	1,495	2,965	0	4,460
Equipment	0	0	0	0	0	0	0	0	0
Administration	20	0	37	0	0	57	115	0	172
Administration - FAS	3	0	3	0	0	6	6	0	12
Inspection	0	0	129	0	0	129	129	0	258
Miscellaneous	40	0	67	0	0	107	151	0	258
Contingency	100	0	153	0	0	253	304	0	557
Total Outlay	\$1,163	\$0	\$1,884	\$0	\$0	\$3,047	\$5,210	\$0	\$8,257

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (20 year)	\$1,163	\$0	\$1,884	\$0	\$0	\$3,047	\$5,210	\$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	\$1,163	\$0	\$1,884	\$0	\$0	\$3,047	\$5,210	\$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	\$1,163	\$0	\$1,884	\$0	\$0	\$3,047	\$5,210	\$0	\$8,257

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	468.6	552.3	552.3	687.9	687.9	468.6	687.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$468.6	\$552.3	\$552.3	\$687.9	\$687.9	\$468.6	\$687.9

LOCATION:
Waldorf, Md. Route 5 to Substation Road

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ 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.</p> <p>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: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$50	\$50	\$0	\$0	\$0	\$100	\$190	\$0	\$290
Land & ROW	40	40	0	0	0	80	80	0	160
Construction	170	170	0	0	0	340	340	0	680
Equipment	0	0	0	0	0	0	0	0	0
Administration	13	13	0	0	0	26	34	0	60
Administration - FAS	3	3	0	0	0	6	3	0	9
Inspection	8	8	0	0	0	16	19	0	35
Miscellaneous	4	4	0	0	0	8	8	0	16
Contingency	17	17	0	0	0	34	34	0	68
Total Outlay	\$305	\$305	\$0	\$0	\$0	\$610	\$708	\$0	\$1,318

FINANCING SOURCES									
Bonds (20 year)	\$305	\$305	\$0	\$0	\$0	\$610	\$708	\$0	\$1,318
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$305	\$305	\$0	\$0	\$0	\$610	\$708	\$0	\$1,318
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$305	\$305	\$0	\$0	\$0	\$610	\$708	\$0	\$1,318

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. Beyond	
						thru FY18	FY 2023
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	63.7	85.6	107.6	107.6	107.6	63.7	107.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$63.7	\$85.6	\$107.6	\$107.6	\$107.6	\$63.7	\$107.6

LOCATION:
La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Requested By: Capital
Middletown Road Phase 3 - Feasibility Study	Project #: 2233
<p>Perform a feasibility study to determine the right of way implications for the upgrade of existing Middletown Road between Billingsley Road and Md. Route 227 from two lanes to four lanes as identified in the Waldorf Subarea Plan. The study will also develop design alternative and provide estimated construction costs.</p>	
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$180	\$0	\$0	\$0	\$0	\$180	\$0	\$400	\$580
Land & ROW	0	0	0	0	0	0	0	2,500	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	26	0	0	0	0	26	0	138	164
Administration - FAS	3	0	0	0	0	3	0	3	6
Inspection	0	0	0	0	0	0	0	232	232
Miscellaneous	60	0	0	0	0	60	0	25	85
Contingency	0	0	0	0	0	0	0	462	462
Total Outlay	\$269	\$0	\$0	\$0	\$0	\$269	\$0	\$8,380	\$8,649

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (20 year)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,380	\$8,380
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	269	0	0	0	0	269	0	0	269
Total County Funding	\$269	\$0	\$0	\$0	\$0	\$269	\$0	\$8,380	\$8,649
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	\$269	\$0	\$0	\$0	\$0	\$269	\$0	\$8,380	\$8,649

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Beyond FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	603.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$603.0

LOCATION:
Middletown Road from Billingsley Road to Md. Route 227

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Requested By: Capital
Western Parkway Road Improvements Phase 2	Project #: 2013

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.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

PRIORITY

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$345	\$0	\$345
Land & ROW	0	0	0	0	0	0	121	0	121
Construction	759	0	0	0	0	759	4,225	0	4,984
Equipment	0	0	0	0	0	0	0	0	0
Administration	50	0	0	0	0	50	193	0	243
Administration - FAS	3	0	0	0	0	3	6	0	9
Inspection	21	0	0	0	0	21	182	0	203
Miscellaneous	5	0	0	0	0	5	294	0	299
Contingency	76	0	0	0	0	76	121	0	197
Total Outlay	\$914	\$0	\$0	\$0	\$0	\$914	\$5,487	\$0	\$6,401

FINANCING SOURCES		FY 2019		FY 2020		FY 2021		FY 2022		FY 2023		5-Year Total '19-'23		Approp. thru FY18		Beyond FY 2023		Project Total	
Bonds (20 year)		\$914	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$914	\$5,487	\$0	\$0	\$0	\$6,401		
Fund Balance Appropriation		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Operating Transfer		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total County Funding		\$914	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$914	\$5,487	\$0	\$0	\$0	\$6,401		
Federal		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
State		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Other:		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total Funding		\$914	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$914	\$5,487	\$0	\$0	\$0	\$6,401		

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. Beyond	
						thru FY18	FY 2023
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	493.5	559.3	559.3	559.3	559.3	493.5	559.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$493.5	\$559.3	\$559.3	\$559.3	\$559.3	\$493.5	\$559.3

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 2019

(\$ in thousands)

PROJECT NAME:	Requested By: Capital
Western Parkway Road Improvements Phase 3	Project #: 2013
<p>The construction of Western Parkway, Phase 3 from Pierce Road north to US 301 near the Charles County and Prince George's County line will provide the final phase of a north/south route for local vehicular traffic within Waldorf, serving as an alternate to US 301. Consistent with the Charles County Comprehensive Plan, Western Parkway will parallel US 301, resulting in a grid network street pattern. This additional north/south route will provide greater roadway connectivity and increased traffic circulation patterns, while ultimately relieving some traffic congestion on US 301/Crain Highway.</p>	
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>	
PRIORITY	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$1,069	\$0	\$1,069
Land & ROW	0	0	0	0	0	0	4,449	0	4,449
Construction	0	921	922	0	0	1,843	5,657	0	7,500
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	25	17	0	0	42	344	0	386
Administration - FAS	0	3	3	0	0	6	3	0	9
Inspection	0	25	0	0	0	25	325	0	350
Miscellaneous	0	0	0	0	0	0	242	0	242
Contingency	0	375	375	0	0	750	0	0	750
Total Outlay	\$0	\$1,349	\$1,317	\$0	\$0	\$2,666	\$12,089	\$0	\$14,755

FINANCING SOURCES									
Bonds (20 year)	\$0	\$1,349	\$1,317	\$0	\$0	\$2,666	\$12,089	\$0	\$14,755
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$1,349	\$1,317	\$0	\$0	\$2,666	\$12,089	\$0	\$14,755
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$1,349	\$1,317	\$0	\$0	\$2,666	\$12,089	\$0	\$14,755

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Beyond FY 2023
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	97.1	191.9	191.9	191.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$97.1	\$191.9	\$191.9	\$191.9

LOCATION: Waldorf: Pierce Road north to US 301 near the Charles County and Prince George's County line

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Requested By: Capital
Poplar Hill Bridge (CH 0040001) Replacement	Project #: 2218

In 2015 a Bridge Inspection Report was performed by Marine Solutions, Inc. for the Poplar Hill Road over Zekiah Swamp Bridge (No. CH0040001).

Bridge No. CH-040 is a two-span timber bridge constructed in 1969 and has two 22'- 0" spans and an overall structure length of 44'-6"±. The bridge has a 2" thick bituminous concrete wearing surface with timber curbs. Based on a 2013 Load Rating Report, the bridge is currently posted for 22,000 pounds for single unit vehicles and 36,000 pounds for combination unit vehicles. The condition report and recommendations presented were based upon a visual inspection of accessible portions of the existing structure. The structure was observed to be in fair condition overall but issues were found in the decking, superstructure, piers, abutments and wingwalls that warrants the replacement of the entire bridge. The report recommended a re-rating of the bridge from 22,000 pounds down to 15,000 pounds for single unit vehicles, and from 36,000 pounds down to 20,000 lbs. for combination unit vehicles. This places a weight restriction for school busses, fire trucks, and other emergency vehicles.

A Cost Share Agreement between the County and Maryland State Highway Administration was signed on May 18, 2017 obligating the County to pay 20% of the design and construction costs while MDSHA will pay 80% of the costs. MDSHA will administer the design and construction of the bridge replacement. Design is currently underway, and a preliminary cost estimate for the bridge is \$3.5 Million for which the County would be responsible for paying \$700,000.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

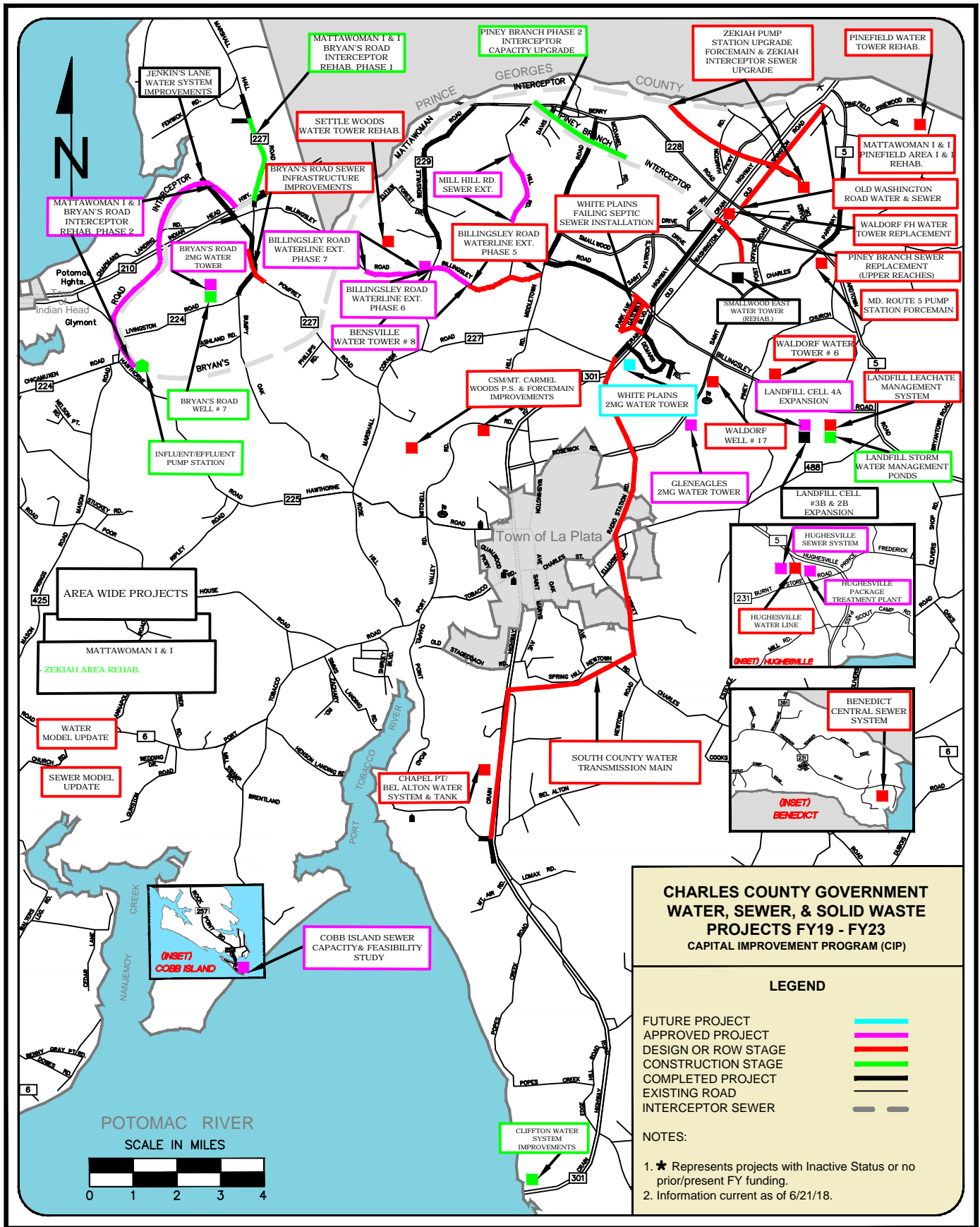
PRIORITY

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$232	\$0	\$232
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	3,500	0	0	0	0	3,500	0	0	3,500
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	0	0	0	0	12	4	0	16
Administration - FAS	3	0	0	0	0	3	3	0	6
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	5	0	0	0	0	5	0	0	5
Contingency	70	0	0	0	0	70	0	0	70
Total Outlay	\$3,590	\$0	\$0	\$0	\$0	\$3,590	\$239	\$0	\$3,829

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (20 year)	\$790	\$0	\$0	\$0	\$0	\$790	\$58	\$0	\$848
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	\$790	\$0	\$0	\$0	\$0	\$790	\$58	\$0	\$848
Federal	2,800	0	0	0	0	2,800	180	0	2,980
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$3,590	\$0	\$0	\$0	\$0	\$3,590	\$239	\$0	\$3,829

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	62.1	62.1	62.1	62.1	5.2	62.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$5.2	\$62.1	\$62.1	\$62.1	\$62.1	\$5.2	\$62.1

LOCATION:
Poplar Hill Road



APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ 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.

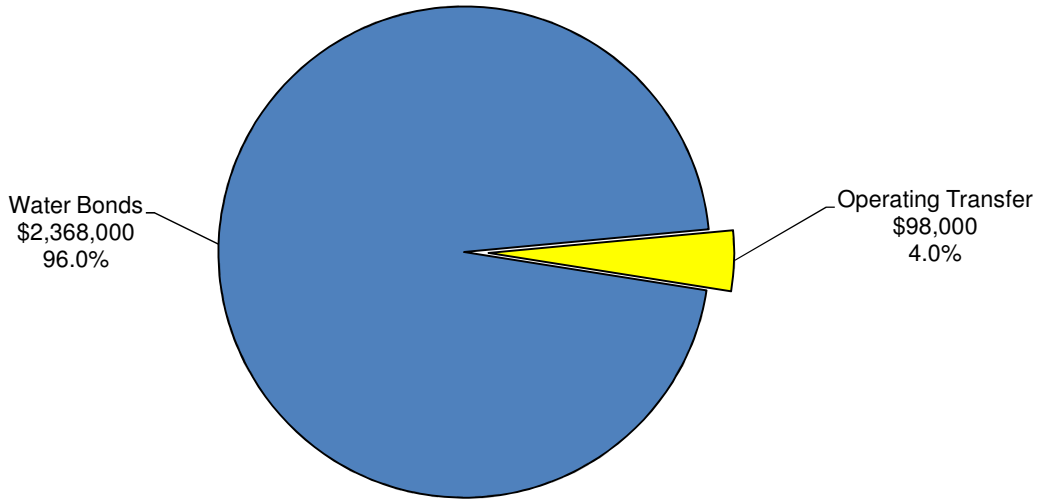
EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year	Approp. thru FY18	Beyond FY 2023	Project Total
						Total '19-'23			
Architectural & Engineering	\$27	\$519	\$674	\$170	\$739	\$2,129	\$7,717	\$467	\$10,313
Land & ROW	0	0	187	0	0	187	852	0	1,039
Construction	2,110	7,368	9,030	1,284	6,971	26,762	17,839	4,176	48,777
Equipment	0	67	69	0	0	136	887	0	1,023
Administration	139	384	549	79	93	1,243	1,282	112	2,637
Administration - FAS	9	26	23	9	15	79	104	15	198
Inspection	46	239	316	55	283	939	1,103	214	2,256
Miscellaneous	0	39	71	0	0	110	393	0	503
Contingency	135	618	881	132	701	2,466	1,824	422	4,711
Total Outlay	\$2,466	\$9,258	\$11,798	\$1,729	\$8,802	\$34,053	\$32,001	\$5,406	\$71,459

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$2,368	\$9,160	\$11,700	\$1,631	\$8,704	\$33,563	\$31,317	\$5,308	\$70,187
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	98	98	98	98	98	490	659	98	1,247
Total County Funding	2,466	9,258	11,798	1,729	8,802	34,053	31,976	5,406	71,434
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	25	0	25
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$2,466	\$9,258	\$11,798	\$1,729	\$8,802	\$34,053	\$32,001	\$5,406	\$71,459

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
						0.00	0.00
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	2,989.6	3,198.3	4,047.6	5,123.2	5,267.6	2,989.6	5,336.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$2,161.3	\$3,157.6	\$4,740.5	\$3,653.8	\$3,653.8	\$2,989.6	\$5,336.7

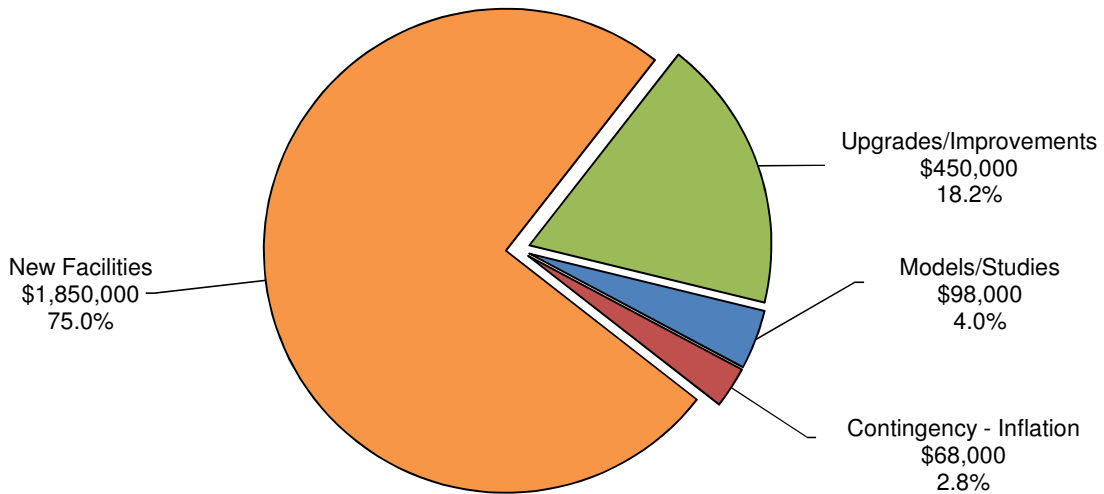
Increase to Water User Fee:	76.2¢	76.7¢	92.4¢	\$1.11	\$1.15	76.2¢	\$1.16
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FY19 Water Financing Sources
Total \$2,466,000



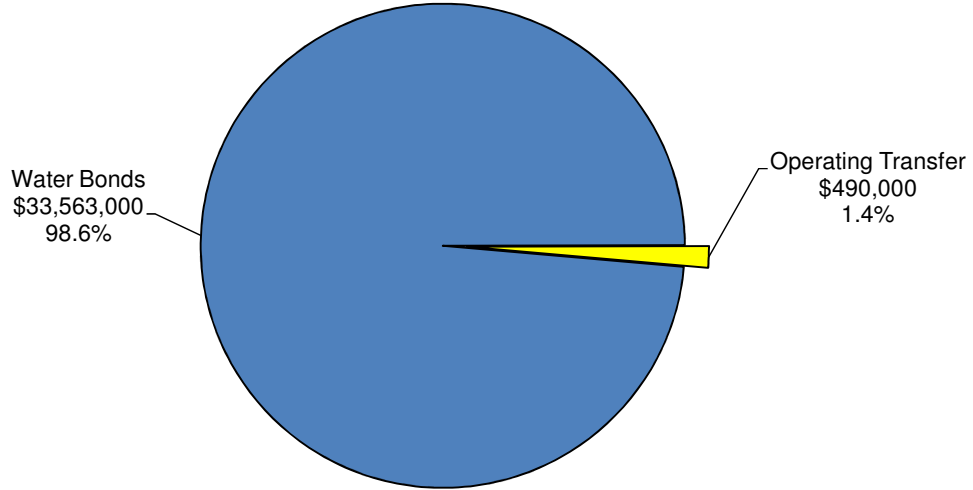
Bonds are the major source of financing for water projects.

FY19 Water Projects by Type
Total \$2,466,000



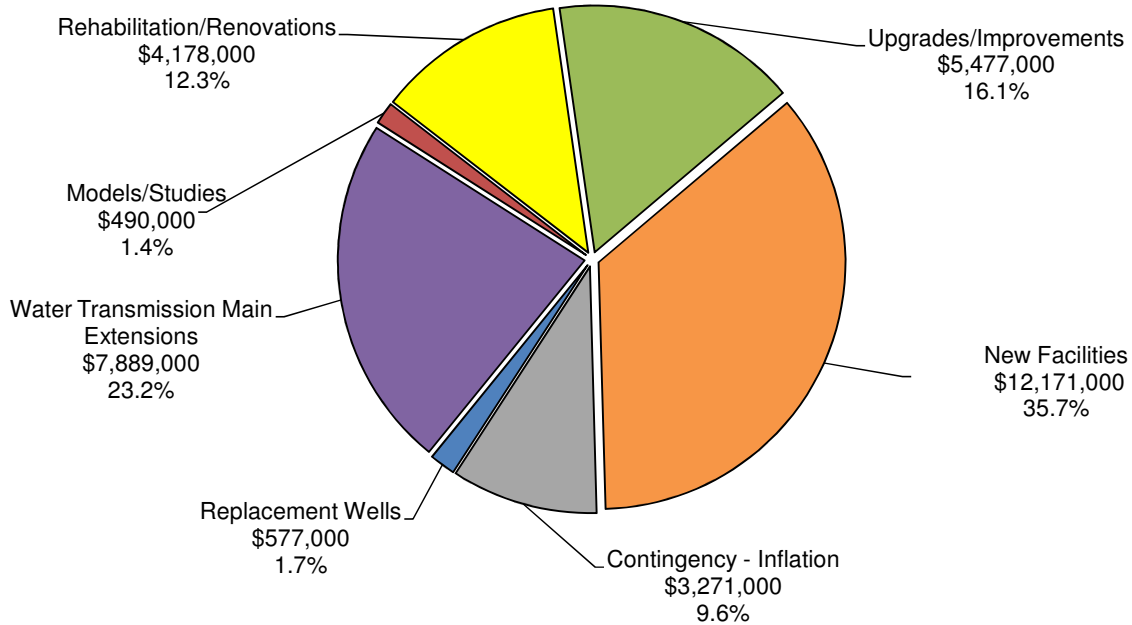
New facilities include the Gleneagles Water Tower. Upgrades/Improvements include Satellite Water Facility Upgrades.

FY19-FY23 Water Financing Sources
Total \$34,053,000



Financing the debt service associated with bonds for water projects is recovered primarily from water customer connection and user fees.

FY19-FY23 Water Projects by Type
Total \$34,053,000



New Facilities include the Bryans Road Water Tower, the Gleneagles Water Tower, the Waldorf Water Tower #6 and the Hughesville Water Line. Water Transmission Main Extensions includes projects to interconnect various water systems together throughout the County.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	650	650	650	650	2,600	1,840	650	5,090
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	6	0	6
Administration - FAS	0	3	3	3	3	12	5	3	20
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	65	65	65	65	260	245	65	570
Total Outlay	\$0	\$718	\$718	\$718	\$718	\$2,872	\$2,097	\$718	\$5,687

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (15 Year)	\$0	\$718	\$718	\$718	\$718	\$2,872	\$2,097	\$718	\$5,687
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$718	\$718	\$718	\$718	\$2,872	\$2,097	\$718	\$5,687
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$718	\$718	\$718	\$718	\$2,872	\$2,097	\$718	\$5,687

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	182.9	182.9	246.5	310.1	373.7	182.9	437.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$182.9	\$182.9	\$246.5	\$310.1	\$373.7	\$182.9	\$437.9
Increase to Water User Fee:	8.0¢	7.8¢	10.4¢	12.9¢	15.3¢	8.0¢	17.7¢

LOCATION:
Development District

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME: Water Model Update	Water User 55%	Requested By: PGM
	Water Connection 45%	Project #: 6090
<p>To update the current County Water Model by including newly installed water utilities and verifying the system stability and deficiencies. The County anticipates having to make changes to our traditional operations of our water system, due to concerns with water supply in certain geographic areas.</p>		
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$27	\$27	\$27	\$27	\$27	\$135	\$359	\$27	\$521
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	2	0	2
Administration	65	65	65	65	65	325	241	65	631
Administration - FAS	3	3	3	3	3	15	19	3	37
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	39	3	57
Total Outlay	\$98	\$98	\$98	\$98	\$98	\$490	\$659	\$98	\$1,247

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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	659	98	1,247
Total County Funding	\$98	\$98	\$98	\$98	\$98	\$490	\$659	\$98	\$1,247
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	\$659	\$98	\$1,247

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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¢

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Water User 95%	Requested By: Utilities
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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$475	\$475	\$885	\$224	\$1,584
Land & ROW	0	0	0	0	0	0	125	0	125
Construction	0	0	0	0	4,745	4,745	1,325	2,240	8,310
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	12	12	32	12	56
Administration - FAS	0	0	0	0	3	3	15	3	21
Inspection	0	0	0	0	190	190	95	122	407
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	475	475	133	224	832
Total Outlay	\$0	\$0	\$0	\$0	\$5,900	\$5,900	\$2,610	\$2,825	\$11,335

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (15 Year)	\$0	\$0	\$0	\$0	\$5,900	\$5,900	\$2,610	\$2,825	\$11,335
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$0	\$0	\$0	\$5,900	\$5,900	\$2,610	\$2,825	\$11,335
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$0	\$0	\$5,900	\$5,900	\$2,610	\$2,825	\$11,335

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. Beyond	
						thru FY18	FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	227.7	227.7	227.7	227.7	227.7	227.7	479.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$227.7	\$227.7	\$227.7	\$227.7	\$227.7	\$227.7	\$479.2
Increase to Water User Fee:	9.4¢	9.3¢	9.1¢	9.0¢	8.8¢	9.4¢	18.4¢

LOCATION:
Southern portion of the County

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Water User 100%	Requested By: Utilities
Satellite Water Facility Upgrades	Water Connection 0%	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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$125	\$125	\$125	\$375	\$545	\$125	\$1,045
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	382	645	475	475	475	2,452	234	475	3,161
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	12	12	12	60	21	12	93
Administration - FAS	3	3	3	3	3	15	12	3	30
Inspection	15	25	48	48	48	184	280	48	512
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	38	65	48	48	48	247	245	48	540
Total Outlay	\$450	\$750	\$711	\$711	\$711	\$3,333	\$1,337	\$711	\$5,381

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (15 Year)	\$450	\$750	\$711	\$711	\$711	\$3,333	\$1,337	\$711	\$5,381
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	\$450	\$750	\$711	\$711	\$711	\$3,333	\$1,337	\$711	\$5,381
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	\$450	\$750	\$711	\$711	\$711	\$3,333	\$1,337	\$711	\$5,381

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	116.7	156.3	222.8	285.7	348.7	116.7	412.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$116.7	\$156.3	\$222.8	\$285.7	\$348.7	\$116.7	\$412.3
Increase to Water User Fee:	5.1¢	6.7¢	9.4¢	11.9¢	14.3¢	5.1¢	16.6¢

LOCATION:
Various locations, see description above

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME: Pinefield Water Tower Rehabilitation	Water User 100% Water Connection 0%	Requested By: Capital 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	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	0	772	0	0	0	772	453	0	1,225
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	73	0	0	0	73	43	0	116
Administration - FAS	0	3	0	0	0	3	6	0	9
Inspection	0	50	0	0	0	50	30	0	80
Miscellaneous	0	20	0	0	0	20	10	0	30
Contingency	0	79	0	0	0	79	46	0	125
Total Outlay	\$0	\$997	\$0	\$0	\$0	\$997	\$658	\$0	\$1,655

FINANCING SOURCES		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
							Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (15 Year)		\$0	\$997	\$0	\$0	\$0	\$997	\$658	\$0	\$1,655
Fund Balance Appropriation		0	0	0	0	0	0	0	0	0
Operating Transfer		0	0	0	0	0	0	0	0	0
Total County Funding		\$0	\$997	\$0	\$0	\$0	\$997	\$658	\$0	\$1,655
Federal		0	0	0	0	0	0	0	0	0
State		0	0	0	0	0	0	0	0	0
Other:		0	0	0	0	0	0	0	0	0
Total Funding		\$0	\$997	\$0	\$0	\$0	\$997	\$658	\$0	\$1,655

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. Beyond	
						thru FY18	FY 2023
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	57.4	145.7	145.7	145.7	57.4	145.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$57.4	\$57.4	\$145.7	\$145.7	\$145.7	\$57.4	\$145.7
Increase to Water User Fee:	2.5¢	2.5¢	6.1¢	6.0¢	6.0¢	2.5¢	5.9¢

LOCATION: Pinefield, Charles County

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME: Gleneagles 2MG Water Tower	Water User 0% Water Connection 100%	Requested By: PGM Project #: 6109
<p>Additional fire storage volume and another tank is needed to equalize pressure in the water distribution system along Rosewick Road. Residents are experiencing low water pressure. This project is for the acquisition of a tower site, design, and construction based on a study performed in 2010.</p>		
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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	1,666	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	110	0	230
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	\$2,563	\$0	\$6,262

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (15 Year)	\$1,850	\$1,849	\$0	\$0	\$0	\$3,699	\$2,563	\$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	\$1,849	\$0	\$0	\$0	\$3,699	\$2,563	\$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	\$1,849	\$0	\$0	\$0	\$3,699	\$2,563	\$0	\$6,262

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	223.6	386.7	550.4	550.4	550.4	223.6	550.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$223.6	\$386.7	\$550.4	\$550.4	\$550.4	\$223.6	\$550.4
Increase to Water User Fee:	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

LOCATION: St. Charles, Rosewick Road (proposed location)
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APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME: Waldorf Fire House Water Tower Replacement	Water User 10% Water Connection 90%	Requested By: Capital Project #: 6110
<p>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.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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	0	0	516	0	0	516	3,334	0	3,850
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	23	0	0	23	177	0	200
Administration - FAS	0	0	3	0	0	3	9	0	12
Inspection	0	0	10	0	0	10	60	0	70
Miscellaneous	0	0	0	0	0	0	10	0	10
Contingency	0	0	25	0	0	25	180	0	205
Total Outlay	\$0	\$0	\$577	\$0	\$0	\$577	\$4,520	\$0	\$5,097

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (15 Year)	\$0	\$0	\$577	\$0	\$0	\$577	\$4,520	\$0	\$5,097
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	\$577	\$0	\$0	\$577	\$4,520	\$0	\$5,097
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$577	\$0	\$0	\$577	\$4,520	\$0	\$5,097

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	394.4	394.4	394.4	445.5	445.5	394.4	445.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$394.4	\$394.4	\$394.4	\$445.5	\$445.5	\$394.4	\$445.5
Increase to Water User Fee:	1.7¢	1.7¢	1.7¢	1.8¢	1.8¢	1.7¢	1.8¢

LOCATION:
Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year	Approp.	Beyond	Project
						Total '19-'23	thru FY18	FY 2023	Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$50
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	250	0	0	0	250	250	0	500
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	19	0	0	0	19	26	0	45
Administration - FAS	0	3	0	0	0	3	3	0	6
Inspection	0	12	0	0	0	12	12	0	24
Miscellaneous	0	0	0	0	0	0	10	0	10
Contingency	0	25	0	0	0	25	25	0	50
Total Outlay	\$0	\$309	\$0	\$0	\$0	\$309	\$376	\$0	\$685

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (15 Year)	\$0	\$309	\$0	\$0	\$0	\$309	\$376	\$0	\$685
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$309	\$0	\$0	\$0	\$309	\$376	\$0	\$685
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$309	\$0	\$0	\$0	\$309	\$376	\$0	\$685

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	32.8	32.8	60.2	60.2	60.2	32.8	60.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$32.8	\$32.8	\$60.2	\$60.2	\$60.2	\$32.8	\$60.2
Increase to Water User Fee:	1.4¢	1.4¢	2.5¢	2.5¢	2.5¢	1.4¢	2.4¢

LOCATION:
Settle Woods, Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$300	\$0	\$300
Land & ROW	0	0	0	0	0	0	7	0	7
Construction	0	1,675	2,925	0	0	4,600	0	0	4,600
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	85	150	0	0	235	25	0	260
Administration - FAS	0	3	3	0	0	6	3	0	9
Inspection	0	50	90	0	0	140	0	0	140
Miscellaneous	0	17	31	0	0	48	0	0	48
Contingency	0	170	295	0	0	465	15	0	480
Total Outlay	\$0	\$2,000	\$3,494	\$0	\$0	\$5,494	\$350	\$0	\$5,844

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (15 Year)	\$0	\$2,000	\$3,494	\$0	\$0	\$5,494	\$350	\$0	\$5,844
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$2,000	\$3,494	\$0	\$0	\$5,494	\$350	\$0	\$5,844
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$2,000	\$3,494	\$0	\$0	\$5,494	\$350	\$0	\$5,844

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	30.5	30.5	207.7	517.1	517.1	30.5	517.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$30.5	\$30.5	\$207.7	\$517.1	\$517.1	\$30.5	\$517.1
Increase to Water User Fee:	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

LOCATION:
Md. Route 224 at Bumpy Oak Road

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME: Hughesville Water Line	Water User 0% Water Connection 100%	Requested By: PGM 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	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	0	0	1,700	0	0	1,700	1,700	0	3,400
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	128	0	0	128	155	0	283
Administration - FAS	0	0	3	0	0	3	9	0	12
Inspection	0	0	43	0	0	43	43	0	86
Miscellaneous	0	0	17	0	0	17	34	0	51
Contingency	0	0	170	0	0	170	193	0	363
Total Outlay	\$0	\$0	\$2,061	\$0	\$0	\$2,061	\$2,734	\$0	\$4,795

FINANCING SOURCES		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
							Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (15 Year)		\$0	\$0	\$2,061	\$0	\$0	\$2,061	\$2,734	\$0	\$4,795
Fund Balance Appropriation		0	0	0	0	0	0	0	0	0
Operating Transfer		0	0	0	0	0	0	0	0	0
Total County Funding		\$0	\$0	\$2,061	\$0	\$0	\$2,061	\$2,734	\$0	\$4,795
Federal		0	0	0	0	0	0	0	0	0
State		0	0	0	0	0	0	0	0	0
Other:		0	0	0	0	0	0	0	0	0
Total Funding		\$0	\$0	\$2,061	\$0	\$0	\$2,061	\$2,734	\$0	\$4,795

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. Beyond	
						thru FY18	FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	238.6	238.6	238.6	421.1	421.1	238.6	421.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$238.6	\$238.6	\$238.6	\$421.1	\$421.1	\$238.6	\$421.1
Increase to Water User Fee:	0.0c	0.0c	0.0c	0.0c	0.0c	0.0c	0.0c

LOCATION: Leonardtown Road, Hughesville

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME: Waldorf Water Tower #6	Water User 0% Water Connection 100%	Requested By: Capital Project #: 6067
Design and construction of a water tower is needed in the Waldorf Water System to keep up with demands. Tower #6 will be sited at the east side of the Development District in St. Charles.		
Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$295	\$0	\$295
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	832	0	0	0	832	2,947	0	3,779
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	42	0	0	0	42	127	0	169
Administration - FAS	0	3	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	295	0	295
Miscellaneous	0	0	0	0	0	0	301	0	301
Contingency	0	40	0	0	0	40	380	0	420
Total Outlay	\$0	\$917	\$0	\$0	\$0	\$917	\$4,345	\$0	\$5,262

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (15 Year)	\$0	\$917	\$0	\$0	\$0	\$917	\$4,345	\$0	\$5,262
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	\$917	\$0	\$0	\$0	\$917	\$4,345	\$0	\$5,262
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	\$917	\$0	\$0	\$0	\$917	\$4,345	\$0	\$5,262

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	379.1	379.1	460.3	460.3	460.3	379.1	460.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$379.1	\$379.1	\$460.3	\$460.3	\$460.3	\$379.1	\$460.3
Increase to Water User Fee:	0.0c	0.0c	0.0c	0.0c	0.0c	0.0c	0.0c

LOCATION: Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME: Chapel Point/Bel Alton Water System & Tank	Water User 100% Water Connection 0%	Requested By: PGM 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: Project is consistent with Comprehensive Plan. (Rating #1)</p>		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$0	\$200
Land & ROW	0	0	170	0	0	170	50	0	220
Construction	0	0	1,500	0	0	1,500	1,500	0	3,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	113	0	0	113	132	0	245
Administration - FAS	0	0	3	0	0	3	6	0	9
Inspection	0	0	38	0	0	38	38	0	76
Miscellaneous	0	0	15	0	0	15	18	0	33
Contingency	0	0	150	0	0	150	150	0	300
Total Outlay	\$0	\$0	\$1,989	\$0	\$0	\$1,989	\$2,094	\$0	\$4,083

FINANCING SOURCES		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
							Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (15 Year)		\$0	\$0	\$1,989	\$0	\$0	\$1,989	\$2,094	\$0	\$4,083
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	\$1,989	\$0	\$0	\$1,989	\$2,094	\$0	\$4,083
Federal		0	0	0	0	0	0	0	0	0
State		0	0	0	0	0	0	0	0	0
Other:		0	0	0	0	0	0	0	0	0
Total Funding		\$0	\$0	\$1,989	\$0	\$0	\$1,989	\$2,094	\$0	\$4,083

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. & Beyond	
						thru FY18	FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	182.7	182.7	182.7	358.9	358.9	182.7	358.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$182.7	\$182.7	\$182.7	\$358.9	\$358.9	\$182.7	\$358.9
Increase to Water User Fee:	7.9¢	7.8¢	7.7¢	14.9¢	14.7¢	7.9¢	14.5¢

LOCATION: Bel Alton, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME: Automation & Technology Master Plan	Water User Water Connection	50.0%	Requested By: Utilities Project #: 6081
	Sewer User Sewer Connection	50.0%	
<p>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.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>			

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$925	\$925	\$0	\$0	\$1,850	\$7,366	\$0	\$9,216
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	875	875	0	0	1,750	5,246	0	6,996
Equipment	0	125	125	0	0	250	1,771	0	2,021
Administration	0	15	15	0	0	30	375	0	405
Administration - FAS	0	3	3	0	0	6	21	0	27
Inspection	0	115	115	0	0	230	440	0	670
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	86	86	0	0	172	164	0	336
Total Outlay	\$0	\$2,144	\$2,144	\$0	\$0	\$4,288	\$15,383	\$0	\$19,671

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (10 Year)	\$0	\$2,144	\$2,144	\$0	\$0	\$4,288	\$15,299	\$0	\$19,587
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$2,144	\$2,144	\$0	\$0	\$4,288	\$15,299	\$0	\$19,587
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	50	0	50
Other: WSSC	0	0	0	0	0	0	34	0	34
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$2,144	\$2,144	\$0	\$0	\$4,288	\$15,383	\$0	\$19,671

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	1,846.1	1,846.1	2,107.5	2,369.0	2,369.0	1,846.1	2,369.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$1,846.1	\$1,846.1	\$2,107.5	\$2,369.0	\$2,369.0	\$1,846.1	\$2,369.0
Increase to Water User Fee:	40.1¢	39.5¢	44.4¢	49.1¢	48.4¢	40.1¢	47.8¢
Increase to Sewer User Fee:	39.9¢	39.3¢	44.2¢	48.9¢	48.3¢	39.9¢	47.6¢
Combined Fee Increase:	80.0¢	78.8¢	88.6¢	98.1¢	96.7¢	80.0¢	95.4¢

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019
(\$ in thousands)

SEWER SUMMARY

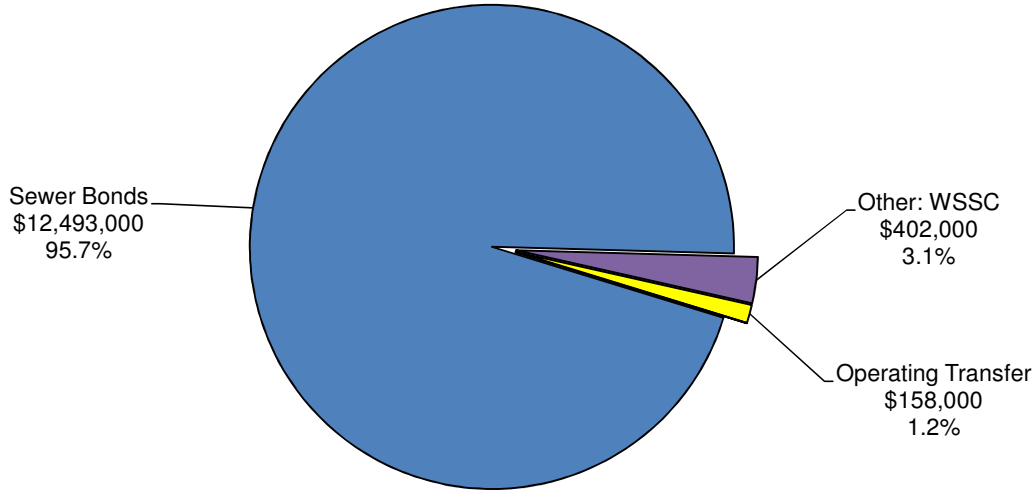
The County owns, operates, maintains, and constructs central sewer systems located throughout the county. These facilities consist of several small package treatment plants and a regional twenty million gallons per day plant. Similar to the water infrastructure, capital cost associated with additional 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$769	\$2,654	\$2,216	\$1,086	\$1,128	\$7,853	\$15,758	\$1,542	\$25,153
Land & ROW	103	287	193	57	59	699	1,283	62	2,044
Construction	10,381	22,435	18,460	8,530	6,181	65,986	57,061	10,103	133,150
Equipment	0	67	69	0	0	136	3,060	0	3,195
Administration	531	608	522	354	175	2,191	2,436	198	4,825
Administration - FAS	24	59	53	21	19	177	248	19	444
Inspection	428	1,416	1,210	510	315	3,879	3,637	510	8,026
Miscellaneous	80	95	44	32	20	271	316	17	604
Contingency	737	1,708	1,470	643	400	4,957	4,943	781	10,682
Total Outlay	\$13,053	\$29,327	\$24,235	\$11,233	\$8,297	\$86,145	\$88,741	\$13,232	\$188,118

FINANCING SOURCES		FY 2019		FY 2020		FY 2021		FY 2022		FY 2023		5-Year	
												Total '19-'23	Approp. thru FY18
Bonds		\$12,493	\$28,273	\$22,969	\$10,804	\$7,784	\$82,323	\$79,121	\$11,980	\$173,425			
Fund Balance Appropriation		0	0	0	0	0	0	0	0	0			
Operating Transfer		158	103	288	103	103	755	678	103	1,536			
Total County Funding		\$12,651	\$28,376	\$23,257	\$10,907	\$7,887	\$83,078	\$79,800	\$12,083	\$174,961			
Federal		0	0	0	0	0	0	728	0	728			
State		0	0	0	0	0	0	708	0	708			
Other: WSSC		402	951	978	326	410	3,067	7,506	1,149	11,721			
Other:		0	0	0	0	0	0	0	0	0			
Total Funding		\$13,053	\$29,327	\$24,235	\$11,233	\$8,297	\$86,145	\$88,741	\$13,232	\$188,118			

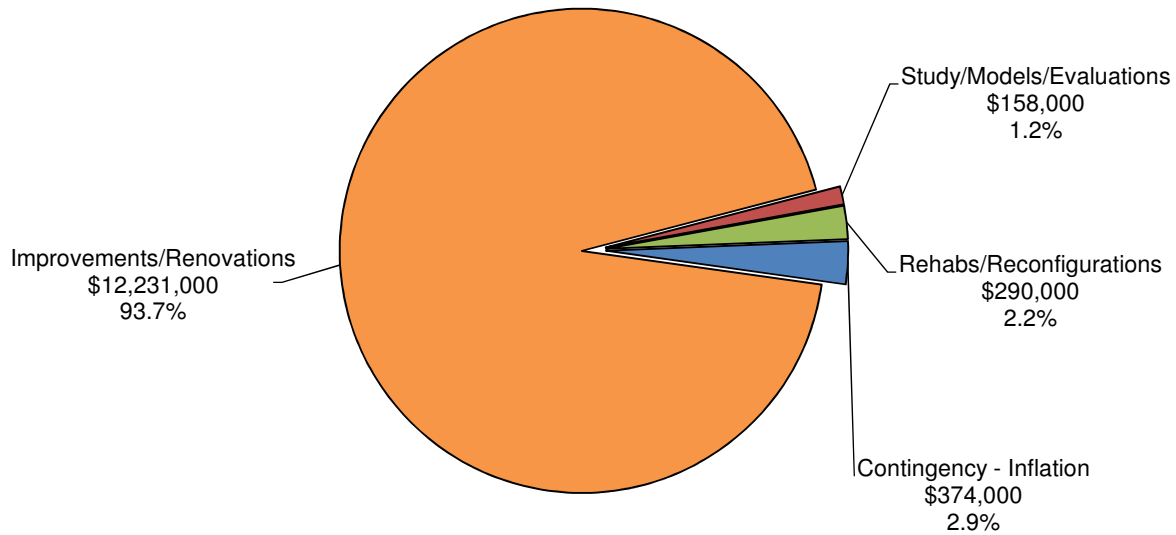
Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. & Beyond	
						thru FY18	FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	5,788.9	6,640.4	8,819.9	10,583.6	11,323.4	5,788.9	11,890.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$5,788.9	\$6,640.4	\$8,819.9	\$10,583.6	\$11,323.4	\$5,788.9	\$11,890.8
Increase to Sewer User Fee:	\$1.61	\$1.76	\$2.42	\$2.84	\$2.96	\$1.61	\$3.05

FY19 Sewer Financing Sources
Total \$13,053,000



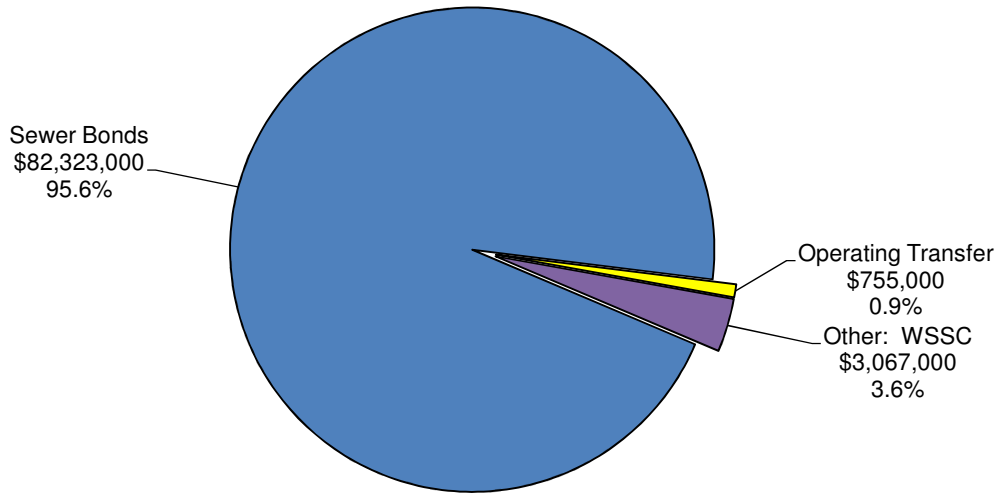
Financing the debt service associated with bonds for sewer projects is recovered primarily from sewer customer connection and user fees.

FY19 Sewer by Project Type
Total \$13,053,000

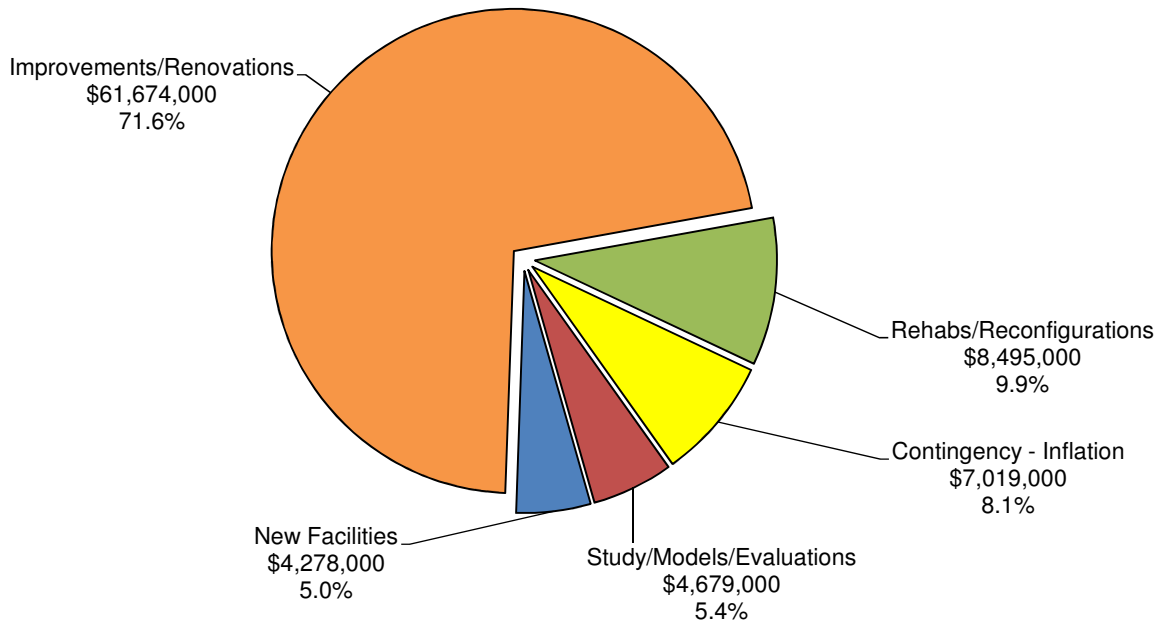


Improvements include funding for Satellite Wastewater Facility Upgrades, various upgrades to the Mattawoman Wastewater Treatment Plant, the Influent/Effluent Pump Station, Swan Point Wastewater Treatment Plant Electrical and Control System Improvements, Piney Branch Inceptor Sewer Capacity Upgrades Phase II and the Cobb Island Septic Tank Effluent Pump (STEP) Station Rehabs.

FY19-FY23 Sewer Financing Sources
Total \$86,145,000



FY19-FY23 Sewer Projects by Type
Total \$86,145,000



Improvements includes various improvements at the Mattawoman Wastewater Treatment Plant and various other locations.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: Capital
Influent/Effluent Pump Station	Sewer Connection 45%	Project #: 7063
<p>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.</p>		
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$1,269	\$0	\$1,269
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	2,161	0	0	0	0	2,161	12,553	0	14,714
Equipment	0	0	0	0	0	0	960	0	960
Administration	110	0	0	0	0	110	622	0	732
Administration - FAS	3	0	0	0	0	3	20	0	23
Inspection	110	0	0	0	0	110	430	0	540
Miscellaneous	0	0	0	0	0	0	157	0	157
Contingency	216	0	0	0	0	216	1,256	0	1,472
Total Outlay	\$2,600	\$0	\$0	\$0	\$0	\$2,600	\$17,267	\$0	\$19,867

FINANCING SOURCES		FY 2019		FY 2020		FY 2021		FY 2022		FY 2023		5-Year			
Bonds (30 Year)		\$2,210	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,210	\$13,724	\$0	\$15,934
Fund Balance Appropriation		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Transfer		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total County Funding		\$2,210	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,210	\$13,724	\$0	\$15,934
Federal		0	0	0	0	0	0	0	0	0	0	0	728	0	728
State		0	0	0	0	0	0	0	0	0	0	0	383	0	383
Other: WSSC @ 15%		390	0	0	0	0	0	0	0	0	390	2,432	0	2,822	
Other:		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Funding		\$2,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,600	\$17,267	\$0	\$19,867

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. Beyond	
						thru FY18	FY 2023
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	849.5	988.5	988.5	988.5	988.5	849.5	988.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$849.5	\$988.5	\$988.5	\$988.5	\$988.5	\$849.5	\$988.5
Increase to Sewer User Fee:	20.2¢	23.1¢	22.8¢	22.5¢	22.2¢	20.2¢	21.9¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$55	\$55	\$0	\$0	\$110	\$1,046	\$0	\$1,156
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	1,665	1,665	0	0	3,330	3,925	0	7,255
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	12	12	0	0	24	79	0	103
Administration - FAS	0	3	3	0	0	6	17	0	23
Inspection	0	86	86	0	0	172	220	0	392
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	166	166	0	0	332	352	0	684
Total Outlay	\$0	\$1,987	\$1,987	\$0	\$0	\$3,974	\$5,639	\$0	\$9,613

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
Bonds (15 Year)	\$0	\$1,689	\$1,689	\$0	\$0	\$3,378	\$4,793	\$0	\$8,171
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	\$1,689	\$1,689	\$0	\$0	\$3,378	\$4,793	\$0	\$8,171
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	298	298	0	0	596	846	0	1,442
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$1,987	\$1,987	\$0	\$0	\$3,974	\$5,639	\$0	\$9,613

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	418.2	418.2	567.8	717.4	717.4	418.2	717.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$418.2	\$418.2	\$567.8	\$717.4	\$717.4	\$418.2	\$717.4
Increase to Sewer User Fee:	9.9¢	9.8¢	13.1¢	16.3¢	16.1¢	9.9¢	15.9¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ 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>		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$185	\$185	\$1,465	\$492	\$2,142
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	1,825	1,825	11,550	4,925	18,300
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	12	12	99	12	123
Administration - FAS	0	0	0	0	3	3	18	3	24
Inspection	0	0	0	0	92	92	588	250	930
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	183	183	1,156	493	1,832
Total Outlay	\$0	\$0	\$0	\$0	\$2,300	\$2,300	\$14,876	\$6,175	\$23,351

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (30 Year)	\$0	\$0	\$0	\$0	\$1,955	\$1,955	\$12,645	\$5,249	\$19,849
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	\$0	\$0	\$0	\$0	\$1,955	\$1,955	\$12,645	\$5,249	\$19,849
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	345	345	2,231	926	3,502
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$0	\$0	\$2,300	\$2,300	\$14,876	\$6,175	\$23,351

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. Beyond thru FY18 FY 2023	
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	782.7	782.7	782.7	782.7	782.7	782.7	1,243.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$782.7	\$782.7	\$782.7	\$782.7	\$782.7	\$782.7	\$1,243.3
Increase to Sewer User Fee:	18.6¢	18.3¢	18.0¢	17.8¢	17.5¢	18.6¢	27.5¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: PGM/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> <p>PRIORITY</p>		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$400	\$500	\$200	\$600	\$600	\$2,300	\$2,987	\$600	\$5,887
Land & ROW	100	100	100	50	50	400	173	50	623
Construction	3,000	4,500	3,514	2,400	2,400	15,814	8,515	2,400	26,729
Equipment	0	0	0	0	0	0	0	0	0
Administration	15	15	15	15	15	75	285	15	375
Administration - FAS	3	3	3	3	3	15	7	3	25
Inspection	36	75	75	72	72	330	357	72	759
Miscellaneous	17	17	17	17	17	85	37	17	139
Contingency	50	50	50	50	50	250	50	50	350
Total Outlay	\$3,621	\$5,260	\$3,974	\$3,207	\$3,207	\$19,269	\$12,410	\$3,207	\$34,886

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (30 Year)	\$3,621	\$5,260	\$3,974	\$3,207	\$3,207	\$19,269	\$12,236	\$3,207	\$34,712
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	\$3,621	\$5,260	\$3,974	\$3,207	\$3,207	\$19,269	\$12,236	\$3,207	\$34,712
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	\$3,621	\$5,260	\$3,974	\$3,207	\$3,207	\$19,269	\$12,410	\$3,207	\$34,886

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	757.4	985.2	1,318.8	1,570.9	1,774.3	757.4	2,184.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$757.4	\$985.2	\$1,318.8	\$1,570.9	\$1,774.3	\$757.4	\$2,184.5
Increase to Sewer User Fee:	18.0¢	23.1¢	30.4¢	35.7¢	39.8¢	18.0¢	48.3¢

LOCATION:
Mattawoman Sewer Service Area

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$25	\$25	\$0	\$0	\$50	\$915	\$0	\$965
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	480	480	0	0	960	2,250	0	3,210
Equipment	0	0	0	0	0	0	1,214	0	1,214
Administration	0	12	12	0	0	24	99	0	123
Administration - FAS	0	3	3	0	0	6	24	0	30
Inspection	0	32	32	0	0	64	168	0	232
Miscellaneous	0	0	0	0	0	0	1	0	1
Contingency	0	48	48	0	0	96	174	0	270
Total Outlay	\$0	\$600	\$600	\$0	\$0	\$1,200	\$4,845	\$0	\$6,045

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (15 Year)	\$0	\$510	\$510	\$0	\$0	\$1,020	\$3,818	\$0	\$4,838
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	\$510	\$510	\$0	\$0	\$1,020	\$3,818	\$0	\$4,838
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	300	0	300
Other: WSSC @ 15%	0	90	90	0	0	180	727	0	907
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$600	\$600	\$0	\$0	\$1,200	\$4,845	\$0	\$6,045

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	333.1	333.1	378.3	423.5	423.5	333.1	423.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$333.1	\$333.1	\$378.3	\$423.5	\$423.5	\$333.1	\$423.5
Increase to Sewer User Fee:	7.9¢	7.8¢	8.7¢	9.6¢	9.5¢	7.9¢	9.4¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$18	\$282	\$187	\$104	\$64	\$655	\$314	\$45	\$1,014
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	181	2,695	1,793	995	605	6,269	1,095	440	7,804
Equipment	0	0	0	0	0	0	0	0	0
Administration	52	52	52	52	52	260	94	52	406
Administration - FAS	3	3	3	3	3	15	6	3	24
Inspection	18	282	187	104	63	654	424	45	1,123
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	18	276	183	102	63	642	427	45	1,114
Total Outlay	\$290	\$3,590	\$2,405	\$1,360	\$850	\$8,495	\$2,360	\$630	\$11,485

FINANCING SOURCES									
Bonds (15 Year)	\$290	\$3,590	\$2,405	\$1,360	\$850	\$8,495	\$2,360	\$630	\$11,485
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	\$290	\$3,590	\$2,405	\$1,360	\$850	\$8,495	\$2,360	\$630	\$11,485
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	\$290	\$3,590	\$2,405	\$1,360	\$850	\$8,495	\$2,360	\$630	\$11,485

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. Beyond	
						thru FY18	FY 2023
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	205.9	231.5	549.4	762.4	882.9	205.9	1,014.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$205.9	\$231.5	\$549.4	\$762.4	\$882.9	\$205.9	\$1,014.6
Increase to Sewer User Fee:	8.9¢	9.9¢	23.0¢	31.5¢	36.0¢	8.9¢	40.8¢

LOCATION:
Various pumping stations countywide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$210	\$158	\$75	\$75	\$75	\$593	\$378	\$75	\$1,046
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	1,060	790	375	375	375	2,975	1,024	375	4,374
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	18	3	36
Inspection	107	81	38	38	38	302	145	38	485
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	108	81	38	38	38	303	114	38	455
Total Outlay	\$1,500	\$1,125	\$541	\$541	\$541	\$4,248	\$1,706	\$541	\$6,495

FINANCING SOURCES		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
							Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (15 Year)		\$1,500	\$1,125	\$541	\$541	\$541	\$4,248	\$1,706	\$541	\$6,495
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		\$1,500	\$1,125	\$541	\$541	\$541	\$4,248	\$1,706	\$541	\$6,495
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		\$1,500	\$1,125	\$541	\$541	\$541	\$4,248	\$1,706	\$541	\$6,495

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	148.9	281.1	380.7	428.6	476.5	148.9	572.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$148.9	\$281.1	\$380.7	\$428.6	\$476.5	\$148.9	\$572.8
Increase to Sewer User Fee:	6.4¢	12.0¢	16.0¢	17.7¢	19.4¢	6.4¢	23.0¢

LOCATION:
Various Sites-see description

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$376	\$376	\$0	\$0	\$752	\$975	\$0	\$1,727
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	1,695	1,695	0	0	3,390	3,520	0	6,910
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	12	12	0	0	24	72	0	96
Administration - FAS	0	3	3	0	0	6	21	0	27
Inspection	0	171	171	0	0	342	307	0	649
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	170	170	0	0	340	257	0	597
Total Outlay	\$0	\$2,427	\$2,427	\$0	\$0	\$4,854	\$5,152	\$0	\$10,006

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
Bonds (30 Year)	\$0	\$2,063	\$2,063	\$0	\$0	\$4,126	\$4,380	\$0	\$8,506
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$2,063	\$2,063	\$0	\$0	\$4,126	\$4,380	\$0	\$8,506
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	364	364	0	0	728	772	0	1,500
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$2,427	\$2,427	\$0	\$0	\$4,854	\$5,152	\$0	\$10,006

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	271.1	271.1	402.0	532.8	532.8	271.1	532.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$271.1	\$271.1	\$402.0	\$532.8	\$532.8	\$271.1	\$532.8
Increase to Sewer User Fee:	6.4¢	6.3¢	9.3¢	12.1¢	11.9¢	6.4¢	11.8¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$57	\$57	\$0	\$0	\$114	\$250	\$0	\$364
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	565	565	0	0	1,130	1,350	0	2,480
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	12	12	0	0	24	39	0	63
Administration - FAS	0	3	3	0	0	6	12	0	18
Inspection	0	57	57	0	0	114	133	0	247
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	56	56	0	0	112	136	0	248
Total Outlay	\$0	\$750	\$750	\$0	\$0	\$1,500	\$1,920	\$0	\$3,420

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023				
Bonds (30 Year)	\$0	\$637	\$637	\$0	\$0	\$1,274	\$1,631	\$0	\$2,905
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$637	\$637	\$0	\$0	\$1,274	\$1,631	\$0	\$2,905
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	113	113	0	0	226	289	0	515
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$750	\$750	\$0	\$0	\$1,500	\$1,920	\$0	\$3,420

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. Beyond thru FY18 FY 2023	
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	101.0	101.0	141.4	181.8	181.8	101.0	181.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$101.0	\$101.0	\$141.4	\$181.8	\$181.8	\$101.0	\$181.8
Increase to Sewer User Fee:	2.4¢	2.4¢	3.3¢	4.1¢	4.1¢	2.4¢	4.0¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: PGM
Sewer Model Update	Sewer Connection 45%	Project #: 7091
<p>Update the current County Sewer Model by including newly installed sewer lines and verifying system stability and identify deficiencies. An interactive component to the County sewer model is needed to determine available service areas for both new and existing sewage pump stations. Funding also includes a Dynamic Sewer Model which will demonstrate extended peak flows in the system from storm events, and assisting the County staff in determining previously unforeseen operational issues or system failures. 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$80	\$30	\$30	\$30	\$30	\$200	\$366	\$30	\$596
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	248	66	644
Administration - FAS	3	3	3	3	3	15	20	3	38
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	1	0	0	0	0	1	2	0	3
Contingency	8	4	4	4	4	24	42	4	70
Total Outlay	\$158	\$103	\$103	\$103	\$103	\$570	\$678	\$103	\$1,351

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total '19-'23	Approp. thru FY18	Beyond FY 2023	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	158	103	103	103	103	570	678	103	1,351
Total County Funding	\$158	\$103	\$103	\$103	\$103	\$570	\$678	\$103	\$1,351
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	\$158	\$103	\$103	\$103	\$103	\$570	\$678	\$103	\$1,351

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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:	-0.3¢	-1.3¢	0.0¢	0.0¢	0.0¢	4.1¢	0.0¢

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME: Zekiah Pump Station Upgrade	Sewer User 23% Sewer Connection 77%	Requested By: PGM Project #: 7107
<p>Design and construct to expand the capacity of the Zekiah Pumping Station from approximately 3.0 MGD to 10.5 MGD. The developer of Adams Crossing previously expanded the Zekiah Pump Station from 1 MGD to approximately 3.0 MGD. To accomplish this expansion, the existing pump station will be fully replaced.</p>		
<p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p>PRIORITY</p>		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	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 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total '19-'23	Approp. thru FY18	Beyond FY 2023	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 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	50.7	50.7	88.6	126.6	164.5	50.7	164.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$50.7	\$50.7	\$88.6	\$126.6	\$164.5	\$50.7	\$164.5
Increase to Sewer User Fee:	0.5¢	0.5¢	0.9¢	1.2¢	1.5¢	0.5¢	1.5¢

LOCATION:
ADC MAP 10(H2)

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Sewer User 23%	Requested By: PGM
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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$110	\$0	\$110
Land & ROW	0	0	0	0	0	0	500	0	500
Construction	0	500	1,000	0	0	1,500	500	0	2,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	25	50	0	0	75	63	0	138
Administration - FAS	0	3	3	0	0	6	12	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	\$0	\$598	\$1,143	\$0	\$0	\$1,741	\$1,266	\$0	\$3,007

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (30 Year)	\$0	\$598	\$1,143	\$0	\$0	\$1,741	\$1,266	\$0	\$3,007
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$598	\$1,143	\$0	\$0	\$1,741	\$1,266	\$0	\$3,007
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$598	\$1,143	\$0	\$0	\$1,741	\$1,266	\$0	\$3,007

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	78.4	78.4	116.3	188.8	188.8	78.4	188.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$78.4	\$78.4	\$116.3	\$188.8	\$188.8	\$78.4	\$188.8
Increase to Sewer User Fee:	0.8¢	0.8¢	1.1¢	1.8¢	1.8¢	0.8¢	1.7¢

LOCATION:
ADC MAP 10(H2)

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Sewer User 23%	Requested By: PGM
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: Project is consistent with Comprehensive Plan. (Rating #1)		
PRIORITY		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$360	\$0	\$360
Land & ROW	0	20	0	0	0	20	80	0	100
Construction	0	650	0	0	0	650	1,950	0	2,600
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	34	0	0	0	34	121	0	155
Administration - FAS	0	3	0	0	0	3	12	0	15
Inspection	0	20	0	0	0	20	71	0	91
Miscellaneous	0	7	0	0	0	7	25	0	32
Contingency	0	65	0	0	0	65	195	0	260
Total Outlay	\$0	\$799	\$0	\$0	\$0	\$799	\$2,814	\$0	\$3,613

FINANCING SOURCES						FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
											Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (30 Year)						\$0	\$799	\$0	\$0	\$0	\$799	\$2,814	\$0	\$3,613
Fund Balance Appropriation						0	0	0	0	0	0	0	0	0
Operating Transfer						0	0	0	0	0	0	0	0	0
Total County Funding						\$0	\$799	\$0	\$0	\$0	\$799	\$2,814	\$0	\$3,613
Federal						0	0	0	0	0	0	0	0	0
State						0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%						0	0	0	0	0	0	0	0	0
Other:						0	0	0	0	0	0	0	0	0
Total Funding						\$0	\$799	\$0	\$0	\$0	\$799	\$2,814	\$0	\$3,613

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. Beyond	
						thru FY18	FY 2023
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	174.2	174.2	224.9	224.9	224.9	174.2	224.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$174.2	\$174.2	\$224.9	\$224.9	\$224.9	\$174.2	\$224.9
Increase to Sewer User Fee:	1.7¢	1.7¢	2.2¢	2.1¢	2.1¢	1.7¢	2.1¢

LOCATION:
ADC MAP 4(D10 to G12)

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME: Cliffton WWTP Improvements	Sewer User 100% Sewer Connection 0%	Requested By: Utilities Project #: 7123
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.		
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$125	\$125	\$0	\$0	\$250	\$475	\$0	\$725
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	1,650	1,650	0	0	3,300	2,250	0	5,550
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	12	12	0	0	24	36	0	60
Administration - FAS	0	3	3	0	0	6	9	0	15
Inspection	0	120	120	0	0	240	250	0	490
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	165	165	0	0	330	226	0	556
Total Outlay	\$0	\$2,075	\$2,075	\$0	\$0	\$4,150	\$3,246	\$0	\$7,396

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (15 Year)	\$0	\$2,075	\$2,075	\$0	\$0	\$4,150	\$3,246	\$0	\$7,396
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$2,075	\$2,075	\$0	\$0	\$4,150	\$3,246	\$0	\$7,396
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$2,075	\$2,075	\$0	\$0	\$4,150	\$3,246	\$0	\$7,396

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	283.2	283.2	467.0	650.8	650.8	283.2	650.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$283.2	\$283.2	\$467.0	\$650.8	\$650.8	\$283.2	\$650.8
Increase to Sewer User Fee:	12.2¢	12.1¢	19.6¢	26.9¢	26.5¢	12.2¢	26.2¢

LOCATION:
Cliffton, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME: MWWTP Primary Clarifiers #1-4 Demolition	Sewer User 55% Sewer Connection 45%	Requested By: Utilities 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$175	\$145	\$145	\$0	\$465	\$0	\$0	\$465
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	1,450	0	1,450	0	0	1,450
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	12	10	12	0	34	10	0	34
Administration - FAS	0	3	3	3	0	9	0	0	9
Inspection	0	0	0	145	0	145	0	0	145
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	145	0	145	0	0	145
Total Outlay	\$0	\$190	\$158	\$1,900	\$0	\$2,248	\$0	\$0	\$2,248

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
Bonds (30 Year)	\$0	\$161	\$134	\$1,615	\$0	\$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	\$161	\$134	\$1,615	\$0	\$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	29	24	285	0	338	0	0	338
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$190	\$158	\$1,900	\$0	\$2,248	\$0	\$0	\$2,248

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. Beyond	
						thru FY18	FY 2023
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	10.2	18.7	121.1	0.0	121.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$10.2	\$18.7	\$121.1	\$0.0	\$121.1
Increase to Sewer User Fee:	0.0¢	0.0¢	0.2¢	0.4¢	2.7¢	0.0¢	2.7¢

LOCATION: Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME: Hughesville Sewer System	Sewer User Sewer Connection	0% 100%	Requested By: PGM 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$350	\$0	\$350
Land & ROW	0	0	0	0	0	0	380	0	380
Construction	0	0	1,750	1,750	0	3,500	0	0	3,500
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	133	133	0	266	57	0	323
Administration - FAS	0	0	3	3	0	6	3	0	9
Inspection	0	0	73	73	0	146	0	0	146
Miscellaneous	0	0	5	5	0	10	15	0	25
Contingency	0	0	175	175	0	350	37	0	387
Total Outlay	\$0	\$0	\$2,139	\$2,139	\$0	\$4,278	\$842	\$0	\$5,120

FINANCING SOURCES		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
							Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (30 Year)		\$0	\$0	\$2,139	\$2,139	\$0	\$4,278	\$842	\$0	\$5,120
Fund Balance Appropriation		0	0	0	0	0	0	0	0	0
Operating Transfer		0	0	0	0	0	0	0	0	0
Total County Funding		\$0	\$0	\$2,139	\$2,139	\$0	\$4,278	\$842	\$0	\$5,120
Federal		0	0	0	0	0	0	0	0	0
State		0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%		0	0	0	0	0	0	0	0	0
Other:		0	0	0	0	0	0	0	0	0
Total Funding		\$0	\$0	\$2,139	\$2,139	\$0	\$4,278	\$842	\$0	\$5,120

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. Beyond	
						thru FY18	FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	52.1	52.1	52.1	187.8	323.5	52.1	323.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$52.1	\$52.1	\$52.1	\$187.8	\$323.5	\$52.1	\$323.5
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 2019

(\$ 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 wet well on a routine basis. This project will evaluate methods of debris removal for this facility and then implement the best approach.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year	Approp.	Beyond	Project
						Total '19-'23	thru FY18	FY 2023	Total
Architectural & Engineering	\$0	\$25	\$25	\$0	\$0	\$50	\$0	\$0	\$50
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	175	375	0	0	550	97	0	647
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	12	12	0	0	24	24	0	48
Administration - FAS	0	3	3	0	0	6	6	0	12
Inspection	0	35	55	0	0	90	0	0	90
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	18	38	0	0	56	0	0	56
Total Outlay	\$0	\$268	\$508	\$0	\$0	\$776	\$127	\$0	\$903

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year	Approp.	Beyond	Project
						Total '19-'23	thru FY18	FY 2023	Total
Bonds (30 Year)	\$0	\$268	\$508	\$0	\$0	\$776	\$127	\$0	\$903
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$268	\$508	\$0	\$0	\$776	\$127	\$0	\$903
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$268	\$508	\$0	\$0	\$776	\$127	\$0	\$903

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	7.9	7.9	24.9	57.1	57.1	7.9	57.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$7.9	\$7.9	\$24.9	\$57.1	\$57.1	\$7.9	\$57.1
Increase to Sewer User Fee:	0.2¢	0.2¢	0.6¢	1.3¢	1.3¢	0.2¢	1.3¢

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year	Approp.	Beyond	Project
						Total '19-'23	thru FY18	FY 2023	Total
Architectural & Engineering	\$16	\$16	\$0	\$0	\$0	\$32	\$200	\$0	\$232
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	156	156	0	0	0	312	550	0	862
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	15	15	0	0	0	30	130	0	160
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	16	16	0	0	0	32	56	0	88
Total Outlay	\$218	\$218	\$0	\$0	\$0	\$436	\$966	\$0	\$1,402

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (20 Year)	\$218	\$218	\$0	\$0	\$0	\$436	\$966	\$0	\$1,402
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	\$218	\$218	\$0	\$0	\$0	\$436	\$966	\$0	\$1,402
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	\$218	\$218	\$0	\$0	\$0	\$436	\$966	\$0	\$1,402

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	74.7	91.8	108.9	108.9	108.9	74.7	108.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$74.7	\$91.8	\$108.9	\$108.9	\$108.9	\$74.7	\$108.9
Increase to Sewer User Fee:	3.2¢	3.9¢	4.6¢	4.5¢	4.4¢	3.2¢	4.4¢

LOCATION:
Swan Pt. WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$95	\$95	\$0	\$0	\$190	\$210	\$0	\$400
Land & ROW	0	75	75	0	0	150	0	0	150
Construction	0	875	875	0	0	1,750	275	0	2,025
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	12	12	0	0	24	24	0	48
Administration - FAS	0	3	3	0	0	6	6	0	12
Inspection	0	95	95	0	0	190	75	0	265
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	95	95	0	0	190	28	0	218
Total Outlay	\$0	\$1,250	\$1,250	\$0	\$0	\$2,500	\$618	\$0	\$3,118

FINANCING SOURCES		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
							Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (15 Year)		\$0	\$1,250	\$1,250	\$0	\$0	\$2,500	\$618	\$0	\$3,118
Fund Balance Appropriation		0	0	0	0	0	0	0	0	0
Operating Transfer		0	0	0	0	0	0	0	0	0
Total County Funding		\$0	\$1,250	\$1,250	\$0	\$0	\$2,500	\$618	\$0	\$3,118
Federal		0	0	0	0	0	0	0	0	0
State		0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%		0	0	0	0	0	0	0	0	0
Other:		0	0	0	0	0	0	0	0	0
Total Funding		\$0	\$1,250	\$1,250	\$0	\$0	\$2,500	\$618	\$0	\$3,118

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. Beyond	
						thru FY18	FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	53.9	53.9	164.6	275.3	275.3	53.9	275.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$53.9	\$53.9	\$164.6	\$275.3	\$275.3	\$53.9	\$275.3
Increase to Sewer User Fee:	2.3¢	2.3¢	6.9¢	11.4¢	11.2¢	2.3¢	11.1¢

LOCATION:
Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Sewer User 100%	Requested By: PGM
Sewer Easement Study & Acquisition	Sewer Connection 0%	Project #: 7133
<p>This project will identify and map water and sewer easements that are needed for the Department of Public Works to access and maintain public water and sewer infrastructure. The Study will also identify where easements are missing and develop a list of necessary easements needed for proper maintenance, including logical access routes and ground cover maintenance.</p>		
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$50	\$0	\$0	\$0	\$50	\$150	\$0	\$200
Land & ROW	0	75	0	0	0	75	150	0	225
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	4	0	0	0	4	12	0	16
Administration - FAS	0	3	0	0	0	3	6	0	9
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	5	0	0	0	5	10	0	15
Contingency	0	3	0	0	0	3	6	0	9
Total Outlay	\$0	\$140	\$0	\$0	\$0	\$140	\$334	\$0	\$474

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (15 Year)	\$0	\$140	\$0	\$0	\$0	\$140	\$334	\$0	\$474
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$140	\$0	\$0	\$0	\$140	\$334	\$0	\$474
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$140	\$0	\$0	\$0	\$140	\$334	\$0	\$474

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	29.1	29.1	41.5	41.5	41.5	29.1	41.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$29.1	\$29.1	\$41.5	\$41.5	\$41.5	\$29.1	\$41.5
Increase to Sewer User Fee:	1.3¢	1.2¢	1.7¢	1.7¢	1.7¢	1.3¢	1.7¢

LOCATION: _____

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Sewer User 50%	Requested By: PGM
Sewer Pump Station Capacity Study	Sewer Connection 50%	Project #:
<p>A comprehensive update and analysis of existing County sewer pump stations is needed to accurately represent the true capacity and limitations of our sewer infrastructure for maintenance planning as well as analyzing the impact of currently proposed development on the sewer systems, as well as an impact analysis of future build-out.</p>		
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$0	\$0	\$150	\$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	0	11	0	0	11	0	0	11
Administration - FAS	0	0	3	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	2	0	0	2	0	0	2
Contingency	0	0	3	0	0	3	0	0	3
Total Outlay	\$0	\$0	\$169	\$0	\$0	\$169	\$0	\$0	\$169

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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	0	169	0	0	169	0	0	169
Total County Funding	\$0	\$0	\$169	\$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	\$0	\$169	\$0	\$0	\$169	\$0	\$0	\$169

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Increase to Sewer User Fee:	0.0¢	0.0¢	3.5¢	-3.5¢	0.0¢	0.0¢	0.0¢

LOCATION:

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ 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: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p>PRIORITY</p>			

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	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	3,000	2,500	0	0	0	5,500	2,500	0	8,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	240	210	0	0	0	450	188	0	638
Administration - FAS	3	3	0	0	0	6	8	0	14
Inspection	90	75	0	0	0	165	75	0	240
Miscellaneous	59	51	0	0	0	110	55	0	165
Contingency	300	250	0	0	0	550	250	0	800
Total Outlay	\$3,692	\$3,089	\$0	\$0	\$0	\$6,781	\$3,131	\$0	\$9,912

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
Bonds (30 Year)	\$3,692	\$3,089	\$0	\$0	\$0	\$6,781	\$3,131	\$0	\$9,912
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	\$3,692	\$3,089	\$0	\$0	\$0	\$6,781	\$3,131	\$0	\$9,912
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	\$3,692	\$3,089	\$0	\$0	\$0	\$6,781	\$3,131	\$0	\$9,912

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. Beyond	
						thru FY18	FY 2023
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	193.8	426.1	622.0	622.0	622.0	193.8	622.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$193.8	\$426.1	\$622.0	\$622.0	\$622.0	\$193.8	\$622.0
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 2019

(\$ in thousands)

PROJECT NAME:	Sewer User 100%	Requested By: Utilities
Cobb Island Septic Tank Effluent Pump (STEP)	Sewer Connection 0%	Project #: 7143
Station Rehabs		
Rehabilitation of STEP stations in the Cobb Island sewer system due to aging infrastructure.		
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)		

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$25	\$65	\$5	\$0	\$0	\$95	\$0	\$0	\$95
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	520	1,260	95	0	0	1,875	0	0	1,875
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	12	0	0	36	0	0	36
Administration - FAS	3	3	3	0	0	9	0	0	9
Inspection	40	100	5	0	0	145	0	0	145
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$600	\$1,440	\$120	\$0	\$0	\$2,160	\$0	\$0	\$2,160

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
Bonds (15 Year)	\$600	\$1,440	\$120	\$0	\$0	\$2,160	\$0	\$0	\$2,160
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$600	\$1,440	\$120	\$0	\$0	\$2,160	\$0	\$0	\$2,160
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$600	\$1,440	\$120	\$0	\$0	\$2,160	\$0	\$0	\$2,160

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	52.9	180.4	191.0	191.0	0.0	191.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$52.9	\$180.4	\$191.0	\$191.0	\$0.0	\$191.0
Increase to Sewer User Fee:	0.0c	2.3c	7.6c	7.9c	7.8c	0.0c	7.7c

LOCATION:
Cobb Island

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$180	\$69	\$0	\$0	\$0	\$249	\$890	\$0	\$1,139
Land & ROW	0	0	0	0	0	0	20	0	20
Construction	2,037	3,244	0	0	0	5,281	3,288	0	8,569
Equipment	0	532	0	0	0	532	0	0	532
Administration	41	0	0	0	0	41	214	0	255
Administration - FAS	12	6	0	0	0	18	18	0	36
Inspection	95	53	0	0	0	148	159	0	307
Miscellaneous	23	70	0	0	0	93	38	0	131
Contingency	220	325	0	0	0	545	349	0	894
Total Outlay	\$2,608	\$4,299	\$0	\$0	\$0	\$6,907	\$4,976	\$0	\$11,883

FINANCING SOURCES									
Bonds	\$1,165	\$0	\$0	\$0	\$0	\$1,165	\$4,487	\$0	\$5,652
Capital Budget Reserve	1,443	4,299	0	0	0	5,742	489	0	6,231
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	\$2,608	\$4,299	\$0	\$0	\$0	\$6,907	\$4,976	\$0	\$11,883
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	\$2,608	\$4,299	\$0	\$0	\$0	\$6,907	\$4,976	\$0	\$11,883

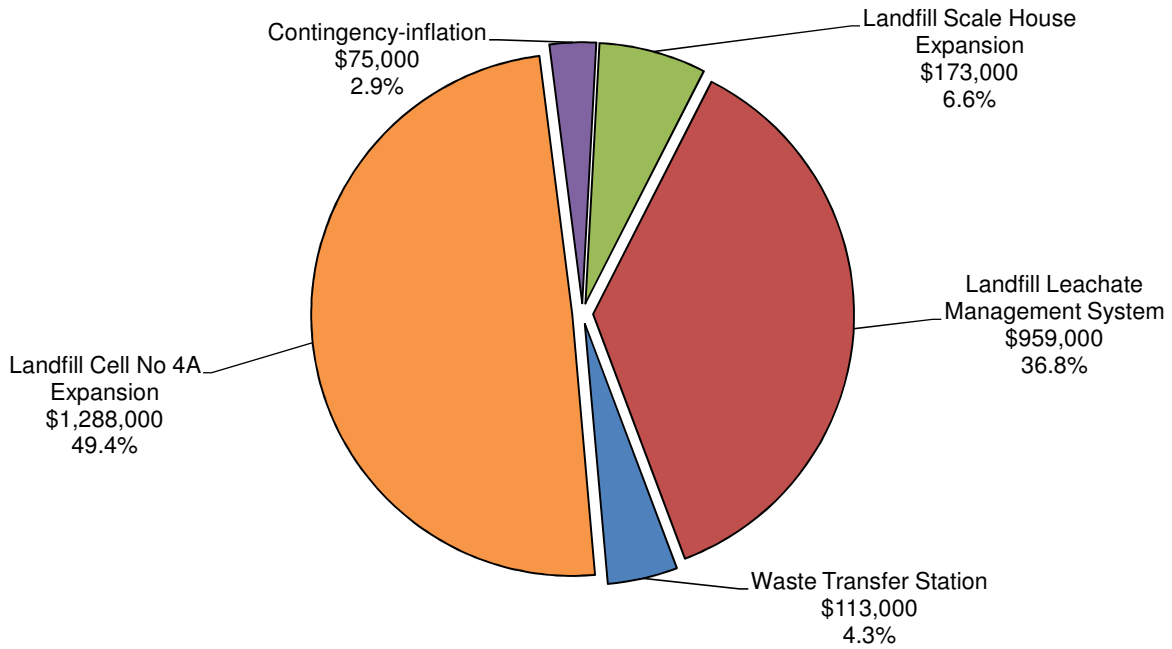
Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. Beyond	
						thru FY18	FY 2023
No. of Personnel	0.00	(0.50)	(0.50)	(0.50)	(0.50)	0.00	(0.50)
Personnel Costs	0.0	(28.8)	(30.0)	(31.2)	(32.4)	0.0	(33.7)
Operating	0.0	(7.9)	(8.0)	(8.2)	(8.4)	0.0	(8.5)
Total	\$0.0	(\$36.7)	(\$38.0)	(\$39.4)	(\$40.8)	\$0.0	(\$42.2)
Debt Service: Bonds	391.5	462.3	462.3	462.3	462.3	391.5	114.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$391.5	\$425.6	\$424.3	\$422.9	\$421.5	\$391.5	\$412.5

Increase to Annual Tipping fee: \$5.28 \$5.74 \$5.72 \$5.71 \$5.69

Projects with Future Operating Impacts:

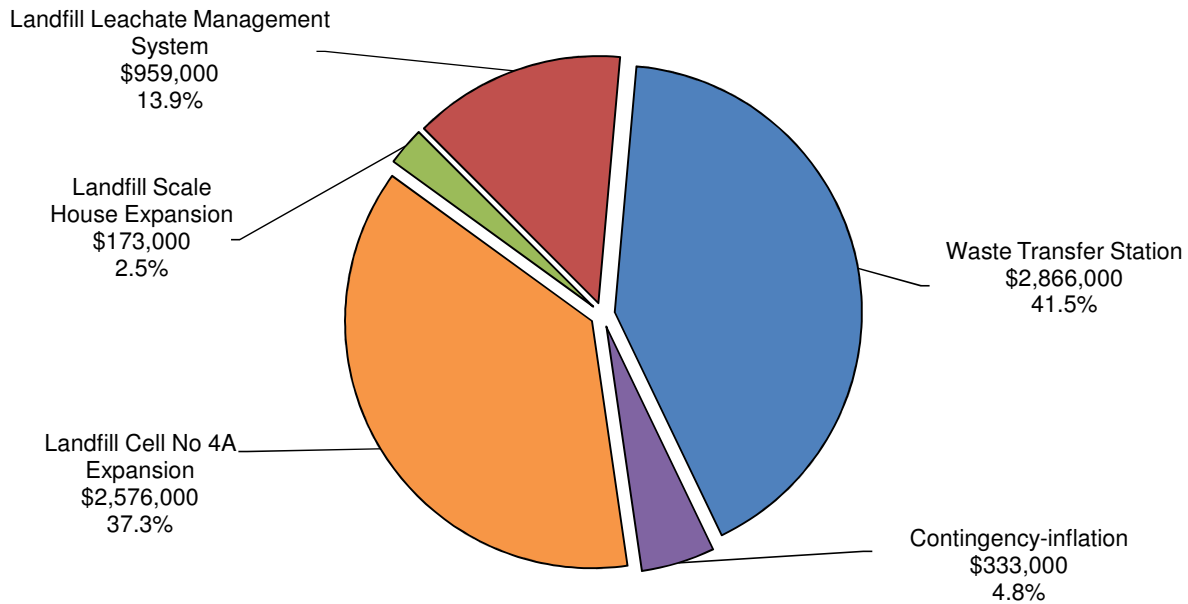
PROJECT	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Beyond	
						FY 2023	FTE
Landfill Leachate Management System	0.0	(36.7)	(38.0)	(39.4)	(40.8)	(42.2)	(0.50)
Total	\$0.0	(\$36.7)	(\$38.0)	(\$39.4)	(\$40.8)	(\$42.2)	(0.50)

**FY19 Landfill Fund by Project
Total \$2,435,000**



The Landfill Leachate Management System and Landfill Scale House Expansion 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 FY19 Fee is \$75 per ton.

**FY19-FY23 Landfill Fund by Project
Total \$6,907,000**



APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ 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 pre-treatment facility, pump station, and a sewer forcemain will be designed and constructed to complete the leachate management system.</p>	
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	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	787	0	0	0	0	787	3,288	0	4,075
Equipment	0	0	0	0	0	0	0	0	0
Administration	40	0	0	0	0	40	196	0	236
Administration - FAS	3	0	0	0	0	3	12	0	15
Inspection	42	0	0	0	0	42	159	0	201
Miscellaneous	8	0	0	0	0	8	23	0	31
Contingency	79	0	0	0	0	79	329	0	408
Total Outlay	\$959	\$0	\$0	\$0	\$0	\$959	\$4,487	\$0	\$5,446

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds (30 Year)	\$959	\$0	\$0	\$0	\$0	\$959	\$4,487	\$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	\$959	\$0	\$0	\$0	\$0	\$959	\$4,487	\$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	\$959	\$0	\$0	\$0	\$0	\$959	\$4,487	\$0	\$5,446

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
No. of Personnel	0.00	(0.50)	(0.50)	(0.50)	(0.50)	0.00	(0.50)
Personnel Costs	0.0	(28.8)	(30.0)	(31.2)	(32.4)	0.0	(33.7)
Operating	0.0	(7.9)	(8.0)	(8.2)	(8.4)	0.0	(8.5)
Total Operating	\$0.0	(\$36.7)	(\$38.0)	(\$39.4)	(\$40.8)	\$0.0	(\$42.2)
Debt Service: Bonds	391.5	445.0	445.0	445.0	445.0	391.5	445.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$391.5	\$408.3	\$407.0	\$405.6	\$404.2	\$391.5	\$402.8
Increase to Annual Tipping fee:	\$5.28	\$5.51	\$5.49	\$5.47	\$5.45	\$5.70	\$5.44

LOCATION:	
Charles County Landfill	

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Requested By: Capital
Landfill Cell No. 4A Expansion	Project #: 8092
For the expansion of the landfill to include Cell 4A which will provide an additional 4 acres to the existing landfill facility in preparation for when capacity becomes limited in the existing cell.	
Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)	
PRIORITY	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$65	\$65	\$0	\$0	\$0	\$130	\$230	\$0	\$360
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	1,050	1,050	0	0	0	2,100	0	0	2,100
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	18	0	18
Administration - FAS	3	3	0	0	0	6	3	0	9
Inspection	50	50	0	0	0	100	0	0	100
Miscellaneous	15	15	0	0	0	30	15	0	45
Contingency	105	105	0	0	0	210	0	0	210
Total Outlay	\$1,288	\$1,288	\$0	\$0	\$0	\$2,576	\$266	\$0	\$2,842

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Budget Reserve	1,288	1,288	0	0	0	2,576	266	0	2,842
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$1,288	\$1,288	\$0	\$0	\$0	\$2,576	\$266	\$0	\$2,842
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$1,288	\$1,288	\$0	\$0	\$0	\$2,576	\$266	\$0	\$2,842

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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 2019

(\$ in thousands)

PROJECT NAME: Waste Transfer Station	Requested By: Facilities 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$100	\$0	\$0	\$0	\$0	\$100	\$200	\$0	\$300
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	2,000	0	0	0	2,000	0	0	2,000
Equipment	0	500	0	0	0	500	0	0	500
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	0	0	0	6	3	0	9
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	50	0	0	0	50	0	0	50
Contingency	10	200	0	0	0	210	20	0	230
Total Outlay	\$113	\$2,753	\$0	\$0	\$0	\$2,866	\$223	\$0	\$3,089

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Budget Reserve	113	2,753	0	0	0	2,866	223	0	3,089
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$113	\$2,753	\$0	\$0	\$0	\$2,866	\$223	\$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	\$113	\$2,753	\$0	\$0	\$0	\$2,866	\$223	\$0	\$3,089

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

Increase to Annual Tipping fee:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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LOCATION:	Charles County Landfill
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APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:	Requested By: Facilities
Landfill Scale House Expansion	Project #: 8107
<p>This project includes a 500 square feet expansion to allow for the construction of a call center to handle the high volume of citizen inquires to the Landfill.</p>	
<p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$10	\$0	\$0	\$0	\$0	\$10	\$0	\$0	\$10
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	140	0	0	0	0	140	0	0	140
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	20	0	0	0	0	20	0	0	20
Total Outlay	\$173	\$0	\$0	\$0	\$0	\$173	\$0	\$0	\$173

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$173	\$0	\$0	\$0	\$0	\$173	\$0	\$0	\$173
Capital Budget Reserve	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$173	\$0	\$0	\$0	\$0	\$173	\$0	\$0	\$173
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	\$173	\$0	\$0	\$0	\$0	\$173	\$0	\$0	\$173

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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	9.7	9.7	9.7	9.7	0.0	9.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$9.7	\$9.7	\$9.7	\$9.7	\$0.0	\$9.7

Increase to Annual Tipping fee:	\$0.00	\$0.13	\$0.13	\$0.13	\$0.13	\$0.00	\$0.13
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LOCATION:
Charles County Landfill

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

WATERSHED PROTECTION & RESTORATION FUND SUMMARY

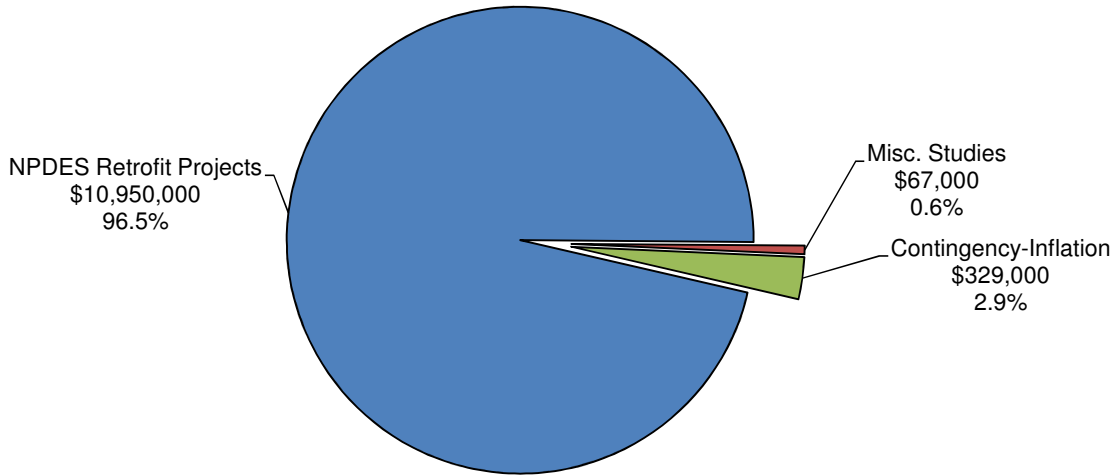
Charles County continues to design and construct stormwater facilities to manage the quantity and quality of stormwater runoff from untreated impervious surface. Cost associated with this program are part of the Watershed Protection and Restoration Enterprise Fund and paid for with the stormwater remediation fee.

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$843	\$872	\$903	\$879	\$914	\$4,411	\$296	\$956	\$5,663
Land & ROW	773	798	826	856	891	4,144	3,870	931	8,945
Construction	7,931	8,189	8,475	8,793	9,145	42,533	22,136	9,556	74,225
Equipment	5	5	6	0	0	16	5	0	21
Administration	550	572	595	611	635	2,963	1,040	664	4,667
Administration - FAS	6	6	6	3	4	25	6	4	35
Inspection	237	245	253	263	273	1,271	329	290	1,890
Miscellaneous	207	215	224	232	241	1,119	498	200	1,817
Contingency	794	820	849	879	914	4,256	693	956	5,905
Total Outlay	\$11,346	\$11,722	\$12,137	\$12,516	\$13,017	\$60,738	\$28,874	\$13,557	\$103,169

FINANCING SOURCES									
Bonds	\$11,279	\$11,652	\$12,063	\$12,516	\$13,017	\$60,527	\$28,695	\$13,557	\$102,779
Fund Balance Appropriation	67	70	74	0	0	211	179	0	390
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$11,346	\$11,722	\$12,137	\$12,516	\$13,017	\$60,738	\$28,874	\$13,557	\$103,169
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	\$11,346	\$11,722	\$12,137	\$12,516	\$13,017	\$60,738	\$28,874	\$13,557	\$103,169

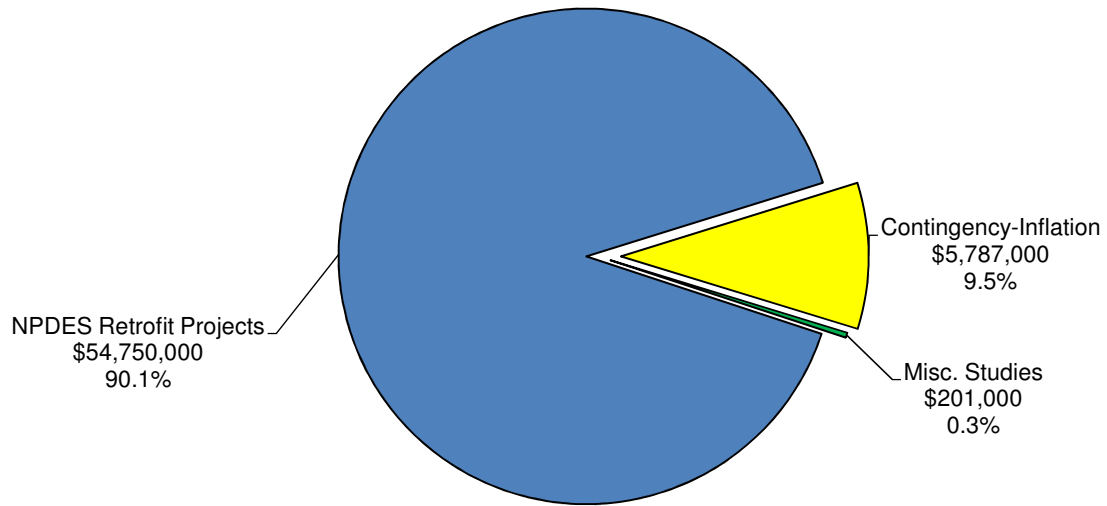
Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. Beyond	
						thru FY18	FY 2023
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	2,503.9	3,213.5	3,952.6	4,717.7	5,511.6	2,503.9	5,971.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$2,503.9	\$3,213.5	\$3,952.6	\$4,717.7	\$5,511.6	\$2,503.9	\$5,971.0
Increase to Annual WPRF fee:	\$49.20	\$62.32	\$75.67	\$89.18	\$102.94	\$49.18	\$110.19

FY19 Watershed Protection and Restoration Fund by Project Total \$11,346,000



NPDES Retrofit Projects are funded by Bonds which are paid for with the Stormwater Remediation Fee. A \$61 fee is charged annually to each improved property within the County.

FY19-FY23 Watershed Protection and Restoration Fund by Project Total \$60,738,000



APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME:

NPDES Retrofit Projects

Requested By: Capital

Project #: 8019

The project is based on the County's 2014 NPDES municipal stormwater permit requirement to assess the impervious surface, and commence and complete implementation of restoration efforts for twenty percent of the County's impervious surface that has not already been restored to the maximum extent practicable.

Ongoing and potential project areas include Pinefield, Bryans Road, Holly Tree Lane, Acton-Hamilton, Fox Run, White Plains, Stavors Road, Tanglewood, Potomac Heights, Tenth District VFD, Port Tobacco Stream Restoration, Benedict Point, Department of Public Works Campus, Charles County Plaza, Post Office Lake, Wakefield Lake, Melwood, Bensville Park, Laurel Branch, Old Washington Road, and Waldorf Commercial Corridor. Additional projects will be identified by the impervious surface assessment, and the watershed assessments and restoration plans also required by the County's 2014 NPDES municipal stormwater permit.

Restoration of untreated impervious surface can be done by new or upgraded stormwater quality facilities and practices, step pool storm conveyances, stream restoration, shoreline management, septic practices, impervious land use conversion, outfall stabilization, and routinely performed street and drainage cleaning practices, per State Guidance for NPDES Stormwater Permits, August 2014.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

PRIORITY

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year			
						Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$770	\$770	\$770	\$770	\$770	\$3,850	\$146	\$770	\$4,766
Land & ROW	750	750	750	750	750	3,750	3,870	750	8,370
Construction	7,700	7,700	7,700	7,700	7,700	38,500	22,136	7,700	68,336
Equipment	0	0	0	0	0	0	0	0	0
Administration	527	527	527	527	527	2,635	1,026	527	4,188
Administration - FAS	3	3	3	3	3	15	0	3	18
Inspection	230	230	230	230	230	1,150	329	230	1,709
Miscellaneous	200	200	200	200	200	1,000	496	200	1,696
Contingency	770	770	770	770	770	3,850	691	770	5,311
Total Outlay	\$10,950	\$10,950	\$10,950	\$10,950	\$10,950	\$54,750	\$28,695	\$10,950	\$94,395

FINANCING SOURCES									
Bonds (30 Year)	\$10,950	\$10,950	\$10,950	\$10,950	\$10,950	\$54,750	\$28,695	\$10,950	\$94,395
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	\$28,695	\$10,950	\$94,395
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	\$28,695	\$10,950	\$94,395

Operating Budget Impact						Approp. thru FY18	Beyond FY 2023
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	2,503.9	3,192.8	3,887.3	4,581.9	5,276.4	2,503.9	5,971.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$2,503.9	\$3,192.8	\$3,887.3	\$4,581.9	\$5,276.4	\$2,503.9	\$5,971.0
Increase to Annual WPRF fee:	\$49.20	\$61.92	\$74.42	\$86.61	\$98.55	\$49.18	\$110.19

LOCATION:

Charles County Development District- see description

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

(\$ in thousands)

PROJECT NAME: Floodplain Analysis Studies	Requested By: PGM Project #: 8069
Provide computations of major drainage courses of 30 Acres or more that are not mapped by FEMA studies for potential restoration projects.	
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)	

EXPENSE BUDGET	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Architectural & Engineering	\$50	\$50	\$50	\$0	\$0	\$150	\$150	\$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	0	0	15	5	0	20
Administration	7	7	7	0	0	21	14	0	35
Administration - FAS	3	3	3	0	0	9	6	0	15
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	1	1	1	0	0	3	2	0	5
Contingency	1	1	1	0	0	3	2	0	5
Total Outlay	\$67	\$67	\$67	\$0	\$0	\$201	\$179	\$0	\$380

FINANCING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Total '19-'23	Approp. thru FY18	Beyond FY 2023	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	67	67	67	0	0	201	179	0	380
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$67	\$67	\$67	\$0	\$0	\$201	\$179	\$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	\$0	\$0	\$201	\$179	\$0	\$380

Operating Budget Impact	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Approp. thru FY18	Beyond FY 2023
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

FISCAL YEAR 2017-FY2019 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	FY17 AMENDED	FY18 AMENDED	FY19 APPROVED
GOVERNMENTAL PROJECTS			
<u>BOARD OF EDUCATION:</u>			
<u>State Shared</u>			
Billingsley Elementary School	\$18,084	\$16,500	\$5,981
Jenifer E.S. Roof/RTU/Boiler Replacement	(6)	0	0
Matula Full Day K Additions/Renovations	(6)	0	0
Matthew Henson Middle School Gym HVAC	(4)	0	0
La Plata High School Gym HVAC	(6)	0	0
Benjamin Stoddert M.S. RTU/Boiler Replacement	(603)	0	0
Dr. Mudd E.S. Modernization/Addition	8,273	18,247	0
Jenifer E.S. Full Day Kindergarten Renovation	(10)	0	0
Eva Turner E.S. - Modernization/Addition	0	2,101	601
Benjamin Stoddert M.S. Modernization/Addition	0	3,001	751
McDonough H.S. Renovation Study/Security Enhancements & Performing Arts	0	701	0
Berry E.S. Full Day K Addition	367	2,926	0
Craik E.S. Full Day K Addition	450	3,764	0
John Hanson M.S. - Roof Replacement	0	246	2,961
Westlake H.S. Roof Replacement	0	0	393
Indian Head E.S. Boiler Replacement	0	0	129
Full Day Kindergarten Addition: J.P. Ryon E.S.	0	0	400
Full Day Kindergarten Addition: Malcolm E.S.	0	0	389
Subtotal	\$26,539	\$47,486	\$11,605
<u>Locally Funded, 100%</u>			
Boiler & Chiller Replacement at Mitchell Elementary School	(\$4)	\$0	\$0
Various Maintenance Projects	620	400	400
Dr. Gustavus Brown E.S. RTU/Boiler Replacement	(20)	0	0
F.B. Gwynn Center Roof/Boiler Replacement	(93)	0	0
McDonough/Craik/Stethem Sewer Connection Fees	(321)	0	0
Local Portable Classrooms - Various Schools	313	200	200
Elementary Schools - Playground Replacement Program	241	266	266
Site Improvements/Asphalt Replacement Program	1,198	1,416	1,081
Thomas Stone H.S. - Parking Lot & Site Improvements	(250)	0	0
Elementary School - Site Acquisition	0	3,001	0
Matthew Henson M.S. Water Line	0	0	625
Middle School - Site Acquisition	0	0	4,001
Security Enhancements - Various Schools	0	0	2,926
Contingency - Inflation	(463)	(9)	176
Subtotal	\$1,221	\$5,274	\$9,675
TOTAL BOARD OF EDUCATION	\$27,760	\$52,760	\$21,280
<u>COLLEGE OF SOUTHERN MARYLAND:</u>			
<u>Inner Campus Program</u>			
Healthcare Training Facility	495	1,705	13,851
Contingency - Inflation	0	(782)	416
TOTAL COLLEGE OF SOUTHERN MD	\$495	\$923	\$14,267

FISCAL YEAR 2017-FY2019 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	<u>FY17 AMENDED</u>	<u>FY18 AMENDED</u>	<u>FY19 APPROVED</u>
<u>GENERAL GOVERNMENT:</u>			
Agricultural Preservation Land Acquisition	\$532	\$203	\$503
Gilbert Run Watershed	(33)	0	0
Various Planning Studies	106	(0)	0
Rural Legacy Program	739	724	1,409
Various Maintenance Projects	166	393	418
Tri-County Animal Shelter Improvements	0	(29)	0
Courthouse Renovation	103	123	79
Waldorf Urban Design Study Implementation	(43)	0	0
County Government Building Electrical & Network Infrastructure System Upgrades	(856)	0	0
Hughesville Streetscape	(590)	0	0
Purchase of Developments Rights (PDR) Program	303	503	578
Community Services HVAC Improvements	0	(210)	0
Parking Lot Improvements	(333)	0	0
Waldorf Senior and Recreational Center	3,915	0	0
Lighting Retrofits	53	106	106
Sheriff's Office Improvements	(152)	0	0
FY15 Pt Tobacco Hist District Revitalization Implementation	50	(141)	0
Generator Replacement Program	0	113	113
State Attorney's Office Renovations	0	(73)	0
Animal Shelter Cremation Unit	(40)	0	0
Rich Hill Farm House	15	0	0
Port Tobacco Historic District Jamieson	30	35	0
Health Department Roof Replacement	2,352	(1,436)	0
Tri- County Animal Shelter Improvements	0	(3)	0
Radio Communications Systems Upgrade	471	0	2,433
Detention Center Pump Station Rehabilitations	131	315	421
Replacement of County Financial Software Program	1,596	799	616
Animal Shelter Feasibility Study	21	0	0
Various Parking Lot Improvements	333	0	0
Government Building Atrium Renovation	490	210	0
Sheriff's Office Improvements	0	145	0
Uninterrupted Power Supply Replacement Program	0	58	58
Charles Count Courthouse HVAC Improvements	0	239	651
Government Building Water Infiltration Improvements Phase I	0	190	0
Detention Center Roof Replacement	0	1,346	0
Detention Center Annex Roof and Wall Improvements	0	470	0
Detention Center and Detention Center Annex Improvements	0	381	0
La Plata Library Relocation	0	2,627	2,691
Blue Crabs Stadium Seating Area Cover/Roofing System Renovations	0	638	578
Bel Alton School Renovation	0	942	0
Charles County Animal Shelter	0	247	7,103
Wade Property	0	151	0
Planning & Growth Management Renovations	0	45	0
Countywide Building Re-Keying/Access Controls	0	0	157

FISCAL YEAR 2017-FY2019 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	<u>FY17 AMENDED</u>	<u>FY18 AMENDED</u>	<u>FY19 APPROVED</u>
<u>GENERAL GOVERNMENT:</u>			
Courthouse Copula Rehabilitation	0	0	134
Vehicle Maintenance Shop HVAC System	0	0	156
Charles County Welcome Signage	0	0	123
Contingency - Inflation	273	(104)	325
TOTAL GENERAL GOVERNMENT	\$9,631	\$9,006	\$18,652
<u>PARKS:</u>			
Various Pedestrian & Bicycle Facilities	\$189	\$29	\$80
Pope's Creek Rail Trail	363	346	0
Park Repair & Maintenance	236	388	250
Pisgah Park	(115)	0	0
Friendship Farm Park	(237)	0	0
Central County Acquisition	(783)	0	0
Smallwood Village Hiker/Biker Trails	(1)	0	0
Smallwood Drive West Sidewalks	(94)	0	0
Marsh Hawk Dr/Chestnut Dr. Sidewalk	(94)	0	0
Waterfront Acquisition	1,003	0	0
Milton Somers Football Stadium Improvements	88	(2)	0
White Plains Golf Course Irrigation System Replacement	333	90	0
Automation & Technology Master Plan - Parks & Grounds	0	258	0
Chapel Point Park	0	393	0
Popes Creek Waterfront	0	975	0
Village Street Sidewalk	0	51	0
White Plains Park Field Lighting Replacement	0	215	0
Contingency - Inflation	19	(71)	0
TOTAL PARKS	\$907	\$2,672	\$330
<u>TRANSPORTATION:</u>			
Western Parkway Ph. I-III	\$3,311	\$1,764	\$914
Traffic Signal Program	(27)	(52)	285
Road Overlay Program	3,190	3,526	3,178
Waldorf Subarea Plan Implementation Studies	(73)	0	0
Stavors Road Upgrade	20	0	0
Safety Improvement Program - Existing Roadways	(164)	132	200
County Drainage Systems Improvements Program	(253)	(258)	100
Carrington Drainage Improvements	(6)	0	0
Pinefield Drainage Improvements	160	3	0
Billingsley Road Improvements	(38)	1,503	178
Middletown Road and Billingsley Road Roundabout	2,694	0	0
Light Rail Transit Initiative	270	0	0
MD Rte 228 @ Western Parkway Traffic Signal	(5)	0	0
Old Washington Road Reconstruction	1,074	3,049	1,163
Old Sycamore Road Drainage Improvements	5	0	0
Washington Ave. - Various Intersection Improvements	0	305	305
St. Patrick Dr/Western Pkwy - Ped Intersection Improvements	0	4	0

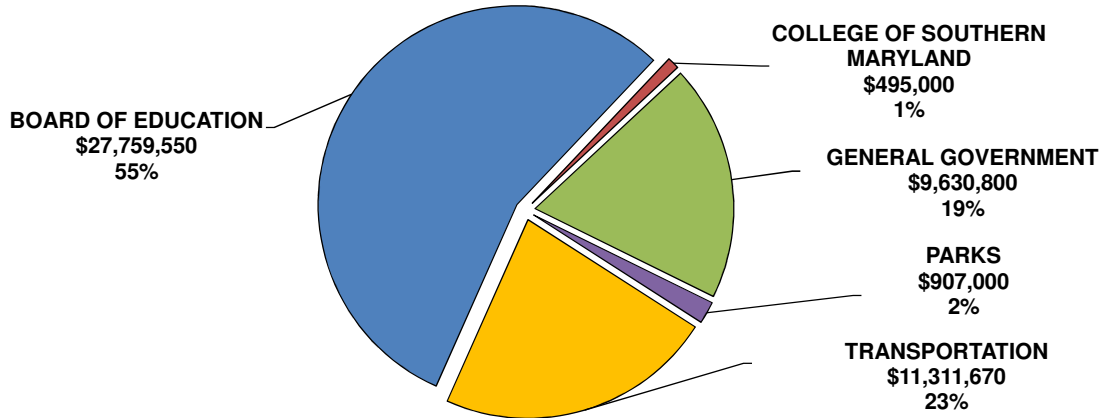
FISCAL YEAR 2017-FY2019 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

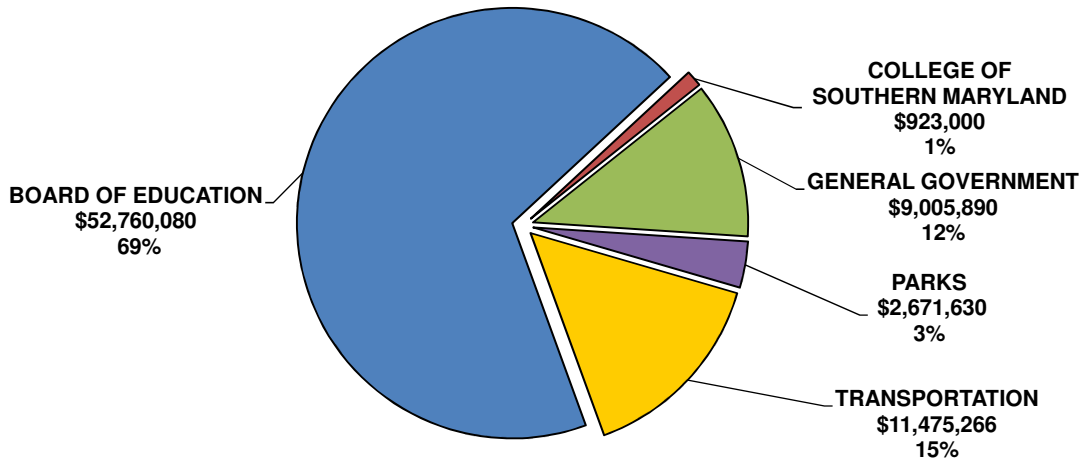
	<u>FY17 AMENDED</u>	<u>FY18 AMENDED</u>	<u>FY19 APPROVED</u>
<u>TRANSPORTATION:</u>			
Neighborhood Traffic Calming Program	0	37	0
Rosewick Road Phase 3	(58)	0	0
Sidewalk Improvement Program	153	153	153
Old McDaniel to Ocelot Street	600	0	0
Bridge Replacement Program	(58)	0	0
Bibury Lane Bridge Replacement	0	(96)	0
Intersection Analysis/Traffic Signal Warrant Analyses	50	0	0
Tawny Drive/Tubleweed Place Drainage Improvements	(3)	0	0
Troy Court Drainage Pipe Repair	(3)	0	0
Dogwood Drive Drainage Repairs	10	0	0
Old Washington Road Drainage Repairs	41	(7)	0
Poplar Hill Road Pass/No Pass Zone Analysis	6	(3)	0
McDaniel Road/Smallwood Drive Traffic Signal	26	363	0
Install Solar Power Rectangular Rapid Flash Beacons	130	(39)	0
Billingsley Road & St. Patricks Drive Left Turn Study	6	4	0
Marbella Culvert Storm Drain Pipe Improvements	49	0	0
Poplar Hill Bridge Replacement	239	0	3,590
Bellewood Drive	28	0	0
Radio Station Road/Route 488 Traffic Signal & Geometric Improvements	0	800	0
Tanglewood Nieghborhood Drainage Repairs	0	49	0
Chamberlin Drainage Repairs	0	134	0
Twinbrook Drive	0	71	0
Indian Head Rail Trail Rectangular Rapid Flashing Beacons	0	38	0
St. Charles Parkway and Duncannon Road Traffic Warrant Analysis	0	8	0
Michael Road Drainage Improvements	0	18	0
White Oak Drive/Oak Drive Drainage Improvements	0	25	0
Scenic Meadow St. Drainage Improvements	0	34	0
Middletown Road Phase 3 - Feasibility Study	0	0	269
Contingency - Inflation	(61)	(92)	77
TOTAL TRANSPORTATION	\$11,312	\$11,475	\$10,412
TOTAL GOVERNMENTAL PROJECTS	\$50,104	\$76,836	\$64,941

GOVERNMENTAL PROJECTS

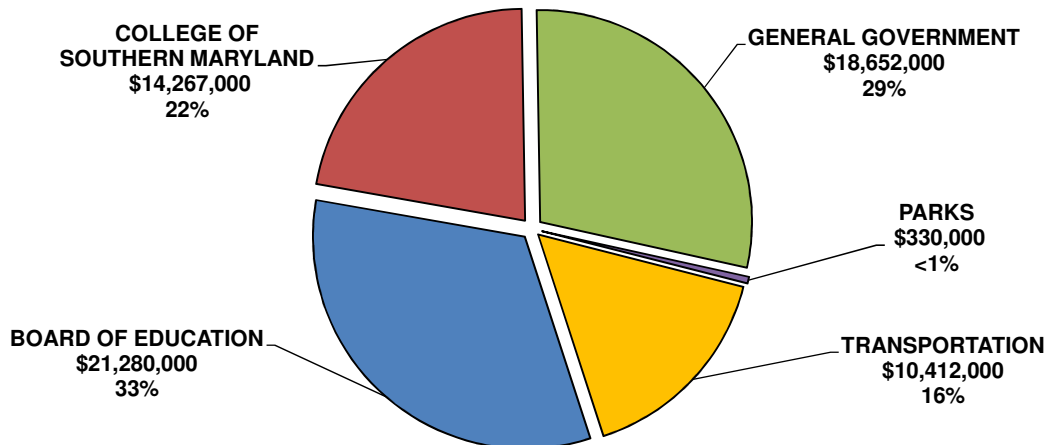
FY17 AMENDED BUDGET = \$50,104,020



FY18 AMENDED BUDGET = \$76,835,866



FY19 APPROVED BUDGET = \$64,941,000



FISCAL YEAR 2017-FY2019 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	<u>FY17</u> <u>AMENDED</u>	<u>FY18</u> <u>AMENDED</u>	<u>FY19</u> <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	(\$208)	\$0	\$0
Bryan's Road Business Park Water	(404)	0	0
Water Model Update	131	98	98
Cross County Conn. Ph. IV-VII Water Trans. Main Ext.	0	0	0
Mill Hill Transmission Main Extension	0	(511)	0
Cliffton Water System Improvements	0	533	0
Strawberry Hills Water Line Extension	0	3	0
Automation & Technology Master Plan (50% Sewer)	970	1,009	0
Swan Point Water Tower Rehabilitation	0	(37)	0
Jenkins Lane Construct/Extend Water Line	0	542	0
Underground Infrastructure Repairs	(34)	279	0
Satellite Water Facility Upgrades	(1,504)	(45)	450
South County Water Transmission Main	690	1,703	0
Jude House Well Reverse Osmosis System	6	0	0
Well Site Generator Installations	7	0	0
A Deep Well Control Valves At Various Sites	100	13	0
Bensville Water Tower No. 8	2,251	1,930	0
Gleneagles 2MG Water Tower	0	1,850	1,850
Waldorf Fire House Water Tower Replacement	0	1,850	0
Chapel Point Woods Standpipe Improvements	33	45	0
Hughesville Water Line	166	2,061	0
Private Water System Interconnection	129	129	0
Newtown Village Well	704	0	0
Pinefield Water Tower Rehabilitation	90	568	0
Settle Woods Water Tower Rehabilitation	67	309	0
St. Charles Well #16 Replacement	1,610	0	0
WSSC Waldorf Interconnection	213	265	0
Water Detail Revisions	37	0	0
Chapel Point/Bel Alton Water System & Tank	275	1,819	0
Boxwood Circle Water Main Replacement	752	(142)	0
Chapel Point Woods Hydro-Pneumatic Tank Replacement	101	0	0
St. Paul's Well Replacement	1,241	0	0
St. Anne's Well Hydro-Pneumatic Tank Replacement	123	0	0
Fee Study (50% Sewer)	0	51	0
Bryans Road 2MG Water Tower	0	350	0
Bensville/Bryans Road Water Systems Interconnection Study	0	100	0
White Oak Well MCC Replacement	0	40	0
Contingency - Inflation	612	535	68
TOTAL WATER	\$8,045	\$15,347	\$2,466

FISCAL YEAR 2017-FY2019 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	FY17 <u>AMENDED</u>	FY18 <u>AMENDED</u>	FY19 <u>APPROVED</u>
<u>SEWER PROJECTS:</u>			
			NOTE: (%) represents the percentage of the total project appropriation.
Satellite WWTP Equipment/Plant Overhaul	(\$43)	\$0	\$0
Piney Branch Interceptor Capacity Upgrade	0	3,041	3,692
Pumping Station 3B, Ph. 1-II	0	54	0
Mt. Carmel Woods WWTP Upgrade	3,575	0	0
Influent/Effluent Pump Station Evaluation	2,547	2,643	2,600
Jude House Waste Water Treatment Plant	(68)	0	0
Mattawoman Infiltration & Inflow	(3,213)	6,008	3,621
MWWTP Electrical System Replacement Study	133	4,018	0
White Plains Failing Septic Sewer Installation	0	105	0
Mattawoman WWTP Automation	149	1,575	0
Pump Station Rehabs and Replacements	(1,094)	1,102	290
Sewer Model Update	172	172	158
Wakefield Pump Station Rehabs & Replacements	0	(92)	0
Automation & Technology Master Plan (50% Water)	970	1,009	0
St. Mark Pump Station Rehabs & Replacements	1,711	190	0
MWWTP Clarifier and Thickener Repairs	976	976	0
Mattawoman WWTP Berm Relocation	(556)	0	0
Mattawoman Flow Equalization	349	9,299	0
MWWTP Underground Concrete Rehab	0	(129)	0
Satellite Wastewater Facility Upgrades	(225)	533	1,500
Mattawoman Biosolids Feasibility Study	(48)	0	0
Cobb Island/Swan Point Interconnection	0	0	0
MWWTP Utility Water System Evaluation & Improvement	0	1,231	0
Cliffton Pump Station #4	0	0	0
Upper Port Tobacco River Watershed Sewer Connection Study	(220)	0	0
Piney Branch Sewer Replacement (Upper Reaches)	479	0	0
Marshall Corner Road Gravity Sewer	(713)	0	0
MD Route 5 Pump Station Forcemain	177	717	0
Zekiah Pump Station Forcemain	164	164	0
Zekiah Interceptor Sewer Interceptor	799	799	0
Cliffton WWTP Walkway Repairs	(2)	0	0
White Plains Commerce Center Pump	476	88	0
MWWTP Belt Filter Press Replacement	4,050	4,050	0
Checkers Pump Station	11	3	0
Chemical System Improvements at Various Sites	417	8	0
Bel Alton WWTP Building	67	0	0
Strawberry Hills Pump Station	9	0	0
Pinefield Pump Station Forcemain Replacement	11	10	0
Cliffton WWTP Improvements	1,503	1,503	0
Southwinds Pump Station Outfall Gravity Sewer	498	0	0
Mt. Carmel Woods WWTP Improvements	286	0	0
Thomas Stone Pump Station	51	0	0
Route 925B Pump Station	46	0	0
Cobb Island Pump Station Generator Replacement	(2)	0	0
MWWTP Septage Receiving Facility Improvements	60	67	0

FISCAL YEAR 2017-FY2019 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	FY17 AMENDED	FY18 AMENDED	FY19 APPROVED
SEWER PROJECTS:			
	NOTE: (%) represents the percentage of the total project appropriation.		
Swan PT WWTP Electrical & Control Systems Improvements	573	393	218
Post Office Rd Sewer Capacity Improvements	190	428	0
Sewer Easement Study & Acquisition	169	165	0
Line Maintenance Storage Building	489	(489)	0
Sewer Detail Revisions	37	0	0
St. Charles Pump Station #5A Modifications	74	0	0
Pump Station Generator Replacements	393	64	0
Fee Study (50% Water)	0	51	0
Hughesville Sewer System	0	842	0
Cobb Island Bridge - Relocation of Sewer Main	0	428	0
MWWTP Pump Station Drain Piping Replacement	0	253	0
MWWTP In-House Infiltration & Inflow	0	103	0
Cobb Island Septic Tank Effluent Pump (STEP) Station Rehabs	0	0	600
Contingency - Inflation	1,980	(423)	374
TOTAL SEWER	\$17,407	\$40,959	\$13,053
TOTAL WATER AND SEWER	\$25,452	\$56,306	\$15,519

WATERSHED PROTECTION AND RESTORATION FUND

Various NPDES Retrofit Projects	\$3,549	\$7,085	\$10,950
Acton/Hamilton NPDES Retrofit Project	1,362	0	0
Bryans Road NPDES	(99)	5	0
Fox Run NPDES Retrofits	(161)	0	0
Lancaster NPDES Retrofits	(12)	0	0
Ryon Woods NPDES Retrofits	(1)	0	0
White Plains NPDES Retrofits	33	0	0
Pinefield Temi Drive NPDES Retrofits	32	0	0
Feasibility & Concept Design	212	212	0
NPDES - Tanglewood	1	0	0
NPDES - Charles County Plaza	986	0	0
NPDES - Swann Point WWTP Shoreline Stabilization	2	521	0
Public Works Campus Stormwater Management Imprv.	699	0	0
NPDES - General Smallwood Middle School	2	0	0
NPDES - Lackey High School	0	0	0
NPDES - Poplar Court - Laurel Branch	4	0	0
NPDES - TC Martin Elementary School	2	0	0
NPDES - JP Ryon Elementary School	2	0	0
NPDES - Piccowaxen M.S. / Dr. Higdon E.S.	2	0	0
NPDES - McDonough High School	2	0	0
NPDES - JC Parks E.S. / Matthew Henson M.S.	2	0	0
NPDES - Mattawoman M.S. / Berry E.S.	2	0	0
NPDES - Apple Creek Court	3	9	0
Floodplain Analysis Studies	112	67	67
Gilbert Run Watershed Dam Repairs	81	37	0
NPDES - Roof Top Disconnects Inspection	105	0	0
NPDES - Clifton Shoreline Restoration	143	9	0

FISCAL YEAR 2017-FY2019 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	<u>FY17 AMENDED</u>	<u>FY18 AMENDED</u>	<u>FY19 APPROVED</u>
<u>WATERSHED PROTECTION AND RESTORATION FUND</u>			
NPDES - Benedict Shoreline Restoration	99	872	0
NPDES - Friendship Farm Park	98	0	0
NPDES - GIS Mapping	42	0	0
NPDES - La Plata High School	107	5	0
NPDES - Hale Court	120	0	0
NPDES - Adams Farm Lake	5	0	0
NPDES - Huntington Lake	5	0	0
NPDES - Wakefield Lake	5	0	0
NPDES - Post Office Road Lake	5	0	0
NPDES - Upper Zekiah Ponds	14	0	0
NPDES - Pinefield Drainage	1,643	0	0
NPDES - St. Charles Parkway Stream Restoration	184	0	0
NPDES - Bridle Path Stream Restoration	115	91	0
NPDES - Ruth Swann Stream Restoration	95	114	0
NPDES - Thomas Higdon Stream Restoration	217	0	0
NPDES - Marbella Subdivision	203	12	0
NPDES - Longmeade Outfall Protection	33	62	0
NPDES - Bensville Park	144	0	0
NPDES - Clifton Shoreline Restoration Phase II	1,617	0	0
Fee Study	0	53	0
County-Wide Shoreline Assessment	0	223	0
NPDES - Bryan's Road Storm Filter Maintenance	0	20	0
NPDES - Ruth B. Swann Tributary Channel Stream Restoration	0	106	0
NPDES - Warren J. Willett Subdivision	0	6	0
NPDES - Potomac Heights Shoreline Stabilization	0	111	0
NPDES - South Hampton Stormwater Management Pond Retrofits	0	309	0
NPDES - Oak Ridge Park - Upper Western Branch Stream Restoration	0	227	0
NPDES - Oak Ridge Park - Lower Western Branch Stream Restoration	0	135	0
NPDES - Cedar Tree Pond Retrofit	0	88	0
NPDES - Wilton Court Pond Retrofit	0	108	0
NPDES - Milton Somers M.S.- Pond Retrofit and Stream Restoration	0	229	0
NPDES - CSM North Tributaries Stream Restoration	0	225	0
Contingency - Inflation	0	(37)	329
TOTAL	\$11,815	\$10,902	\$11,346
<u>ENVIRONMENTAL SERVICE FUND:</u>			
Pisgah Flare Station	\$0	(\$2)	\$0
TOTAL ENVIRONMENTAL SERVICE FUND	\$0	(\$2)	\$0

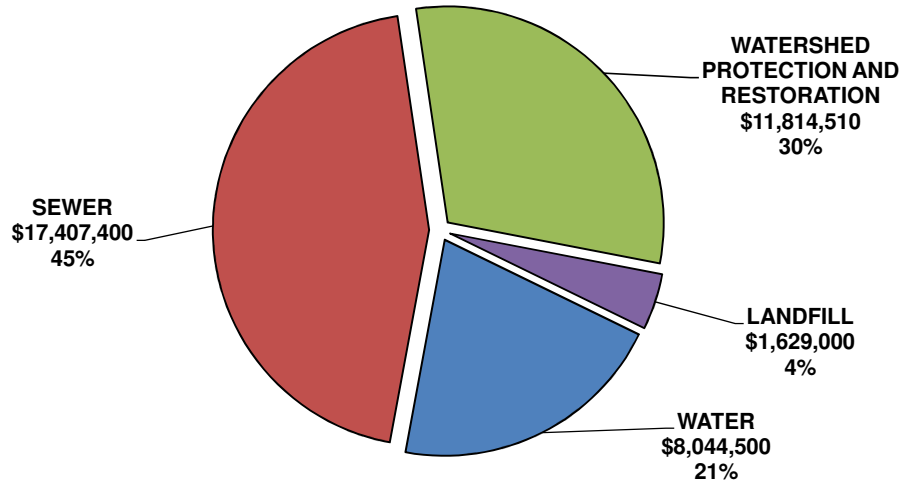
FISCAL YEAR 2017-FY2019 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

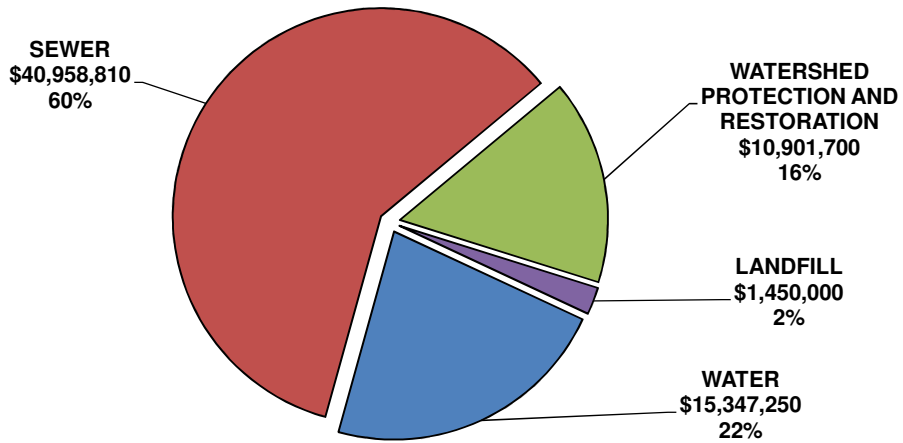
	FY17 <u>AMENDED</u>	FY18 <u>AMENDED</u>	FY19 <u>APPROVED</u>
<u>LANDFILL:</u>			
Landfill Leachate Management System	\$278	\$961	\$959
Landfill Storm Water Management Ponds	578	0	0
Automation & Technology Master Plan	773	0	0
Landfill Cell No. 4A Expansion	0	266	1,288
Waste Transfer Station	0	223	113
Landfill Scale House Expansion	0	0	173
Contingency - Inflation	0	0	75
TOTAL LANDFILL	\$1,629	\$1,450	\$2,608
TOTAL ENTERPRISE FUND PROJECTS	\$38,895	\$68,656	\$29,473

ENTERPRISE PROJECTS

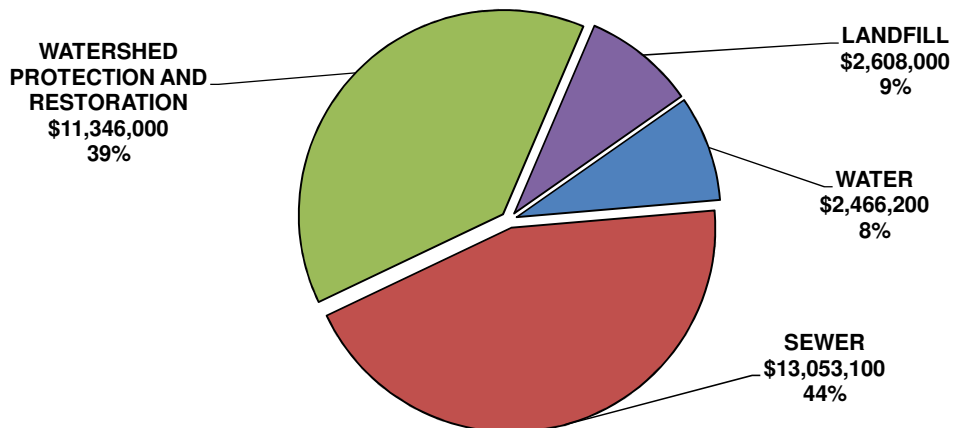
FY17 AMENDED BUDGET = \$38,895,410



FY18 AMENDED BUDGET = \$68,655,720



FY19 APPROVED BUDGET = \$29,473,300



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	FY2017 Actual	FY2018 Adopted	FY2019 Requested	FY2019 Adopted	\$ Change FY2018	% Chg.
Personal Services	\$1,194,048	\$1,378,600	\$1,422,400	\$1,422,400	\$43,800	3.2%
Fringe Benefits	340,162	398,800	439,600	439,600	40,800	10.2%
Operating Costs	48,985	108,000	39,300	39,300	(68,700)	-63.6%
Transfers Out <i>(charged to capital projects)</i>	(1,583,195)	(1,885,400)	(1,901,300)	(1,901,300)	(15,900)	0.8%
Total Expenditures	\$0	\$0	\$0	\$0	\$0	N/A

Changes and Useful Information:

- **Operating Costs** decreased due to a reduction in Contract Services based on activity.

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>FY15 FTE</u>	<u>FY16 FTE</u>	<u>FY17 FTE</u>	<u>FY18 FTE</u>	<u>FY19 FTE</u>
Director of Planning & Growth Mgmt	0.3	0.3	0.0	0.0	0.0
Director of Public Works	0.0	0.0	0.3	0.3	0.3
Assistant Dir. Public Works - Facilities	0.0	0.0	0.3	0.3	0.3
Chief of Capital Services	1.0	1.0	1.0	1.0	1.0
Chief of Resource & Infrastructure Mgmt	0.2	0.2	0.0	0.0	0.0
Capital Services Program Manager	2.0	2.0	2.0	2.0	2.0
Resource Analyst - GIS	0.2	0.2	0.0	0.0	0.0
Administration Manager	0.3	0.3	0.0	0.0	0.0
Capital Services Senior Project Manager	4.0	4.0	4.0	4.0	4.0
Utilities Senior Project Manager	0.1	0.1	0.1	0.1	0.0
Planner I- III	0.7	0.7	0.0	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	1.4	1.0	1.0	1.0
Office Associate I- III	2.0	2.0	2.0	2.0	2.0
Part Time	0.2	0.2	0.2	0.2	0.2
Total Full Time Equivalent	19.6	19.3	17.8	17.8	17.7
Allocated for County Attorney Support	0.8	0.8	0.8	0.8	0.8
Total	20.4	20.1	18.6	18.6	18.5

NOTE: Due to Capital Services moving to Public Works in FY2017, Planning & Growth Management staff are now being charged to different accounts.

Capital Projects

Department:	Department of Public Works	02.05.32
Division \ Program:	Capital Services	Fund: Capital
Program Administrator:	John Stevens, Chief of Capital Services	

<u>Objectives & Measurements:</u>	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 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	75	118	96	96	101
Projects per FTE	5.0	7.9	6.0	6.0	6.3
\$'s expended for A&E	\$1,860,272	\$3,641,780	\$2,907,928	\$2,803,327	\$2,943,493
\$'s expended for ROW	\$881,674	\$1,098,353	\$975,962	\$985,330	\$1,014,889
\$'s expended for Construction	\$4,066,567	\$7,607,366	\$8,458,020	\$6,710,651	\$6,911,970
\$'s expended for Inspection	\$537,746	\$765,377	\$613,681	\$638,935	\$658,103
\$'s expended for Administration	\$531,886	\$507,328	\$765,102	\$601,439	\$619,482
\$'s expended for Other	\$738,162	\$640,973	\$341,702	\$573,612	\$590,821
\$'s expended on Change Orders (const.)	\$174,921	\$302,733	\$301,715	\$259,790	\$267,583
Change orders as % of construction costs	4.3%	4.0%	3.6%	3.9%	3.9%
# of contracts administered	290	312	375	326	335

Department:	Department of Public Works	30.25.32
Division \ Program:	Utilities	Fund: Capital
Program Administrator:	Sam Walter, Utilities Senior Project Manager	

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change FY2018	% Chg.
Personal Services	\$10,108	\$45,300	\$133,600	\$133,600	\$88,300	194.9%
Fringe Benefits	947	5,600	37,000	37,000	31,400	560.7%
Operating Costs	0	10,600	700	700	(9,900)	-93.4%
Debt Service		3,200	6,300	6,300	3,100	96.9%
Transfers Out <i>(charged to capital projects)</i>	(8,926)	(64,700)	(177,600)	(177,600)	(112,900)	174.5%
Total Expenditures	\$2,129	\$0	\$0	\$0	\$0	N/A

Changes and Useful Information:

- **Personal Services** includes a position that has been reallocated based on time dedicated to the capital improvement projects.

<u>Positions:</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Title	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Allocated from the Water and Sewer Fund	0.0	0.0	0.8	0.8	1.8
Total Full Time Equivalent	0.0	0.0	0.8	0.8	1.8

Capital Projects

Department: Planning & Growth Management 02.07.19
Division \ Program: Planning Fund: Capital
Program Administrator: Jason Groth, Planning Director

Expenditure Category	FY2017 Actual	FY2018 Adopted	FY2019 Request	FY2019 Adopted	\$ Change FY2018	% Chg.
Personal Services	\$120,681	\$146,000	\$109,100	\$109,100	(\$36,900)	-25.3%
Fringe Benefits	30,998	0	0	0	0	N/A
Transfers Out <i>(charged to capital projects)</i>	(151,679)	(146,000)	(109,100)	(109,100)	36,900	-25.3%
Total Expenditures	\$0	\$0	\$0	\$0	\$0	N/A

Changes and Useful Information:

- Staff is allocated based on the amount of time dedicated to the various capital improvement projects. **Personal Services** decrease is due to turnover.

Description

The Planning Division administers the County programs related to Comprehensive Planning, Zoning Regulation, and Infrastructure Planning. The services provided by the Planning Division include four major program areas: Long-range & Preservation Planning, Development Review, Zoning Administration, and Infrastructure Planning and Analysis.

Long-range & Preservation Planning develops and administers the County Comprehensive Plan and Small Area Plans, facilitates the Agricultural and Land Preservation programs, and provides oversight of the Watershed Improvement Plan and associated environmental enhancement programs. This specialized team also administers the Cultural Resource, Historic and Archeological Preservation Programs, and leads the coordination effort with our local Military Base installations to prevent incompatible land use encroachment.

The Zoning Administration group provides direction over the core zoning regulations with regard to commercial, industrial and residential development in the un-incorporated areas of the County. This includes approval of permissible uses by zone, development setbacks and landscape buffers, height restrictions, parking, site design and architectural review code, and other related development regulations. In addition, this team administers the Record Plat process, the Site Development Plan process, and the Variance and Special Exception processes with the Board of Zoning Appeals.

Development review includes the review, processing and approval of small and large-scale development within the County. More specifically, this team evaluates Preliminary Subdivision Plans, major subdivision record plats, forest conservation plans, and adequate public facility regulations. This also includes the coordination with State and county agencies on each application. They process development requests and develop staff reports that are presented to the County Planning Commission for approval.

Finally, the Engineering and Infrastructure Planning team is responsible for planning, coordination, and management of public infrastructure and local drinking water resources. Infrastructure management includes public water and sewer, public transportation facilities, and the administration of the County's mapping services. Resource management includes the oversight and allocation of capacity for potable water supply, wastewater treatment capacities, and associated planning activities. This group provides the administration of the County petition process, drafting and facilitation of the solid waste & water /sewer plans, and coordination with Federal, State, & local resource agencies.

Positions:

<u>Title</u>	<u>FY15</u> <u>FTE</u>	<u>FY16</u> <u>FTE</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>
Allocated from the General Fund	0.0	0.0	1.5	1.5	1.5
Total Full Time Equivalent	0.0	0.0	1.5	1.5	1.5

Financial Planning

CHARLES COUNTY FIVE-YEAR PLAN

The Connection between Operating & Capital Planning

The goal of a five-year financial plan is to measure future operating and capital costs and to fund those costs in the most efficient and responsible manner possible. The County implements five-year financial forecast models for all major funds to aid with both operating and capital budget plans. Five-year plans are used for its General Fund, Water & Sewer Fund, Solid Waste Fund, 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 Capital Improvement Program.

CHARLES COUNTY FIVE-YEAR PLAN

Linking the County's Goals and Long Range Financial Plans

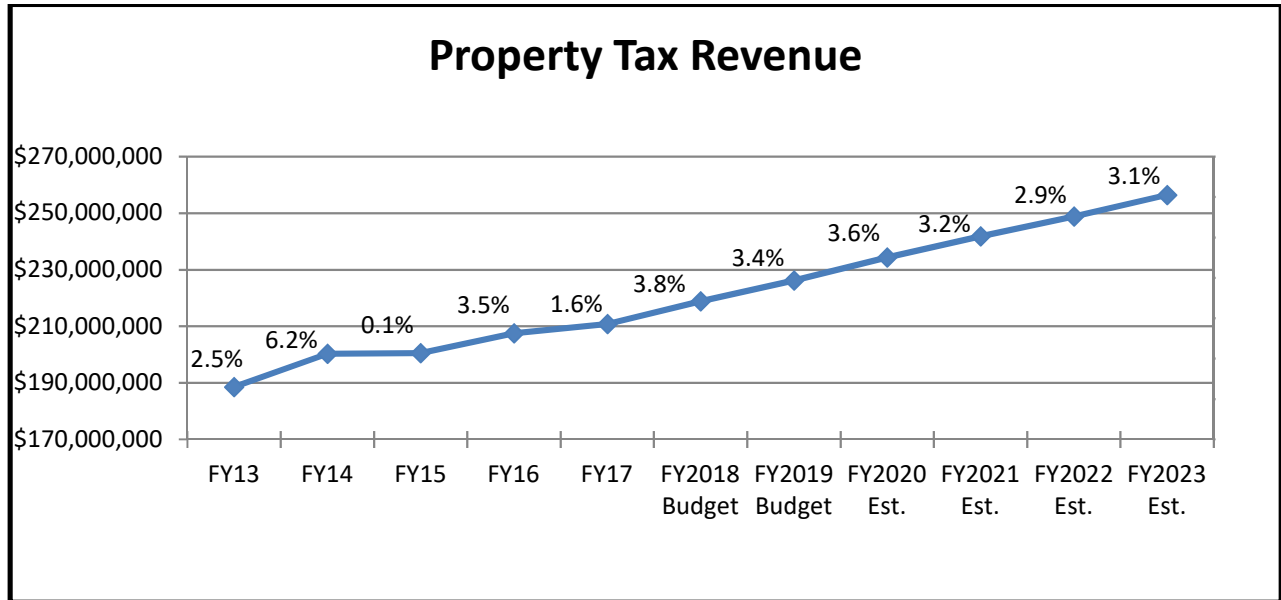
The goals of the County must be considered and incorporated into the County's Five Year Plans. These goals may have a direct impact on the operating budget or may impact the operating budget due to the increase in debt service related to bonds issued for capital projects.

Goal	Budget Impact
Transformational Government	<ul style="list-style-type: none"> • The five year capital improvement program includes funding to upgrade the radio communication system. • Human Resources adjusted funding from within their budget to create a full-time position to assist them with researching and staying current with Human Resources best practices and with the summer intern program. • The FY2019 budget includes funding for additional part time help for Security. • New automation software programs were funded to improve efficiencies.
Promote Quality of Life and Resources	<ul style="list-style-type: none"> • The five year capital improvement program provides funding to develop the La Plata Farm Park and the Popes Creek Waterfront to attract out-of-town visitors. • Funds the cost to operate the Waldorf Senior & Recreational Center. • The five year capital improvement program funds major school renovations for the Dr. Samuel Mudd Elementary, Eva Turner Elementary School, Benjamin Stoddert Middle School, and McDonough High School, as well as, the radio communication system.
Establish a Cohesive, Sustainable Community through Collaboration	<ul style="list-style-type: none"> • The FY2019 budget includes funding for VanGO fleet replacement. • The five year capital improvement program funds major school renovations for the Dr. Samuel Mudd Elementary, Eva Turner Elementary School, Benjamin Stoddert Middle School, and McDonough High School, as well as, the radio communication system. • Five year capital improvement program 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. • As result of the employee survey, funding for a Classification Compensation Study was included for FY2019.
Governance Leadership	<ul style="list-style-type: none"> • The FY2019 budget includes funding to redesign the new county website. • Human Resources adjusted funding from within their budget to create a full-time position to assist them with researching and staying current with Human Resources best practices and with the summer intern program. • New automation software programs were funded to improve efficiencies. • Impact of a reorganization from within Planning & Growth Management to support a high-performance, data -driven government. • Funding in the five year capital improvement program 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 2.9% to 3.6% in FY2019 to FY2023. For planning purposes, the property tax rate is assumed to stay constant in FY2019 to FY2023.



Income tax is the County's second largest revenue source. The FY2019 Adopted Budget is estimated to be 3% greater than the FY2018 Adopted Budget. The FY2019-FY2023 Income Tax revenue is estimated to increase by 4% in the out years due to increased wages and population growth in the County. It is assumed that the local income tax rate remains at 3.03% of an individual's Maryland taxable income. All other revenue sources are expected to grow at moderate rates. **Overall operating revenue** growth is expected to range from 3.1% to 3.3% between FY2020 to FY2023.

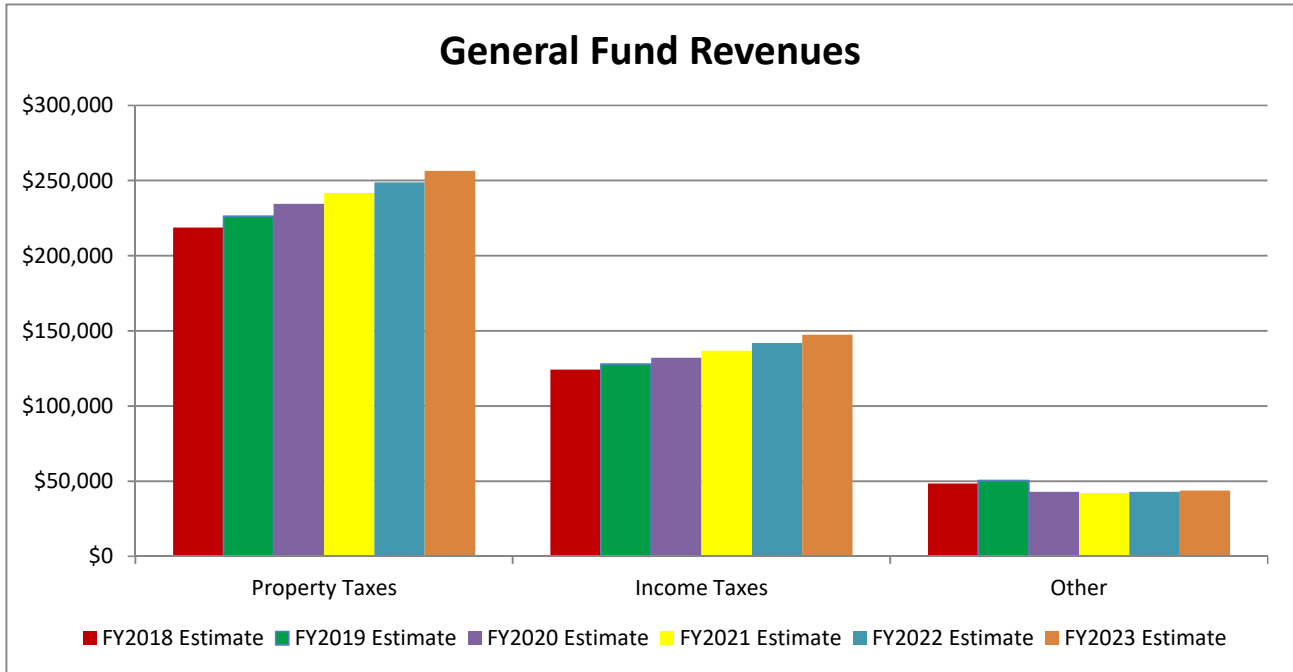
Total growth in **expenditures** is expected to range from 2.9% to 3.2% in the out years. Other exceptions to the principle of inflating the FY2019 adopted expenditure budgets are:

- **Board of Education:** In FY2020-FY2023 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 FY2020.
- **Debt Service:** The amount of operating revenues dedicated to debt service is currently 6.3%. FY2020-FY2023 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.
- **Other Post Employee Benefit (OPEB) Contribution:** Adheres to the strategic plan that calls for a yearly contribution of \$250,000 for FY2020-FY2021 and \$1 million per year contribution beginning in FY2022.

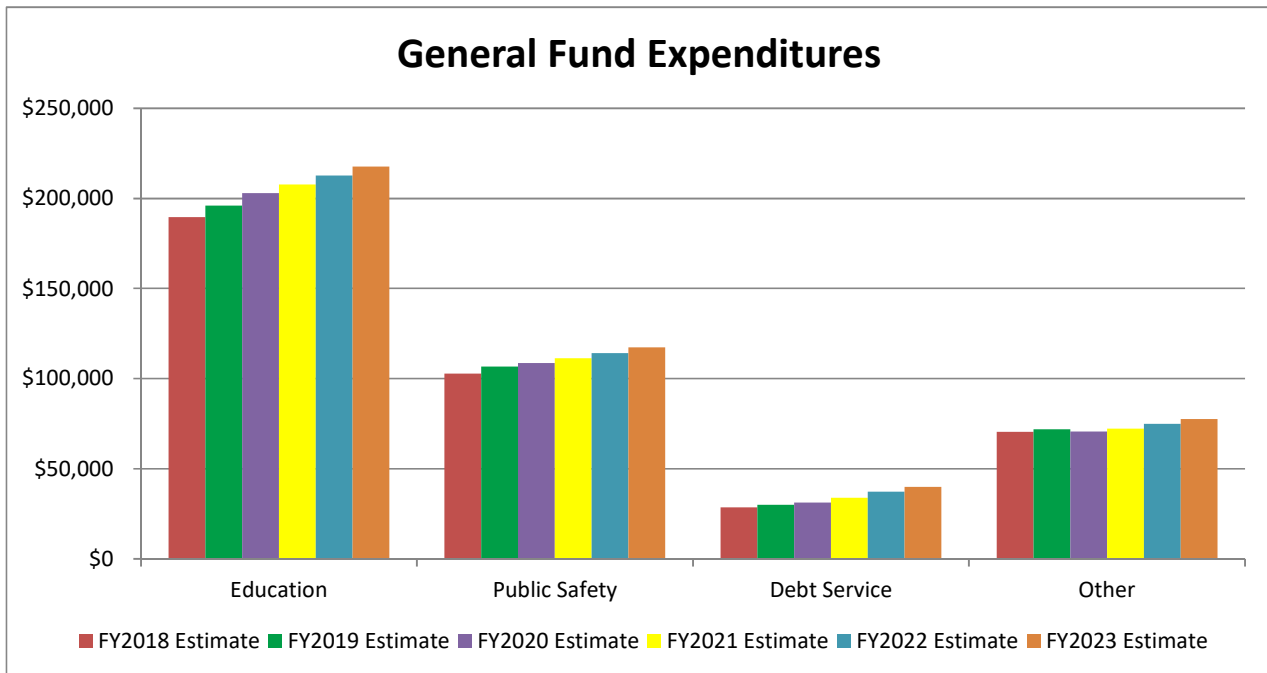
GENERAL FUND FIVE-YEAR PLAN

<i>(\$ in thousands)</i>	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
	Budget	Budget	Estimate	Estimate	Estimate	Estimate
<u>Revenues</u>						
Property Taxes	\$218,810	\$226,253	\$234,416	\$241,857	\$248,865	\$256,466
Income Taxes	124,210	127,940	132,098	136,721	141,849	147,522
Recordation Tax	11,490	12,761	12,916	13,070	13,225	13,379
Transfer Tax	5,060	5,678	5,747	5,816	5,884	5,953
Other Local Taxes	2,902	3,156	3,219	3,284	3,349	3,416
Service Charges	7,589	7,771	7,938	8,109	8,283	8,462
Intergovernmental	2,186	2,158	1,668	1,702	1,736	1,771
Licenses & Permits	1,079	1,078	1,099	1,121	1,144	1,166
Fines & Forfeitures	3,541	3,580	3,651	3,724	3,799	3,875
Rent/Miscellaneous	2,411	3,365	4,014	4,299	4,490	4,688
Operating Revenues	\$379,278	\$393,739	\$406,766	\$419,703	\$432,623	\$446,698
<i>Total Revenues % increase over prior year</i>		<i>3.8%</i>	<i>3.3%</i>	<i>3.2%</i>	<i>3.1%</i>	<i>3.3%</i>
<u>Expenditures</u>						
Education	\$189,580	\$196,123	\$202,896	\$207,824	\$212,753	\$217,684
Public Safety	102,851	106,721	108,639	111,328	114,108	117,461
Debt Service	28,584	29,957	31,353	33,987	37,328	40,020
Public Works	14,987	15,408	16,003	16,318	16,646	16,982
Fiscal & Administrative Services	6,664	6,952	7,056	7,213	7,376	7,544
Community Services	2,267	2,582	2,655	2,720	2,788	2,858
Recreation, Parks and Tourism	8,013	8,605	8,834	9,168	9,397	9,622
Planning & Growth Management	6,764	7,246	7,237	7,433	7,638	7,848
General Government	18,629	19,791	20,316	21,132	22,726	24,345
Health & Social Services	4,662	4,646	4,650	4,653	4,657	4,660
Conservation of Natural Resources	682	668	683	697	712	728
Economic Development	1,995	1,932	1,968	2,005	2,043	2,082
Reserve for Contingency	972	359	200	200	200	200
Total Expenditures	\$386,650	\$400,989	\$412,490	\$424,679	\$438,372	\$452,034
<i>Total Expenditures % increase over prior year</i>		<i>3.7%</i>	<i>2.9%</i>	<i>3.0%</i>	<i>3.2%</i>	<i>3.1%</i>
Operating Surplus/(Deficit)	(\$7,372)	(\$7,251)	(\$5,724)	(\$4,976)	(\$5,750)	(\$5,336)
<u>Financing Sources / (Uses)</u>						
Source: Fund Transfers In	3,957	5,438	2,310	1,000	1,000	1,000
Source: Lease Proceeds	3,934	0	0	0	0	0
Source: Fund Balance Appropriation	4,283	5,483	295	0	0	0
Use: Watershed Fund Subsidy	(550)	(550)	(550)	(550)	(550)	(550)
Use: Lease Purchase	(3,934)	0	0	0	0	0
Use: Capital Projects	(318)	(3,120)	(576)	(281)	(281)	(281)
Projected Surplus/(Deficit)	\$0	\$0	(\$4,245)	(\$4,807)	(\$5,581)	(\$5,167)

GENERAL FUND FIVE-YEAR PLAN



Tax Revenue from Property and Income are the primary contributors now and in the foreseeable future.



The current budget can be broken down as approximately 48% Education, 26% Public Safety, 7% Debt Service, and the remaining 18% for all other functions.

GENERAL FUND DEBT AFFORDABILITY

Debt Affordability represents the marginal amount of long term debt that can be added to current debt and still maintain a reasonable ratio of annual principal and interest expenditures to total operating revenue, exclusive of additional revenue sources. Per the County's Debt Policy, the five-year financial plan will help determine the amount of debt that can be issued while maintaining a debt service ratio to the operating revenues of less than 8%. The current tax structure is assumed in estimating future year revenues.

New bond issue with a : 15 year term and interest rates of:

3.64% 3.71% 3.77% 3.82% 3.87%

(\$ in thousands)

HOW MUCH CAN WE AFFORD?	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY19-FY23
Affordable Bond Issue	\$36,567	\$14,375	\$17,276	\$17,828	\$52,122		\$138,168
FY19-FY23 CIP	(32,340)	(44,817)	(35,324)	(16,981)	(8,015)		(137,477)
Variance per Fiscal Year (Affordable vs. Requested)	\$4,227	(\$30,442)	(\$18,048)	\$847	\$44,107		\$691

ADDITIONAL AFFORDABLE DEBT

How we calculate the additional affordable debt:

Total Operating Revenue Projection	\$393,739	\$406,766	\$419,703	\$432,623	\$446,698	\$461,308
Less: Dedicated Revenues	(4,194)	(4,280)	(4,357)	(4,503)	(4,543)	(4,483)
Total Adjusted Operating Revenues	\$389,545	\$402,486	\$415,346	\$428,119	\$442,155	\$456,825
Multiply the Adjusted Operating Revenue by % of Debt Policy Target:	6.3%	7.1%	7.2%	7.3%	7.5%	7.6%
Subtotal	\$24,438	\$28,536	\$29,959	\$31,407	\$32,981	\$34,637
Dedicated Stadium & Courthouse Rent	713	713	713	713	713	653
Total Available for Debt Service Payments	\$25,151	\$29,249	\$30,672	\$32,121	\$33,694	\$35,291

Subtract: Existing Obligations and Future Planned Debt-

Existing Debt Service	\$24,696	\$23,806	\$22,890	\$21,762	\$20,904	\$17,890
Approved debt not issued	455	2,327	3,450	4,576	5,447	5,447
FY19 Annual Debt Service from Debt Affordability Model			3,116	3,116	3,116	3,116
FY20 Annual Debt Service from Debt Affordability Model				1,217	1,217	1,217
FY21 Annual Debt Service from Debt Affordability Model					1,450	1,450
FY22 Annual Debt Service from Debt Affordability Model						1,559

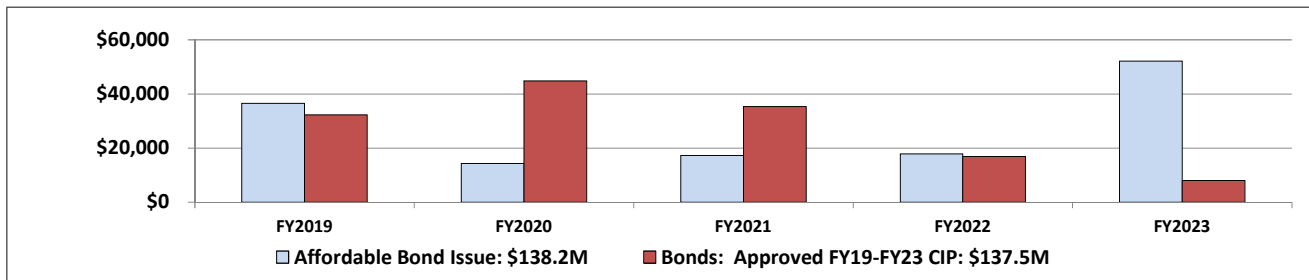
Total Debt Service Payments	\$25,151	\$26,134	\$29,455	\$30,670	\$32,135	\$30,680
Amount of Funds Available for New Debt	\$0	\$3,116	\$1,217	\$1,450	\$1,559	\$4,611

The annual debt service, reported one line above, would fund a bond issue in the amount of:

Affordable Bond Issue	\$36,567	\$14,375	\$17,276	\$17,828	\$52,122	FY19-FY23
						\$138,168

(Note: Bond Issues are estimated based on the Amount of Funds Available for New Debt in the subsequent year.)

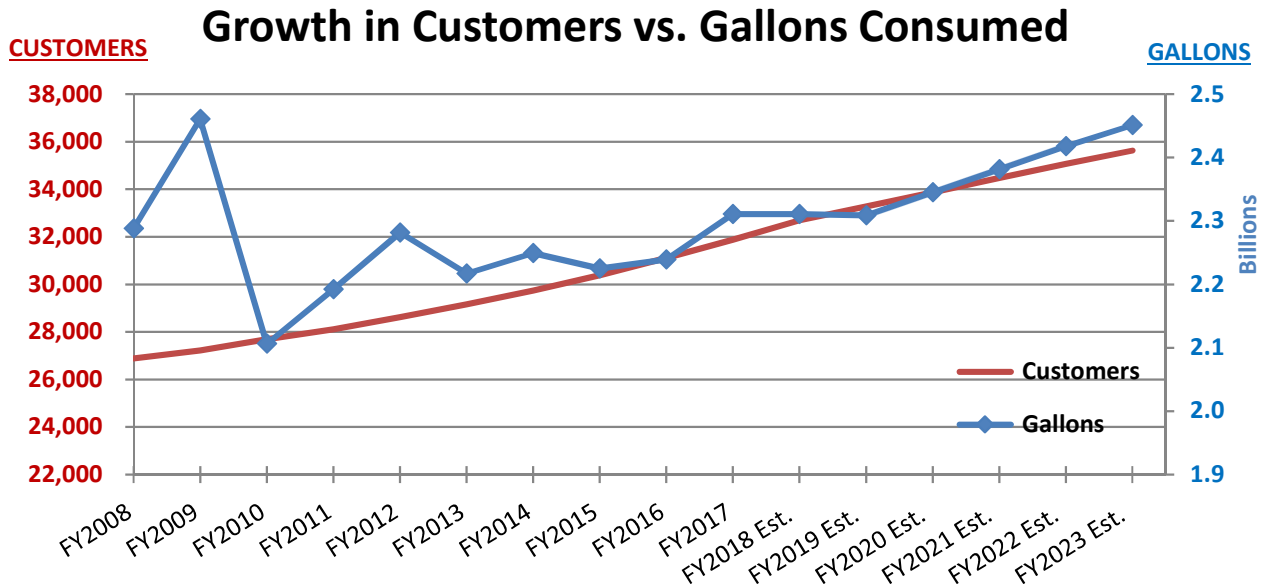
FY19-FY23 APPROVED CIP BOND FUNDING:	FY2019	FY2020	FY2021	FY2022	FY2023	FY19-FY23
Board of Education	\$5,138	\$13,054	\$14,422	\$2,412	\$600	\$35,626
College of Southern Maryland.....	5,036	3,552	0	0	0	8,588
General Government.....	14,936	22,191	13,025	9,429	2,519	62,100
Parks.....	80	98	189	738	486	1,591
Transportation.....	7,150	5,922	7,688	4,402	4,410	29,572
Total Approved CIP Bond Funding	\$32,340	\$44,817	\$35,324	\$16,981	\$8,015	\$137,477



WATER & SEWER FUND FIVE-YEAR PLAN

Water & Sewer Fund:

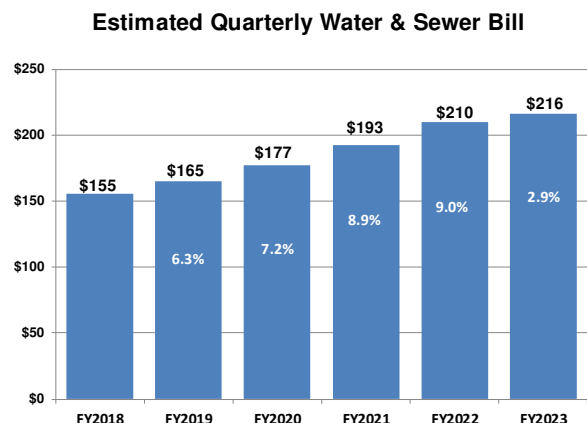
This fund is used to manage all water and sewer operations within the County. These efforts are supported primarily by user fees, connection fees, and front foot fees. The assumptions for revenue estimates are based on trend, population growth, weather conditions, and customer demand. The annual user fee revenue budget is based on an average flow per customer. The FY2019 budget was based on 146 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 1.8% per year from FY2019 to FY2023. For planning purposes, the water rate, sewer rate, and customer account fee are assumed to remain constant.



This graph depicts that while growth in customers has remained consistent, growth in consumption has fluctuated mainly due to water conservation and weather conditions. Future growth in consumption is expected to keep pace with the growth in customers.

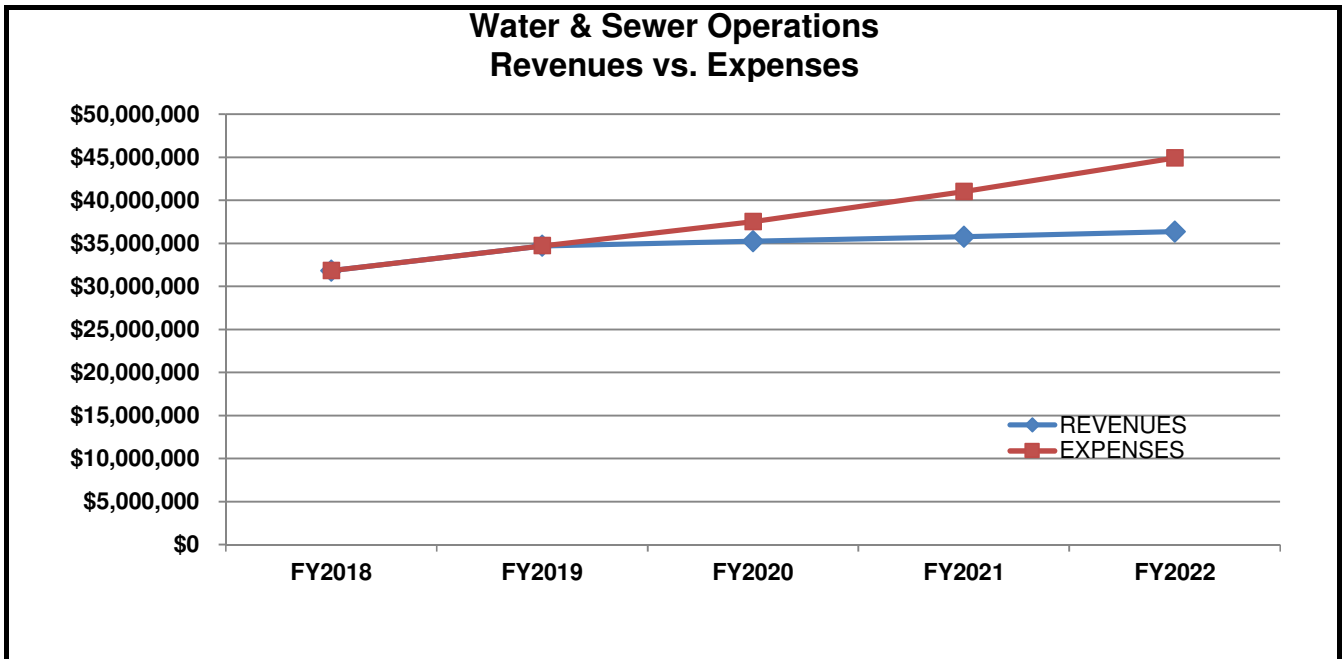
As for expenditures, in addition to inflating the baseline budget, operating expense estimates take into consideration the funding needs involving enterprise fund capital projects, the impact from customer growth, and future project operating costs. Future rate adjustments are calculated on a break-even basis and recommended to the Commissioners so current decisions regarding programs and infrastructures can be quantitatively measured for future fiscal impact.

The model on the next page shows expenditures out pacing revenues. The average gallons per day are assumed to remain at 146 gallons. Fee increases will be needed in future years in order to fund the existing program and absorb the debt service and operating impact related to capital projects placed in service, such as a new well or treatment plant. Over the next five fiscal years, the combined average water and sewer bill increase is projected to range from 2.9% to 9.0%. 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

	FY2018 Budget	FY2019 Budget	FY2020 Estimate	FY2021 Estimate	FY2022 Estimate	FY2023 Estimate
WATER						
Revenues	\$11,096,200	\$11,930,900	\$12,140,500	\$12,339,200	\$12,559,500	\$12,767,100
Expenses	(11,096,200)	(11,930,900)	(12,764,200)	(13,606,900)	(14,496,500)	(15,043,400)
Income/(Loss)	\$0	\$0	(\$623,700)	(\$1,267,700)	(\$1,937,000)	(\$2,276,300)
<i>Estimated Annual Rate Increase</i>		4.1%	5.5%	5.0%	5.0%	2.3%
SEWER						
Revenues	\$20,722,500	\$22,776,100	\$23,094,100	\$23,426,800	\$23,805,000	\$24,170,300
Expenses	(20,722,500)	(22,776,100)	(24,763,700)	(27,402,400)	(30,409,100)	(31,984,800)
Net Income/(Loss)	\$0	\$0	(\$1,669,600)	(\$3,975,600)	(\$6,604,100)	(\$7,814,500)
<i>Estimated Annual Rate Increase</i>		8.4%	9.1%	11.2%	11.2%	4.3%



NOTE: Revenues assume FY2019 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.

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Marginal Revenue generated from a one cent rate adjustment:	\$22,991	\$23,364	\$23,736	\$24,107	\$24,452

PROJECT IMPACT ON WATER USER FEE:							Project Impact	
	Prior	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	on Rate	on Qtrly. Bill
DEBT SERVICE								
Automation & Technology Master Plan	923,000	923,000	923,000	1,053,800	1,184,500	1,184,500	48.4¢	\$6.37
Underground Infrastructure Repairs	182,900	182,900	182,900	246,500	310,100	373,700	15.3¢	\$2.01
South County Water Transmission Main	216,400	216,400	216,400	216,400	216,400	216,400	8.8¢	\$1.16
Satellite Water Facility Upgrades	116,700	116,700	156,300	222,800	285,700	348,700	14.3¢	\$1.87
Pinefield Water Tower Rehabilitation	57,400	57,400	57,400	145,700	145,700	145,700	6.0¢	\$0.78
Waldorf Fire House								
Water Tower Replacement	39,400	39,400	39,400	39,400	44,600	44,600	1.8¢	\$0.24
Settle Woods Water Tower Rehabilitation	32,800	32,800	32,800	60,200	60,200	60,200	2.5¢	\$0.32
Chapel Point/Bel Alton Water System & Tank	182,700	182,700	182,700	182,700	358,900	358,900	14.7¢	\$1.93
Contingency Inflation	0	0	1,100	24,900	69,300	87,200	3.6¢	\$0.47
Total Debt Service	\$1,751,300	\$1,751,300	\$1,792,000	\$2,192,400	\$2,675,400	\$2,819,900		
OPERATING								
Water Model Update	54,000	54,000	54,000	54,000	54,000	54,000	0.0¢	\$0.00
Total Operating Costs	\$54,000	\$54,000	\$54,000	\$54,000	\$54,000	\$54,000		
Total Cost per Year:	\$1,805,300	\$0	\$40,700	\$400,400	\$483,000	\$144,500	\$1.15	\$15.15
FY19-FY23 Cumulative Cost:		\$1,805,300	\$1,846,000	\$2,246,400	\$2,729,400	\$2,873,900		

Required CIP Water Rate Adjustment Per Year:

	Prior	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Impact on Rate
Rate Adjustment per Year *	76.2¢	0.0¢	0.7¢	15.7¢	18.6¢	4.3¢	\$1.15
<i>Estimated % change due to CIP:</i>		<i>0.0%</i>	<i>0.9%</i>	<i>20.4%</i>	<i>20.1%</i>	<i>3.9%</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 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
Marginal Revenue generated from a one cent rate adjustment:	\$23,144	\$23,499	\$23,855	\$24,209	\$24,538

PROJECT IMPACT ON SEWER USER FEE:							Project Impact	
	Prior	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	on Rate	on Qtrly. Bill
DEBT SERVICE								
Automation & Technology Master Plan	923,000	923,100	923,100	1,053,900	1,184,600	1,184,600	48.3¢	\$6.34
Influent/Effluent Pump Station	467,200	467,200	543,700	543,700	543,700	543,700	22.2¢	\$2.91
MWWTP Electrical System Replacement	230,000	230,000	230,000	312,300	394,600	394,600	16.1¢	\$2.11
MWWTP Flow Equalization	430,500	430,500	430,500	430,500	430,500	430,500	17.5¢	\$2.31
Mattawoman Infiltration and Inflow	416,600	416,600	541,900	725,400	864,000	975,900	39.8¢	\$5.23
Mattawoman WWTP Automation	183,200	183,200	183,200	208,100	232,900	232,900	9.5¢	\$1.25
Pump Station Rehabs and Replacements	205,900	205,900	231,500	549,400	762,400	882,900	36.0¢	\$4.73
Satellite Wastewater Facility Upgrades	148,900	148,900	281,100	380,700	428,600	476,500	19.4¢	\$2.55
MWWTP Clarifier and Thickener Repairs	149,100	149,100	149,100	221,100	293,100	293,100	11.9¢	\$1.57
MWWTP Utility Water System Evaluation & Improvement	55,500	55,500	55,500	77,700	100,000	100,000	4.1¢	\$0.54
Zekiah Pump Station Upgrade	11,700	11,700	11,700	20,400	29,100	37,800	1.5¢	\$0.20
Zekiah Pump Station Forcemain	18,000	18,000	18,000	26,700	43,400	43,400	1.8¢	\$0.23
Zekiah Interceptor Sewer Upgrades	40,100	40,100	40,100	51,700	51,700	51,700	2.1¢	\$0.28
Cliffton WWTP Improvements	283,200	283,200	283,200	467,000	650,800	650,800	26.5¢	\$3.48
MWWTP Primary Clarifiers #1-4	0	0	0	5,600	10,300	66,600	2.7¢	\$0.36
MWWTP Septage Receiving Facility	4,300	4,300	4,300	13,700	31,400	31,400	1.3¢	\$0.17
Swan Pt. WWTP Electrical & Control System Improvements	74,700	74,700	91,800	108,900	108,900	108,900	4.4¢	\$0.58
Post Office Road Sewer Capacity	53,900	53,900	53,900	164,600	275,300	275,300	11.2¢	\$1.47
Sewer Easement Study & Acquisition	29,100	29,100	29,100	41,500	41,500	41,500	1.7¢	\$0.22
Cobb Island Septic Tank Effluent Pump	0	0	52,900	180,400	191,000	191,000	7.8¢	\$1.02
Contingency Inflation	0	0	12,800	103,500	213,200	262,200	10.7¢	\$1.40
Total Debt Service	\$3,724,900	\$3,725,000	\$4,167,400	\$5,686,800	\$6,881,000	\$7,275,300		
OPERATING								
Sewer Model Update	94,600	87,000	56,700	56,700	56,700	56,700	0.0¢	\$0.00
Sewer Pump Station Capacity Study	0	0	0	84,500	0	0	0.0¢	\$0.00
Contingency Inflation	0	0	0	8,000	0	0	0.0¢	\$0.00
Total Operating Costs	\$94,600	\$87,000	\$56,700	\$149,200	\$56,700	\$56,700		
Total Cost per Year:	\$3,819,500	(\$7,500)	\$412,100	\$1,611,900	\$1,101,700	\$394,300	\$2.96	\$38.96
FY19-FY23 Cumulative Cost:		\$3,812,000	\$4,224,100	\$5,836,000	\$6,937,700	\$7,332,000		

Required CIP Sewer Rate Adjustment Per Year:

	Prior	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Impact on Rate \$2.96
Rate Adjustment per Year	\$1.61	-0.3¢	16.7¢	64.5¢	42.2¢	12.3¢	
<i>Estimated % change due to CIP:</i>		<i>-0.2%</i>	<i>10.4%</i>	<i>36.4%</i>	<i>17.4%</i>	<i>4.3%</i>	

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 expansion was completed in 2015 and it is estimated that it will be full during FY2022. The FY2019-FY2023 Capital Improvement Program includes funding to construct a Waste Transfer Station at the landfill which will allow for disposal options outside of our jurisdiction. This should extend the life of the landfill beyond Fiscal Year 2038. The landfill is approximately 62% 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 FY2019-FY2023 billable tonnage received at the Landfill is estimated to range between 98,000 tons and 102,000 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 2018 Adopted	FY 2019 Adopted	FY 2020 Estimated	FY 2021 Estimated	FY 2022 Estimated	FY 2023 Estimated
Revenues						
Operating Revenues	\$7,391,100	\$7,492,400	\$7,583,000	\$7,673,600	\$7,764,200	\$7,813,600
Fund Balance Reserves	645,000	520,000	845,500	708,700	123,000	114,000
Total Revenues	\$8,036,100	\$8,012,400	\$8,428,500	\$8,382,300	\$7,887,200	\$7,927,600
Expenses:						
Operating Expenses	7,285,600	7,377,000	7,489,900	7,631,100	7,776,300	7,883,700
Capital Outlay	671,000	526,200	845,500	708,700	123,000	114,000
Debt Service	79,500	109,200	291,900	539,200	722,400	711,500
Total Expenses	\$8,036,100	\$8,012,400	\$8,627,300	\$8,879,000	\$8,621,700	\$8,709,200
Surplus\Deficit:	\$0	\$0	(\$198,800)	(\$496,700)	(\$734,500)	(\$781,600)

Estimated Tipping Fee:	\$75	\$75	\$77	\$80	\$82	\$83
<i>Increase over FY2019 Adoption</i>		\$0	\$2	\$3	\$2	\$1
<i>% rate change</i>		<i>0.0%</i>	<i>2.7%</i>	<i>3.9%</i>	<i>2.5%</i>	<i>1.2%</i>

WATERSHED PROTECTION & RESTORATION FUND FIVE-YEAR PLAN

Watershed Protection & Restoration Fund:

The County's Watershed Protection and Restoration Fund is for implementation of local stormwater management plans and practices, and stream and wetland restoration activities. The fund covers related planning, mapping, monitoring, inspections, enforcement, operations and maintenance, public education and outreach, grants to non-profits, administrative costs, and debt service payments to cover the cost of capital improvements. Revenues to the fund are generated primarily by the Stormwater Remediation Fee, which is charged annually to each improved property within the County and accounts for 78% of revenues. The Stormwater Remediation fee was increased to \$61 in FY2019. The fee is established annually based on the estimated cost of various programs divided by the number of improved properties. Since Town of Indian Head and La Plata have their own stormwater fee for similar purposes, property owners within these town limits are not charged the county fee.

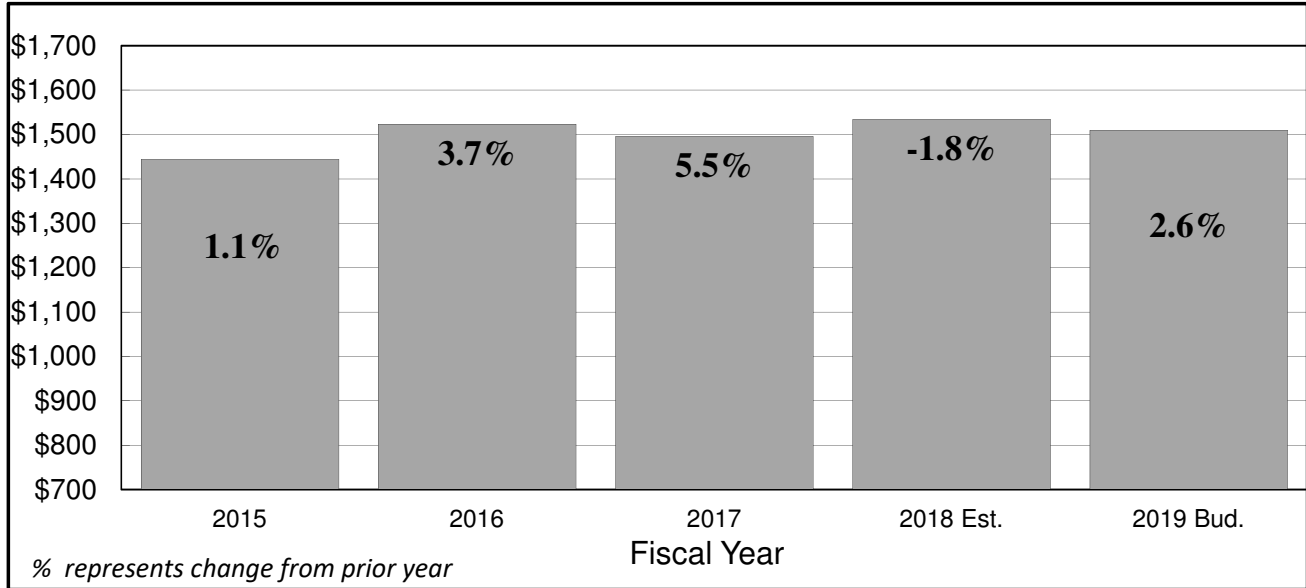
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
	Adopted	Adopted	Estimate	Estimate	Estimate	Estimate
Revenues						
Stormwater Remediation Fee	\$2,784,500	\$3,098,700	\$3,145,400	\$3,186,300	\$3,227,100	\$3,266,100
General Fund Subsidy	550,000	550,000	550,000	550,000	550,000	550,000
Miscellaneous	54,900	53,900	69,700	70,900	72,200	73,500
Fund Balance	170,000	117,000	70,000	74,000	0	0
Total Revenues	\$3,559,400	\$3,819,600	\$3,835,100	\$3,881,200	\$3,849,300	\$3,889,600
Expenses						
Salaries & Fringe	\$364,800	\$422,500	\$438,900	\$447,600	\$456,700	\$465,900
Operating	1,661,500	1,676,300	1,658,900	1,676,400	1,695,200	1,714,300
Debt	1,413,100	1,653,800	2,519,400	4,070,000	5,049,800	5,742,600
Capital Project Studies	120,000	67,000	70,000	74,000	0	0
Total Expenses	\$3,559,400	\$3,819,600	\$4,687,200	\$6,268,000	\$7,201,700	\$7,922,800
Surplus / (Deficit)	\$0	\$0	(\$852,100)	(\$2,386,800)	(\$3,352,400)	(\$4,033,200)
Stormwater Remediation Fee:	\$54	\$61				
\$1 on fee generates approximately:	\$51,664	\$50,894	\$51,564	\$52,234	\$52,904	\$53,543
Estimated Fee:			\$78	\$107	\$125	\$137
<i>Increase over FY 2019 adoption</i>			\$17	\$46	\$64	\$76

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

Revenues Per Capita

Comparison in Constant Dollars



Warning Trend: Decreasing net operating revenues per capita (constant dollars)

Formula: $\frac{\text{Gross operating revenues}}{\text{Population}}$

Fiscal Year:	2015	2016	2017	2018 Est.	2019 Bud.
Gross operating revenues	\$345,000,881	\$371,580,131	\$372,974,196	\$390,553,700	\$393,738,600
Consumer price index	155.0	156.3	158.1	159.4	160.7
Gross operating revenues (constant dollars)	\$222,613,529	\$237,742,814	\$235,867,789	\$244,999,895	\$245,061,066
Current population	154,172	156,118	157,705	159,700	162,318
Gross operating revenues per capita (constant dollars)	\$1,444	\$1,523	\$1,496	\$1,534	\$1,510

Description

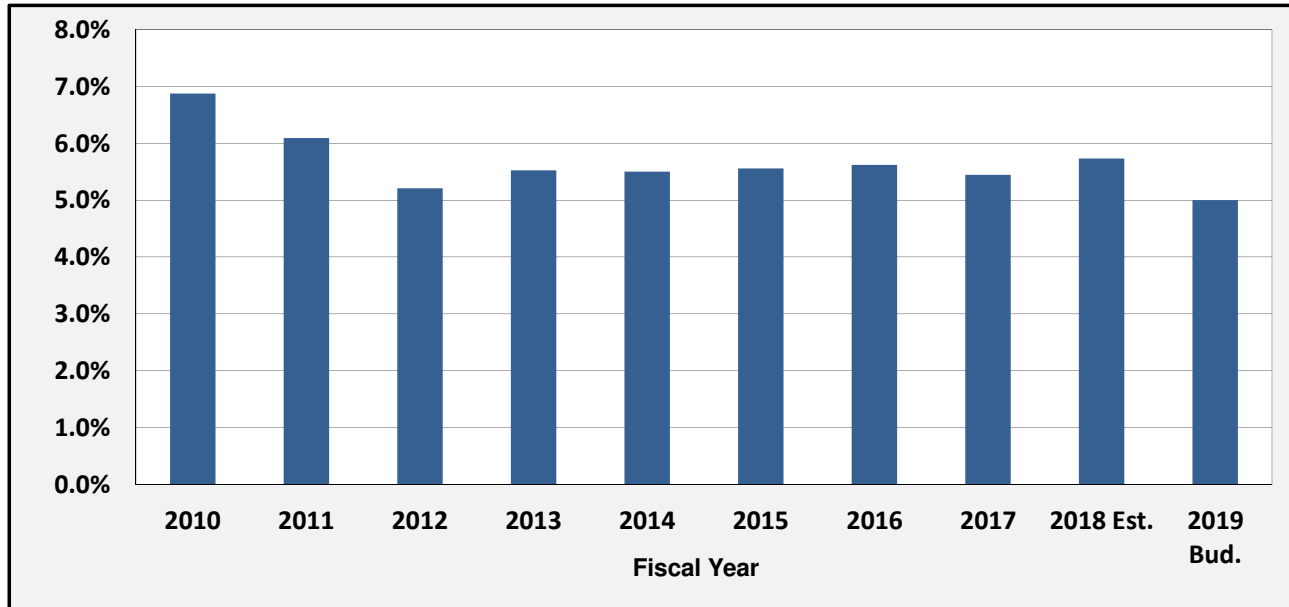
Examining per capita revenues shows changes in revenues relative to changes in population size and rate of inflation. As population increases, it might be expected that revenues and the need for services would increase proportionately, and therefore, that the level of per capita revenues would remain 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

Intergovernmental Revenues As a percent of Gross Operating Revenues



Warning Trend: Increasing amount of intergovernmental operating revenues as a percentage of gross operating revenues

Formula: $\frac{\text{Intergovernmental operating revenue}^*}{\text{Gross operating revenues}}$

Fiscal Year:	2015	2016	2017	2018 Est.	2019 Bud.
Intergovernmental operating revenues*	\$20,320,270	\$22,145,436	\$21,489,877	\$23,757,226	\$20,736,645
Gross operating revenues (General/Special Revenue)	\$365,321,152	\$393,725,567	\$394,464,073	\$414,310,926	\$414,475,245
Intergovernmental operating revenues as percent of gross operating income	5.6%	5.6%	5.4%	5.7%	5.0%

* Intergovernmental operating revenue includes general fund revenue and special revenue funds received to support various grant programs.

Description

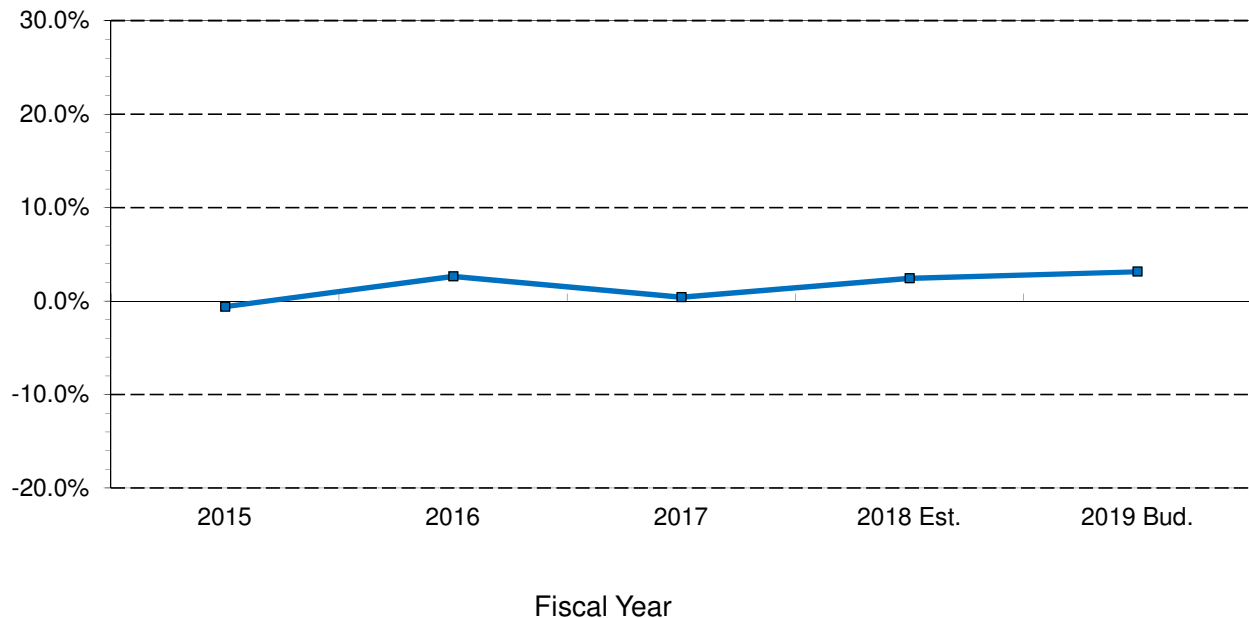
Intergovernmental revenues (revenues received from another governmental entity) are important because an over dependence on such revenues can be harmful to local jurisdictions and their ability to control revenue flows. The reduction of intergovernmental funds at the discretion of other governments leaves 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. The spike in FY2018 is primarily due to Emergency Management grants for one time items.

Revenue Indicator

Property Tax Revenue Growth Rate In Constant Dollars



Warning Trend: Decline in property tax revenues (constant dollars).

Formula: $\frac{\text{Property Tax Revenues}}{\text{(constant dollars)}}$

Fiscal Year:	2015	2016	2017	2018 Est.	2019 Bud.
Property Tax Revenues	\$200,502,004	\$207,506,311	\$210,805,080	\$217,656,200	\$226,252,800
Consumer price index	155.0	156.3	158.1	159.4	160.7
Property Tax Revenue in constant dollars	\$129,374,912	\$132,765,802	\$133,312,515	\$136,538,833	\$140,818,686
Growth rate in constant dollars	-0.6%	2.6%	0.4%	2.4%	3.1%

Description

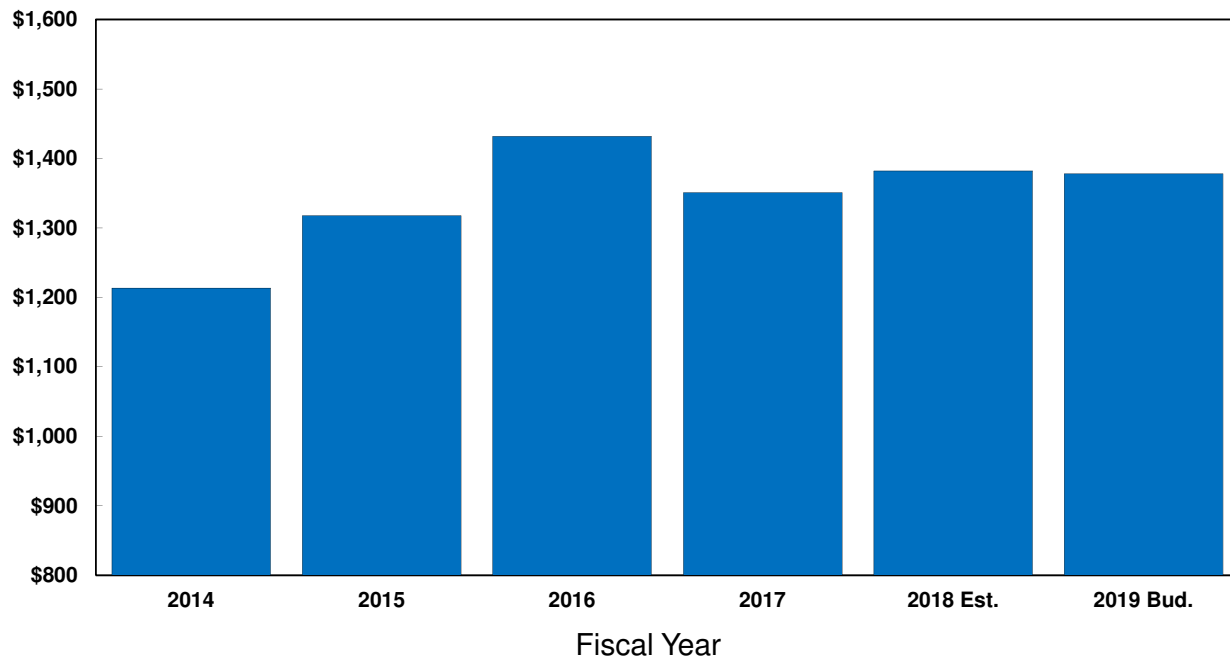
Property tax revenue should be considered separately from other revenue because it is the primary revenue source. A decline or diminished growth rate in property taxes may be a result of overall decline in property value, default in property tax payment, or inefficient assessment.

Comment

Tax rates have remained constant since FY2015. The County is starting to see a growth in revenues due to increased assessments.

Revenue Indicator

Average Income Tax Per Household In Constant Dollars



Warning Trend:

Decline in property tax revenues
(constant dollars)

Formula: $\frac{\text{Income Tax Revenues (constant dollars)}}{\text{Number of Households}}$

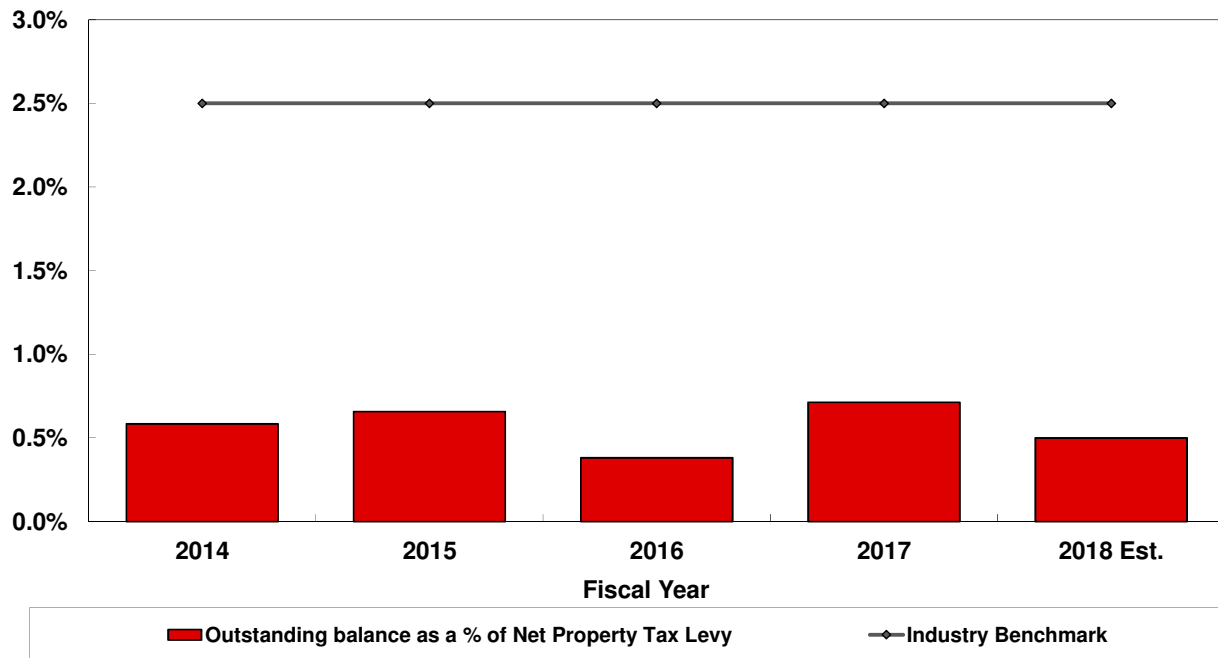
Fiscal Year:	2015	2016	2017	2018 Est.	2019 Bud.
Income Tax Revenues	\$109,709,956	\$123,429,876	\$119,349,494	\$125,258,200	\$127,940,000
Consumer price index	155.0	156.3	158.1	159.4	160.7
Income Tax Revenue (in constant dollars)	\$70,790,893	\$78,972,377	\$75,476,270	\$78,576,252	\$79,629,259
Households	53,741	55,166	55,887	56,860	57,792
Avg. Income Tax per Household (in constant dollars)	\$1,317	\$1,432	\$1,351	\$1,382	\$1,378

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 and FY2019.

Revenue Indicator

Uncollected Property Tax



Warning Trend: Increasing amount of uncollected property tax as a percentage of net property tax levy

Formula: $\frac{\text{Uncollected Property Tax}}{\text{Net Property Tax Levy}}$

Fiscal Year:	2014	2015	2016	2017	2018 Est.
Net Property Tax Levy	\$202,699,932	\$203,588,665	\$207,718,985	\$202,074,698	\$208,859,514
Current year tax levy outstanding at year end	\$1,182,617	\$1,336,527	\$791,242	\$1,441,512	\$1,044,298
Outstanding balance as a % of Net Property Tax Levy	0.6%	0.7%	0.4%	0.7%	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 government's economic health. Additionally, as uncollected property taxes rise, liquidity is decreased and there is less cash on hand to pay bills or invest.

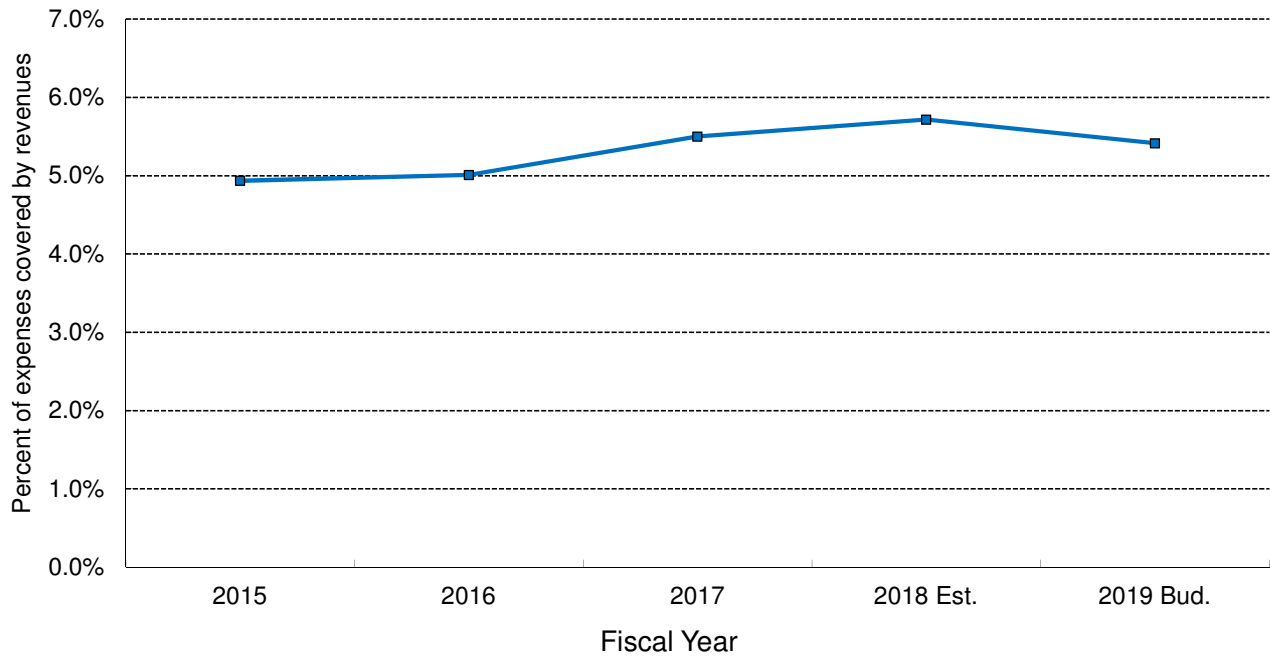
Comment

The County's ability to conduct tax sales and assess liens coupled with the ability of the majority of its citizens to pay for the tax levy are the most significant factors contributing to an excellent collection rate.

Uncollected property tax revenue has ranged from 0.4% to 0.7% in recent years which is well below the industry benchmark.

Revenue Indicator

User Charge Coverage



Warning Trend: Decreasing revenues from user charges as a percent of total expenditures for related service.

Formula: $\frac{\text{Revenues from User Charges}}{\text{Expenses for Related Services}}$

Fiscal Year:	2015	2016	2017	2018 Est.	2019 Bud.
General Fund License & Permit/ Service Fee Revenue	\$7,032,980	\$7,344,640	\$7,965,892	\$8,634,200	\$8,848,100
General Fund Expense (excludes transfers & debt service)	\$142,511,990	\$146,544,112	\$144,847,248	\$151,008,500	\$163,396,600
Percent of expenses covered by revenues	4.9%	5.0%	5.5%	5.7%	5.4%

Description

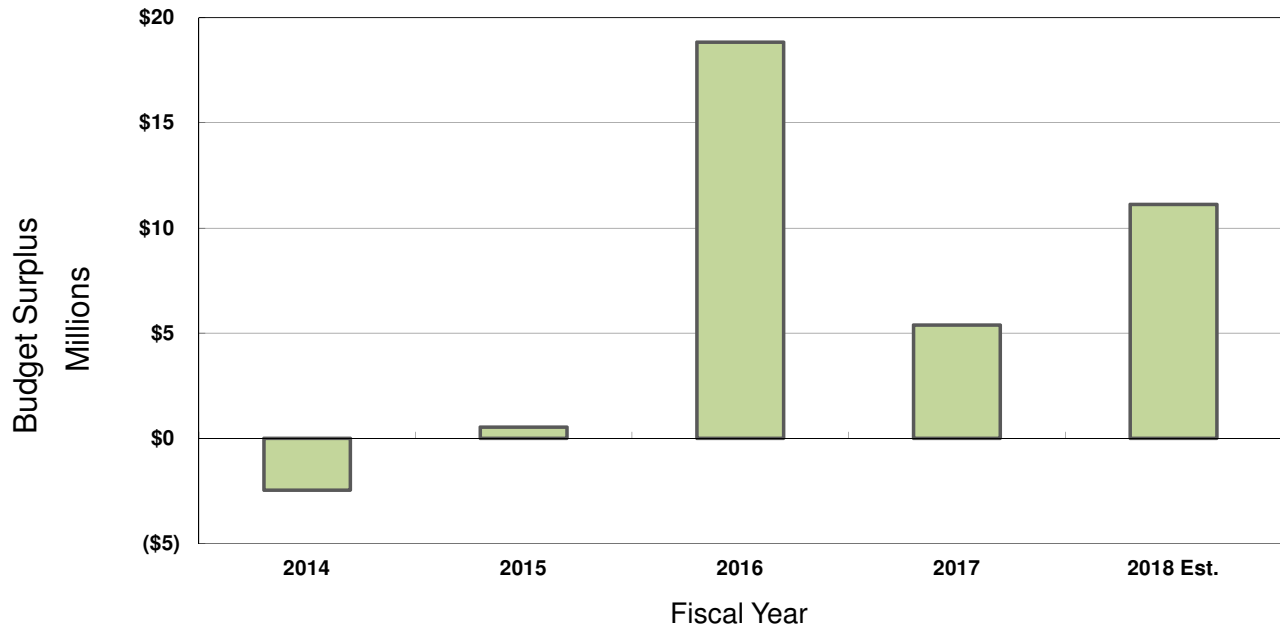
The term user charge coverage refers to whether fees and charges cover the entire cost of providing a service. This indicator focuses only on general fund programs and not on enterprise or special revenue fund services. As coverage declines, the burden on other revenues to support the services increases. 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. FY2018 and FY2019 user charge coverage remains consistent.

Revenue Indicator

General Fund Operating Revenues Budget Surplus (Deficit)



Warning Trend: Increase in revenue shortfalls as a percent of actual operating revenues.

Formula: $\frac{\text{Revenue Shortfalls}}{\text{Gross Operating Revenue}}$

Fiscal Year:	2014	2015	2016	2017	2018 Est.
Actual Gross Operating Revenues	\$327,670,516	\$345,000,881	\$371,580,131	\$372,974,196	\$390,553,700
Amended Budgeted Operating Revenues	\$330,143,610	\$344,470,220	\$352,743,090	\$367,592,910	\$379,429,650
Revenue (Shortfall)/Surplus	(\$2,473,094)	\$530,661	\$18,837,041	\$5,381,286	\$11,124,050
Revenue Variance as a % of Gross Operating Revenues	-0.8%	0.2%	5.1%	1.4%	2.8%

Description

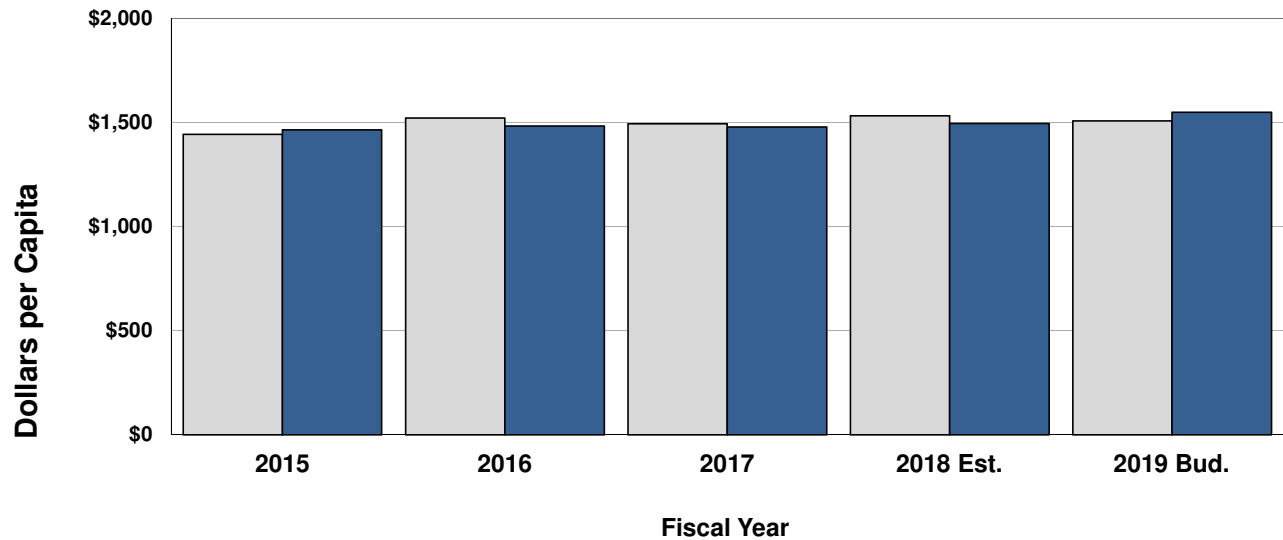
This indicator examines the differences between revenue estimates and revenues actually received during the fiscal year. Major discrepancies that continue year after year can indicate a declining economy, inefficient collection procedures, or inaccurate estimating techniques. If revenue shortfalls are increasing in frequency or size, a detailed analysis of each revenue should be made to pinpoint the source.

Comment

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 and Fiscal Year 2018 estimated revenues exceed budget primarily due to Recordation and Transfer Tax. Due to the volatility of these revenues, these budgets are set conservatively. Interest Income in Fiscal Year 2018 also performed better than estimated.

Revenue & Expenditure Indicator

Expenditures Per Capita Comparison with Revenues per Capita



Warning Trend: Increasing net operating expenditures per capita.
(constant dollars)

Formula:
$$\frac{\text{Net operating \& transfers (constant dollars)}}{\text{Population}}$$

Fiscal Year:	2015	2016	2017	2018 Est.	2019 Bud.
Net operating expenditures/transfers	\$350,435,978	\$362,287,306	\$369,021,198	\$380,888,300	\$404,300,500
Consumer price index	155.0	156.3	158.1	159.4	160.7
Expenditures (constant dollar)	\$226,120,552	\$231,797,118	\$233,367,924	\$238,936,652	\$251,634,743
Per capita expenditures (constant dollars)	\$1,467	\$1,485	\$1,480	\$1,496	\$1,550
Gross operating revenues per capita	\$1,444	\$1,523	\$1,496	\$1,534	\$1,510
Estimated population	154,172	156,118	157,705	159,700	162,318
Estimated households	53,741	55,166	55,887	56,860	57,792
Household per capita expenditures	\$4,208	\$4,202	\$4,176	\$4,202	\$4,354

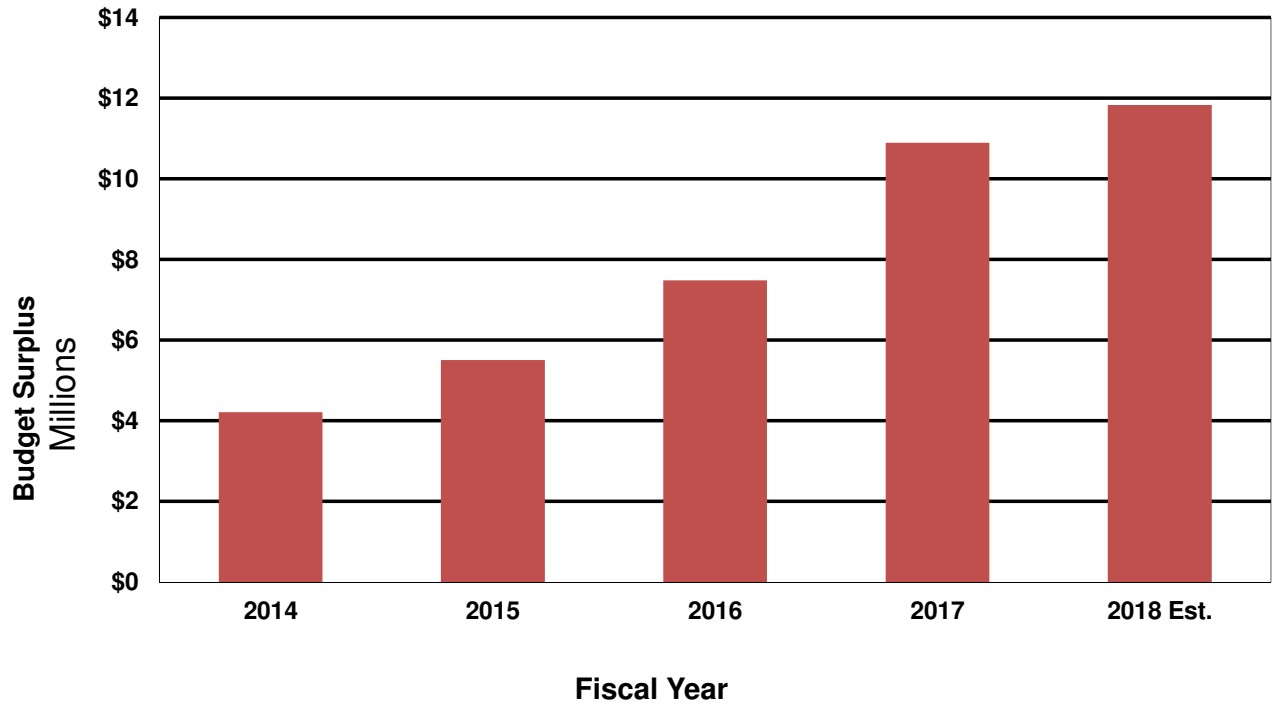
Description Changes in per capita expenditures reflect changes in expenditures relative to changes in population. Increasing per capita expenditures can indicate that the cost of providing services is outstripping the community's ability to pay, especially, if spending is increasing faster than the residents' 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 FY2019 to fund the County's top two priorities: Education and Public Safety.

Expenditure Indicator

General Fund Expenditure Variance Budget Surplus (Deficit)



Formula: $\frac{\text{Expenditure Variance}}{\text{Gross Operating Expenditure}}$

Fiscal Year:	2014	2015	2016	2017	2018 Est.
Actual Expenditures	\$335,440,222	\$350,435,978	\$362,287,306	\$369,021,198	\$380,888,300
Amended Budgeted Expenditures	\$339,660,600	\$355,948,330	\$369,775,930	\$379,922,130	\$392,724,740
Budget Surplus/(Deficit)	\$4,220,378	\$5,512,352	\$7,488,624	\$10,900,932	\$11,836,440
Expenditure Variance as a % of Budget	1.2%	1.5%	2.0%	2.9%	3.0%

Description

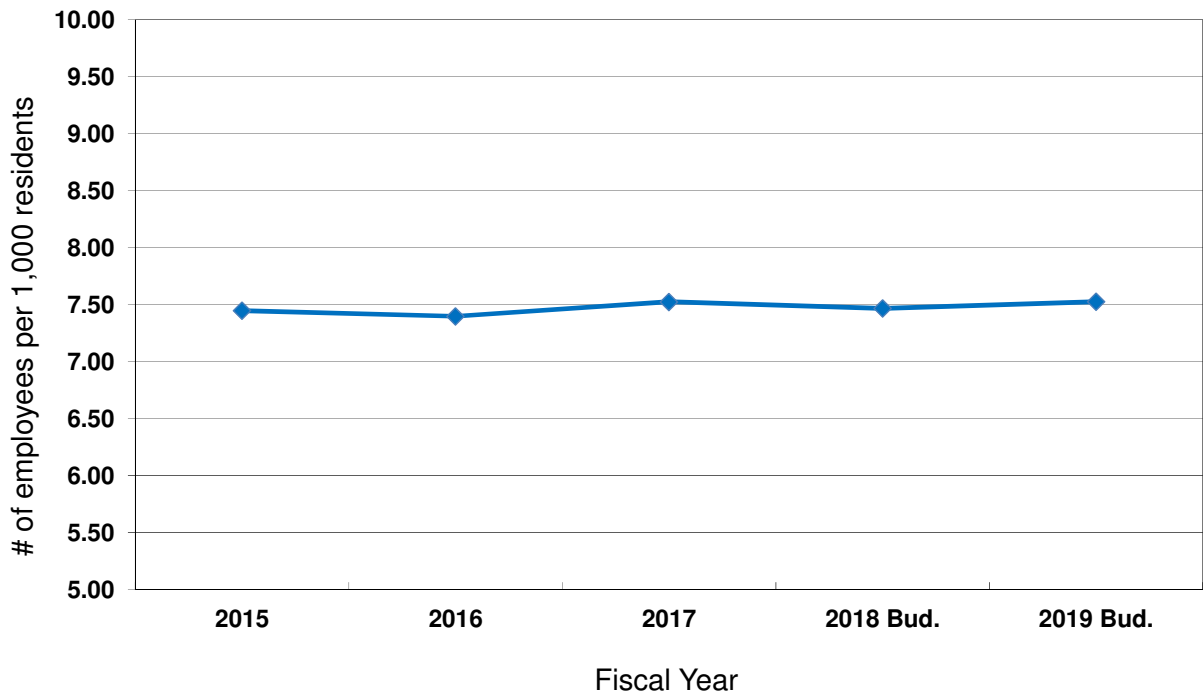
This indicator examines the differences between expenditure estimates and expenditures actually incurred during the fiscal year.

Comment

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. Budget surpluses in FY2015 through estimated FY2018 were generated by a general overall under spending of operating budgets without specific budget actions required.

Expenditure Indicator

General & Special Revenue Fund Employees Per Capita



Warning Trend: Increasing number of employees per capita.

Formula:

$$\frac{\text{\# of General \& Special Revenue Fund Employees}}{\text{Population}}$$

Fiscal Year:	2015	2016	2017	2018 Bud.	2019 Bud.
Number of Full Time Employees*	1,148	1,155	1,187	1,193	1,222
Population	154,172	156,118	157,705	159,700	162,318
# of county employees per capita	0.0074	0.0074	0.0075	0.0075	0.0075

* excludes Enterprise funded positions which are self-supporting.

Description

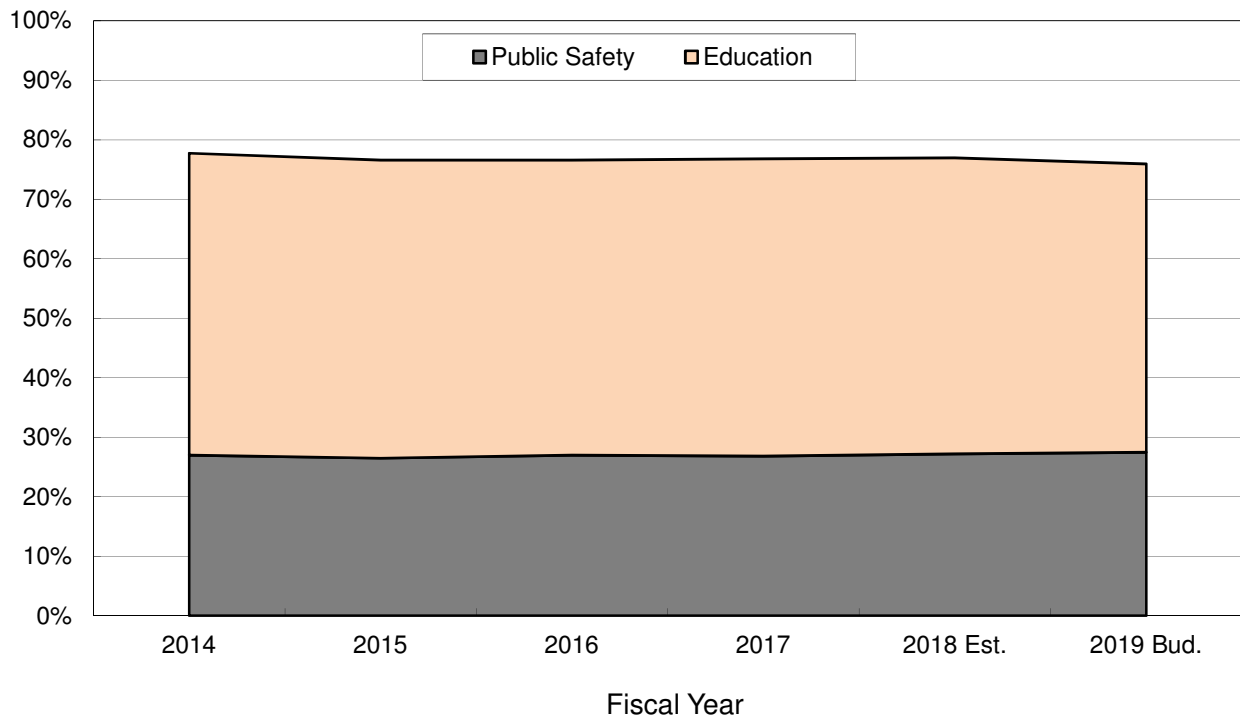
Personnel costs are a major portion of a local government's operating budget, therefore, tracking changes in the number of employees per capita is a good way to measure changes in expenditures. An increase in employees per capita might indicate that expenditures are rising faster than revenues, that 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

Expenditures by Function



Warning Trend: Increasing operating expenditures for one function as a percentage of total net operating expenditures.

Formula: $\frac{\text{Operating expenditures per function}}{\text{Total net operating expenditures}}$

Fiscal Year	2015	2016	2017	2018 Est.	2019 Bud.
Education	\$175,587,302	\$179,754,815	\$184,550,730	\$189,533,300	\$196,122,500
% of Total Funds	50.1%	49.6%	50.0%	49.8%	48.5%
Public Safety	\$92,825,495	\$97,787,980	\$98,956,356	\$103,617,300	\$111,156,800
% of Total Funds	26.5%	27.0%	26.8%	27.2%	27.5%
Debt Service	\$21,308,243	\$24,244,424	\$27,520,895	\$27,641,800	\$29,956,800
% of Total Funds	6.1%	6.7%	7.5%	7.3%	7.4%
Remaining	\$60,714,938	\$60,500,086	\$57,993,216	\$60,095,900	\$67,423,100
% of Total Funds	17.3%	16.7%	15.7%	15.8%	16.7%
Total Funds:	\$350,435,978	\$362,287,306	\$369,021,198	\$380,888,300	\$404,659,200

Description

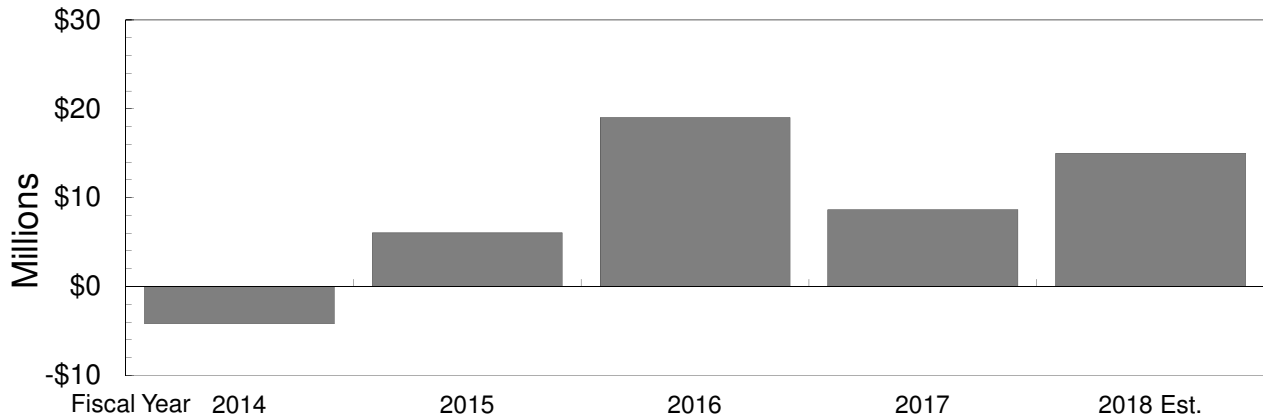
Expenditures by function represents the cost of government services by program. Often times it is also an indicator of the priority level of the government.

Comments

The County's top two priorities, Education and Public Safety, receive the largest share of the County dollar.

Operating Position Indicator

Operating Surplus/Deficit



Warning Trend: Increasing general fund operating deficits as a percent of operating revenues.

Formula:
$$\frac{\text{Operating Surplus (Deficit)}}{\text{Operating Revenues}}$$

CREDIT INDUSTRY BENCHMARKS- A credit-rating firm would regard a current-year operating deficit as a minor warning signal; funding practices and the reasons for the deficit would be carefully assessed before it would be considered a negative factor. The following situations, however, would be given considerably more attention and would probably be considered negative factors: (2) consecutive years of operating fund deficits or an operating fund deficit in (2) of the last (5) years or greater than that of the previous year.

Fiscal Year:	2014	2015	2016	2017	2018 Est.
General fund operating (deficits)/surplus	(\$4,179,607)	\$6,044,091	\$19,000,809	\$8,612,937	\$14,959,000
Gross operating revenues	\$327,670,516	\$345,000,881	\$371,580,131	\$372,974,196	\$390,553,700
General Fund operating surplus/deficits as a % of operating revenues	-1.3%	1.8%	5.1%	2.3%	3.8%

Description

An operating deficit occurs when current expenditures exceed current revenues. This may not mean that the budget will be out of balance ("budget deficit"), because reserves ("fund balances") from prior years can be used to cover the difference. It does mean, however, that during the current year, the government is spending more than it is receiving. This may be caused by an emergency (such as a natural catastrophe) requiring a large immediate expenditure, or the spending pattern may be part of a policy to use accumulated surplus fund balances. An operating deficit in any one year may not be cause for concern, but frequent and increasing deficits can indicate that the current revenues are not supporting current expenditures and that serious problems may lie ahead.

Budgetary analysis does not always reveal operating deficits because they can be temporarily financed by short-term loans or by accounting transactions that, for example, inappropriately accrue future revenues or transfer surplus fund balances from other funds. An analyst looking for operating deficits should consider each fund separately, so that a surplus in one fund cannot hide a deficit in another. Analyzing funds separately also helps to pinpoint emerging problems.

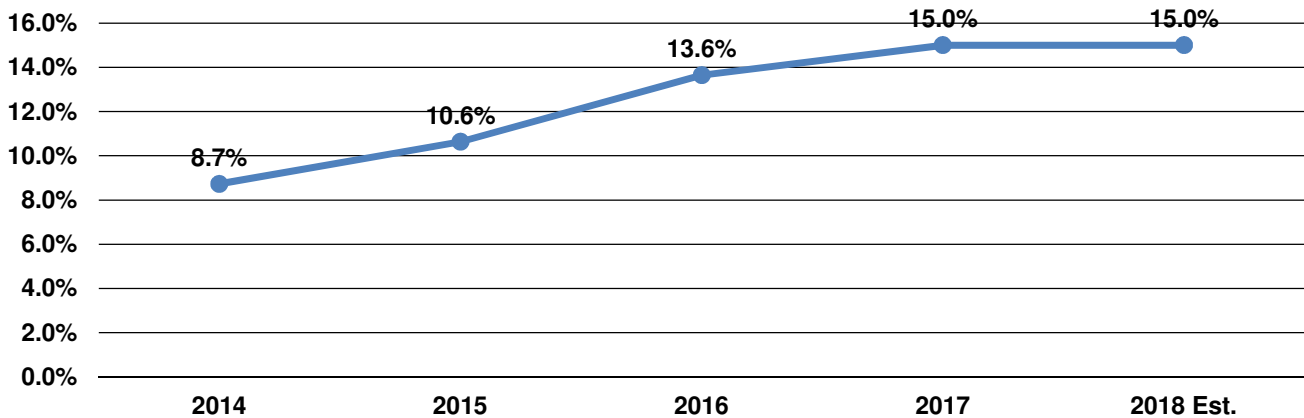
Comment

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 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 and FY2018 estimated surplus is due to conservative spending and recordation taxes/transfer taxes exceeding budget as these revenues are budgeted conservatively due to their volatile nature.

Operating Position Indicator

Fund Balance Policy

As a % of General Fund Operating Revenues



Warning Trend: Declining Fund Balances Policy reserve as a % of net operating revenues.

Formula: $\frac{\text{Fund Balance Policy}}{\text{Gross Operating Revenues}}$

Fiscal Year:	2014	2015	2016	2017	2018 Est.
Total Fund Balance	\$44,207,777	\$50,251,868	\$69,252,677	\$77,865,616	\$92,824,608
Fund Balance Policy	\$28,627,496	\$36,692,494	\$50,715,696	\$55,946,129	\$58,583,055
Other Committed	\$4,722,864	\$1,596,282	\$4,894,346	\$7,250,573	\$16,281,268
Nonspendable/ Restricted/Assigned	\$9,835,022	\$10,940,697	\$13,642,634	\$9,896,757	\$10,880,176
Unassigned	\$1,022,395	\$1,022,395	\$0	\$4,772,156	\$7,080,105
Gross operating revenues *	\$327,670,516	\$345,000,881	\$371,580,131	\$372,974,196	\$390,553,700
Fund Balance Policy as a % of General Fund Operating Revenues	8.7%	10.6%	13.6%	15.0%	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.

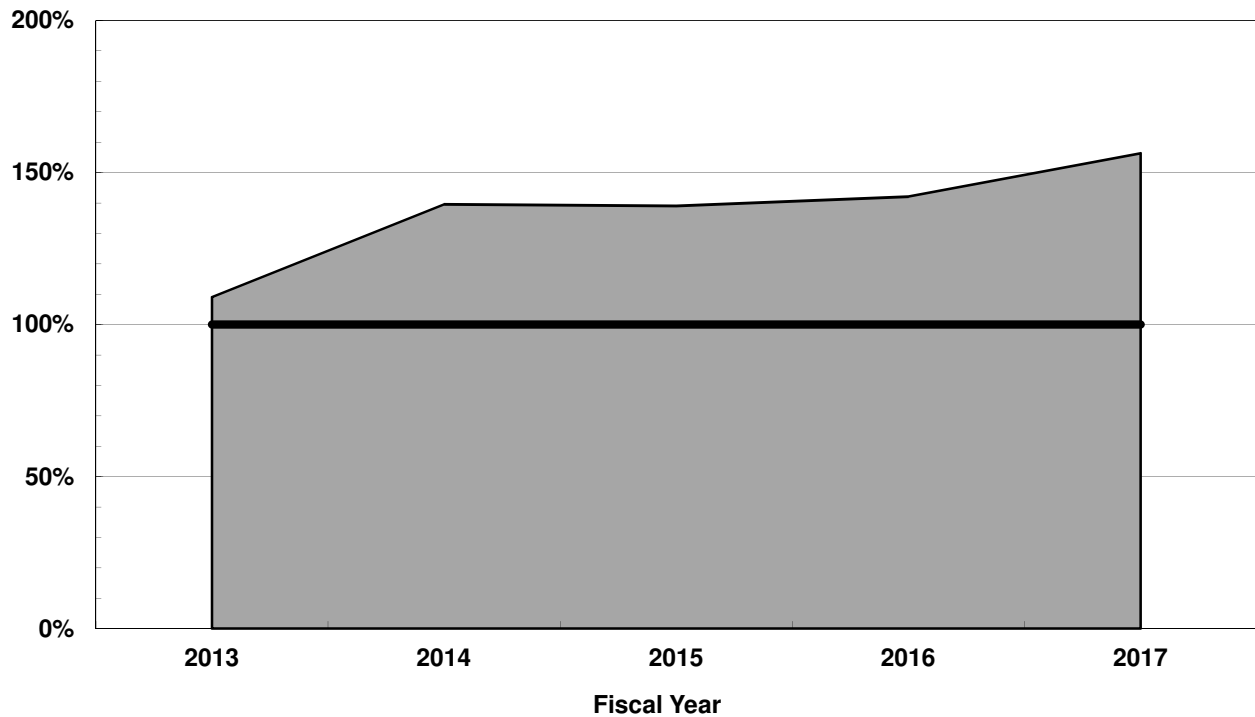
Comments

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 surplus in FY2017 and estimated for FY2018 has 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

General Fund Liquidity



Warning Trend: Decreasing amount of cash and short-term investments as a percentage of current liabilities.

Formula: $\frac{\text{Cash and Short-term Investments}}{\text{Current Liabilities}}$

Fiscal Year:	2013	2014	2015	2016	2017
Cash and Short Term Investments	\$120,106,784	\$96,824,805	\$114,685,794	\$161,040,860	\$186,157,276
Current Liabilities (excludes unearned revenues)	\$110,174,247	\$69,411,425	\$82,481,606	\$113,339,152	\$119,070,342
Cash and Short-term Investments as a percentage of Current Liabilities	109.0%	139.5%	139.0%	142.1%	156.3%

Description

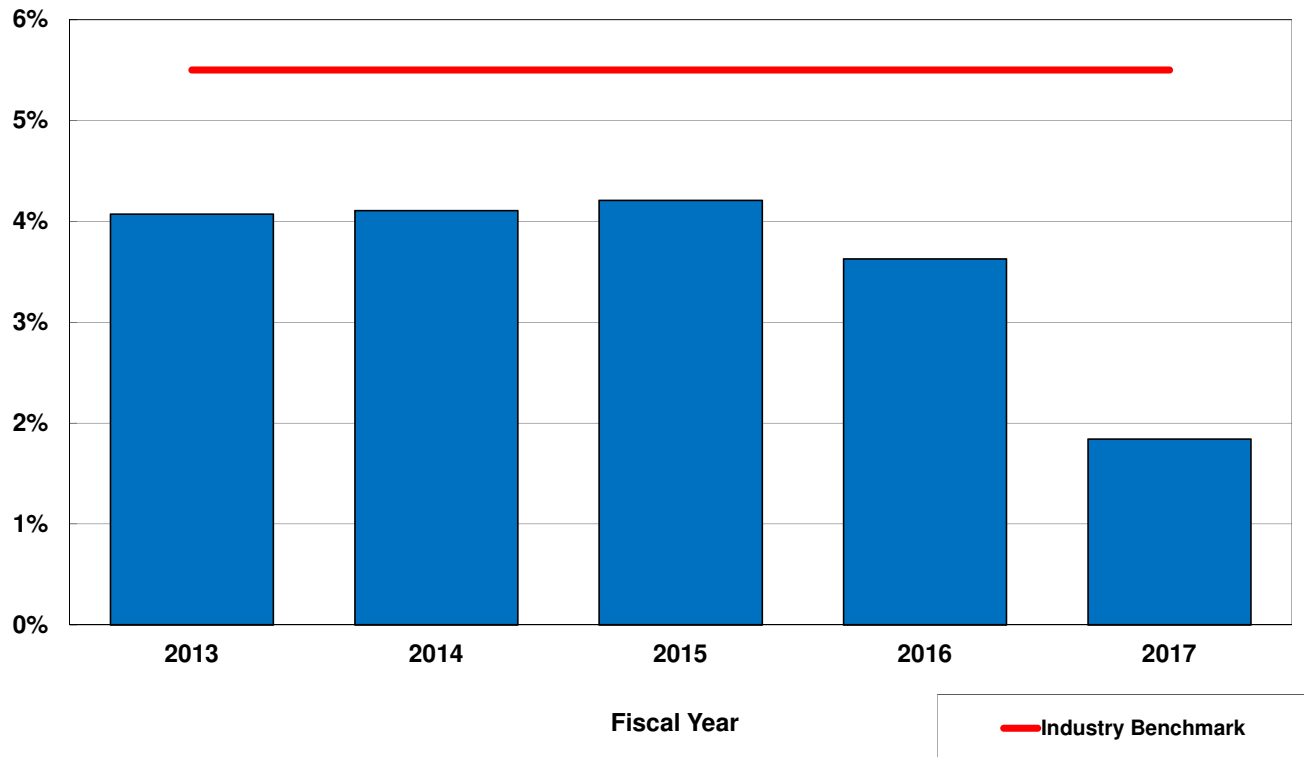
A good measure of a local government's short-term financial condition is its cash position. Cash position, which includes cash on hand and in the bank, as well as, other assets that can be easily converted to cash, determines a government's ability to pay its short-term obligations. Low or declining liquidity can indicate that a government has overextended itself in the long term.

Comment

The County's Cash and Short-term Investments as a percentage of current liabilities continues to be above Industry Standards.

Debt Indicator

Current Liabilities



Warning Trend: Increasing current liabilities at the end of the year as a percentage of net operating revenues

Formula: $\frac{\text{Current liabilities}}{\text{Gross operating revenues}}$

Fiscal Year:	2013	2014	2015	2016	2017
Current liabilities *	\$12,826,279	\$13,453,566	\$14,521,986	\$13,487,322	\$6,873,633
Gross Operating Revenues	\$314,916,844	\$327,670,516	\$345,000,881	\$371,580,131	\$372,974,196
Current liabilities as a % of operating revenues	4.1%	4.1%	4.2%	3.6%	1.8%

* excludes unearned revenues and amounts due other funds considered long term in nature.

Description

Current liabilities are defined as the sum of all liabilities due at the end of the fiscal year, including short-term debt, all accounts payable, accrued liabilities, and other current liabilities. A major component of current liabilities may be short-term debt in the form of tax or bond anticipation notes.

Although short-term borrowing is an accepted way to deal with uneven cash flows, an increasing amount of short term debt outstanding at the end of successive years can indicate liquidity problems, deficit spending, or both.

Credit Industry Benchmarks

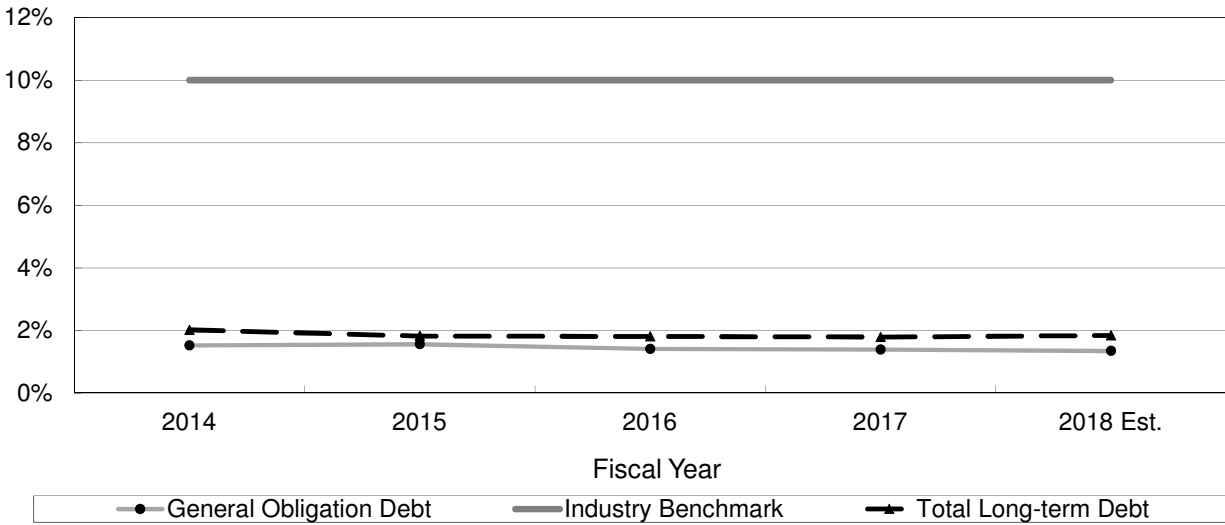
The credit industry considers the following situations negative factors: (1) Short-term debt outstanding at the end of the year exceeding 5 percent of operating revenues including tax anticipation notes (TAN's), but excluding bond anticipation notes (BAN's), and (2) a two-year trend of increasing short-term debt outstanding at the end of the fiscal year (including TANs).

Comment

Current liabilities as a percentage of operating revenues have been fairly stable for Fiscal Year 2013 to Fiscal Year 2016 and exceeded Industry Standards. The improvement in FY2017 is due to a release of a deposit held related to negotiations for a Payment in Lieu of Taxes Agreement.

Debt Indicator

Long-Term Debt as a % of Property Value



Warning Trend: Increasing net direct long-term debt as a % of assessed valuation.

Formula: $\frac{\text{Long-Term Debt}}{\text{Assessed Valuation of Property}}$

Fiscal Year:	2014	2015	2016	2017	2018 Est.
General Obligation Long -Term Debt	\$256,153,979	\$232,438,841	\$234,230,211	\$228,348,845	\$239,776,741
Total Long-term Debt	\$331,450,002	\$301,485,002	\$304,560,001	\$303,985,000	\$323,525,001
Assessed Valuation	\$16,441,435,644	\$16,549,777,913	\$16,834,846,294	\$16,995,622,523	\$17,652,883,245
Debt as a % of Assessed Valuation:					
General Obligation Debt	1.6%	1.4%	1.4%	1.3%	1.4%
Total Debt Outstanding	2.0%	1.8%	1.8%	1.8%	1.8%
Increase/(decrease) from prior year:					
Ratio of General Obligation Debt to Assessed Value	2.8%	-9.9%	-0.9%	-3.4%	1.1%
Ratio of Total Debt to Assessed Value	2.8%	-9.6%	-0.7%	-1.1%	2.5%

Description

An increase in net direct bonded long-term debt as a percentage of assessed valuation can mean that the government's ability to repay is diminishing - especially when the government depends on property taxes to pay for its debt.

Comment

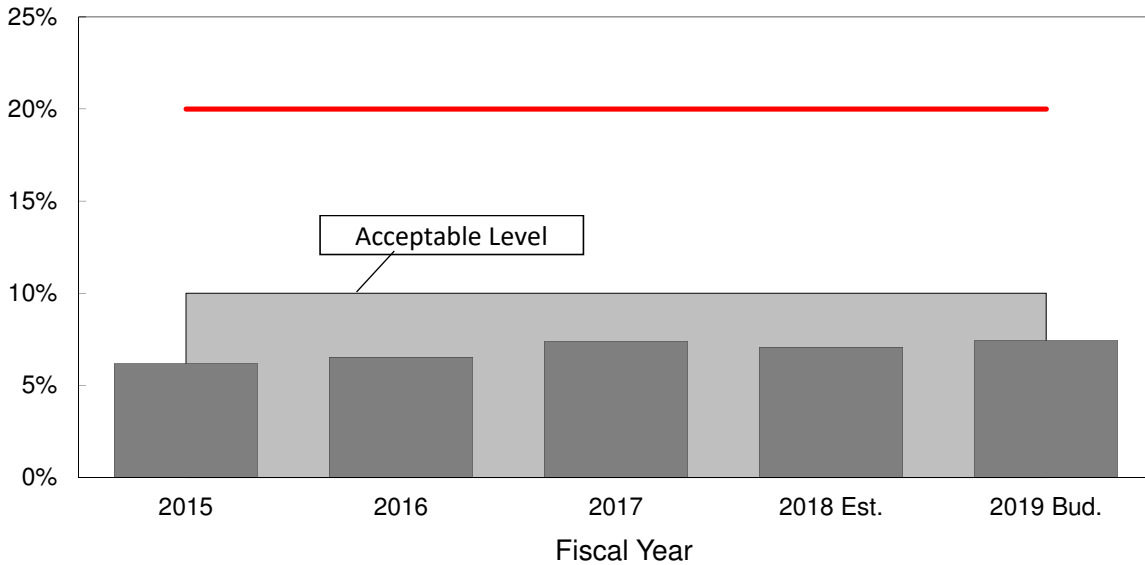
The County continues to be well below the industry benchmark for debt to assessed value ratios. The County's long range fiscal planning for capital project financing significantly contributes to the favorable debt ratios.

Credit Industry Benchmarks:

- Overall net debt exceeding 10% of assessed valuation
- An increase of 20% over the previous year in overall net debt as a percentage of market valuation

Debt Indicator

Debt Service as a % of Operating Revenues



Warning Trend: Increasing net direct bonded long-term debt as a percentage of net operating revenues.

Formula: $\frac{\text{Debt Service}}{\text{Operating Revenues}}$

Fiscal Year:	2015	2016	2017	2018 Est.	2019 Bud.
Debt Service	\$21,308,243	\$24,244,424	\$27,520,895	\$27,641,800	\$29,247,800
Operating Revenues	\$345,000,881	\$371,580,131	\$372,974,196	\$390,553,700	\$393,738,600
Net direct long-term debt service as a percentage of operating revenues	6.2%	6.5%	7.4%	7.1%	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

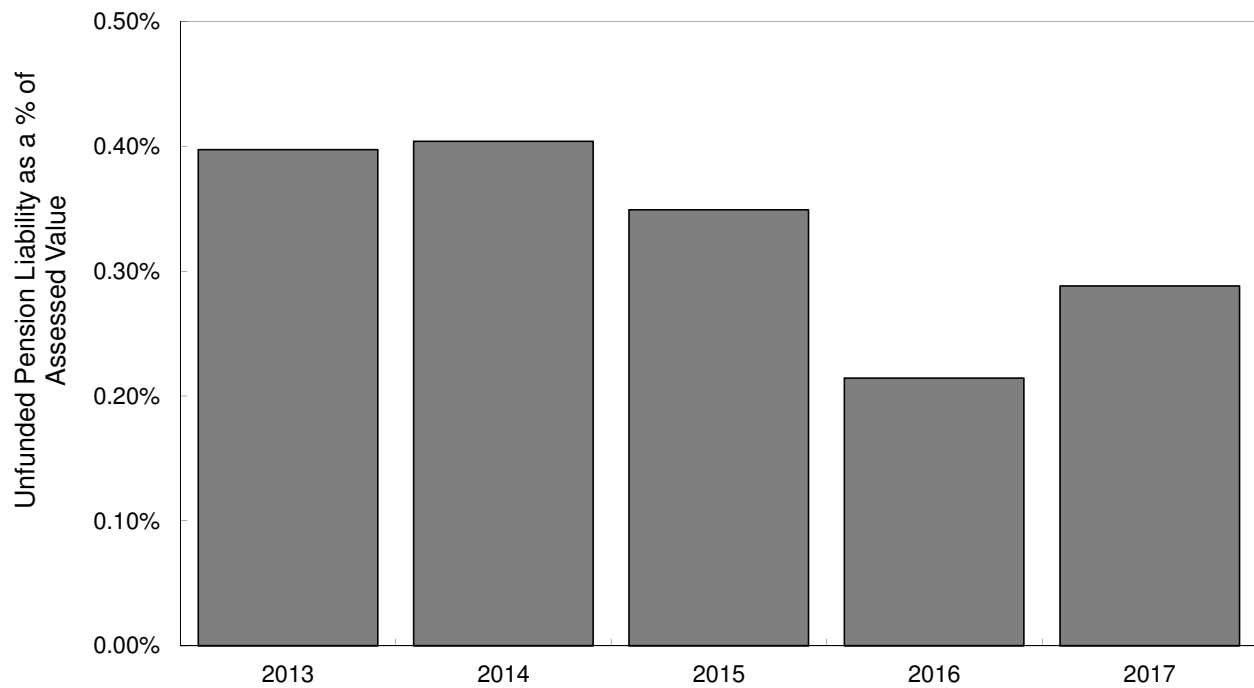
- Debt service exceeding 20% of operating revenues is considered a potential problem.
- Debt service of 10% is considered acceptable.

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 bonded debt service to 8% of operating revenues which provides a solid framework from which to make long-term financial decisions.

Unfunded Liability Indicator

Unfunded Pension Liability as a Percentage of Assessed Value



Warning Trend: Increasing unfunded pension liability as a % of assessed valuation.

Formula: $\frac{\text{Unfunded Pension Liability}}{\text{Assessed Valuation}}$

Fiscal Year:	2013	2014	2015	2016	2017
Unfunded Pension Liability	\$66,975,875	\$66,439,248	\$57,793,714	\$36,101,506	\$48,988,868
Assessed Valuation	\$16,855,700,814	\$16,441,435,644	\$16,549,777,913	\$16,834,846,294	\$16,995,622,523
Unfunded Pension Liability as a % of Assessed Value	0.40%	0.40%	0.35%	0.21%	0.29%

Description

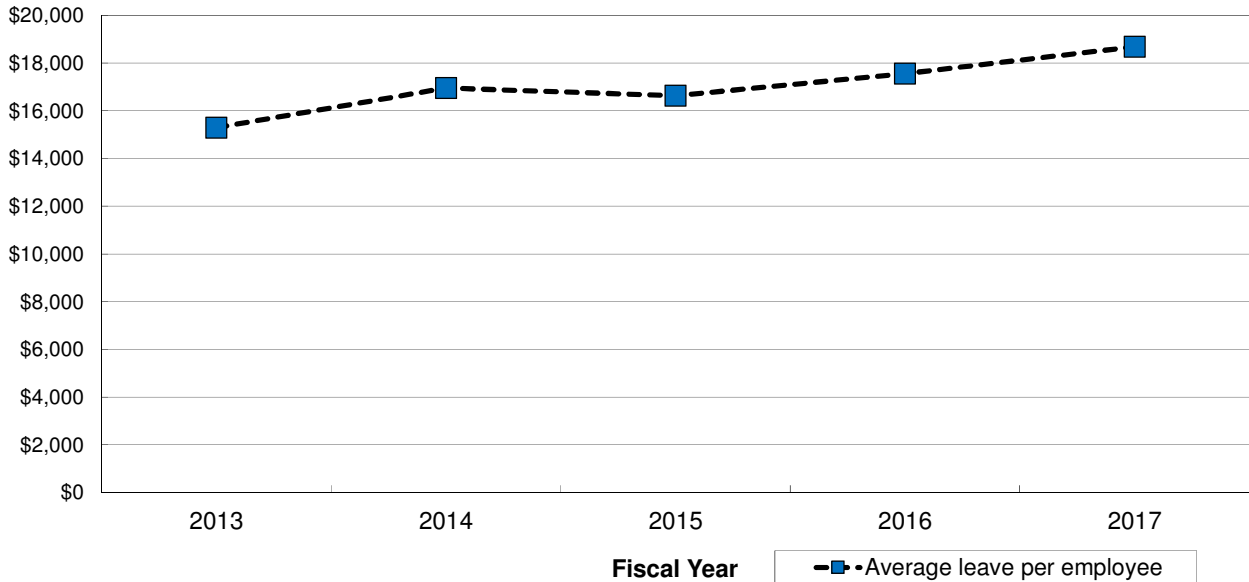
Growth in the unfunded liability for vested benefits places an increasing burden on the tax base. The significance of this burden in relation to the community's ability to pay can be measured by comparing the unfunded liability to changes in assessed valuation, as would be the case when property taxes are the primary revenue source.

Comment:

The ratio of the unfunded pension liability to assessed property value remained relatively flat during a period of time assessments were rising, however, the affect of the Great Recession on property assessments has negatively affected the ratio of Unfunded Pension Liability. An improvement can be seen starting in FY2015.

Unfunded Liability Indicator

Accumulated Employee Leave



Warning Trend: Increasing accumulated leave.

Formula: Accumulated Employee Leave.

Fiscal Year:	2013	2014	2015	2016	2017
Accumulated Employee Leave*	\$16,755,799	\$19,070,830	\$19,095,038	\$20,275,363	\$22,171,791
% change over prior year	16.6%	13.8%	0.1%	6.2%	9.4%
Full-time Employees	1,096	1,125	1,148	1,155	1,187
Average leave per employee	\$15,292	\$16,951	\$16,632	\$17,553	\$18,684

* excludes employee sick leave which is not payable upon termination

Description

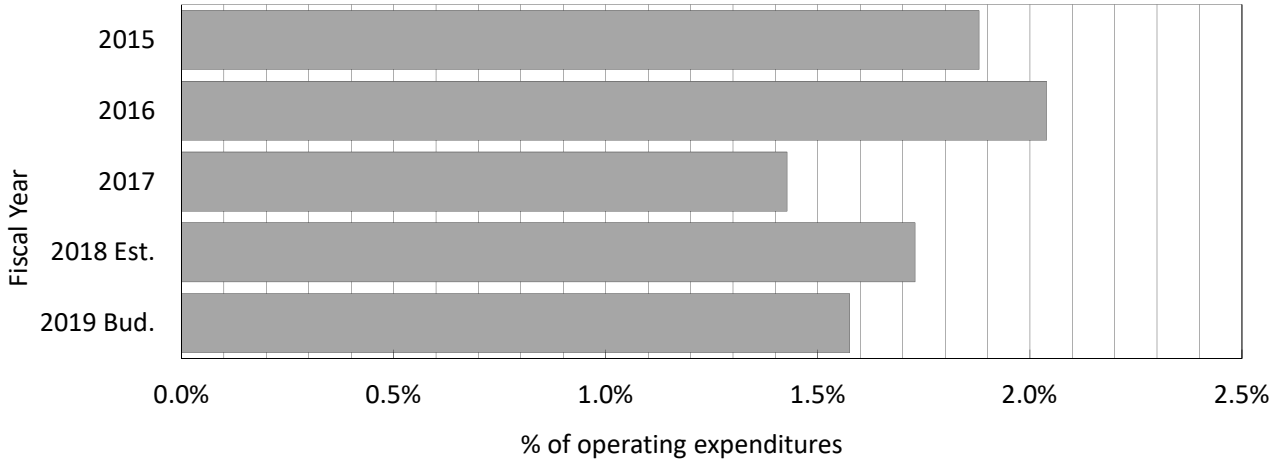
Local governments usually allow their employees to accumulate some portion of unused employee leave to be paid at termination or retirement. Although leave benefits initially represent only the opportunity cost of not having work performed, these benefits become a real cost when employees are actually paid for their employment or at termination or retirement.

Comment:

County employees are eligible for reimbursement for accumulated annual leave up to a maximum of 337.5 hours and accumulated compensatory leave up to 240 hours. Employees classified as critical employees are eligible for up to 720 hours annual leave and 480 compensatory hours.

Capital Indicator

Capital Outlay



Warning Trend: A three or more year decline in capital outlay from operating funds as a percentage of net operating expenditures.

Formula: $\frac{\text{Capital outlay from operating funds}}{\text{Net operating expenditures}}$

Fiscal Year:	2015	2016	2017	2018 Est.	2019 Bud.
Capital outlay purchases	\$448,119	\$409,101	\$1,924,127	\$2,650,300	\$3,451,800
Capital lease agreements to purchase equipment	\$6,139,500	\$6,979,100	\$3,342,500	\$3,936,600	\$2,918,800
Operating expenditures and transfers	\$350,435,978	\$362,287,306	\$369,021,198	\$380,888,300	\$404,300,500
Capital purchases as a % of operating expenditures	1.9%	2.0%	1.4%	1.7%	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.

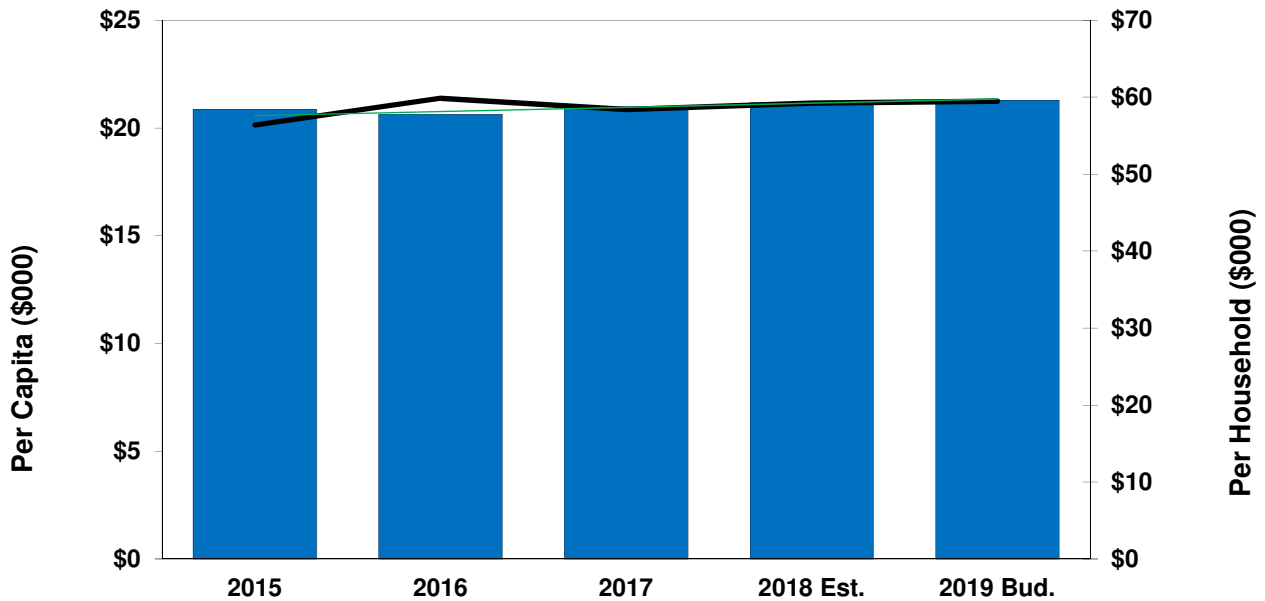
Comment:

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 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. The FY2019 capital outlay purchases will be primarily for Public Safety and Public Works.

Community Needs & Resource Indicators

Personal Income per Capita/Household In Constant Dollars



Warning Trend: Decline in the level, or growth rate, of personal income per capita (in constant dollars).

Formula: $\frac{\text{Personal Income in Constant Dollars}}{\text{Population/Households}}$

Fiscal Year:	2015	2016	2017	2018 Est.	2019 Bud.
Adjusted Gross Income	\$4,985,031,364	\$5,035,863,573	\$5,232,178,559	\$5,389,143,900	\$5,550,818,200
Consumer Price Index	1.550	1.563	1.581	1.594	1.607
Adjusted Gross Income (in constant dollars)	\$3,216,616,195	\$3,222,024,744	\$3,308,814,388	\$3,380,686,682	\$3,454,803,328
Population	154,172	156,118	157,705	159,700	162,318
Income per Capita (in constant dollars)	\$20,864	\$20,638	\$20,981	\$21,169	\$21,284
Households	53,741	55,166	55,887	56,860	57,792
Income per Household (in constant dollars)	\$59,854	\$58,406	\$59,205	\$59,456	\$59,780

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 FY15 slight increases began and the Income per Capita has stabilized is starting to improve.

Balance Sheet

	FY13 ACTUAL	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL
Assets					
Cash	16,034,724	19,993,114	20,102,971	13,196,623	13,961,898
Short-term Investments	104,072,060	76,831,691	94,582,823	147,844,237	172,195,378
Total Liquid Assets	\$120,106,784	\$96,824,805	\$114,685,794	\$161,040,860	\$186,157,276
Property Tax Receivable	3,184,568	3,794,085	4,067,607	3,772,739	4,451,293
Accounts & Notes Receivable	39,635,944	17,271,138	23,799,900	28,662,135	27,031,692
Inventory	1,798,527	1,577,748	1,598,914	1,846,380	1,826,336
Other Assets	1,372,978	1,694,433	2,284,684	3,945,990	2,108,727
Total Other Assets	\$45,992,017	\$24,337,404	\$31,751,105	\$38,227,244	\$35,418,048
Total Assets	\$166,098,801	\$121,162,209	\$146,436,899	\$199,268,104	\$221,575,324
Liabilities					
Vouchers Payable	2,443,721	1,756,266	2,050,140	2,286,562	2,095,565
Accrued Expenditures	1,618,782	1,004,327	1,257,642	1,909,804	2,278,695
Unearned Revenues	7,537,170	121,409	128,079	80,519	132,352
Due to other funds	96,038,805	54,515,247	66,246,371	98,436,036	110,696,461
Other Liabilities	8,763,776	10,692,973	11,214,204	9,290,956	2,499,373
Payable from restricted assets	1,309,163	1,442,612	1,713,249	1,415,794	1,500,248
Total Liabilities	\$117,711,417	\$69,532,834	\$82,609,685	\$113,419,671	\$119,202,694
Deferred Inflows of Resources¹					
Unavailable Revenue		7,421,598	13,575,346	16,595,757	24,507,016
Fund Equity					
Nonspendable Fund Balance	1,853,656	1,604,951	2,156,136	4,365,445	2,612,616
Restricted Fund Balance	6,830,594	4,032,708	5,301,900	5,256,573	1,571,097
Committed Fund Balance	32,556,833	33,350,360	38,288,776	55,610,042	63,196,702
Assigned Fund Balance	4,248,921	4,197,363	3,482,661	4,020,616	5,713,044
Unassigned Fund Balance	2,897,380	1,022,395	1,022,395	0	4,772,156
Total Fund Balance	\$48,387,384	\$44,207,777	\$50,251,868	\$69,252,677	\$77,865,616
Total Liabilities & Fund Equity	\$166,098,801	\$121,162,209	\$146,436,899	\$199,268,104	\$221,575,326

¹ Per GASB 60 & 65: Unavailable Revenue is listed separately beginning in FY2014. In prior years, Unavailable Revenue was included in the Liabilities section of the Balance Sheet.

Income Statement

	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 ESTIMATE	FY19 BUDGET
Revenues					
Property Tax	200,502,004	207,506,311	210,805,080	217,656,200	226,252,800
Income Tax	109,709,956	123,429,876	119,349,494	125,258,200	127,940,000
Local Tax	18,710,159	22,760,572	25,036,209	28,095,200	20,623,000
Licenses & Permits	1,000,048	1,106,040	1,080,074	1,026,700	1,077,600
Charges for Services	6,032,932	6,238,600	6,885,818	7,607,500	7,770,500
Interest	84,417	428,929	1,058,240	2,423,000	1,400,000
Miscellaneous	5,839,692	5,980,629	5,542,970	5,211,800	5,544,700
Total Local Operating	\$341,879,207	\$367,450,957	\$369,757,885	\$387,278,600	\$390,608,600
Highway User Tax	931,891	962,397	952,802	960,900	972,000
Intergovernmental	2,189,783	3,166,775	2,263,509	2,314,200	2,158,000
Total Non-Local Operating	\$3,121,674	\$4,129,172	\$3,216,311	\$3,275,100	\$3,130,000
Gross Operating Revenues	\$345,000,881	\$371,580,131	\$372,974,196	\$390,553,700	\$393,738,600
Expenditures					
Salaries & Wages	75,922,604	79,921,903	80,743,273	82,983,900	88,184,400
Fringe Benefits	32,832,593	32,811,538	31,380,759	34,655,500	39,363,900
Supplies	6,280,246	5,680,374	5,311,170	5,843,700	6,902,100
Other Services & Charges	21,613,976	21,654,859	21,224,164	22,484,100	25,385,400
Capital Outlay	448,119	409,101	1,924,127	2,650,300	3,451,800
Other Capital	5,414,451	6,066,337	4,263,754	2,391,000	109,000
Debt Service	21,308,243	24,244,424	27,520,895	27,641,800	29,247,800
Agency Funding	3,319,079	3,955,442	4,456,633	4,200,100	4,411,000
Education	175,587,302	179,754,815	184,550,730	189,533,300	196,108,900
Total Operating Expenditures	\$342,726,614	\$354,498,794	\$361,375,507	\$372,383,700	\$393,164,300
Excess / (Deficiency) Revenues over Expenditures	<u>\$2,274,267</u>	<u>\$17,081,337</u>	<u>\$11,598,689</u>	<u>\$18,170,000</u>	<u>\$574,300</u>

Income Statement - Cont'd

	FY15 ACTUAL	FY16 ACTUAL	FY17 Actual	FY18 ESTIMATE	FY19 BUDGET
Other Financing Sources/(Uses)					
Operating Transfers In	1,200,000	1,353	1,317,439	1,357,000	5,437,500
Bond Premium	6,739,644	2,727,531	0	0	0
Refunded Debt Proceeds	27,266,193	0	0	0	0
Balance Sheet - Cont'd	(29,866,150)	0	0	0	0
Capital Lease Proceeds	6,139,500	6,979,100	3,342,500	3,936,600	0
TRANSFERS OUT:					
Capital Project Fund	(896,000)	(2,037,900)	(1,719,250)	(482,500)	(3,120,000)
Special Revenue Fund	(4,935,039)	(3,846,486)	(3,926,486)	(4,274,700)	(5,145,400)
Debt Service Fund	(651,500)	0	0	(1,463,400)	0
Trust & Agency Fund	(762,356)	(1,024,990)	(1,257,689)	(1,759,000)	(1,783,800)
Enterprise Fund	(464,468)	(879,136)	(742,266)	(525,000)	(1,087,000)
Excess (Deficiency) Revenues over Expenditures & Other Uses	\$6,044,091	\$19,000,809	\$8,612,937	\$14,959,000	(\$5,124,400)

Fund Balance

Beginning Balance	44,207,777	50,251,868	69,252,677	77,865,614	92,824,614
Ending Balance	\$50,251,868	\$69,252,677	\$77,865,614	\$92,824,614	\$87,700,214

FY19 Budget gain/loss consists of:	
Contingency	\$358,700
Fund Balance Appropriation	(5,483,100)
	<u>(\$5,124,400)</u>

Debt Service

DEBT SERVICE

Why Incur Debt?

Most major capital outlays are too expensive to fund with current year operating revenue. Similar to most homeowners who finance their homes with mortgages, governments typically borrow funds for many large-scale projects. In most cases, the infrastructure being constructed will benefit both existing and future taxpayers. Therefore, it is reasonable to amortize the cost of the project over a longer period of time even though financing the interest adds to the total cost. Typically, governments borrow funds through the issuance of local bonds, bank financed capital leasing, or special state-sponsored loans.

The debt is normally scheduled (amortized) to coincide with the life of the project, and before major renovation is needed. Interest rates for governments tend to be lower than commercial rates due to the government's tax exempt status and the ability to raise revenue through property taxes or other local forms of revenues without competition.

There are many different theories concerning the proper level of debt that should be maintained by local governments. One incentive for well-planned debt levels is a favorable bond rating given by credit rating agencies. Financially sound governments receive good bond ratings, which usually result in a lower interest rate on the debt they incur. The driving force of guidance for Charles County is the desire to remain in a fiscally sound position. This requires, among other things, a good bond rating, a low burden of debt for the tax payers, long and short range financial planning, and constant monitoring of economic conditions. The County has maintained a debt ceiling of less than 8% of the total general fund revenues for more than 20 years. The County Commissioners adopted a formal Debt Policy on September 22, 2009 and was amended on January 23, 2018. This policy is located in the Financial Policies section of this book.

Bond Rating Agencies and Charles County's Rating

Charles County receives ratings from the three major bond credit rating agencies: Moody's Investor Service (Aaa), Standard & Poor's (AAA), and Fitch Investors Service (AAA). During FY2018, the County maintained their ratings with the three agencies. These independent rating services rate organizations by evaluating their creditworthiness. The chart below displays the various ratings each service provides. Charles County's rating is shaded.

Moody's	Standard & Poor's	Fitch
Rating Symbol		
Aaa	AAA	AAA
Aa1	AA+	AA+
Aa2	AA	AA
Aa3	AA-	AA-
A1	A+	A+
A2	A	A
A3	A-	A-
Baa1	BBB+	BBB+
Baa2	BBB	BBB
Baa3	BBB-	BBB-
Ba1	BB+	BB+
Ba2	BB	BB
Ba3	BB-	BB-
B1	B+	B+
B2	B	B
B3	B-	B-

DEBT SERVICE

Types of bonds

There are several types of bonds that can be issued. Charles County typically issues General Obligation (G.O.) bonds and double-barrel revenue bonds for Enterprise Fund (EF) projects. G.O. bonds are backed by the full faith and credit of the government. These types of bonds get favorable ratings due to the taxing power of governments and their ability to raise revenues to repay the debt. The annual debt service on double-barreled revenue bonds is funded by the revenues from enterprise operations and is further insured by the general fund should the enterprise fund earnings fail or fall short in any given year. The County makes a point during the budgetary process for enterprise funds to include the borrowing cost in the budget estimates so that the General Fund's risk of insuring the debt service is significantly reduced.

Pursuant to Section 20-804 of the Local Government Article of the Annotated Code of Maryland, the County may issue bonds necessary to finance the cost incurred to construct new capacity for public school facilities within Charles County. The debt service on these bonds is paid for by a special tax assessment (excise tax) on new home starts after June 30, 2003, payable over a 10-year period at level amortized payments of principal and interest and may be prepaid at any time. The rate of interest payable by a property owner will be the rate of interest paid by the County on the new school capacity construction bonds issued in the first year the tax is levied on that property owner. The excise tax payment becomes part of the annual property tax bill. The proceeds of the fair share school construction excise tax may only be used to pay principal and interest on a new school capacity construction bonds.

On March 25, 2008, the Board of County Commissioners approved the creation of the Swan Point Economic Development District (the "TIF District"), a tax increment district, and the Swan Point Special Taxing District (the "Special Taxing District"), a special taxing district, and approved the issuance of up to \$38,000,000 of tax increment bonds to finance public infrastructure improvements in the TIF District. The tax increment bonds will not be general obligations of the County, but will be payable solely from the incremental real property taxes, if any, collected from property owners in the TIF District and, if necessary, special taxes levied on the commercial properties located in the Special Taxing District. The incremental real property taxes must be used first to pay debt service on the bonds and related expenses before such funds can be used for other County purposes. The tax increment bonds have not yet been issued and no closing date has been scheduled.

Debt Limitations

The County may only issue general obligation and revenue bonds under authority conferred by the Maryland General Assembly. As a Code Home Rule county, the County may also authorize the issuance of general obligation and revenue bonds by a public local law enacted by the County Commissioners. There are no statutory limits on the amount of general obligation or revenue bonds that may be authorized by the County Commissioners. The County may refund any of its outstanding general obligation or revenue bonds under the authority of Section 19-207 of the Local Government Article of the Annotated Code of Maryland. No referendum is required.

The County may issue economic development revenue bonds under State law which provides that such bonds shall not constitute indebtedness or charge against the general credit or taxing power of the County. In addition, the County may participate in State loans for school and highway construction, which is secured solely by the County's portion of certain State-shared revenues.

The County is authorized to issue bonds for water and sewer and solid waste management purposes in an amount not to exceed 10% of the total value of the property assessed, as described in the Water and Sewerage Debt section.

Future Plans to Incur Debt

The County may issue general obligation and revenue bonds under existing authority conferred by the Maryland General Assembly. As a Code Home Rule county, the County has also enacted public local laws authorizing the issuance of general obligation bonds. The County currently has \$99,568,100 in authority for future issues generally designated as follows:

Public Facilities	\$91,330,100
Detention Center Facilities	3,180,000
Landfill Facilities	5,058,000
Total	\$99,568,100

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.

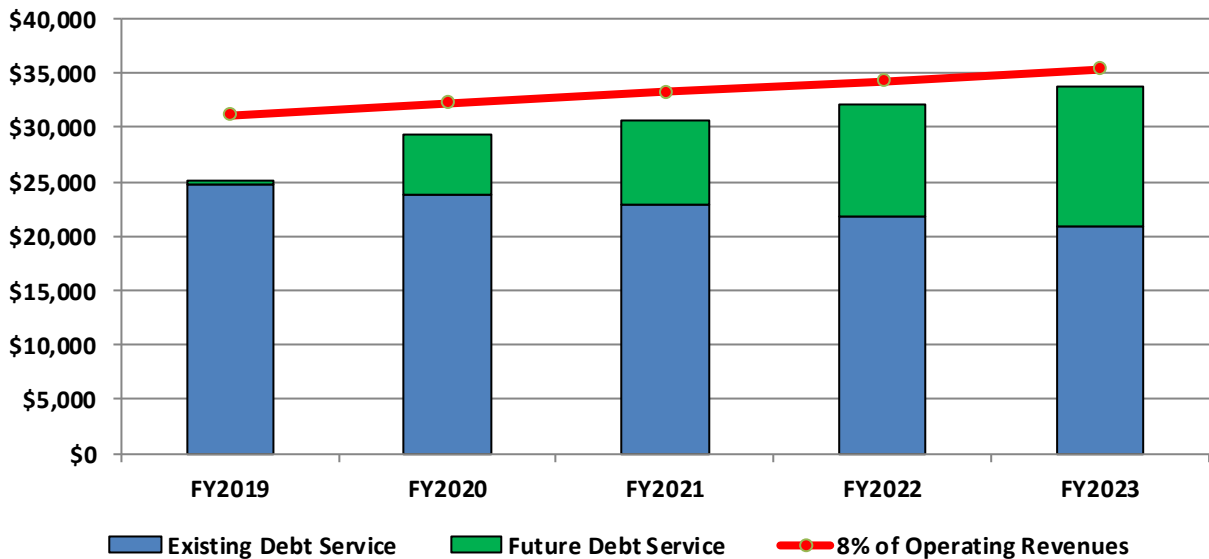
The principal amount of outstanding bonds relating to such improvements in any special taxing district cannot exceed 10% of the total value of the property assessed by County taxation purposes. The respective special taxing districts are as follows:

	Market Value*	Outstanding Principal Amount**	% of Market Value
Waldorf Special Taxing District	\$7,496,550,604	\$37,603,710	0.50%
Mattawoman Special Taxing District	4,279,423,457	31,434,747	0.73%
Special Taxing District Number Three	6,189,602,278	11,107,811	0.18%
Total	\$17,965,576,339	\$80,146,267	0.45%

*As of July 1, 2018 **As of June 30, 2018.

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>		
2020	\$33,685,000	\$12,109,821	\$45,794,821	\$254,585,000	88.3%
2021	32,500,000	10,146,140	42,646,140	222,085,000	77.0%
2022	31,475,000	8,670,965	40,145,965	190,610,000	66.1%
2023	30,675,000	7,151,865	37,826,865	159,935,000	55.5%
2024	25,940,000	5,704,230	31,644,230	133,995,000	46.5%
2025	23,685,000	4,554,263	28,239,263	110,310,000	38.3%
2026	18,705,000	3,669,229	22,374,229	91,605,000	31.8%
2027	18,850,000	2,850,880	21,700,880	72,755,000	25.2%
2028	16,370,000	2,027,216	18,397,216	56,385,000	19.6%
2029	12,380,000	1,586,163	13,966,163	44,005,000	15.3%
2030	8,535,000	1,253,819	9,788,819	35,470,000	12.3%
2031	7,270,000	1,018,421	8,288,421	28,200,000	9.8%
2032	5,220,000	829,103	6,049,103	22,980,000	8.0%
2033	3,315,000	702,389	4,017,389	19,665,000	6.8%
2034	1,315,000	633,063	1,948,063	18,350,000	6.4%
2035	1,360,000	591,425	1,951,425	16,990,000	5.9%
2036	1,400,000	547,434	1,947,434	15,590,000	5.4%
2037	1,455,000	500,684	1,955,684	14,135,000	4.9%
2038	1,430,000	453,066	1,883,066	12,705,000	4.4%
2039	1,340,000	407,100	1,747,100	11,365,000	3.9%
2040	1,385,000	361,503	1,746,503	9,980,000	3.5%
2041	1,430,000	314,397	1,744,397	8,550,000	3.0%
2042	1,485,000	265,616	1,750,616	7,065,000	2.5%
2043	1,540,000	214,766	1,754,766	5,525,000	1.9%
2044	1,595,000	161,444	1,756,444	3,930,000	1.4%
2045	1,445,000	109,178	1,554,178	2,485,000	0.9%
2046	1,075,000	65,781	1,140,781	1,410,000	0.5%
2047	895,000	32,031	927,031	515,000	0.2%
2048	515,000	8,369	523,369	0	0.0%
	<u>\$288,270,000</u>	<u>\$66,940,359</u>	<u>\$355,210,359</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 2018 Bond Issue is unknown at this time and is not included in this schedule.

FY2019 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-19 PRINCIPAL	FY-19 INTEREST	FY-19 TOTAL	PRINCIPAL OUTSTANDING
GENERAL FUND						
2009 Public Improvement Bond	2029	2.000-4.250	133,744	5,350	139,094	0
2010 Public Improvement Bond	2025	2.000-5.300	75,780	24,377	100,157	78,784
2011 Public Improvement Bond	2028	2.000-5.000	170,868	17,075	187,943	1,049,999
2011 PIB refunding	2020	4.000-5.000	159,146	10,485	169,631	181,109
2012 Public Improvement Bond	2027	2.000-5.000	131,833	24,897	156,730	436,261
2012 PIB refunding	2022	5.00	514,694	80,969	595,663	1,104,678
2013 PIB refunding	2023	2.000-4.000	1,024,568	221,441	1,246,009	4,511,449
2013 Public Improvement Bond	2029	3.000-5.000	141,959	26,774	168,733	803,007
2014 Public Improvement Bond	2030	3.000-5.000	124,540	71,503	196,043	1,717,011
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	282,599	185,824	468,423	4,686,116
2016 Public Improvement Bond	2027	3.000-5.000	327,620	262,606	590,226	5,944,742
2017 Public Improvement Bond	2028	3.000-5.000	168,276	139,912	308,188	3,405,725
2017 Public Improvement Bond	2048	2.250-5.000	18,000	34,318	52,318	982,000
2017 PIB refunding	2044	2.000-5.300	4,515	175,014	179,529	3,402,168
Subtotal Board of Education			\$3,278,143	\$1,340,520	\$4,618,663	\$30,025,304
2010 Public Improvement Bond	2025	2.000-5.300	109,260	35,129	144,389	112,835
2011 Public Improvement Bond	2028	2.000-5.000	57,879	5,784	63,663	355,670
2011 PIB refunding	2020	4.000-5.000	164,504	5,055	169,559	34,118
2012 Public Improvement Bond	2027	2.000-5.000	223,725	42,251	265,976	740,352
2012 PIB refunding	2022	5.00	292,427	46,003	338,430	627,632
2013 PIB refunding	2023	2.000-4.000	39,982	7,966	47,948	159,160
2013 Public Improvement Bond	2029	3.000-5.000	16,142	3,044	19,186	91,310
2014 Public Improvement Bond	2030	3.000-5.000	180,017	103,355	283,372	2,481,862
2015 Public Improvement Bond	2031	3.000-5.000	102,763	67,573	170,336	1,704,042
2016 Public Improvement Bond	2032	2.250-5.000	9,944	7,971	17,915	180,444
2017 Public Improvement Bond	2033	2.250-5.000	4,708	3,915	8,623	95,292
2017 PIB refunding	2044	2.000-5.300	513	128,563	129,076	2,536,494
Subtotal College of Southern MD			\$1,201,864	\$456,609	\$1,658,473	\$9,119,211
2009 Public Improvement Bond	2029	2.000-4.250	286,341	11,454	297,795	0
2010 Public Improvement Bond	2025	2.000-5.300	13,680	4,392	18,072	13,861
2011 PIB refunding	2020	2.000-5.000	777,656	34,652	812,308	445,980
2013 Public Improvement Bond	2029	3.000-5.000	8,014	1,511	9,525	45,331
2014 Public Improvement Bond	2030	3.000-5.000	37,305	21,418	58,723	514,323
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	19,782	13,008	32,790	328,028
2017 PIB refunding	2044	2.000-5.300	255	7,103	7,358	137,373
Subtotal Public Safety			\$1,143,033	\$221,944	\$1,364,977	\$5,172,199

FY2019 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-19 PRINCIPAL	FY-19 INTEREST	FY-19 TOTAL	PRINCIPAL OUTSTANDING
2009 Public Improvement Bond	2029	2.000-4.250	736,008	29,440	765,448	0
2010 Public Improvement Bond	2025	2.000-5.300	395,820	127,247	523,067	408,129
2011 Public Improvement Bond	2028	2.000-5.000	288,387	28,818	317,205	1,772,163
2011 PIB refunding	2020	4.000-5.000	197,260	9,778	207,038	139,297
2012 Public Improvement Bond	2027	2.000-5.000	216,218	40,833	257,051	715,507
2012 PIB refunding	2022	5.00	124,495	19,585	144,080	267,201
2013 PIB refunding	2023	2.000-4.000	702,207	126,119	828,326	2,450,778
2013 Public Improvement Bond	2029	3.000-5.000	162,050	30,563	192,613	916,658
2014 Public Improvement Bond	2030	3.000-5.000	132,805	76,248	209,053	1,830,959
2015 Taxable refunding	2023	3.000-4.000	600,765	124,145	724,910	2,653,054
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	143,509	94,365	237,874	2,379,695
2015 Taxable Bond	2031	3.000-3.450	157,120	72,594	229,714	2,254,886
2016 Public Improvement Bond	2027	3.000-5.000	7,102	3,679	10,781	70,025
2016 Public Improvement Bond	2032	2.250-5.000	154,934	124,189	279,123	2,811,324
2017 Public Improvement Bond	2028	3.000-5.000	5,846	3,554	9,400	68,154
2017 Public Improvement Bond	2033	2.250-5.000	266,115	221,259	487,374	5,385,885
2017 PIB refunding	2044	2.000-5.300	5,154	340,891	346,045	6,698,387
Subtotal General Government			\$4,295,795	\$1,803,359	\$6,099,154	\$40,299,894
2009 Public Improvement Bond	2029	2.000-4.250	176,699	7,068	183,767	0
2010 Public Improvement Bond	2025	2.000-5.300	369,720	118,834	488,554	380,307
2011 Public Improvement Bond	2028	2.000-5.000	358,597	35,834	394,431	2,203,605
2011 PIB refunding	2029	3.000-5.000	0	460,879	460,879	7,971,450
2011 PIB refunding	2020	4.000-5.000	1,790,455	79,658	1,870,113	1,254,025
2012 Public Improvement Bond	2027	2.000-5.000	317,119	59,889	377,008	1,049,411
2012 PIB refunding	2022	5.00	840,013	132,146	972,159	1,802,906
2013 PIB refunding	2023	2.000-4.000	1,390,034	234,940	1,624,974	4,483,462
2013 Public Improvement Bond	2029	3.000-5.000	375,904	70,897	446,801	2,126,349
2014 Public Improvement Bond	2030	3.000-5.000	266,912	153,244	420,156	3,679,868
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	358,438	235,693	594,131	5,943,699
2015 Public Improvement Bond	2026	3.000-5.000	2,090	835	2,925	17,959
2016 Public Improvement Bond	2027	3.000-5.000	845	438	1,283	8,336
2016 Public Improvement Bond	2032	2.250-5.000	209,082	167,591	376,673	3,793,844
2016 Public Improvement Bond	2037	2.250-5.000	35,000	38,256	73,256	935,000
2017 Public Improvement Bond	2033	2.250-5.000	357,833	297,518	655,351	7,242,167
2017 Public Improvement Bond	2038	2.250-5.000	65,000	72,478	137,478	1,935,000
2017 PIB refunding	2044	2.000-5.300	11,956	915,337	927,293	18,050,560
Subtotal Roads			\$6,925,699	\$3,160,773	\$10,086,472	\$65,153,360
TOTAL GENERAL FUND BONDS			\$16,844,534	\$6,983,204	\$23,827,738	\$149,769,969
73 FHA Loan	2024	3.649	2,769	212	2,981	0
TOTAL GENERAL FUND OTHER OBLIGATIONS			\$2,769	\$212	\$2,981	\$0
2014 Capital Lease	2019	1.298	250,382	1,700	252,082	0
2015 Capital Lease	2020	1.270	1,087,679	17,344	1,105,023	540,487
2016 Capital Lease	2021	2.244	1,405,543	45,922	1,451,465	2,146,340
2017 Capital Lease	2022	1.193	664,443	26,179	690,622	1,696,091
2018 Capital Lease	2023	1.781	756,987	59,255	816,242	2,757,724
2019 Capital Lease	2024	2.880	273,426	42,115	315,541	2,645,374
TOTAL GENERAL FUND LEASE DEBT			\$4,438,459	\$192,515	\$4,630,975	\$9,786,016
TOTAL GENERAL FUND DEBT			\$21,285,762	\$7,175,931	\$28,461,694	\$159,555,985

FY2019 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-19 PRINCIPAL	FY-19 INTEREST	FY-19 TOTAL	PRINCIPAL OUTSTANDING
DEBT SERVICE FUND						
2011 PIB refunding	2020	4.000-5.000	1,103,550	25,268	1,128,818	0
Subtotal Charles Regional Medical Center			\$1,103,550	\$25,268	\$1,128,818	\$0
2011 PIB refunding	2020	4.000-5.000	81,938	5,901	87,839	106,553
Subtotal CSM (St. Charles Children Center)			\$81,938	\$5,901	\$87,839	\$106,553
2009 Excise Tax Bond	2019	2.000-4.250	100,000	4,000	104,000	0
2011 Excise Tax Bond	2023	2.000-5.300	1,560,000	308,150	1,868,150	6,775,000
2013 Excise Tax Bond	2024	3.000-5.000	484,127	148,611	632,738	2,730,159
2014 Excise Tax Bond	2025	4.000-5.000	1,315,000	478,125	1,793,125	8,905,000
2015 Excise Tax Bond	2026	3.000-5.000	435,345	173,901	609,246	3,741,379
2016 Excise Tax Bond	2027	3.000-5.000	400,830	207,634	608,464	3,952,270
2017 Excise Tax Bond	2028	3.000-5.000	1,574,154	956,946	2,531,100	18,351,846
Subtotal Excise Tax			\$5,869,456	\$2,277,367	\$8,146,823	\$44,455,654
2011 PIB refunding	2020	4.000-5.000	8,194	590	8,784	10,655
2012 PIB refunding	2022	5.00	31,027	4,881	35,908	66,592
Subtotal Nursing Homes			\$39,221	\$5,471	\$44,692	\$77,247
2009 Taxable Bond	2024	4.00-5.375	140,000	7,000	147,000	0
2011 Taxable Bond	2028	2.000-4.500	240,000	113,725	353,725	2,660,000
2012 Taxable Bond	2027	2.000-3.250	260,000	78,813	338,813	2,340,000
2012 PIB refunding	2022	2.000-5.000	2,315,000	274,000	2,589,000	3,165,000
2013 Taxable Bond	2029	3.000-4.000	230,000	89,428	319,428	2,570,000
2015 Taxable refunding	2023	3.000-4.000	232,500	48,045	280,545	1,026,750
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	12,881	40,761	400,114
2015 Public Improvement Bond	2031	3.000-5.000	62,531	41,118	103,649	1,036,909
Subtotal U.S. Home Corporation			\$3,507,911	\$695,410	\$4,203,321	\$14,038,773
2015 Taxable refunding	2023	3.000-4.000	716,735	148,110	864,845	3,165,196
Subtotal Southern MD Sports & Entertainment Complex			\$716,735	\$148,110	\$864,845	\$3,165,196
TOTAL DEBT SERVICE FUND DEBT			\$11,318,811	\$3,157,527	\$14,476,338	\$61,843,423
SPECIAL REVENUE FUND						
2018 Capital Lease	2023	1.781	9,423	738	10,161	34,328
TOTAL SPECIAL REVENUE FUND			\$9,423	\$738	\$10,161	\$34,328

FY2019 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-19 PRINCIPAL	FY-19 INTEREST	FY-19 TOTAL	PRINCIPAL OUTSTANDING
<u>INSPECTION & REVIEW</u>						
2014 Capital Lease	2019	1.298	13,535	85	13,620	0
2019 Capital Lease	2024	2.880	6,838	1,053	7,891	66,162
TOTAL INSPECTION & REVIEW DEBT			\$20,373	\$1,138	\$21,511	\$66,162
<u>SOLID WASTE FUND</u>						
2014 Public Improvement Bond	2030	3.000-5.000	22,644	13,001	35,645	312,184
2015 Public Improvement Bond	2031	3.000-5.000	5,138	3,379	8,517	85,202
2016 Public Improvement Bond	2032	2.250-5.000	4,923	3,946	8,869	89,320
TOTAL SOLID WASTE BONDS			\$32,705	\$20,326	\$53,031	\$486,706
2018 Capital Lease	2023	1.781	19,566	1,532	21,098	71,280
2019 Capital Lease	2024	2.880	15,457	2,381	17,838	149,543
TOTAL SOLID WASTE OTHER OBLIGATIONS			\$35,023	\$3,913	\$38,936	\$220,823
TOTAL SOLID WASTE FUND DEBT			\$67,728	\$24,239	\$91,967	\$707,529
<u>ENVIRONMENTAL SERVICE</u>						
2009 Public Improvement Bond	2029	2.000-4.250	2,930	117	3,047	0
2015 PIB refunding	2029	2.000-4.000	0	1,314	1,314	37,734
2016 Public Improvement Bond	2032	2.250-5.000	3,779	3,029	6,808	68,569
TOTAL ENVIRONMENTAL SERVICE BONDS			\$6,709	\$4,460	\$11,169	\$106,303
2014 Capital Lease	2019	1.298	267,846	1,688	269,534	0
2015 Capital Lease	2020	1.270	45,936	732	46,668	25,710
2016 Capital Lease	2021	2.244	88,613	2,895	91,508	135,317
2017 Capital Lease	2022	1.193	49,200	1,938	51,138	125,589
2018 Capital Lease	2023	1.781	17,522	1,372	18,894	63,833
TOTAL ENVIRONMENTAL SERVICE OTHER OBLIGATION			\$469,117	\$8,625	\$477,742	\$350,449
TOTAL ENVIRONMENTAL SERVICE DEBT			\$475,826	\$13,085	\$488,911	\$456,752
<u>WATERSHED PROTECTION AND RESTORATION FUND (WPRF)</u>						
2009 Public Improvement Bond	2029	2.000-4.250	22,611	904	23,515	0
2010 Public Improvement Bond	2025	2.000-5.300	32,220	10,341	42,561	32,629
2011 Public Improvement Bond	2028	2.000-5.000	70,461	7,041	77,502	432,989
2011 PIB refunding	2020	4.000-5.000	3,457	79	3,536	0
2012 Public Improvement Bond	2027	2.000-5.000	42,042	7,940	49,982	139,126
2012 PIB refunding	2022	5.00	7,757	1,220	8,977	16,648
2013 PIB refunding	2023	2.000-4.000	106,137	19,371	125,508	378,132
2013 Public Improvement Bond	2044	3.000-5.000	32,162	55,346	87,508	181,486
2014 Public Improvement Bond	2045	3.000-5.000	63,158	99,641	162,799	2,757,237
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	67,487	104,329	1,892,105
2016 Public Improvement Bond	2047	2.250-5.000	87,066	179,364	266,430	4,666,093
2016 Public Improvement Bond	2032	2.250-5.000	2,138	1,714	3,852	38,796
2017 Public Improvement Bond	2033	2.250-5.000	1,648	1,370	3,018	33,352
2017 Public Improvement Bond	2048	2.250-5.000	85,770	163,523	249,293	4,679,230
2017 PIB refunding	2044	2.000-5.300	1,654	65,910	67,564	2,332,824
TOTAL WPRF BONDS			\$595,123	\$691,391	\$1,286,514	\$17,871,816
2017 Capital Lease	2022	1.193	3,181	125	3,306	8,119
TOTAL WPRF OTHER OBLIGATIONS			\$3,181	\$125	\$3,306	\$8,119
TOTAL WPRF DEBT			\$598,304	\$691,516	\$1,289,820	\$17,879,935

FY2019 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-19 PRINCIPAL	FY-19 INTEREST	FY-19 TOTAL	PRINCIPAL OUTSTANDING
<u>WATER & SEWER</u>						
2009 Public Improvement Bond	2029	2.000-4.250	271,667	10,867	282,534	0
2010 Public Improvement Bond	2020	2.000-5.000	220,000	22,250	242,250	225,000
2010 Public Improvement Bond	2025	2.000-5.300	803,520	258,312	1,061,832	828,455
2011 Public Improvement Bond	2023	2.000-5.000	135,000	26,425	161,425	580,000
2011 Public Improvement Bond	2028	2.000-5.000	8,808	880	9,688	54,124
2011 PIB refunding	2020	4.000-5.000	1,148,839	63,634	1,212,473	988,262
2012 Public Improvement Bond	2027	2.000-5.000	240,242	45,370	285,612	795,008
2012 Public Improvement Bond	2022	2.000-5.000	310,000	66,750	376,750	1,025,000
2012 Public Improvement Bond	2032	2.000-5.000	303,821	96,820	400,641	1,009,334
2012 PIB refunding	2022	5.00	274,587	43,196	317,783	589,342
2013 PIB refunding	2023	2.000-4.000	1,182,072	232,364	1,414,436	4,627,020
2013 Public Improvement Bond	2029	3.000-5.000	125,931	23,751	149,682	712,345
2013 Public Improvement Bond	2024	3.000-5.000	125,873	38,639	164,512	709,841
2013 Public Improvement Bond	2044	3.000-5.000	37,838	65,113	102,951	213,514
2014 Public Improvement Bond	2030	3.000-5.000	220,776	126,753	347,529	3,043,793
2014 Public Improvement Bond	2045	3.000-5.000	96,842	152,784	249,626	4,227,764
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	67,566	26,989	94,555	580,662
2015 Public Improvement Bond	2046	3.000-5.000	33,158	60,738	93,896	1,702,896
2015 Public Improvement Bond	2031	3.000-5.000	150,240	98,791	249,031	2,491,309
2016 Public Improvement Bond	2027	3.000-5.000	56,223	29,124	85,347	554,368
2016 Public Improvement Bond	2047	2.250-5.000	47,934	98,748	146,682	2,568,907
2016 Public Improvement Bond	2032	2.250-5.000	182,580	146,348	328,928	3,312,960
2017 Public Improvement Bond	2033	2.250-5.000	331,420	275,556	606,976	6,707,580
2017 Public Improvement Bond	2048	2.250-5.000	76,230	145,335	221,565	4,158,770
2017 PIB refunding	2044	2.000-5.300	5,951	547,827	553,778	12,987,196
TOTAL WATER & SEWER BONDS			\$6,457,118	\$2,825,189	\$9,282,307	\$58,191,783
Revolving Loan (BNR)	2026	1.200	758,950	75,994	834,944	5,573,870
2007 Meter Replacement Lease	2022	4.140	480,353	81,500	561,853	1,605,017
2014 Capital Lease	2019	1.298	117,851	743	118,594	0
2015 Capital Lease	2020	1.270	206,608	3,294	209,902	110,304
2016 Capital Lease	2021	2.244	208,019	6,796	214,815	317,656
2017 Capital Lease	2022	1.193	73,789	2,907	76,696	188,359
2018 Capital Lease	2023	1.781	102,367	8,013	110,380	372,926
2019 Capital Lease	2024	2.880	39,718	6,118	45,836	384,281
TOTAL WATER & SEWER OTHER OBLIGATIONS			\$1,987,655	\$185,365	\$2,173,020	\$8,552,413
TOTAL WATER & SEWER DEBT			\$8,444,774	\$3,010,554	\$11,455,328	\$66,744,196
<u>TOTAL ALL FUNDS</u>						
TOTAL BONDS - EXISTING			\$35,255,000	\$13,682,097	\$48,937,097	\$288,270,000
TOTAL OTHER OBLIGATIONS			6,966,000	392,632	7,358,632	19,018,310
TOTAL DEBT SERVICE OBLIGATIONS			\$42,221,000	\$14,074,729	\$56,295,729	\$307,288,310

NOTE: The size of pending 2018 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 2017, in various debt and property value ratios, and an estimate for the fiscal year ending June 30, 2018 and 2019.

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
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	151,148	16,855,700,814	111,518	161,280,264	0.96	1,067.04
2014	152,865	16,441,435,644	107,555	163,927,570	1.00	1,072.37
2015	154,749	16,549,777,913	106,946	168,741,576	1.02	1,090.42
2016	156,118	16,834,846,294	107,834	178,797,598	1.06	1,145.27
2017	157,705	16,995,622,523	107,768	181,704,069	1.07	1,152.18
2018 Est.	159,700	17,552,163,533 ⁽³⁾	109,907	181,804,880	1.04	1,138.42
2019 Est.	162,318	18,216,286,205 ⁽³⁾	112,226	162,721,082 ⁽⁴⁾	0.89	1,002.48

(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 2018 Bond Issue. Bond size has yet to be determined.

General Fund Bonded Debt Service Expenditures as a percentage of General Fund Revenues:

Fiscal Year	General Fund Total Debt Service ⁽¹⁾	General Fund G.O. Bond Debt Service	Total Operating Revenue	Bonded Debt as % of Revenue
2010	22,596,884	20,585,793	289,127,993	7.1%
2011	23,426,121	21,664,085	298,392,949	7.3%
2012	20,146,822	18,724,785	309,271,654	6.1%
2013	19,635,938	18,160,040	315,334,053	5.8%
2014.....	20,137,526	19,043,259	327,670,516	5.8%
2015.....	21,308,243	19,554,114	345,000,881	5.7%
2016.....	24,244,424	19,985,731	371,580,131	5.4%
2017.....	27,520,895	23,626,024	372,974,196	6.3%
2018 Budget.....	27,660,485	23,492,170	379,278,300	6.2%
2019 Budget.....	29,247,800	24,620,100	393,738,600	6.3%

(1) Total Debt Service includes debt payments for capital leases, loans, and General Obligation bond issues related to General Fund activity.

Glossary & Abbreviations

GLOSSARY

A

ACCRUAL BASIS: Both governmental and business-type activities are presented using the accrual basis of accounting in the government-wide financial statements and the proprietary and fiduciary fund financial statements. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recognized when incurred, regardless of the timing related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

AGENCY FUNDING: County assistance provided to semi-autonomous agencies. These are agencies not directly under the control of the County Commissioners. Examples of these include: the Health Department and Board of Education.

AGRICULTURE TRANSFER TAX: Tax on the sale of property located within an area zoned agriculture; proceeds are currently used to help fund the Agricultural Land Preservation Program.

ALLOCATE: To set apart portions of budgeted expenditures which are specifically designated to organizations for special activities or purposes (i.e., various rescue squads).

AMENDED BUDGET: The budget as adopted by the County Commissioners and adjusted to show any increases or decreases.

ANNUAL BUDGET: A budget covering a single fiscal year.

APPROPRIATIONS: A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. Typically, an appropriation is limited in amount and time it may be expended.

APPROVED BUDGET: The budget as formally adopted by the Board of Commissioners for the upcoming fiscal year.

ASSESSABLE BASE: The value of taxable real and personal property within the County, as determined by the State Department of Assessments and Taxation (SDAT).

ASSESSMENT: The process of determining values of real and personal property for taxation purposes.

ASSETS: The resources owned by an entity. All assets have the capacity to provide future services or benefits to the entities that use them.

AUDIT: A systematic and independent examination of books, accounts, statutory records, documents and vouchers to determine how far the financial statements as well as non-financial disclosures present a true and fair view of the County. It ensures that the books of accounts are properly maintained by the concern as required by law.

B

BALANCED BUDGET: A budget in which all expenditures are equaled by the total revenues and other financing sources. The County's General Fund budget must be balanced by State Law.

BASIS OF ACCOUNTING: Revenues and expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied. The measurement focus identifies which transactions should be recorded. Accrual Basis and Modified Accrual Basis are two different types of accounting methods.

BASIS OF BUDGETING: The basis that was used in preparing the budget which may differ from the basis of accounting.

BOND: An investment bearing certificate of indebtedness sold by a governmental agency to generate funds. The bond guarantees payment of the original investment plus interest by a specified date or dates in the future. Bonds typically involve long-term indebtedness to pay for infrastructure.

BOND RATING: A grade indicating a governmental unit's investment qualities. Generally speaking, the higher the bond rating, the lower the interest rate and the cost of financing capital projects funded by bonds. A high rating is indicative of the Government's strong financial position. Ratings range from AAA (highest) to D (lowest).

BOND SALE: The process of raising cash to fund capital projects by selling certificates of debt guaranteed by the County Government.

BONDED DEBT: The total amount owed by the County as a result of the sale of general obligation or other bonds guaranteed by the County Government.

BUDGET: A plan of financial operations for a given period of time providing estimates of proposed expenditures and the proposed means of financing them. A means of allocating resources.

GLOSSARY

C

CAPITAL ASSETS: Property, plant, equipment, and infrastructure assets (e.g. roads, bridges, and similar items.)

CAPITAL BUDGET: The budget which funds major infrastructure projects such as parks, schools, bridges, roads, water & sewer facilities, and landfills.

CAPITAL IMPROVEMENT PROGRAM (CIP): A multi-year plan showing anticipated capital projects and required funding.

CAPITAL OUTLAY: An expenditure classification for items that are expected to have a useful life greater than five years or an estimated total cost of \$5,000 or more. Capital outlay expenditures include such purchases as a vehicle, machinery, and equipment.

CAPITAL PROJECTS FUND: Account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by business-type/proprietary funds). The Capital Project Fund is a major fund.

CASH AND CASH EQUIVELENTS: Cash on hand, petty cash, demand deposits, and short term securities and certificates of deposit with an original maturity of three months or less at time of purchase.

CHART OF ACCOUNTS: The County's Chart of Accounts includes expenditure line items grouped in like categories. The following is a list of each category: *Agency Funding* *Capital Outlay* *Debt Service* *Depreciation* *Fringe Benefits* *Operating Contingency* *Operating Costs* *Personal Services* *Transfers Out*

CHARTER HOME RULE: Specified in Charter. Must provide for an elected Council. Offers broader powers than the traditional Commissioner form and Code Home Rule form.

CODE HOME RULE: Charles County's form of government. Commissioners determine structure through local enactments. County Commissioner title is retained. Offers broader powers than the traditional Commissioner form.

COMPREHENSIVE PLAN: A long range plan that guides policy, investment, program, and land use decisions.

CONNECTION FEE: Fee charged for access to a central water or sewer system to pay for the infrastructure cost that provided the capacity.

CONTINGENCY: Budget account in which funds are set aside for unforeseen expenditures which may become necessary during the year and which have not been provided for in the context of the budget.

CONTINGENCY- INFLATION: Account set up in the CIP budget that will be used as a reserve when needed to add to a project if/when inflation occurs. This method provides for proper financial planning for cost inflation while at the same time presenting projects that are in today's dollars.

CONSTRUCTION IN PROGRESS: Significant outlays for capital assets and improvements are capitalized as Construction in Progress while projects are being constructed. Projects are not depreciated until completed or substantially completed and available for use.

D

DEBT: Duty or obligation to pay money, deliver goods, or render services under an express or implied agreement.

DEBT SERVICE FUND: Accounts for the accumulation of designated revenues for the periodic payment of principal and interest on long-term debt. The Debt Service Fund is a major fund.

DEPARTMENT: A County agency or office consisting of one or more divisions. Examples are the Department of Public Works and Department of Community Services.

DEPRECIATION EXPENSE: Annual loss of value for equipment or other asset.

E

ENCUMBRANCE: A financial commitment for services, contracts, or goods which have not as yet been delivered or performed.

ENTERPRISE FUND: Funds established for operations that have a defined customer base and are primarily funded by a service fee associated directly with the operation. These operations are accounted for in a manner similar to the private sector, where budgets are used as a management tool and are subject to the amount of activity.

EXPENSE LINE: A breakdown of operating costs into a specific area of cost. Examples are Full Time Salaries and Supplies.

GLOSSARY

F

FIDUCIARY FUNDS: Are used to report assets held in a trustee or agency capacity for others and therefore are not available to support County programs. The reporting focus for fiduciary funds is on net assets and changes in net assets and accounting principles used are similar to proprietary funds.

FISCAL YEAR (FY): An accounting period covered by the County budget. Charles County's fiscal year commences July 1st and ends the following June 30th.

FIXED ASSET: An asset of long-term character. For budgetary purposes, a fixed asset is defined as an item costing \$5,000 or more with an expected life of more than five years.

FRINGE BENEFITS: Any employer cost associated with the benefits for County personnel. These include FICA, health, pension, life insurance, unemployment, workers compensation, and long term disability insurance.

FRONT FOOT FEE: Per foot fee assessed on a property fronting a water and/or sewer line. Revenues are applied to the debt associated with the cost of the water and sewer lines.

FULL-TIME: Status of an employee whose combined weekly hours total 37.5 or more.

FULL-TIME EQUIVALENT (FTE): A method of measuring the equivalent full-time personnel based on the number of hours worked.

FULL TIME REDUCED HOURS: Employees working more than 24 hours but less than 37.5 hours. These employees are eligible for Full Time benefits.

FUND: A separate budget/account grouping with its own revenues and appropriations. The general fund, for example, is used to manage most of the daily operations of the County agencies and is funded by a variety of taxes and other revenues.

FUND BALANCE: The difference between assets and liabilities in governmental funds. The balance in this account is the cumulative results of actual revenues and expenditures over time.

G

GENERAL FUND: The general operating fund of the County. It is used to account for all financial resources except those required to be accounted for in another fund. The General Fund is considered a major fund.

GENERAL OBLIGATION BONDS: Bonds issued by a government which are backed by the full faith and credit of its taxing authority.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP): A collection of commonly-followed accounting rules and standards for financial reporting. The purpose of GAAP is to ensure that financial reporting is transparent and consistent from one organization to another.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB): The independent, private-sector organization that established accounting and financial reporting standards for U.S. state and local governments that follow Generally Accepted Accounting Principles (GAAP).

GOVERNMENTAL FUNDS: The measurement focus of the governmental fund financial statements is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following comprises the County's Governmental Fund: General Fund, Capital Projects Fund, Debt Service Fund, and Special Revenue Funds.

GRANT: A contribution of assets (usually cash) from one governmental unit (typically the State or Federal Government or other organization) to another. The contribution is usually provided in support of a particular public function, project, or program.

I

INDIRECT COST: The component of the total cost for a service which is provided by and budgeted within another department or division. Indirect costs are budgeted to more accurately reflect the true total cost for such services such as those provided by administrative departments.

INDEMNITY MORTGAGE: Includes any mortgage, deed of trust, or other security interest in real property that secures a guarantee of repayment of a loan for which the guarantor is not primarily liable.

INFRASTRUCTURE: Refers to the technical structures that support a society, such as roads, water facilities, wastewater, power grids, flood management systems, communications (internet, phone lines, broadcasting), and so forth.

GLOSSARY

INTERAGENCY COMMITTEE (IAC): A State agency that assists in determining how state funds will be used to aid localities in the construction of public schools.

INTERFUND TRANSACTIONS: Type of transaction in which one fund transfers resources to another fund. One fund recognizes an Other Financing Source or Transfer In and the other fund recognizes an Other Financing Source or Transfer Out.

INTERGOVERNMENTAL REVENUES: Revenues from other governments (State, Federal, or Local) which can be in the form of grants, shared revenues, or entitlement.

INTERNAL SERVICE FUND: This type of fund is used to account for the financing of goods or services provided by one department of a government to other departments or agencies on a cost reimbursement basis.

INVENTORIES: Consist of expendable supplies held for the County's use and are valued at the lower of cost or market using the First-In/First-Out Method. Inventories in all funds are initially recorded in the inventory account and recognized as expenditures when consumed.

L

LEASE PURCHASE: A financing method of purchasing equipment in which payments are spread over a period of time.

LEVY: The amount of tax, service charge, and assessments imposed by the government.

LIABILITY: Loan, expense, or any other form of claim on the assets of an entity that must be paid or otherwise honored by that entity.

M

MAJOR FUNDS: Under GASB No. 24 the focus of the fund financial statements is on major funds. Defined based on a numerical formula, these funds generally represent the government's most important funds. Once identified, each major governmental and enterprise fund is presented in its own column in the governmental and proprietary fund statements.

MODIFIED ACCRUAL BASIS: The governmental fund financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Measurable" means knowing or able to reasonably estimate the amount. "Available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period.

N

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) The primary permitting program under the Clean Water Act, which regulates all discharges to surface water. It prohibits discharge of pollutants into waters of the United States unless EPA, a state, or a tribal government issues a special permit to do so.

NET ASSETS: The difference between assets and liabilities in proprietary funds. The balance in this account is the cumulative results of actual revenues and expenditures over time.

NON MAJOR FUNDS: Under GASB No. 24 those funds not meeting the major fund criteria are considered non major funds. These funds are presented in aggregate and presented in single columns- one in the governmental fund statements, and one in the proprietary fund statements.

O

OPERATING BUDGET: The annual budget which supports the day to day operations of County agencies.

OPERATING COSTS: Includes services & charges such as telephone, utilities, conferences & meetings, consultants, training, and uniforms, as well as, supplies, which would include expenses such as printing, auto fuel, general supplies, and office supplies.

OTHER POST EMPLOYMENT BENEFITS (OPEB): Benefits (other than pensions) that U.S. state and local governments provide to their retired employees. These benefits principally involve health care benefits, but also may include life insurance, disability, legal and other services.

OUTSIDE AGENCIES: Agencies of the County which are not subject to full County appropriation authority due to State Law, such as College of Southern Maryland, Public Library, Health Department, the Board of Education, and the Volunteer Fireman's Association.

P

PART-TIME: Period of hours worked by an employee totaling less than 25 hours per week.

PAY-GO: Pay-Go funding is the application of operating revenues for projects. The County typically uses this type of financing for projects that are relatively small in nature, have short life spans, or as a supplement to long-term financing.

PERSONAL SERVICES: Labor costs associated with the payment of County personnel. These include salaries and other wages, such as overtime, part-time, and shift differential.

PROGRAM OPEN SPACE (POS): A State program that helps finance investment in new facilities and parks.

GLOSSARY

PROPRIETARY FUNDS: The focus of proprietary fund measurement is upon determination of operating income, changes in net assets, financial position, and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. The County's enterprise funds are proprietary funds.

R

REVENUES: Monies received by the County to support its budget and enable the employees to provide services needed by the public. Property taxes, building permits, and receipts from State and Federal sources are examples.

RIGHT-OF-WAY (ROW): The land used by a public utility.

RISK MANAGEMENT: The coordinated and continuous effort to minimize the potential financial and human resource losses arising from worker's compensation, liability and property exposures.

S

SPECIAL REVENUE FUNDS: Account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The Special Revenue Funds of the county are non-major funds.

STORMWATER MANAGEMENT: The management of stormwater which is rainwater and melted snow that runs off streets, lawns, and other sites. When stormwater is absorbed into the ground, it is filtered and ultimately replenishes aquifers or flows into streams and rivers. In developed areas, however, impervious surfaces such as pavement and roofs prevent precipitation from naturally soaking into the ground. Instead, the water runs rapidly into storm drains, sewer systems, and drainage ditches and can cause: downstream flooding, stream bank erosion, increased turbidity (muddiness created by stirred up sediment) from erosion, habitat destruction, changes in the stream flow hydrograph (a graph that displays the flow rate of a stream over a period of time), combined sewer overflows, infrastructure damage, and contaminated streams, rivers, and coastal water.

T

TAG-A-BAG: Rather than paying a per-ton fee for usage of the Sanitary Landfill, an individual may opt to purchase a tag for each trash bag. The price of each tag roughly equates with its per-ton usage fee.

TAX INCREMENTAL FINANCING (TIF): A financing method that capitalizes on the difference between current and future assessments generated by the increased value of a redeveloped area. The ad valorem revenues are used to offset the public expense incurred in connection with the redevelopment. In most jurisdictions, tax increment financing is associated with bond issues.

TRANSFERS IN: Financial inflows from other funds of the government reporting entity that are not classified as interfund services provided and used, reimbursements or loans.

TRANSFER OF DEVELOPMENT RIGHTS (TDR): A government created market allowing the sale of certain rights (development rights) from rural areas to designated growth areas.

TRANSFERS OUT: This category type is used for transferring funds from one fund to another. Typically this represents the County's local match of a State or Federal grant.

TRI-COUNTY: Three Southern Maryland counties consisting of Charles, Calvert, and St. Mary's.

U / V

USER FEE: A service charge for the use of water and/or sewer utilities billed on a per 1,000 gallon consumption basis.

VanGO: All transportation services offered by Department of Planning & Growth Management are combined to form the VanGO program.

VOLUNTEERS IN COMMUNITY SERVICE (VICS): A court ordered alternative to incarceration. Individuals perform court ordered community services in lieu of points and/or incarceration.

W

WATERSHED: A land area that drains to a stream, lake, river, bay or ocean. In each watershed all of the water that falls in it, and drains off of it, goes to a common outlet, such as a reservoir outflow, mouth of a bay, or any point along a stream channel. Watersheds include surface water, like lakes, streams, reservoirs, and wetlands, and underlying groundwater.

WATERSHED IMPLEMENTATION PLAN: In December 2010, the U.S. Environmental Protection Agency (EPA) approved Maryland's Phase I Watershed Implementation Plan to reduce the nutrient and sediment pollution to the Chesapeake Bay. The next phase, known as Phase II, divides the statewide nutrient and sediment reduction goals among the localities. This affords jurisdictions autonomy in determining the most cost effective best management practices to meet nutrient and sediment reduction goals.

ACRONYMS/ABBREVIATIONS

A

A&E:	Architectural & Engineering
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
CAFR:	Comprehensive Annual Financial Report
CCACCYF:	Charles County Advocacy Council for Children, Youth, and Families
CCAEMS:	Charles County Association of Emergency Medical Services
CCG:	Charles County Government
CCGTV:	Charles County Government Television
CCPL:	Charles County Public Library
CCPS:	Charles County Public Schools
CCSO:	Charles County Sheriff's Office

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 Police Services
CPI:	Consumer Price Index
CPV:	Competitive Power Venture
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
ENSB:	Emergency Number System Board
EOC:	Emergency Operations Center
E.S.:	Elementary School (in reference to schools)
ES:	Emergency Services (in reference to public safety)

F

FARU:	False Alarm Reduction Unit
FB:	Fund Balance
FAS:	Fiscal and Administrative Services
FEMA:	Federal Emergency Management Agency
FFY:	Federal Fiscal Year
FMLA:	Family Medical Leave Act
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
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

M

MACo:	Maryland Association of Counties
MALPF:	Maryland Agricultural Land Preservation Foundation
MAP:	Maryland Access Point

ACRONYMS/ABBREVIATIONS

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

MOSHA: Maryland Occupational Safety
and Health Agency

MPCTC: Maryland Police and Correctional Training
Commission

MRA: Mental Retardation Association

MSP: Maryland State Police

M.S.: Middle School

MTA: Mass Transit Authority

MWWTP: Mattawoman Wastewater Treatment Plant

N

NACo: National Association of Counties

NEPA: National Environmental Protection Act

NPDES: National Pollutant Discharge Elimination System

NPW: Non-Potable Water

NSF: Naval Support Facility

NSWC: Naval Surface Warfare Center

NWS: New World System

O

OAA: Older Americans' Act

OPEB: Other Post-Employment Benefits

OSHA: Occupational Safety and Health Administration

P

PC: Personal Computer

PDR: Purchase of Development Rights

PEHP: Public Employee Health Plan

P.G.: Prince George's County

PGM: Planning and Growth Management

PIB: Public Improvement Bonds

PILOT: Payment in lieu of taxes

P.O.: Purchase Order

POS: Program Open Space

PS: Pump Station

PSA: Public Service Announcement

PUD: Planned Urban Development

PW: Public Works

R

RAP: Rental Assistance Program

RC&D: Resource Conservation and Development

RFP: Requisition for Purchase

RIM: Resource & Infrastructure Management

ROW: Right of Way

RPT: Recreation, Parks, & Tourism

RPTP: Rural Public Transportation Program

RTU: Rooftop Units

S

SAO: State's Attorney's Office

SCADA: Supervisor, Control, and Data Acquisition

ACRONYMS/ABBREVIATIONS

SDAT:	State Department of Assessments and Taxation	UM:	University of Maryland
SDARB:	Site Design & Architecture Review Board	UPS:	Uninterrupted Power Supply
SELP:	Settlement Expense Loan Program	U.S.	United States
SFD:	Single Family Dwelling	USACE:	United States Army Corps of Engineers
SF:	Square Foot	UV:	Ultraviolet
SHIP:	State Health Insurance Program	<u>V</u>	
SHSP:	State Homeland Security Program	VICS:	Volunteers in Community Service
SLBE:	Small Local Business Enterprise Program	VITAL:	Vision in Teamwork and Leadership
SMECO:	Southern Maryland Electric Cooperative	VFD:	Volunteer Fire Department
SMCJA:	Southern Maryland Criminal Justice Academy	<u>W</u>	
SOP:	Standard Operating Procedure	W&S:	Water & Sewer
SR:	Special Revenue	WCD:	Watershed Conservation District
SRF:	Special Revenue Fund	WIP:	Watershed Implementation Program
SUV:	Sports Utility Vehicle	WPRF:	Watershed Protection and Restoration Fund
SWM:	Solid Waste Management	WRAC:	Water Resource Advisory Committee
SWOT:	Strengths, Weaknesses, Opportunities, and Threats	WSSC:	Washington Suburban Sanitation Commission
SYTEP:	Summer Youth Employment and Training Program	WUDS:	Waldorf Urban Design Study
		WURC:	Waldorf Urban Revitalization Corridor
		WWTP:	Wastewater Treatment Plant
<u>T</u>		<u>Y</u>	
TCAS:	Tri-County Animal Shelter	YTD:	Year to Date
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		
<u>U</u>			
UCR:	Uniform Crime Report		
U&O:	Use and Occupancy		

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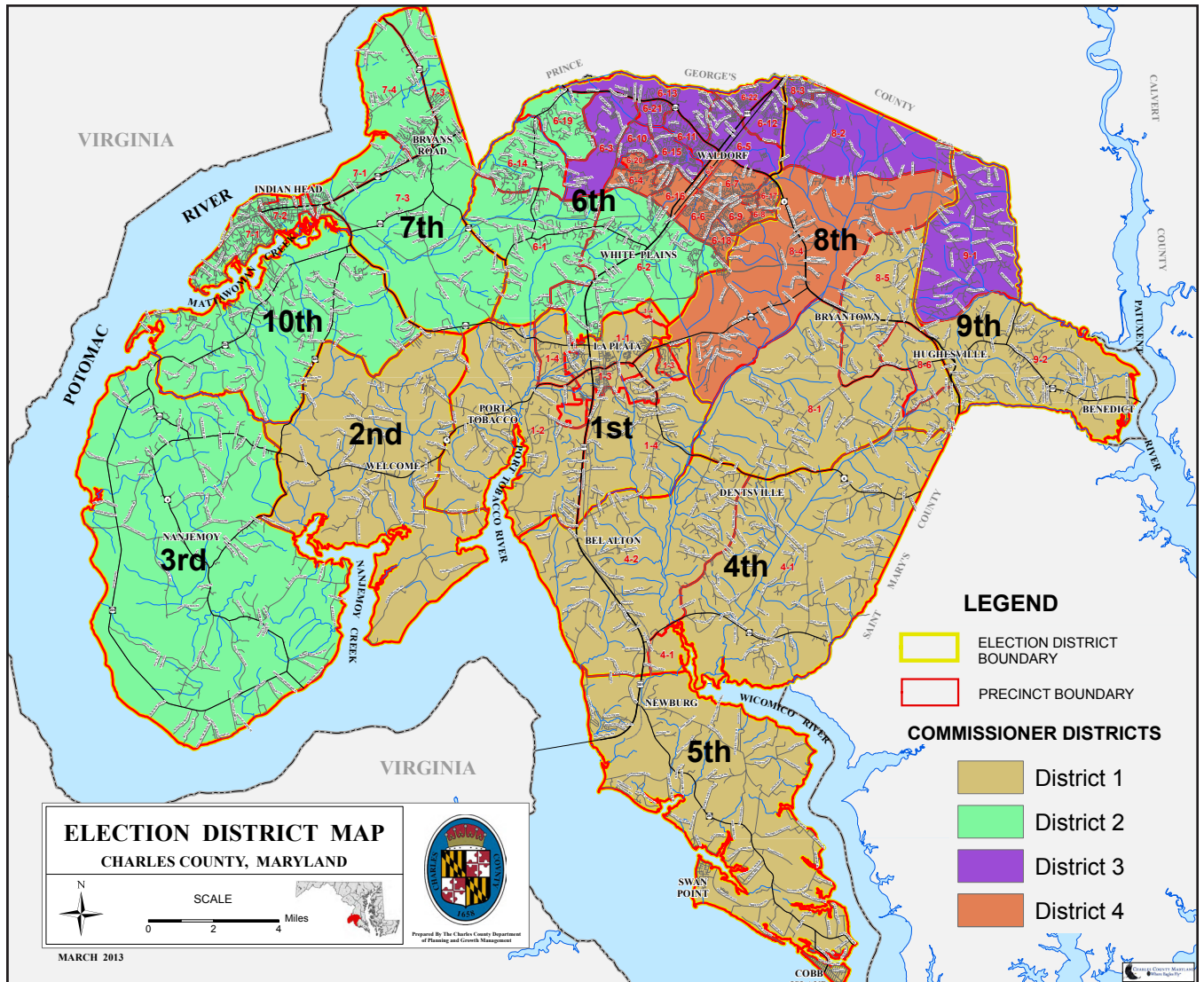
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Charles County, Maryland Commissioner Resident Districts



The President of the County Commissioners, who must declare his or her candidacy at the time of filing, is elected county-wide and may reside anywhere within the county. The four Commissioner members also run county-wide but one must reside within each of the four Commissioner districts.

Charles County Government

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County Administrator

The Charles County Government is responsible for the writing, production, and distribution of this publication.

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About Charles County Government

The mission of Charles County Government is to provide our citizens the highest quality service possible in a timely, efficient and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning and have an appropriate managerial organization tempered by fiscal responsibility. We support and encourage efforts to grow a diverse workplace. Charles County is a place where all people thrive and businesses grow and prosper; where the preservation of our heritage and environment is paramount; where government services to its citizens are provided at the highest level of excellence; and where the quality of life is the best in the nation.

It is the policy of Charles County to provide equal employment opportunity to all persons regardless of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, marital status, sexual orientation, genetic information, gender identity or expression, or any other status protected by law.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

**Charles County
Maryland**

For the Fiscal Year Beginning

July 1, 2017

Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Charles County, Maryland** for its annual budget for the fiscal year beginning **July 1, 2017**. 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.